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| Full Proposal Application Form for**Maritime Policy Research Grant Call 2022 on Global Maritime Research, Knowledge and** **Innovation Hub Ecosystem Benchmarking Study** |

**CALL FOR PROPOSALS**

**MARITIME POLICY RESEARCH GRANT CALL ON**

**GLOBAL MARITIME RESEARCH, KNOWLEDGE AND INNOVATION HUB**

 **ECOSYSTEM BENCHMARKING STUDY**

**INSTRUCTION FOR APPLICANTS**

This form shall be completed by **applicants from publicly funded Institutes of Higher Learning (IHLs) or Research Institutions (RIs) in Singapore**, to describe the scope of work by the IHLs and/or RIs in the Joint Industry Projects (JIPs) led by the Industry Lead Applicants of the MPA-SMI Joint Call-for-Proposals, including the detailed research scope, work packages, milestones, deliverables and budget sought by IHLs/RIs.

The proposal should comply with all T&Cs stated in the SMI Grant Terms and Conditions and collaboration guidelines (Annex A).

**All information is treated in confidence. The information is** **furnished to Singapore Maritime Institute (SMI) with the understanding that it shall be used or disclosed for evaluation, reference, and reporting purposes.**

**Host Institution:**

**Amount of funding sought *(Including 20% Indirect Costs)*: S$**

**Submission Date:**

**Proposal Title: *(Bold, Font 12)***

**Proposal ID: *(generated by SMI)***

**Duration of Project *(up to 12 months)*:**

**OVERVIEW OF SECTIONS**

**Instructions for Formatting:**

* Use **Calibri, font size 12, Single spacing** in this application form.
* When submitting your proposals, please **delete the guiding questions** accordingly and **add your own sub-sections** for your work packages.
* If a section does not apply, **please mark as 'NA'** (i.e. Not Applicable) thus indicating that the information in the section has been noted.

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14. **SUMMARY OF PROPOSAL**

Proposal Title

(In no more than **20 words**, provide the title of the project. Be descriptive rather than general.)

|  |
| --- |
| *Proposal Title* |

Duration of Project

|  |  |
| --- | --- |
| *Month(s)* | Month(s) |

Project Principal Investigator, Co-Investigators & Collaborators

(Please indicate # against the name of the principal investigator)

|  |  |  |
| --- | --- | --- |
| S/N | Name of Principal Investigator / Co-Investigators | Organisation |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Academic Collaborators (Overseas / Non-Public Research Performers)

|  |  |  |
| --- | --- | --- |
| S/N | Name of Academic Collaborators | Organisation |
| 1 |  |  |
| 2 |  |  |

Industry Collaborators

|  |  |  |
| --- | --- | --- |
| S/N | Name of Industry Collaborators | Organisation |
| 1 |  |  |
| 2 |  |  |

Summary of Budget Requested

|  |  |
| --- | --- |
| Item | Total(S$) |
| Expenditures on Manpower (EOM) |  |
| Equipment (EQPT) |  |
| Materials & Consumables (OOE) |  |
| Overseas Travel Related Expenses (OT) |  |
| Applicable Indirect Research Cost |  |
| Total Amount of funding sought |  |

1. **TITLE OF PROJECT**

(In no more than **20 words**, provide the title of the project. Be descriptive rather than general.)

|  |
| --- |
| *Proposal Title* |

1. **TIMELINE**
	1. DURATION OF PROJECT:

|  |  |
| --- | --- |
| *Month(s)* | Month(s) |

* 1. PROPOSED START AND END DATES:

|  |  |  |
| --- | --- | --- |
| * + 1. START DATE (MM/YY):
 | *MM* | *YY* |
|  |  |  |
| * + 1. END DATE (MM/YY):
 | *MM* | *YY* |

1. **PROJECT PRINCIPAL INVESTIGATOR, CO-INVESTIGATOR(S) & COLLABORATOR(S)**

Insert details of each team member in the tables below. If required, please insert additional tables.

The Principal Investigator (PI) ’s role will be to coordinate research activities carried by research team. He/She will be responsible for all progress reporting of the programme, on behalf of the research team.

The Co-Investigators (Co-I(s)) will be the person(s) leading and managing a particular aspect of the collaborative effort.

Collaborator(s) refers to any company, institution, incorporated body or other industry or academic collaborator, who are engaged in the research in collaboration with the Programme Lead or Co-Is.

*\*Please include ORCID ID in the name section for Lead PI and all other members of the team. Please be reminded to authorise the ORCID ID in each Lead PI and Co-I’s IGMS User Profile Page.*

* 1. PRINCIPAL INVESTIGATOR (PI)

(Please note that only **one PI per application** is allowed)

|  |  |
| --- | --- |
| *Name*  |  |
| *ORCID ID* |  |
| *Organisation (Host/Lead Institution)* |  |
| *Title/Department* |  |
| *Email Address/Contact Number* |  |
| *Research Liaison Name (if any)* |  |
| *Research Liaison Email Address/Contact Number* |  |

* 1. CO-INVESTIGATORS (Co-I) (if any)

(Please add if there are additional co-investigators)

**Co-I (1) (If any)**

|  |  |
| --- | --- |
| *Name*  |  |
| *ORCID ID* |  |
| *Organisation (Host/Lead Institution)* |  |
| *Title/Department* |  |
| *Email Address/Contact Number* |  |
| *Research Liaison Name (if any)* |  |
| *Research Liaison Email Address/Contact Number* |  |

**Co-I (2) (If any)**

|  |  |
| --- | --- |
| *Name*  |  |
| *ORCID ID* |  |
| Organisation *(Host/Lead Institution)* |  |
| *Title/Department* |  |
| *Email Address/Contact Number* |  |
| *Research Liaison Name (if any)* |  |
| *Research Liaison Email Address/Contact Number* |  |

* 1. ACADEMIC / INDUSTRY COLLABORATORS

(Please add if there are more collaborators)

**Academic Collaborator(s) (If any)**

|  |  |
| --- | --- |
| *Name*  |  |
| *ORCID ID* |  |
| *Organisation (Host/Lead Institution)* |  |
| *Title/Department* |  |
| *Email Address/Contact Number* |  |
| *Research Liaison Name (if any)* |  |
| *Research Liaison Email Address/Contact Number* |  |

**Industry Collaborator(s) (If any)**

|  |  |
| --- | --- |
| ***Industry Partner (Organisation)*** |  |
| ***Unique Entity Number (UEN)****UEN is a 9 or 10 digit identification number that is issued by the government in Singapore to all entities that operate within the country.* |  |
| ***Company Enterprise Type[[1]](#footnote-2)*** |  |
| ***Scientist/Researcher Name*** |  |
| ***Scientist/Researcher Email Address/Contact Number*** |  |
| ***Business Liaison Name (if any)*** |  |
| ***Business Liaison Email Address/Contact Number*** |  |

1. **CURRICULUM VITAE**

In no more than **2 pages** for each person (PI(s)/ Co-I(s)/Collaborators) listed in Section 4, please provide the following information wherever applicable (Indicate NA if required information is not applicable):

* Name, Affiliation and Title
* Contact details (official mailing address, email address, contact number)
* 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 for the current position (if applicable)
* Employment history
* Academic qualifications (indicate institution’s name and year degree awarded)
* Research interests
* Other key research achievements (e.g. relevant publications, patents, licenses, awards, spin-off companies, external consultancy etc.), if any

**Please attach this section as a separate file labelled as Appendix A – Consolidation of Curriculum Vitae (CV).**

1. **ABSTRACT OF PROPOSAL**

(In no more than **300 words**, please provide a concise and accurate description of the proposal that shall include the specific research objectives, hypotheses, methodology, novelty/innovative factors and approach of the research proposal, including its academic significance and relevant applications/exploitations to the industries.)

|  |
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1. **DETAILS OF RESEARCH PROPOSAL**

(Provide a description of the research in no more than **8 pages using Calibri, font size 12** with single-line spacing. Section 7g may be included as Appendix B.)

The research proposal should cover the following areas: -

1. Project Background

Briefly describe the background and the problem statements that the project would address.

|  |
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|  |

1. Objectives & Scope

State concisely and realistically what the study described in this application is intended to accomplish.

|  |
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|  |

1. Approach

Discuss in detail the conceptual framework, design, methods and analyses in reference to how they are integrated and appropriate to the aims of the project. Discuss potential difficulties, limitations and problem areas in the proposed procedure, and consideration for alternative approach.

|  |
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|  |

1. Originality / Evidence of novel innovation / Targeted TRL

Discuss how the aims of the project are original and innovative. Describe how the project will employ novel concepts, approaches or methods. State concisely how the project challenges existing models, and describe their advantage over existing methodologies or technologies. Targeted Technology Readiness Level (TRL) should also be specified.

|  |
| --- |
|  |

1. Investigator (s)

Discuss why the investigators are well-suited to carry out this work, with reference to the experience level of the Principal Investigator, Co-Investigator and other researchers (if any), reference can be made to the CVs. **Please specify the time involvement / commitment (in %) and role of each investigator (including the indication of the project manager) and the research team assembly approach (to be hired or deploying existing research headcount). Please include the proposed project management methodology to be adopted and the relevant experience of project management in place for the proposed research.**

|  |
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|  |

1. Practical Relevance to the Maritime Industry

Discuss how relevant to the industry in which the proposed work will contribute to the probability of success. Discuss how the proposed experiments / testing take advantage of unique features of the Singapore environment or employ useful collaborative arrangements. Include evidence of industrial support for the project, if any. Description regarding usage of industry’s equipment / facility, if any, in the execution of the project, as well as whether there is involvement of staff from the industry or other partners. Industry Collaborators’ contribution towards the project and the benefits from their participation in the project should also be described.

|  |
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1. Benefits to Maritime Industry and Singapore

Discuss the potential for deployment and commercialisation of the outcomes. Discuss how the outcomes could bring benefits and spin-offs for Singapore including economic benefits and capability building.

|  |
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1. References

Please list (up to 10) in chronological order the titles and complete references to recent representative publications pertinent to this research proposal and the applicants’ publications and patents held related to this research proposal. Highlight Scientific Award(s), if any, of the applicant(s).

**References, if any, such as earlier work in the identified areas can be provided on a separate file labelled as Appendix B– References.**

1. **MILESTONES & PROJECT DELIVERABLES**

Milestones

(Please propose milestones to assess the progress of the R&D project. The progress of the project will be taken into consideration for continued disbursements of funds and future renewal of awards. The duration of a project should not be longer than **12 Months.)**

**Milestones:** *Please include a separate row for the milestones for each work package. \*Please use shading for the time points.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Year 1** | **Year 2** |
| **S/N** | **Task Name/ Milestone** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| 1 | Milestone 1 |  |  |  |  |  |  |  |  |
| 2 | Milestone 2 |  |  |  |  |  |  |  |  |
| 3 | etc |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |

Project Deliverables (reference to the Project Milestones)

|  |
| --- |
| Targets for research outcomes |
| Year 1 |
| 1. Work package 1 |
| 2. Work package 2 |
| 3. Milestone 1 etc |
| Year 2 |
| 1. |
| 2. |
| 3. |

Target Capability / Performance Indicators

|  |  |  |
| --- | --- | --- |
|  | **PERFORMANCE INDICATORS** | **TARGETS**  |
| **Academic Collaboration** | No. of International Institutes of Higher Learning / Research Institutions in Collaboration |  |
| No. of Local Public Institutes of Higher Learning / Research Institutions in Partnership (Partner Institutions) |  |
|  |  |  |
| **Industry Development** | Industry Dollars Received to Fund Project (Cash, S$) |  |
| Industry Dollars Received to Fund Project (In-Kind, S$) |  |
| No. of Industry Partners as Collaborators |  |
|  |  |  |
| **Manpower Training** | No. of RSEs trained by the IHLs/RIs |  |
|  |  |  |
| **Publications** | No. of Journal Papers (e.g. in SCI, EI, Scopus Database) published |  |
| No. of Conference Papers published |  |
| No. of Policy Research publications |  |

*Technology Readiness Level (TRL) Target*

*(Based on European Union TRL 1 to 9)*

|  |  |  |
| --- | --- | --- |
| Item | Current: | Target: |
| [Component 1] | 1-9 | 1-9 |
| [Component 2] | 1-9 | 1-9 |
| [Component 3] | 1-9 | 1-9 |

1. **DECLARATION OF OTHER PROJECTS AND FUNDING SOURCES**

(Please provide the details for ALL grants currently held or pending approval by the Principal Investigator [please also update proposals pending approval]. Grants should include those supported by Universities and other funding agencies.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grant Title and ID | Funding Agency | Status(Awarded or Applied) | Amount awarded / applied for ($) | Duration of support (indicate Start & End date) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note**: If section does not apply, please mark as 'NA' (i.e., Not Applicable) thus indicating that the information in the section has been noted.

1. **PROJECT ELIGIBILITY**

|  |  |
| --- | --- |
| Item | Declaration |
| Project activities performed in Singapore?[*If “NO” or part of research is performed outside of Singapore, please elaborate here*] | **YES / NO** |
| Project Principal Investigator (PI) and Co-Investigator(s) based in Singapore | **YES / NO** |

1. **RESEARCH BUDGET[[2]](#footnote-3)**

(Please prepare the research budget carefully under each category and provide the details and the justifications for all categories in this section. Only the expenses directly related to the proposed project are allowed. Duration of funding is no longer than **12 months.**)

Research Grant Requested

All amount stated for Equipment, OOE, and Travel Related Expenses **should include GST**, where applicable.

\*The cost of manpower in EOM shall follow the guidelines or practices of the University / Polytechnic or A\*STAR Research Institute.

|  |  |
| --- | --- |
| **Note**: -EOM – Equipment – OOE – Overseas Travel – | Scholarship funding for research student/scholar is not supportable.Please consider leasing/rental options for Workstation / PCs / Computers / Notebooks.Local transport costs are generally not supportable.Do not exceed $6,000 per person per trip and do not exceed $12,000 per year for total travel expenses. |

Detail Budget Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure Items** | **Funding Sought** | **IHL/RI** **Institution** | **Industry Collaborator** | **TOTAL** |
| **Budget Category** | **Details of Items** | **Year 1****(S$)** | **Year 2****(S$)** | **Cash (S$)** | **In-Kind****(S$)** | **Cash (S$)** | **In-Kind****(S$)** | **S$** |
| **Manpower (EOM)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| **Equipment****(EOE)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Consumables & Other Misc. Cost (OOE)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Overseas Travel** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Others** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Subtotal S$** |  |  |  |  |  |  |  |
| **20% Indirect Research Cost (IRC)** |  |  |  |  |  |  |  |
| **Total S$** |  |  |  |  |  |  |  |

Justifications

|  |
| --- |
| Justifications for the EOM |
| Justifications: Summary of EOM:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Year 1 ($)** | **Year 2 ($)** | **Total ($)** |
| E.g. Research Fellow 1 |  |  |  |
| E.g. Research Assistant 1 |  |  |  |
| E.g. Research Assistant 2 |  |  |  |
|  |  |  |  |
| **Total EOM**  |  |  |  |

 |

|  |
| --- |
| Justifications for the Equipment |
| Justifications:Summary for Equipment:

|  |  |
| --- | --- |
| **Description** | **Total Cost ($)** |
|  |  |
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|  |  |
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|  |  |
|  |  |
| **Total**  |  |

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| --- |
| Justifications for the OOE – Materials & Consumables |
| Justifications:Summary for OOE – Material & Consumables:

|  |  |
| --- | --- |
| **Description** | **Total Cost ($)** |
|  |  |
|  |  |
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|  |  |
|  |  |
| **Total**  |  |

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| --- |
| Justifications for the OOE –Travel Related Expenses |
| Justifications:Summary for OOE – Travel Related Expenses:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Destination** | **Purpose of Trips** | **No. of days/trip** | **No. of participants/trip** | **Total Cost/ Trip ($)** | **Total Cost (S)** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | **Total** |  |

 |

|  |
| --- |
| Industry Cash & In-kind contributions, if any (please provide the details) |
| Details for Cash Contributions:Details for In-kind Contributions (Items contributed and estimated dollar value): |

|  |
| --- |
| IHL/RI’s Cash & In-kind contributions, if any (please provide the details) |
| Details for Cash Contributions:Details for In-kind Contributions (Items contributed and estimated dollar value): |

\**IHL/RI’s cash and in-kind contribution should only be specified in this segment. Please* *do not include your IHL/RI’s cash and in-kind contribution within the research budget table above.*

1. **UNDERTAKING BY PRINCIPAL INVESTIGATOR AND ALL CO-INVESTIGATORS/COLLABORATORS**

|  |
| --- |
| In signing this Grant Application, the Principal Investigator and all Co-Investigator(s) shall UNDERTAKE (on any Grant Award):* Not to send similar versions or part(s) of this proposal to other agencies for funding;
* Ensure that the SMI Fund is acknowledged in all publications;
* Ensure that all publications arising from research wholly or partially funded by SMI will be forwarded to SMI for approval;
* Obtain approval from SMI and/or relevant University/Polytechnic and/or A\*STAR Research Institute before engaging in any commercial activity that will exploit the findings of the research funded under the SMI R&D Programme;
* To sign a confidentiality agreement prior to any discussions with industries, if applicable.
 |
| -----------------------------------------------------------Signature of IHL/A\*STAR RI Principal InvestigatorName: Date: |  |
| -----------------------------------------------------------Signature of IHL/A\*STAR RI Co- InvestigatorName:Date: | -----------------------------------------------------------Signature of Industry/Academia CollaboratorName:Date: |
| -----------------------------------------------------------Signature of IHL/A\*STAR RI Co- InvestigatorName:Date: | -----------------------------------------------------------Signature of Industry/Academia CollaboratorName:Date: |
| -----------------------------------------------------------Signature of IHL/A\*STAR RI Co- InvestigatorName:Date: | -----------------------------------------------------------Signature of Industry/Academia CollaboratorName:Date: |

1. **OVERALL EVALUATION / UNDERTAKING BY EVALUATORS**

|  |
| --- |
| Based on the above given evaluations, the Head of faculty/school/department of the respective IHLs and Director of Research or the Executive Director (ED) of A\*STAR Research Institute (or equivalent), taking into account the number of R&D projects which the Principal Investigator currently has on hand, hereby decide that the proposed project is:**SUPPORTED / NOT SUPPORTED**In signing the Grant Application, the Head of faculty/school/department of IHLs and Director of Research or ED of A\*STAR RIs or equivalent (if applicable) UNDERTAKE, on any Grant Award, to:* Provide appropriate support during the grant period;
* Ensure that the project eligibility criteria have been fulfilled;
* Ensure that the funds provided are used for the appropriate purposes;
* Ensure that approval from SMI has been obtained before engaging in any commercial activity that will exploit the findings of the research funded under this grant; and
* Support and agree to this proposal being carried out in the respective IHL or A\*STAR RIs (where appropriate).
 |
| Signature of Head of Faculty / School / DepartmentName:Date:Department: | Signature of Director of Research / ED of A\*STAR RI (or equivalent)Name:Date:Organisation:  |

**[FOR OFFICE USE ONLY]**

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| --- |
| **Project Eligibility** |
| ***Criteria*** | ***Assessment***  | ***Verification Opinion by***(if assessment of proposal as ineligible) | ***Second Verification Opinion by***(if assessment and verification opinion conflicts) |
| **Project activities performed in Singapore** | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* |
| **Project beneficial to Singapore’s maritime industry****(Expected R&D outcomes, Capability building)** | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* |
| **Project with clear outcomes, milestones, budget, measurable KPIs, and innovation** | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* |
| **Project Principal Investigator (PI) and Co-Investigator(s) based in Singapore** | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* |
| **Projects not already funded by other Govt. Agencies** | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* | ***✓ / 🗶****(Comments Here)* |
| **FOR THE PURPOSE OF FURTHER EVALUATION, THE PROPOSAL SATISFIES THE BASE CRITERIA AND IS ASSESSED AS** | ***ELIGIBLE / INELIGIBLE*** | ***ELIGIBLE / INELIGIBLE*** | ***ELIGIBLE / INELIGIBLE*** |
|  | (Name & Date) | (Name & Date) | (Name & Date) |

**Annex 1**

**Non-Fundable Direct Costs**

|  |  |
| --- | --- |
| **Type of Expenses** | **Description** |
| Salaries of Lead PI / Investigators / Visiting Professors & researchers/ Collaborators/ general administrative support staff  | Not allowable. |
| Teaching buy outs | Not allowable for the hiring of substitutes to perform the Investigators’ teaching duties.  |
| Stipend top-up for existing post-graduate scholarship holders | Not allowable. |
| Undergraduate stipend and tuition support | Not allowable. |
| Costs related to general administration and management | Not allowable. This includes common office equipment, such as furniture and fittings, office software, photocopiers, scanners and office supplies. |
| Costs of office or laboratory space | Not allowable. This includes renovation/outfitting costs, rent, depreciation of buildings and equipment, and related expenditures such as water, electricity, general waste disposal and building/facilities maintenance charges. |
| Personal productivity tools & communication expenses | Not allowable, unless the use of mobile phones and other form of smart devices were indicated in the methodology for the Research. |
| Audit fees (Internal and external audit) and Legal fees | Not allowable. |
| Entertainment | Not allowable. |
| Refreshment | Not allowable, unless this is related to a hosted conference or workshop for the Research. |
| Fines and Penalties  | Not allowable. |
| Patent Application | Not allowable. This includes patent application filing, maintenance and other related cost. |
| Professional Membership Fees | Not allowable.  |
| Staff retreat and team-building activities | Not allowable. |

1. Guideline on Company Enterprise Type

Foreign-MNC: <30% locally owned OR Parent company operates in more than one country (via subsidiaries); Annual Sales Turnover of >S$100m; AND >200 employees

Foreign-Others: <30% locally owned

Local-LLE: >30% locally owned AND Annual Sales Turnover of >S$100m AND >200 employees (includes GLCs, e.g. ST Engineering, SembCorp, Keppel, SIA)

Local-SME: >30% locally owned AND Annual Sales Turnover of <S$100M OR <200 employees

Local-Public Agency / Ministry or statutory board, e.g., MOM, HDB, LTA, DSO.

VWO: Voluntary Welfare Organisation (VWO) – Non-profit organisation that provides welfare services and/or services that benefit the community at large, e.g., NKF. [↑](#footnote-ref-2)
2. Provide itemised breakdowns, costs and justifications for each category in the Research Budget. [↑](#footnote-ref-3)