

Letter of Intent Template

Cover Page (excluded from 5 page limit)

Title of Proposal:

Principal Investigator(s) and Institution(s) (Name, Email, Mobile)

Team members: Provide in Annex (List key team members, their roles, and relevant expertise. Include both industry partners and supporting IHL/RI members)

Duration of project (in months) and estimated total cost (including indirect costs):

Letter of Intent (up to 5 pages)

1. What specific challenge or market opportunity does the proposal aim to address?

- Provide a concise overview of the challenge and its significance.
- Use market study or patent landscape analysis as supporting documents to illustrate the gap

2. How does this proposal address the challenge or help capture the market opportunity identified in Q1?

- Explain what give the solution an advantage over potential competitors or commercial off-the-shelf solutions.
- What are the potential economic, social, or security benefits of the proposed solution?

3. Is this proposal primarily aimed at commercial translation or addressing a national imperative? What are the potential economic, social, or security benefits of the proposed solution?

- **For Commercial Translation:**
 - Explain what gives the solution an advantage over potential competitors. (Consider providing a SWOT analysis)
 - Are you collaborating with an industry partner, and how does the solution fit into the larger ecosystem?
- **For National Imperative:**
 - Which government agency is supporting this initiative? (Include a letter of support as Annex)
 - Explain the strategic importance for Singapore to lead in this area rather than being a fast follower.

4. Explain the urgency and why it's crucial to pursue this project now.

- What is the opportunity window, and how does this impact the development timeline and/or go-to-market strategy?
- Include relevant market data or trends that support the urgency of your proposal.

5. Are you and your team uniquely positioned to execute this project?

- Highlight key capabilities, expertise, or resources that make the team particularly well-suited for this project. (consider specific capabilities, infrastructure, or facilities)
- Briefly describe any relevant past experiences or successes.

6. Have you identified and engaged leading experts in the proposed area?

- List them and their relevance and/or how they are involved in the project.
- State the qualifications of the principal investigator, key personnel, and organisations.

7. What are the key risks or challenges and the mitigation plans?

- Identify potential obstacles and explain the mitigation plans for addressing them.

8. Provide an outline of the project plan, key milestones, and resource allocation, including a high-level Gantt Chart.

- Include a plan for continuation beyond the proposed project duration such as scaling up, progression into larger projects, or commercialisation.
- Explain the feasibility of the proposal based on the proposed timeframe and budget.

9. What are the specific success metrics, factors, and KPIs for the project?

- Clearly define how the success of the project will be measured.
- Include both quantitative and qualitative metrics where appropriate.
- Explain how these metrics align with the project's objectives and timeline.

Annex (where necessary)