**TITLE OF PROPOSAL** *(A succinct title):*

**CONTENTS OF PROPOSAL**

[PART A – APPLICATION (S) INFORMATION 2](#_Toc518052992)

[A1: Particulars 2](#_Toc518052993)

[A2: Organisation Profile 2](#_Toc518052994)

[PART B – PROPOSED SOLUTION 3](#_Toc518052995)

[B1: Executive Summary 3](#_Toc518052996)

[B2: Detailed Project Proposal 4](#_Toc518052997)

[B3: Project Schedule 5](#_Toc518052998)

[PART C – ABILITY TO EXECUTE 6](#_Toc518052999)

[C1: Expertise and Experience 6](#_Toc518053000)

[C2: Commercialisation Plans 6](#_Toc518053001)

[PART D – CHALLENGES 7](#_Toc518053002)

[D1: Other Challenges and Proposed Actions to be taken 7](#_Toc518053003)

[PART E – INTELLECTUAL PROPERTY RIGHTS 8](#_Toc518053004)

[E1: Background IP *(if any)* 8](#_Toc518053005)

[E2: Foreground IP Development *(if any)* 8](#_Toc518053006)

[PART F – OTHERS 9](#_Toc518053007)

[PART G – BREAKDOWN OF COSTING 10](#_Toc518053008)

[G1: Development of Working Prototype for On-site Testing and Evaluation 10](#_Toc518053009)

[G2: Estimated Cost for Pilot Deployment and Commercial Price 11](#_Toc518053010)

[Estimated return on investment: \_\_\_\_\_\_\_ months/years 11](#_Toc518053011)

[PART H – FIELDS RELEVANT ONLY FOR IHL/RI 12](#_Toc518053012)

[H1: Designated Innovation and Enterprise Office 12](#_Toc518053013)

[H2: Detailed Technical Description 12](#_Toc518053014)

[PART I – BREAKDOWN OF COSTING (FOR IHL/RI ONLY) 13](#_Toc518053015)

[I1: Development of Working Prototype for On-site Testing and Evaluation 13](#_Toc518053016)

[PART J – DECLARATION 15](#_Toc518053017)

[J1: Declaration of other Funding Support 15](#_Toc518053018)

[J2: Declaration Form 15](#_Toc518053019)

# PART A – APPLICATION (S) INFORMATION

## A1: Particulars

*[****Instructions:*** *To duplicate Part A details for each co-applicant and collaborator]*

|  |  |
| --- | --- |
| Organisation Name: |  |
| Contact Person (Principle Investigator): |  |
| Email Address: |  |
| Contact Number: |  |
| Business Address: |  |
| Corporate Website URL: |  |
| Company UEN: |  |
| Employment size: |  |
| Sales Turnover: |  |
| Percentage of Local Shareholder: |  |
| Are you currently receiving any Government Grant or Funding *(Yes/No, if Yes, Please state)* |  |

## A2: Organisation Profile

*[****Instructions:*** *For companies that are forming Consortiums or working with Institutions of Higher Learning/Research Institutes, please highlight and provide details of the main proposed entity, as well as each partners in the consortium. Please also indicate the lead member of the consortium. The lead member of the consortium shall be the single point of contact for the application for all matters relating to the grant. Please include details such as the country of incorporation, core business, customers, etc. For companies, please furnish a copy of your Business Profile from ACRA]*

# PART B – PROPOSED SOLUTION

## B1: Executive Summary

*[****Instructions:*** *To provide a summary of the solution, technology and deliverables – tangible and intangible outcomes and deliverables of the project (to include the potential productivity gains)]*

## B2: Detailed Project Proposal

*[****Instructions:*** *To elaborate according to the following outline:*

1. *Objective of the project*
* *Provide details on the project objectives, the scientific challenges they are meant to address and proposed methodology/approach to solve the challenges.*
1. *Description of project*
* *Provide details on the technological concept and proposed approach to solve the challenges*
* *Elaborate on key innovations of the proposal and the developments to solve the challenges or to significantly improve on current solutions*
* *Provide details of existing approaches/competitors in the same/similar market space. Compare briefly the proposed technology/concept with that of the competitors’*
* *Highlight the international competitiveness of the solution and its contribution in terms of technology, capability development, economic and other benefits to Singapore*
* *Highlight the importance of the problem being addressed, how their work would create new knowledge or advance existing understanding, the novelty of their proposed approach and the potential for this to produce breakthrough work*
* *Highlight whether it poses any nuisance/disruption during operation*
* *Highlight the extent of alterations required for installation*
1. *Collaboration / Consortium*
* *Highlight any plans to leverage on collaborations local/international and articulate the value of such collaborations to the project*
1. *Project Management*
* *Provide an overview of the proposed project management structure and plans to increase the chances of a higher success rate of achieving the objectives of the project*
1. *Outcome & Deliverables of Project*
* *A summary of the Key Performance Indicators (KPIs) for the project - the KPIs proposed shall be linked to the objectives of the project and provide appropriate means of tracking/measuring the success of the project*
* *Highlight important outcomes (i.e. tangible/intangible) that can be expected from the successful execution of the project, including potential productivity gains*

*]*

## B3: Project Schedule

1. *[****Instructions:*** *Give a brief description of each milestone and deliverables of the project]*
2. *[****Instructions****: To provide the schedule of key detailed project schedule (e.g. project time-line, Gantt chart) of major project activities and the milestone checkpoints on the development of the working prototype for testing and evaluation.*

*\*Please edit the milestones/deliverables above accordingly. Deliverables refer to the objectives indicated in your original project proposal. Clearly state what applicant expects to achieve and deliver at the end of the project.]*

|  |  |  |
| --- | --- | --- |
| Description of \*Milestones & \*Deliverables |  | Project Implementation Schedule |
| Year 1 | Year 2 |
| Mth1-3Q1 | Mth4-6Q2 | Mth7-9Q3 | Mth10-12Q4 | Mth1-3Q1 | Mth4-6Q2 | Mth7-9Q3 | Mth10-12Q4 |
| a. \*Milestone 1 |   |   |   |   |   |   |  |   |
| b. \*Milestone 2 |   |   |   |   |   |   |  |   |
| c. \*Deliverables 1 |   |   |   |   |   |   |  |   |
| d. \*Deliverables 2 |   |   |   |   |   |   |  |   |

# PART C – ABILITY TO EXECUTE

## C1: Expertise and Experience

*[****Instructions:*** *Provide details of your organisation's expertise and experience including the track record and details of current and/or successful implementation of identical or similar technologies.*

*Please indicate the year in which the project was done, the name of the client, brief project description, the organisation's role in the project, as well as the contract value.*

*A summary of the relevant technical as well as business experience and qualifications must be included for the key team members, including individual researchers, who will work on the project. If key staff will be hired, describe the qualifications needed.]*

|  |  |  |
| --- | --- | --- |
| **Name & Designation** | **Experience & Qualification** | **Role in this project** |
|  |  |  |
|  |  |  |
|  |  |  |

## C2: Commercialisation Plans

*[****Instructions:*** *Detail your commercialisation plans in the event of successful completion of the project. As an example, the team can identify current and future market size, trends and growth potential, as well as target market segment. This must include the business model, marketing and sales strategies, and elaborate on aspects such as manufacturability and scalability.]*

# PART D – CHALLENGES

## D1: Other Challenges and Proposed Actions to be taken

# PART E – INTELLECTUAL PROPERTY RIGHTS

## E1: Background IP *(if any)*

*[****Instructions****: Applicants shall submit declarations and details such as Background IPs that are required for technology acquisition, payment of licensing fees, and purchase of copyrights/trademarks/patents and explain how they are relevant and required for the proposed development test-bed.]*

## E2: Foreground IP Development *(if any)*

*[****Instructions****: Applicants shall describe the expected foreground developed (if any). Indicate N.A if not apply to this project.]*

# PART F – OTHERS

 *[****Instructions:*** *Other information relevant to the proposal]*

# PART G – BREAKDOWN OF COSTING

## G1: Development of Working Prototype for On-site Testing and Evaluation

### Expenditure on Manpower (EOM)

*[****Instructions:*** *Please list the officers in the company involved in the project and explain their involvement. For EOM from Institutes of Higher Learning (IHLs), to fill in PART I instead.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name | Designation | Role in Project | Involvement (Man-hours) | Monthly Salary (S$) | Total Cost (S$) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total *(EOM)* |  |

### Equipment/Software Cost

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Item Description | Proposed Quantity | Unit Cost (S$) | Total Cost excluding GST (S$) | Total Cost (S$) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |
| Total *(Equipment)* |  |

### Professional Services *(If IHLs/research institutes are engaged as partners, please fill in PART H & I instead)*

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Total Cost excluding GST S($) | Total Costincluding GST S($) |
| (i) Consultancy *(involving institutes of higher learning/research institutes, if applicable)*Name of IHL/RI:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |
| (ii) Consultancy *(excluding tertiary institutions/research institutes, if applicable)*Name of Organisation: |  |  |  |
| (iii) Subcontracting/ Prototyping  |  |  |  |
| (iv) Others |  |  |  |
|  | **Total *(Professional Services)*** |  |  |

1. Other Operating Expenses (OOE)

*[****Instructions****: Please list down Materials & Consumables]*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item description | Total Cost excluding GST S($) | Total Cost including GST S($) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Total *(OOE)*** |  |

1. Others

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item description | Total Cost excluding GST S($) | Total Cost including GST S($) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Total (Others)** |  |

1. Total Project Cost of Development of Working Prototype

*[f = a + b + c + d + e]*

|  |  |  |
| --- | --- | --- |
|  | Excl. GST | Incl. GST |
| **Total Project Cost of Development of Working Prototype** | **S$** | **S$** |

## G2: Estimated Cost for Pilot Deployment and Commercial Price

*[****Instructions:*** *To provide breakdown of cost components under each item description]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Item description | Total Cost excluding GST S($) | Total Cost including GST S($) | Remarks |
| 1 | Estimated product price (per unit) - *for pilot deployment* |  |  |  |
| 2 | Estimated operating cost (per unit) |  |  |  |
| 3 | Estimated lifecycle cost (per unit) |  |  |  |
| 4 | Potential commercial price after scaling up |  |  |  |

# Estimated return on investment: \_\_\_\_\_\_\_ months/years

# PART H – FIELDS RELEVANT ONLY FOR IHL/RI

## H1: Designated Innovation and Enterprise Office

*[****Instructions****: Please provide brief background information on the designated Innovation and Enterprise Office (IEO) or its equivalent:*

* *An IEO here refers to an office that takes on technology transfer and commercialization functions, as well as education and training for such professionals, for the Host Institution. The office of the Director of Research or its equivalent can also be designated to take on the role of an IEO for the purposes of Central Gap Projects, subject to NRF’s approval. ]*

## H2: Detailed Technical Description

*[****Instructions****: Please describe the technical merits and application of this project in detail:*

* *A brief description of the methodology, the expected outcomes and deliverables of the work performed by IHL/RI (e.g. prototype, device, feasibility studies, animal/clinical trials, etc) should be provided.]*

# PART I – BREAKDOWN OF COSTING (FOR IHL/RI ONLY)

## I1: Development of Working Prototype for On-site Testing and Evaluation

### Expenditure on Manpower (EOM)

*[****Instructions:*** *Please explain his/her involvement and declare what portion of his/her time is spent on the project.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Designation | Qualification | Justification | Full-Time Equiv (Man-months) | Monthly Salary (S$) | Total Cost (S$) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total *(EOM)*** | **S$** |

### Equipment/Software Cost

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Item Description | Proposed Quantity | Unit Cost (S$) | Total Cost excluding GST (S$) | Total Cost (S$) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total *(Equipment)*** | **S$** |

### Other Operating Expenses (OOE)

*[****Instructions****: Please list down Materials & Consumables]*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item description | Total Cost excluding GST S($) | Total Cost including GST S($) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Total *(OOE)*** |  |

### Others

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item description | Total Cost excluding GST S($) | Total Cost including GST S($) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Total *(Others)*** | **S$** |

### Total Project Cost of Development of Working Prototype

### *[e = a + b+ c + d]*

|  |  |  |
| --- | --- | --- |
|  | Excl. GST | Incl. GST |
| **Total Project Cost of Development of Working Prototype** | **S$** | **S$** |

# PART J – DECLARATION

## J1: Declaration of other Funding Support

*[****Instructions:*** *Applicants shall provide the details for all grants currently held or being applied using the format given below. Indicate N.A. if there are no grants currently held or being applied.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grant Title & ID | Funding Agency | Status | Amount *(S$ ‘000)* | Years of Support | Expiry Date | Role Played *(i.e. PI or Collaborator)* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## J2: Declaration Form

In submitting this proposal, I declare, as the authorised signatory of the applicant, that the contents stated in this proposal and the accompanying information are true. If any part of this proposal and the accompanying information is found to be false, NEA and/or the participating partners (i.e. ESG, HDB) reserves the right to reject the proposal and/or where funds have been granted to the Applicant, to demand that the funds granted to the Applicant be refunded.

Proposers and its company/organisation(s)/partner(s) that is/are part of the Consortium (if applicable) are required to declare that they are free from any litigation pertaining to the project in Singapore or overseas. Project is to be endorsed by either the Dean of Institution, Chair of Faculty, Organisation CEO, MD or equivalent.

|  |  |
| --- | --- |
| Name: |   |
| Designation: |   |
| Signature and Date: |   |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Stamp

For Institute of Higher Learning / Research Institute involved in the project, declaration is to be endorsed by Principal Investigator of the research team as well. Projects involving Institute of Higher Learning / Research Institute should be endorsed by IEO.

|  |  |
| --- | --- |
| Name: |   |
| Designation: |   |
| Signature and Date: |   |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Stamp