

## **Validation and Experimentation Proposal 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 total cost (including indirect costs):**

**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 gives 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 1 – BUDGET REQUEST**

**ANNEX 2 – MILESTONES AND DEVLIERABLES**

**ANNEX N - where necessary**

## ANNEX 1 - BUDGET REQUEST

The Lead-PI shall furnish the information in the following table.

S/N	Project Summary Cost	Cost (\$ SGD)
1	Total Qualifying Project Cost	e.g. \$A1
2	Total In-kind Contribution	e.g. \$A2
3	Total Co-Funding Amount	e.g. \$A3
	Total Project Value	e.g. \$A1 + \$A2 + \$A3

In the following table, provide a summary of the overall project budget request, broken down into broad categories of Expenditure of Manpower (EOM), Equipment (EQP), Other Operating Expense (OOE), Research Scholarships (RS) and Overseas Travel (OT). Clearly articulate the justification for the proposed budget in each category. Include a detailed budget breakdown by line item, indicating items tagged to the Lead-PI/Investigators with their respective Institutions and items that would incur overheads.

For projects involving private sector participants and/or other funding sources, provide a clear indication of the total research budget required, broken down by the amount of funding sought from OSTIn and the amount to be sourced externally. Indicate the amount to be drawn by private sector collaborators, noting that such funding is provided on a co-funding basis, subject to OSTIn's assessment and approval.

Singaporean IHLs, Research Institutes and public sector agencies can qualify for up to 100% funding support of approved direct qualifying costs, while private sector entities qualify for up to 70%, depending on enterprise type. Private sector applicants must submit financial statements for assessment.

**The Grantee and Authorised Entities shall each submit a proposed budget request from OSTIn using the provided table**, noting that support for Indirect Cost is only allowed for Singapore-based IHLs and A\*STAR RIs.

**Name of Institution:** e.g. ABC University

**Type of Institution:** e.g. Local IHLs & RIs/Private Sector Entity

**Institution Description:** *Provide a one-paragraph description of the institution. For IHLs and RIs please also include another paragraph detailing the specific division/department involved in the project.*

**Support Rate for Direct Cost:** *(Refer to the table above)*

**Investigators:** *e.g. Asst Prof XXX*

**Work Package:** *e.g. Work package A etc.*

<u>Category and Qualifying Cost Items</u>	<u>Amount (S\$)</u>	<u>Details and Justification for Qualifying Cost</u>
<b>Expenditure on Manpower (EOM)</b>  (All EOM related expenses should be charged based on time commitment to the Project based on the staff's current salary.)	<amt>	
<b>Equipment (EQP)</b>	<amt>	
<b>Overseas Travel (OT)</b>	<amt>	
Cost of Living Allowances (COLA)	<amt>	
Airfare	<amt>	
<b>Research Scholarship (RS)</b>	<amt>	
<b>Other Operating Expenditure (OOE)</b>	<amt>	
<b>Total Direct Costs</b>	<amt>	
<b>Total Qualifying Direct Cost</b>  (Total Qualifying Direct Cost is the Total Direct Cost multiplied by Support Rate for Direct Cost)	<amt>	

<b>Indirect Cost<sup>1</sup></b>	<amt>	
<b>Total Qualifying Project Cost<sup>2</sup></b> (Rounded down to nearest thousand dollars)	<amt>	

The Lead-PI shall declare and furnish details of any co-funding (both local and overseas) for the project using the provided table. This declaration should include all sources of additional funding that will contribute to the project's execution, whether from industry partners, other research institutions, or international collaborators. The table should clearly outline the source of co-funding, the amount contributed, and the nature of the contribution (e.g., cash, in-kind resources, equipment, or personnel). This information is crucial for providing a comprehensive view of the project's financial structure and demonstrating the broader support and commitment to the research initiative.

<b>S/N</b>	<b>Institution or Entity</b>	<b>Purpose</b>	<b>Cost (\$ SGD)</b>
<b>1</b>	<i>e.g. Gov Agency A</i>	<i>e.g. For support of package B (non-supportable cost needed for this project)</i>	<i>e.g. \$A2</i>
<b>2</b>	<i>e.g. Company A (Collaborator)</i>	<i>e.g. Manpower support of package C</i>	<i>e.g. \$A3</i>
<b>3</b>	<i>e.g. Gov Agency B</i>	<i>e.g. Equipment procurement or contribution for work package D</i>	<i>e.g. \$A4</i>
<b>Total</b>			

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<sup>1</sup> Applicable to Singapore-based IHLs and RIs only. The Total Indirect Cost is calculated based on of the total qualifying direct costs (excluding Research Scholarship) for the Grantees and Authorised Entities respectively.

<sup>2</sup> Total Qualifying Project Cost is the sum of the Total Qualifying Direct Cost and the Total Indirect Cost.

## ANNEX 2 - MILESTONES AND DELIVERABLES

- i. Identify specific deliverables and milestones<sup>3</sup> that should be attained to track the progress of the project using the following table.

*All projects, except for shorter-term projects (e.g., 6-month POC), shall have annual milestones. Projects with shorter durations shall have only one milestone, which is also the final milestone. Updates on the deliverables for each milestone shall be in accordance with the requirements and timelines specified in the Letter of Agreement (LOA).*

S/N	Deliverables and Description	Milestone Number and Description	Expected Date of Completion (DDMMYY)
1	<i>e.g. Annual Report 1 (technical report to be part of the Annual Report)</i>	<i>e.g. Milestone 1 DDMMYYYY</i>	DDMMYYYY
2	<i>e.g. Prototype</i>	<i>e.g. Milestone 2 DDMMYYYY</i>	DDMMYYYY
3	<i>e.g. Annual Report 2</i>	<i>e.g. Milestone 2 DDMMYYYY</i>	DDMMYYYY
	Final		

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<sup>3</sup> Given the experimental nature of research, OSTIn acknowledges that changes in milestones or deliverables may occur. Any request for changes to milestones or deliverables must be submitted to OSTIn in writing, with clear justification provided. OSTIn reserves the right to withhold disbursement of funds if these requirements are not adhered to