

Guidelines for Full Proposals

(Please follow the naming and ordering of the sections and annexes)

1. Full Proposal

The full proposal should present a comprehensive and concise case for support of no more than 25 pages in font size 12 with single line spacing. Please use the table below as a guide. The full proposal should address the questions (highlighted in blue) for each of the sections. The page limit is not inclusive of the Annexes. The full proposal and Annexes should be sent as separate attachments.

Table 1: Guide for Full Proposal

Sections Required	Information to be Provided
<i>Objectives</i>	<p><i>What are you trying to do? Clearly state the problem to be addressed with neither jargon nor acronyms and explain why it is significant, without overselling. How do you propose the impact of your research could be measured and if successful, how would this generate value for Singapore?</i></p> <ul style="list-style-type: none"> • This section should articulate clearly the importance of the problem to be addressed, the expected outcomes of the project, the benefits relative to the costs of implementing the solution, and how it would contribute towards achieving Singapore’s urban mobility objectives. • Outcomes should be as quantitative as possible e.g. a 2x improvement, or a specific achievement, or a new concept etc.
<i>Approach</i>	<p><i>How is it done today, who are the leading researchers studying the problem, and what are the limitations of their current approaches? What is your approach and how does it differ from what others are working on? Why do you think your proposal will be successful?</i></p> <ul style="list-style-type: none"> • The team should highlight in this section their proposed approach and working hypothesis. • The team should perform a competitive scan of the current state of the art and other research carried out by other teams around the world, and how their proposed approach is better than the global competition. • The team should also include pathways to impact, to describe how the technology can be deployed or commercialised if the project is successful. This could include identification of potential testbeds or industry partners.
<i>Project Execution Plan</i>	<p><i>What resources are required to accomplish the objectives? What are the technical risks and how would these be mitigated? Outline the schedule and deliverables for all phases of the proposed project.</i></p>

	<ul style="list-style-type: none"> • This section should provide an overview of the proposed management structure for the project. The role of the Investigators and Collaborators should be listed in this section, highlighting any competitive advantages in terms of unique capabilities and/or experience relevant to the project’s focus. Articulate why you have the best team to execute the proposed research. CVs of all Investigators should be included as part of this application, including all co-investigators and collaborators. Details that should be included in the CVs are elaborated in section 3 below. Letters of support from Collaborators should be included in <u>Annex B</u> as elaborated in section 4 below. • The team must highlight key milestones and deliverables for each phase of the project, in particular at the mid-term and completion mark. LTA may require that funding support will be based on achievement of milestones in a payment schedule. • A detailed budget should be provided in <u>Annex C</u>, broken down into the following budget categories of EOM, Equipment, OOE, Overseas Travel and Research Scholarship, as well as a summary of the cash and in-kind contributions by Host Institutions and Collaborators. Justification for the proposed budget in each category should be clearly articulated here. Deliverables are expected to be commensurate with the level of funding requested. Please note that an overly inflated budget may have a negative effect on the evaluation of the white paper. Projects that demonstrate cost-effectiveness in achieving proposed outcomes would be preferred. Funding support will be up to 5 years but projects with 3 years or shorter duration are preferred. • Expected performance for the following key performance indicators over the length of the project must also be included (not required to propose targets for all). <ul style="list-style-type: none"> (i) <i>Industry Projects</i> measures the number of research collaboration agreements, contract research agreements or consultancy agreements signed between public research performers and companies as a result of the grant. (ii) <i>Industry R&D Funding</i> refers to cash funding received by public research performers for industry projects (figure will be subset of industry R&D funding). (iii) <i>Industry R&D Spending</i> refers to cash funding and in-kind contributions (e.g. for manpower, equipment) by industry. (iv) <i>Industry Research Scientists and Engineers (RSE) Jobs Created</i> refers to the number of new industry RSE jobs created as a result of the project. RSE jobs includes all persons employed for R&D and its related activities, such as researchers, project managers, product designers, technicians and other supporting staff.
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	<p>(v) <i>Technologies Deployed (Including Licenses)</i> measures technologies deployed (through licenses or deployment at least pilot scale) that lead to (i) Introduction of new product in the market; (ii) Introduction of new service in the market; (iii) product or process improvement.</p> <ul style="list-style-type: none"> • The team should identify the key risks to the project, and elaborate on how these risks can be addressed.
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2. Annex A – CVs

The following key information should be included in each CV:-

- a. Name
- b. Title
- c. Email
- d. Office Mailing Address and Contact Number
- e. Current Position (Please provide full details, e.g. primary appointment, joint appointments; other academic appointments including those outside of Singapore; percentage of time spent in Singapore every year, if applicable)
- f. Employment History
- g. Academic Qualifications (indicate institution's name and year degree awarded)
- h. Summary of the most relevant research outcomes from all previous grants related to the project (e.g. publications, patents, awards).
- i. Professional Awards

3. Annex B – Letters of Support

These must be included from Collaborators, or other individuals or organisations who will be directly involved in supporting the work described in the application. Letters should provide full details of the intended intellectual and financial (if relevant) inputs. Letters which do not demonstrate direct involvement will not be considered as part of the evaluation.

4. Annex C – Detailed Budget

Please refer to the attached template.

5. Annex D – Key Milestones

Please refer to the attached template.

6. Annex E – References

A listing of all references to citations listed (no total page limit).