

## Maritime Research Professorship & Experts Programme (MRPE) Application Guidelines

1. This document is read concurrently with the Singapore Maritime Institute Maritime Research Professorship & Experts Programme (MRPE) Application Form, henceforth referred to as “**Application Form**” and the Terms and Conditions of Appointment and Funding Under the Maritime Research Professorship and Experts Programme henceforth referred to as “**Terms and Conditions**”.
2. This objective of this document is to establish the general guidelines for the preparation and submission of applications under the MRPE and to ensure that Application Forms submitted (i) are in accordance with the Terms and Conditions; and (ii) may be reviewed in a timely manner.

### Objective of the MRPE

3. The objective of the MRPE is to facilitate IHLs/RIs/CoEs to tap into the knowledge and expertise of global and local experts for deepening research capabilities and developing R&D thought leadership in the long run. In selecting visiting professors and experts to engage under the MRPE, Applicants shall note the following Terms of Reference and targeted outcomes of the MRPE.
4. The Terms of Reference for the MRPE are as follows:
  - a) Engage in maritime research and innovation projects and activities within the Host IHLs/RIs/CoEs to exploit promising research outcomes into impactful industry benefits;
  - b) Mentor and guide researchers within the IHLs/RIs/CoEs towards maritime research, innovation and enterprise excellence;
  - c) Deliver presentations and participate in panel discussions at SMI Forums, SMI Seminars and/or other conferences, where applicable; and
  - d) Share knowledge and insights via SMI’s publications and SMI Horizon in the form of interviews and/or commentaries, where applicable.
5. The targeted outcomes of the MRPE are as follows:
  - a) Deepen niche research capabilities within the CoEs/IHLs/RIs;
  - b) Tap into regional/global clusters of knowledge, research and innovation;
  - c) Translate research outcomes into impactful industry benefits/applications;
  - d) Engage entrepreneurs/industry practitioners in residence for industry knowledge and applied research; and
  - e) Develop R&D leadership and widen networks in the long run.

## Eligible Applicants

6. Only public-sector research performers from publicly-funded Institutes of Higher Learning (IHLs), Centres of Excellence (CoEs) and public Research Institutes (RIs) in Singapore are eligible to submit applications under the MRPE. Eligible applicants, as stipulated above, are collectively termed “**Applicants**”

## Eligible Candidates

7. The eligible candidates that may be appointed by Host Institutions are:

- Local or overseas prominent professors, academics, scientists, researchers or equivalent; and
- Local or overseas industry leaders, experts in the maritime domain, industry researchers, or equivalent, preferably with a minimum of 5 years of executive management or senior professional working experience in the relevant field of expertise.

8. The eligible candidates as stipulated above are collectively referred to as “**Appointees**”.

9. Where the Appointees do not appear to meet the above criteria (e.g. do not have 5 years of working experience), the Applicants shall provide reasonable justifications for selecting the candidate in Appendix I of the Application Form.

## Appointment

10. Appointees may be appointed under either of the following models:

- Individual Appointment; or
- Team Appointment of up to 4 personnel

11. Applicants shall appoint each Appointee as a Visiting Professor, Senior Research Fellow, Research Fellow, Visiting Scientist, Visiting Expert, or a title mutually agreed between the Appointee and the Applicant, in accordance with the Applicant’s guidelines on engaging visiting researchers and experts. Applicants should note that the MRPE funding is not applicable for consultancy services.

12. For reference, examples of titles are as follows:

Designation/Category of Appointee	Title of Appointee
Professor	Visiting Professor
Associate Professor	Visiting Senior Research Fellow
Assistant Professor	Visiting Research Fellow
Industry Expert	Visiting Research Fellow
Consultant*	Visiting Expert
	Visiting Scientist

\*Appointees who are consultants may be engaged. However, they may not be engaged under the MRPE for consultancy services and shall be appointed the title Visiting Expert/Scientist/Researcher, etc. rather than Consultants.

13. Applicants shall ensure that the appointments or titles assigned to Appointees are compliant with applicable laws, statutes and regulations in respect of the engagement and appointment of Appointees (e.g. visa requirements for overseas Appointees), and that such appointments do not cause undue delay to obtaining SMI's approval of the application.

14. The minimum appointment period is 4 weeks (equivalent to 20 working days), and the cumulative engagement should not exceed 6 months or 24 weeks across the appointment period. The appointment period end date shall fall earlier than the expiry date of the MRPE Programme, **30 June 2021**, or such later date as mutually agreed in writing between the Applicant and SMI. Any requests for appointment periods or cumulative engagements which fall outside the above limits will be assessed on a case-by-case basis and will be subject to SMI's sole discretion.

### **Mandatory Details**

15. The mandatory details to include in the Application Form are:

- a. Appointee(s) – Include CVs and details of Appointee(s) in Appendix I of the Application Form
- b. Objectives and Scope of Engagement of Appointee(s)
- c. Planned Activity Schedule for Appointee(s) – Including a Gantt Chart
- d. Summary of Deliverables
- e. Description of any Pre-identified Project(s) to be undertaken by Appointee(s) – Provide details in Appendix II of the Application Form
- f. Maritime Research Focus Area(s) / Capability(ies) to be developed by Appointee(s) – Provide details in Appendix III of the Application Form

### **Funding**

16. Funding under the MRPE covers:

- a. Honorarium; and
- b. Return airfare, for overseas Appointees only.

17. The Applicant shall be responsible to provide the Appointee with an honorarium at a rate, denominated in Singapore Dollars, agreed between the Applicant and the Appointee(s). The following limits for the honorarium rates shall apply for all categories of Appointees and for both individual and team appointments:

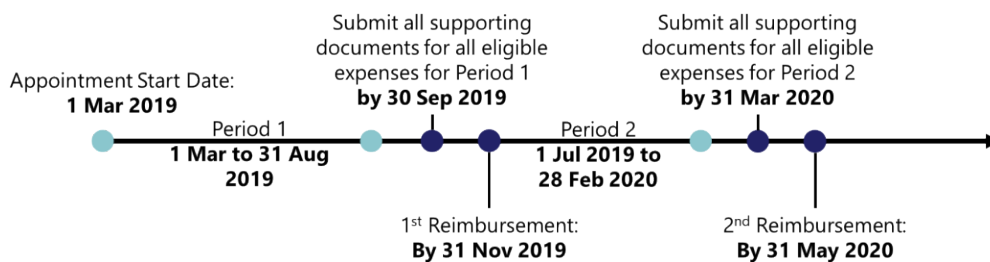
<b>Type of Engagement</b>	<b>Limit for Honorarium Rate</b>
Local Support (Appointee(s) is/are required to travel to Singapore)	S\$700 per day per Appointee; or S\$3,500 per week per Appointee; or S\$14,000 per month per Appointee
Remote Support (Appointee(s) is/are not required to travel to Singapore)	S\$50 per hour per Appointee Cumulative limit of S\$3,000 per Appointee

18. Return airfare shall, by default, be for Economy Class travel. Applicants who wish to request for higher classes of travel (i.e. Business Class) shall provide details

and justifications for such requests in Appendix IV of the Application Form. Generally, requests for higher classes of travel are only applicable for Appointees who hold positions of president, vice-president, board member, or equivalent. All requests for higher classes of travel will be assessed on a case-by-case basis and will be subject to SMI's sole discretion.

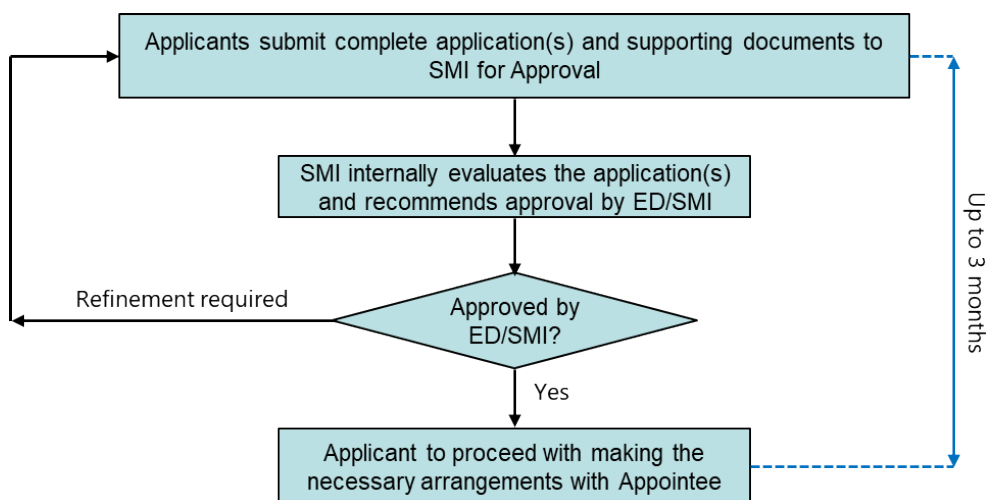
19. Applicants shall provide details of the funding sought from SMI in Appendix IV of the Application Form. Applicants will be responsible for covering any costs which exceed the approved funding amounts. The reasonableness of the honorarium and airfare sought, regardless of whether they are within the limits set out in this Application Guidelines, are at SMI's sole discretion.

20. Funding will be disbursed on a reimbursement basis. Applicants shall, within thirty (30) days after the end of each 6-month period starting from the Appointment Start Date, submit to SMI the claims using the fund requisition form provided by SMI for the all relevant expenditures within the 6-month period eligible for reimbursement under the MPRE, along with such other supporting documents as SMI may require, for SMI's verification and approval. SMI shall reimburse the Applicant of such expenditures within 60 days of receipt of the fund requisition form and supporting documents. An illustration is provided as follows:



### Application and Approval Process

21. The application and approval process are illustrated as follows:



22. Applicants are advised to submit their applications 3 months prior to the intended appointment period start date.