

**CSS Pilot Funding Proposal Template**

**All information is treated in confidence. The information is furnished to the Ministry of National Development with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes. Please complete ALL sections, following instructions and prompts carefully. Incomplete submissions will not be accepted.**

1. **PROJECT DETAILS & DESCRIPTION:**

**Proposal Title: XX**

**Budget Requested: S$ XX**

**Period of Support: XX months**

**Host Institution1: XX**

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| **List of Project Team Members** *(Please add/delete rows where necessary)* |
| **Role**  | **Name** | **Designation**  | **Department & Institution** | **Contact details (Email address)** | **% of time committed on the project** |
| ***Lead PI2*** |  |  |  |  |  |
| ***Co-PI 3 (1)*** |  |  |  |  |  |
| ***Co-PI (2)*** |  |  |  |  |  |
| ***Co-PI (3)*** |  |  |  |  |  |

 Host institution refers to the organisation (Singapore-based institutions of higher learning (IHLs), public sector agencies and research institutions, not-for profit research laboratories as well as companies and company-affiliated research laboratories/institutions) to which the Lead PI belongs. This organisation will be named in the Letter of Award as the Host Institution.

2 Lead PI refers to Lead Principal Investigator who is the person to be named in the Letter of Award as the Lead Principal Investigator for the project.

3 Co-PI refers to Co-Principal Investigator who is the person/agency to be named in the Letter of Award as a Co-Principal Investigator for the project.

1. **DETAILS OF RESEARCH PROPOSAL**
	1. **Research Objectives**

*What is the problem statement identified? What is the project trying to achieve? Clearly state the problem(s) to be addressed, the objective(s) and significance of the project to Singapore’s context. Omit jargons and acronyms in description.*

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* 1. **Relevance to Complex Systems Studies**

*Explain why MND R&D should fund this project. How does the project relate to the H2 research topic framework? How can this project contribute to a more scientific understanding of urban planning in Singapore?*

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* 1. **Research Methodology and Approach**
		1. **Previous Preliminary Work/ State of Current Research**

*Please describe prior work that is related to this proposal and any preliminary results that would help support this proposal. Describe the state of current research for the proposed project within and beyond Singapore, i.e. list researchers who are working in similar areas and highlight their current work (both locally and globally).*

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* + 1. **Proposed Approach and Methodology**

*What is your research approach and how does it differ from what others are working on/ have worked on? What are the complexity science techniques that will be used for the project? Highlight the technical challenges and how you plan to overcome them, if any.*

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* + 1. **Data requirements**

*Describe the datasets required and how you plan to collect them. Highlight any limitations of the datasets and how you plan to overcome the limitations. Highlight potential challenges of acquiring the datasets and how you plan to overcome them.*

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* + 1. **Site of Analysis (if applicable)**

*Which specific areas/sites in Singapore will this project centre on? Why are these site(s) chosen, and how will the research be applied? Please suggest relevant government agencies that you are collaborating (or considering to collaborate) with, and suggest how the agency could apply the project’s deliverables.*

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* 1. **Proposed Project Budget**

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| **Category and Item** | **Brief Description of Items** | **Estimated Budget** |
| Expenditure on Manpower |  |  |
| Equipment |  |  |
| Other Operating Expenses (OOE) |  |  |
| Overseas Travel |  |  |
| Sub-Total (Direct Cost) |  |
| Overheads (20% of Direct Cost) |  |
| **Total Budget** |  |

* 1. **Capabilities Needed for the Project**

*CVs of the PI and Co-PI(s) should be attached in a separate document (see format in Annex A).*

* + 1. **Expertise & Effort Level of Lead PI**

*Please indicate the role and contribution (e.g. in terms of person-months per year) of the Lead PI. Briefly describe the plans for interaction among the team member(s) and collaborators in achieving the research objectives.*

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* + 1. **Expertise & Effort Level of Co-PI(s)**

*Please indicate the role and contribution (e.g. in terms of person-months per year) of each Co-PI. CVs should be attached at the end of the proposal (see format in Annex A).*

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* 1. **Program Plan**
		1. **Schedule of Proposed Programme**

*How are financial and human resources organised to accomplish the objective(s)? Outline the schedule for all phases of the proposal.*

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* + 1. **Research Component to be Done Overseas (if applicable)**

*Please specify and justify any research work that is intended to be done overseas, listing the key deliverables and funding required. The funding required for overseas work should be clearly indicated in Budget Template.*

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1. **OUTCOMES & DELIVERABLES**
	1. **Proposed Project Deliverables**

*Articulate the expected deliverables of the pilot study. Also list the expected intellectual property (in the form of patents and technology disclosures, not including publications) likely to be generated from this project.*

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* 1. **Project Implementation Schedule**

*Please shade (in grey) time periods occupied by work on specific project milestones and deliverables (see example below).*

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| **Research****Milestones/****Deliverables** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** |
| **1H** | **2H** | **1H** | **2H** | **1H** | **2H** | **1H** | **2H** | **1H** | **2H** |
| ***e.g. Milestone 1*** |  |  |  |  |  |  |  |  |  |  |
| ***e.g. Deliverable 1*** |  |  |  |  |  |  |  |  |  |  |
| ***e.g. Milestone 2*** |  |  |  |  |  |  |  |  |  |  |
| ***e.g. Milestone 3*** |  |  |  |  |  |  |  |  |  |  |
| ***e.g. Deliverable 2*** |  |  |  |  |  |  |  |  |  |  |
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**ANNEX A: CURRICULUM VITAE**

Please note the eligibility requirements. Lead PIs must:

1. **Have a minimum of 9 months employment with a Singapore-based organisation (Singapore-based institutions of higher learning (IHLs), public sector agencies and research institutions, not-for profit research laboratories as well as companies and company-affiliated research laboratories/institutions);**
2. **Fulfill at least 6 months of residency in Singapore over a period of 1 calendar year;**
3. **Be an independent PI with a track record of leadership ability in coordinating research programs and providing mentorship to research team, as well as having productive research outcomes; and**
4. **Have no outstanding reports from other national grants.**

Please use the format below to provide the required information on the research team. Please indicate “**NA”** beside the label field if the required information is not applicable. Please limit the CVs to **2 pages** for each team member.

* Name
* Title
* Office Mailing Address
* Email
* Contact No.
* 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)
* Employment History
* Academic qualifications (Indicate institution’s name and year degree awarded)
* Professional Awards
* Research interests
* Top 5 publications in the last 5 years that pertains to the proposed project/programme
* Patents filed (related or unrelated to the study)
* Summary of the most relevant research outcomes from all previous grants (e.g. patents, awards, etc) [please limit to half a page]