

SUGGESTED FULL PROPOSAL TEMPLATE

If this is a resubmission, please provide a 1-page response to the feedback from the previous submission, and broadly describe the key changes that have been made. Please highlight the key changes in green or blue.

A. COVER SHEET (not counted in page limit)

The proposed name of the project/programme and its host institution must be shown.

B. PROJECT SUMMARY (Suggested: up to 2 pages)

- Make a compelling case for the project/programme.
- Clearly describe the objectives of the project/programme, provide highlights of the proposed research, briefly indicate the uniqueness of the project/programme, and the contribution of the cross-disciplinary team composition.

C. TABLE OF CONTENTS (not counted in page limit)

D. PROJECT/PROGRAMME DESCRIPTION

i. VISION / INTRODUCTION (Suggested: maximum half a page)

- Define the project's vision and key research problems. State concisely and realistically what the proposed research intends to accomplish and the impact it is anticipated to bring, the hypotheses, priority areas, and their alignment with the challenge statements.
- Discuss the anticipated breakthrough of the proposed study to the field of research.
- [for Type A] Outline how the project will augment existing research/literature and contribute to knowledge in the area, emphasising the global impact of Singapore-focused research. State concisely how the success of the project will lead to the creation of new knowledge and drive future research in the field.
- [for Type B] Outline how the project will contribute to the development of an effective and implementable intervention/programme to address the challenge statement(s), including its readiness for implementation/scaling in Singapore school/adult education settings, its demonstrated effectiveness/efficacy based on prior studies conducted locally or overseas, and support from a community of researchers, policy makers, and practitioners.

ii. RESEARCH PLAN (Suggested: as much detail as possible)

- Discuss in detail the hypotheses to be tested, and research questions to be addressed.

- Describe what is the current state of knowledge ('state of the art') and compare with the proposed project. If possible, state the anticipated (quantitative/qualitative) improvements this research will bring.
- Provide a comprehensive description of the conceptual framework, design, methods, and analyses and describe how they are integrated and appropriate to the aims of the project.
- Provide a succinct account of published and unpublished results, explaining the relevance and importance of the findings to the project.
- Demonstrate the feasibility of the proposed study through preliminary studies/ pilot study, and, if available, published/unpublished results.
- Explain the use of the proposed methodology, including any neuroscientific and cognitive scientific techniques and/or AI tools, if relevant and how they contribute to the project's objectives.
- Present a clear plan which explains how the data collected will be analysed to answer the research questions.
- Identify specific milestones that should be attained for measuring project success.
- For projects comprising multiple project clusters/sub-projects, explain how the individual project clusters/sub-projects will be integrated. Highlight cross-dependencies, inter-disciplinary synergies, and plans to strengthen the research-policy-practice nexus.
- [for Type B] Indicate plans to build a tight researcher-practitioner community in support of successful implementation and scaling, wherever appropriate.

iii. **DATA COLLECTION PLAN** (Suggested: maximum half a page)

- Identify the required research data, its sources, and collection strategies, supported by evidence of feasibility. Include a power analysis to justify the proposed sample size.
- Discuss unavailable or difficult to collect data sources, detailing reasons, challenges, potential solutions, and any budget implications.

iv. **POTENTIAL IMPACT** (Suggested: maximum half a page)

- Outline the pathway to impact, identifying potential users of the research outside of the academic community. Efforts to engage these users, if any.
- [for Type B] Highlight the importance and relevance of the intervention to Singapore education practitioners.
- Provide a clear dissemination strategy for the research, detailing how the research outcomes will be communicated to interested parties, including potential users.

- v. **RESEARCH TEAM AND ORGANISATIONAL STRUCTURE** (Suggested: maximum 1 page)
- Discuss the specific role and contribution of each investigator and collaborator in the project and describe the proposed organisational structure.
 - [for Type B] Detail the involvement of education practitioners to enhance project success.
 - Include key related achievements by each investigator and collaborator.
 - Visiting Professors/overseas collaborators/mentor(s) should be identified, and their specific role and contribution/commitment to the project clearly defined.
- vi. **EQUIPMENT AND INFRASTRUCTURE** (Suggested: maximum half a page)
- Discuss how the environment in which the proposed work will be done can contribute to the probability of its success.
 - Discuss how the proposed experiments take advantage of unique features of the research environment or leverage on the strengths of collaborative arrangements.
- vii. **FINANCIAL PLAN AND SUPPORT** (Suggested: maximum half a page)
- Discuss the host institution's in-kind contributions and its plan to support the project.
 - Outline the strategy for obtaining financial support from industry/public agencies, where applicable.
- viii. **ETHICS AND RISKS** (Suggested: maximum half a page)
- Address any ethical issues raised by the research. Highlight if any ethics approval (if applicable) has been obtained for the research.
 - Highlight potential difficulties, limitations, and problem areas in the proposed study, and propose alternatives.
- ix. **MILESTONES AND SCHEDULE** (Suggested: maximum half a page)
- Identify specific milestones that should be attained (approximately 1-2 per year) against which progress of the project can be measured. Example:
 - Aim x: Implement and demonstrate xxx
 - Milestone x: Achieve speed improvement of xx by Month 12
 - Description of Aim: xxx [Note: this should be succinct]
- x. **PROGRAMME DELIVERABLES AND KEY PERFORMANCE INDICATORS (KPIs)** (Suggested: maximum 1 page)
- Provide details of any relevant KPIs (e.g. manpower training, research quality and impact, collaboration with industry/user communities, etc.) for the project/programme.