**Appendix 1**

**PROJECT PROPOSAL**

**“<Title of Project>”**

**Research Collaboration Opportunity (RCO) Reference:**

**LIST OF PROJECT TEAM MEMBERS**

**Role** **Name** **Designation** **Institution/ Department**

Lead PI

Co-PI (1)

Co-PI (2)

Collaborator (1)

**EXECUTIVE SUMMARY (400 WORDS)**

*Elaborate on key components of the project proposal, including the major questions addressed by the project and the plan to meet expected deliverables and outcomes.*

**RESEARCH OBJECTIVES**

*Describe the research questions and objectives of the proposed research and elaborate how the project will meet the specified requirements set out by NParks. This must include the objectives stated by NParks. Additional research objectives can also be specified here.*

**BACKGROUND AND IMPETUS FOR RESEARCH**

*Describe the current state of knowledge within Singapore and globally, and list researchers who are working in similar areas and their current work. This should include prior work by the project team that is relevant to the research proposal, and any preliminary results that would help support the proposal. Explain the novelty of the proposed research work, including how this will address existing knowledge gaps, and/or the limitations in existing R&D efforts/market solutions.*

**METHODOLOGY AND WORK PLAN**

*Detail the research methodology and project plans that will lead to the expected project deliverables and outcomes. Clearly identify efforts that will contribute to value-added research components, exceeding the expected deliverables and outcomes without an increased budget. If any challenges exist, outline steps to address and overcome these difficulties, either for practical or scientific considerations.*

**PROJECT SCHEDULE**

*Provide a schedule for the project, including important milestones and project updates.*

*Example:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestone** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Milestone 1 |  |  |  |  |  |  |  |  |
| Milestone 2 |  |  |  |  |  |  |  |  |
| Milestone 3 |  |  |  |  |  |  |  |  |
| Progress Report |  |  |  |  |  |  |  |  |
| Technology/Invention Disclosure |  |  |  |  |  |  |  |  |
| Final Report |  |  |  |  |  |  |  |  |

**DELIVERABLES**

*The list of deliverables must include the expected deliverables stated by NParks. Additional deliverables and outcomes can also be specified here.*

**DEPLOYMENT / APPLICATION OF RESEARCH OUTCOMES**

*Describe the proposed plans to facilitate the deployment or application of research outcomes. Clearly identify the key translation partners (both public agency or industry) that the research team will work with to bring the research outcomes to deployment or application. Where relevant, please identify site(s) for test-bedding/deployment, and describe any commercialisation plan (e.g., licensing of IP generated, export of product overseas) for the developed solutions.*

**BUDGET**

*Please indicate all anticipated costs associated with the proposed project and detail the budget breakdown using this table. Please refer to the RCO Information Sheet for further information on total supportable direct costs (i.e., based on % funding support levels for different institution/entity types), and support for indirect costs. Please also provide further breakdown according to institution/company, if more than one institution/company is involved in the proposal.*

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Cost****(SGD$)** |
| **A** | **Expenditure on Manpower (EOM)** |  |
| 1 |  | $ |
| **B** | **Equipment (EQP)** |  |
| 1 |  | $ |
| 2 |  | $ |
| **C** | **Other Operating Expenses (OOE)** |  |
| 1 |  | $ |
| 2 |  | $ |
| **D** | **Overseas Travel** |  |
| 1 |  | $ |
| 2 |  | $ |
|  |  |  |
|  | Total Direct Costs | $ |
|  |  |  |
|  | *Total Supportable Direct Costs* | $ |
|  | *Indirect Costs* | $ |
|  | *TOTAL COSTS* | $ |

**PROJECT TEAM**

*Please indicate the role and contribution of the Lead PI, and of each Co-I and Collaborator. Briefly describe the plans for interaction among the team member(s) and collaborators in achieving the research objectives. Explain the relevant expertise and experience of the team member(s) in conducting the proposed research and facilitating downstream deployment or application.*

1. **CVs**

*The CVs should indicate the value each investigator brings to this specific project. CVs should show information relevant to this project and must be kept to a maximum of 4 pages.*

1. **REFERENCES**

*In the sections above, it may be useful to refer reviewers to previous work published elsewhere. In such cases, cite appropriate works in your text in “Author(s), year” format and list those citations alphabetically by first author’s last name in this section.*

1. **DATA REQUIREMENTS**

*Please highlight all the datasets necessary to be obtained from other sources (e.g. government agencies, collaborating companies etc.) for this project. Include details on data parameters needed, resolution, and whether each type of data, if unavailable, would impact the success of the project (including required mitigation measures). Please also highlight all the datasets to be measured/collected within this project. Include details on data parameters to be measured, data collection plans, potential challenges, and mitigation measures.*

1. **APPROVAL(S) FOR WORK**

*Summarize any regulatory, institutional, or professional approvals required to execute this project, such as site access permits, safety requirements, or ethics reviews.*

1. **DECLARATION OF OTHER SUBSTANTIALLY SIMILAR PROJECTS**

*Please indicate (Yes/No) if the investigators have submitted other project proposals, with substantially similar scope to this project, for grant application under other funding initiatives/grants.*

|  |  |  |
| --- | --- | --- |
| Yes: |[ ]   | No: |[ ]

*If yes, please provide the details in the table below. Please note that this project proposal will not be considered until the results from the other funding initiatives/grants are finalised.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Initiative/Grant** | **Funding Agency** | **Total Amount****(S$ ‘000)** | **Years of Support** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **OTHER DECLARATIONS**

We affirm that all information provided in this proposal is complete and accurate to the best of our knowledge and ability.

We affirm that we have reviewed and understand the full application requirements for proposals and supporting materials.

We, the applicant(s), of the proposal agree that (i) NParks is under no obligation to accept the proposal, and (ii) the applicant(s) shall abide by the decisions of NParks.

1. **SIGNATURES**

Submitted by:

 Signature ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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