

**Office of the Provost**  
**National University of Singapore**  
**NUS Business School**  
**REx Fellows' Grant Proposal Application Form**

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Note to applicants:

- All fields must be completed. Incomplete forms may not be accepted.
  - Applicants are to submit the grant proposal form by the deadline stipulated in PDF format to Microsoft form at [REx Application](#) .
  - All text should be in single spacing, normal margin, Arial, 10 pt.
  - Prior to submission, applicants should obtain the endorsement of their supervisor. Applicants should also copy their supervisor when submitting the form.
  - Applicants and supervisors may refer to the REx Fellows' Grant Proposal Application Guidelines for details on eligibility and terms and conditions.
  - For enquiries related to REx, please contact the Undergraduate Research Coordinating Team:
    - NUS REx at [pvobox66@nus.edu.sg](mailto:pvobox66@nus.edu.sg)
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**Applicant's details**

Name of Applicant and Student Identification Number:

Student NUS email:

Department/Year of Study:

**Details of ISC project**

Course Code:

Unit (4 Unit):

ISC project code and title:

Department of ISC project:

Start of ISC project: AY\_\_ / \_\_, Sem\_\_

Name, email and affiliated department of ISC supervisor(s):

Main Supervisor:

Co-Supervisor:

Grant Application Semester:

Date of submission:

## **Research Grant Proposal**

In no more than 4 pages (excluding figures, schemes, references and appendices), include the following sections in the grant proposal.

- (a) ISC+REx project title
- (b) Proposed duration of project (maximum duration of REx is 12 months)
  - (i) Start date
  - (ii) End Date
  - (iii) Duration of ISC+REx project (months)
- (c) Abstract of ISC+REx project (no more than 100 words)
- (d) Background literature and research hypothesis of ISC+REx project
- (e) Brief description of methods and approaches
- (f) Proposed project deliverable (Refer to the REx Fellows' Grant Proposal Application Guidelines on possible deliverables)
- (g) Proposed budget breakdown and justification

Note: (i) Applicant should discuss with REx supervisor(s) on the overall proposed budget. Up to \$2,500 research grant will be provided to support the cost of research work and deliverables for ISC+REx project. Applicants and potential supervisors may refer to REx Fellows' Grant Proposal Application Guidelines for details pertaining to the terms and conditions of the grant. (ii) Include the following table for this section (g):

Item	Proposed budget (SGD)	Justification
1)		
2)		
	Total:	

- (h) References and appendices (if any)
- (i) I confirm that my supervisor(s) have agreed for the UROP course to be REx-upgraded: **Yes / No**

_____ Signature of applicant	_____ Signature of supervisor(s)	_____ Date

*You may delete this line and insert the Research Grant Proposal from this page onwards, which should not exceed 4 pages.*

## **REx Fellows' Grant Proposal Application Guidelines (Biz)**

### **1. Introduction**

- 1.1 The Independent Study Course (ISC) launched the Research Experience (REx) course upgrade so as to fulfil the following objectives:
- (a) To provide more avenues for undergraduates to experience deeper immersion and training in research.
  - (b) Streamlining and optimizing the administrative and approval processes in order to facilitate participation and ease any possible difficulties.
  - (c) To attract more faculty members and full-time researchers to supervise undergraduate research projects and foster a culture of undergraduate research; and
  - (d) To provide better support to all participants and relevant stakeholders in the undergraduate research ecosystem.
- 1.2 REx is a upgrade of the existing ISC course. Students who are interested to enrol in REx will submit a grant proposal to be eligible for a research grant of up to \$2,500 which can be used to reimburse costs of the associated ISC project.
- 1.3 The research grant will be provided on a requirement basis to the ISC+REx project. Each grant proposal submitted should account for the expenditures involved in the utilisation of the grant and an abstract pertaining to their expected research deliverables in their existing ISC projects when enrolled in REx. These deliverables may include (but not limited to):
- (a) Presentation of working papers at workshops or special REx seminars open to all NUS staff and students.
  - (b) Presentation of working posters at poster sessions or internal undergraduate research symposium or conference.

### **2. Eligibility criteria**

- 2.1 Students can enrol in REx only once during their undergraduate studies. REx Fellows who have received the REx Fellowship Certificate are not eligible to apply for REx again.

### **3. Application Procedure and Approval of Project Grant**

- 3.1 The grant call for REx grant proposals will be held twice a year. The grant call and closing dates will be communicated to applicants by the UG Research Coordinating team at the Office of the Provost (PVO).
- 3.2 Each grant proposal will be evaluated by the UG Research Coordinating team according to the following criteria:
- (a) Clear articulation of motivations for seeking to enrol in REx.
  - (b) Clear articulation of research gaps and proposed methods to address these gaps in the associated ISC project.
  - (c) Justifiable proposed budget breakdown of REx research grant.

- 3.3 Applicants are to fill out all sections of the REx Fellows' Grant Proposal Application Form containing applicant's details, description of the project and a tabulated proposed budget breakdown. The completed form should be submitted to the department course coordinator for ISC by email as a PDF file named as "Studentname\_Department\_Blz\_MonthYear.pdf".
- 3.4 Applicants will be informed of their application outcome by email. Upon approval of the grant proposal, applicants will be named as a "REx Fellow" and will be allocated REX1000 on CANVAS page.
- 4. Terms and Conditions**
- 4.1 Supervisors have the responsibility to ensure that the project carried out by REx Fellows are in compliance with NUS's code of ethics, research integrity and responsible research conduct.
- 4.2 Wherever applicable, supervisors should ascertain that necessary approvals are in place before carrying out the research activities.
- 4.3 The REx Fellows' research grant shall be used solely for the purposes of the associated ISC project. REx Fellows have access to grant monies until their final semester in NUS.
- 4.4 The following items are allowed to be claimed from the REx Fellows' research grant:
- (a) Consumables, lab supplies, use of research facilities and equipment directly required for the associated ISC project.
  - (b) License fees of software to be used for the associated ISC project.
  - (b) Registration fees for conferences, seminars or workshops.
  - (c) Costs of preparing project deliverables such as costs of printing posters, travel and transportation costs directly associated to carrying out the associated ISC project.
  - (d) Books or journal articles which are directly related to the associated ISC project. Subscription to journals which are NOT available in the university's libraries is allowed.
  - (e) Fees associated with publications of manuscript in journals.
- 4.4 The ownership of items purchased using the REx Fellows' research grant will be subject to agreements between REx Fellows and their supervisors. Items such as books, journal articles or posters can be kept by REx Fellows with the approval of their supervisors. Items to be used in a lab setting should be kept by the research lab.
- 4.5 The following items are not allowed to be claimed from the REx Fellows' research grant:
- (a) Entertainment and refreshment.
  - (b) Personal expenses not related to associated ISC project.
  - (c) Equipment or devices not related to associated ISC project.