IMPORTANT NOTES FOR DRAFTING OF PROPOSALS

Please provide details on the following:

(1) BACKGROUND FOR PROJECT
   (i) Previous work - Relation to earlier or current work of applicant and/or collaborating agency and relevant work elsewhere;
   
   (ii) Preliminary studies – 1-2 page report on preliminary studies undertaken and results to support proposed research

(2) OBJECTIVES AND SCOPE

(3) PROJECT DESCRIPTION
   (i) Description and methodology - Show what alternatives have been considered and why chosen methods are preferred; originality of approach and relationship with other work in this area
   
   (ii) Innovation content, timeliness of research, technical features and specifications
   
   (iii) State of the art technology
   
   (iv) Project schedule - Whether investigation is to occur in stages; any known constraints

(4) MARKET POTENTIAL
   (i) Market relevance and target customers;
   
   (ii) Estimate of market size;
   
   (iii) Current competing technologies;
   
   (iv) Other tangible benefits

(5) PROJECT DELIVERABLES
   (i) New technologies introduced to industry;
   
   (ii) New products and/or services developed

(6) PROJECT RISK (IF ANY)

(7) PROJECT TEAM
   (i) Competitive/comparative advantage - Indicate competitive/comparative advantage research team has in proposed area of research
   
   (ii) Team leader’s effort level in project - Provide quantitative (e.g. hours per week) and qualitative description of commitment to project
   
   (iii) Team member(s)’ effort level in project - Provide quantitative (e.g. hours per week) and qualitative description of team member(s)’ commitment to project [details of “potential” external collaborators, especially industry partners, may also be provided here]
   
   (iv) Role of partners (if applicable) and assessment of possible benefits of collaboration
(8) **RESOURCES**
- Present detailed case for resources required
- In particular, provide justification for following:
  (i) **Manpower Costs**
      (a) Type and level of all staff appointments and duration of employment;
      (b) If applicant already has assistants employed for his other research projects, provide explanation why existing assistants cannot be used for new project
  
  (ii) **New Equipment/Facilities Costs**
      (a) Need to purchase equipment/facilities;
      (b) Choice of equipment - Show that equipment chosen will give best value for money and attach vendors’ quotations;
      (c) Explain why it is not possible or cost effective to meet demand from University’s existing stock of equipment;
      (d) Where use of major equipment/expensive instrument (budget for equipment constitutes ≥50% of total project value and/or single piece of equipment costs ≥S$100,000) is proposed, please provide:
          (i) Explicit statements on existence of similar equipment elsewhere and its availability;
          (ii) Commitment from other potential users;
          (iii) Justification of usage level;
          (iv) Provision for maintenance;
          (v) Details of other intended uses upon project completion
      (e) Attach list of existing equipment (if any) that project will be using [equipment description, cost and location must be provided]
  
  (iii) **Materials and Consumables Costs**
      Need for consumables - Consumables requested must be items that can be uniquely and unambiguously identified with research project
  
  (iv) **Cost of Overseas Travel**
      (a) Need for travel - All travel requests made should be evaluated against IT alternatives, such as e-mail and video conferencing;
      (b) Places and/or countries to be visited; purpose, duration and persons travelling; emphasise any proposed international collaboration
  
  (v) **Training and Other Miscellaneous Costs**
      (a) Need for and type of training required;
      (b) Need for and details of other costs that will be incurred