**Annex B**

**PROJECT PROPOSAL**

Please note that submissions will be evaluated based on the following criteria:

1. **Ability to deliver project objectives**

The methodology is clear and appropriate in addressing the key challenges and is practical to implement and conduct. The proposed timeline should also be reasonable and achievable, with the project outcomes produced in a timely manner.

1. **Quality of research team**

Researchers working on the project should have the relevant expertise and experiences to execute the project well.

1. **Value for money in budget**

The proposed budget should be based on realistic costings to achieve the research deliverables, with appropriate justifications.

1. **Strength of value-added research components**

Proposals with added research outcomes (exceeding those in the expected deliverables stated by NParks) deemed of value to NParks will be favourably considered.

**“<Title of Project>”**

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

**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.*

**REVIEW OF CURRENT KNOWLEDGE**

*Describe the current state of knowledge, including prior work by the project team, that is relevant to the research project.*

**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 those indicated in project description (see* ***Table 1****). Additional deliverables and outcomes can also be summarized here.*

**BUDGET**

*Please indicate all anticipated costs associated with the proposed project and detail the budget breakdown using this table.*

|  |  |  |
| --- | --- | --- |
| **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 |  | $ |
|  | SUB-TOTAL | $ |
|  | Overhead | $ |
|  | GST | $ |
|  | TOTAL | $ |

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. **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. **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. **DECLARATIONS**

We, the undersigned, declare that neither this proposal nor a substantially similar proposal is currently under consideration for funding elsewhere.

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 request for proposals and supporting materials. We acknowledge that the submission of this proposal signifies unconditional acceptance of the terms and conditions contained in the Research Collaboration Agreement or Project Agreement (see Section 4 of the Invitation).

1. **SIGNATURES**

Submitted by:

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

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