



APPLICATION FOR A MUHD ARIFF AHMAD RESEARCH GRANT FORM (ALCRG1)

First Request for Proposals: 15 Dec 2014

Closing Date: 15 Feb 2015

Note: This application form (ALCRG1) should be submitted together with the following documents:

- (a) Case for Support;
- (b) CV for each Principal Investigator, Co-Principal Investigator, Collaborator or Consultant listed in the grant application; and
- (c) Budget Review Summary

Please send a softcopy of all documents in a zip file in pdf format (no more than 2 MB) to roksana.abdullah@nie.edu.sg and a hardcopy by the stipulated closing date to:

**Asian Languages & Cultures Academic Group
National Institute of Education
1 Nanyang Walk
Singapore 637616**



APPLICATION FOR A RESEARCH GRANT FORM

1a	TITLE OF RESEARCH PROJECT Title should be concise.		
1b	Research Budget Indicate the total research budget. S\$		
1c	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Nature of Application</td> <td style="width: 50%;">Title of Previous Submission (s)</td> </tr> </table> <p>* New/Re-Submission/On-going</p> <p>Arising from Start-up Grant</p> <p>If yes, please specify the project title:</p> <p>To assist the reviewers for resubmission cases, please provide a covering letter or statement that describes and explains the changes made to the proposal in direct response to the comments made in the previous round. This can be done in a table or numbered list. Please be detailed and explicit.</p>	Nature of Application	Title of Previous Submission (s)
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<p>2a</p>	<p>PRINCIPAL INVESTIGATOR</p> <p>Attach a brief CV, outlining education, work experience, track records in managing research projects and list (maximum – 10) relevant publications.</p> <p>Name:</p> <p>Appointment:</p> <p>Academic Group:</p> <p>Provide information on the funded research undertaken by Principal Investigator in the past five years:</p> <table border="1" data-bbox="349 892 1372 1312"> <thead> <tr> <th>Project Title</th> <th>Role</th> <th>Funding Agency</th> <th>Number of Hours on Project Per Week</th> <th>Duration of Project (MM/YY)</th> <th>Amount (in S\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Project Title	Role	Funding Agency	Number of Hours on Project Per Week	Duration of Project (MM/YY)	Amount (in S\$)																														
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3a	ABSTRACT Describe the project in the context of previous work done or in progress at NIE or at other institutions, and explain the significance and uniqueness of this project. Please also elaborate the project's contributions to practices and / or new knowledge construction (maximum – 400 words)
3b	KEYWORDS Suggest keywords that characterize the nature of the research proposal. (maximum – five keywords)
3c	TYPE OF RESEARCH
3d	METHODOLOGY



4a	<p>LIST MAIN OBJECTIVES IN ORDER OF PRIORITY Describe the objectives clearly and succinctly. (maximum – five objectives)</p>
4b	<p>LIST RESEARCH QUESTIONS IN ORDER OF PRIORITY Describe the research questions clearly and succinctly. (maximum – five research questions)</p>
4c (i)	<p>LIST MAIN DELIVERABLES IN ORDER OF PRIORITY Describe the deliverables, state the timeline clearly and succinctly. (maximum – five deliverables)</p>
4c (ii)	<p>DISSEMINATION OF RESULTS TO THE COMMUNITY: Please note that it is important to disseminate findings to members of the community.</p> <p>Items (a) and (b) are mandatory: a) Sharing with Stakeholders (e.g., Relevant Malay/Muslim organisations) b) ALC/Jalanan Budi Seminars (conducted approximately twice a year) c) Others</p> <p><input type="checkbox"/> Yes, I am aware that disseminating findings to practitioners will be considered as part of the KPIs.</p>

Reference Number: _____

Form ALCRG1 || 2014



Implementation Schedule, Milestones, and Deliverables (Gantt Chart Format)

Indicate (using 'X') the project timeline and KPIs by quarter.

Implementation Schedule, Milestones and Deliverables	2016				2017				2018				2019				2020			
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec

Estimated start date: (dd/mm/yyyy)		The start date is defined as the first date on which the project commits or incurs expenditure. The date included here is an estimate only.
Estimated completion date: (dd/mm/yyyy)		
Duration of project: (No. of years)		E.g. 0.5 year, 1 year or 1.5 years.



5	<p>POTENTIAL APPLICATIONS / EXPLOITATION State the likely applications of the work (technological, social, scientific, economic). Also highlight any potential for exploitation and the necessary follow-up arrangements if any.</p>
6	<p>INSTITUTIONAL COLLABORATION(S) Where appropriate, describe any institutional collaborative arrangements, including arrangements for exploitation and protection of intellectual property. Please attach letters of support / commitment from collaborating parties, including schools, where applicable.</p>
7	<p>OTHER SOURCES OF FUNDING Please attach letters of financial commitment / support from funding parties, where possible.</p>
8	<p>NOMINATION OF EXTERNAL REVIEWERS Please propose minimally two external reviewers after obtaining their agreement to contribute in this capacity: The external reviewers should be experts in the area of research, PhD holders, Associate Professors (minimally) and not employed by NIE / NTU. They can be drawn from other institutions within Singapore or abroad. ALC reserves the right to consult with the nominated external reviewers and / or appoint its own panel of reviewers to evaluate the submitted grant application.</p>



9 (i)	REVIEWER Name: Appointment: Institution: Department: Telephone number: Email address:
9 (ii)	REVIEWER Name: Appointment: Institution: Department: Telephone number: Email address:
9 (iii)	REVIEWER Name: Appointment: Institution: Department: Telephone number: Email address:



10 DECLARATION

(a) We declare that the facts stated in this application and the accompanying information are true and that this is an original proposal.

(b) We declare that neither we nor our close relatives have any significant interest in the company / organisation providing the funding or equipment.

[A significant interest is a personal interest that could directly and significantly affect the design, conduct or reporting of the research or educational activities funded by the Institute.]

Name(s)	Signatures and Dates	
	Principal Investigator and Co-Principal Investigators(s)	Collaborator(s) (if any)

Include attachments as needed:

1. CVs of Principal Investigators, co-Principal Investigators, collaborators and consultants. Attach an outline of education, work experience, track record in managing research projects and list (maximum - 10) relevant publications. A CV template is available on page 14 of this application form.
2. Budget details should be provided in The Budget Review Summary.
3. Any other attachments (e.g. figures which could not be formatted to fit within the *Case for Support*)



11 ACKNOWLEDGEMENT

Head / Academic Group

[Note: Please send documents to the respective AG Heads for endorsement by 20 July 2012. The heads' endorsement constitutes support for applicant in view of AG's participation in NIE wide research.]

Signature _____

Name _____

Date _____

Comments

Note: The Principal Investigator should submit a softcopy of *Application for a Research Grant Form*, the Budget Review Summary, all CVs and *Case for Support* in a zip file to email: roksana.abdullah@nie.edu.sg and a hardcopy to A/P Roksana Abdullah by the stipulated closing date. Acknowledgement of submission will be given to the Principal Investigator.

For Official Use:

Research Category:

MAS literary works

Research area associated with MAS's interest

Decision:

Approved

Not Approved



CV TEMPLATE FOR RESEARCH TEAM

The following basic format can be used as a template for preparing CVs of the Principal Investigator, co-Principal Investigator(s), Collaborator(s) and Consultant(s).

I Name:

II Current Position

III Academic Qualifications

IV Work Experience [for the past five years (most recent listed first)]

V Funded Research [for the past five years (and role of researcher e.g. Principal Investigator, co-Principal Investigator, Collaborator)]

Project Title	Role	Funding Agency	Time Committed to Project (Hours)	Duration of Project		Amount (in S\$)
				Start Date	End Date	

VI Please describe significant outcomes of a recently completed funded research project, if any

VII Publications (limit to 10, most recent listed first)



12 CASE FOR SUPPORT

Include a Case for Support of no more than **20** A4 typewritten, double-spaced pages, covering the following points. Please use a separate sheet if tables or diagrams are to be included. It is the prerogative of the reviewers to read up to the page limit of the document.

12a. Purpose

State the objectives of the research, their order of importance, the novelty and timeliness of the research, and if collaboration is involved, an assessment of the possible benefits of the collaboration. The objectives can be copied and pasted from above but additional explanation is expected here.

For those who have indicated 'Ongoing' under 'Nature of Application' (page 2), please document the major research outcomes and outputs of previously-funded projects in the Case for Support.

For those who have indicated 'Resubmission' under 'Nature of Application' (page 2), please document the reasons your proposal was not supported previously and the amendments that you have made in this application in the Case for Support.

12b. Relevant Findings to MAS' area of interests and ALC/NIE's Goals and Directions

Explain how the research is related to **MAS' area of interests** and/or how it is situated in the larger picture of ALC/NIE's research roadmap in the proposed areas.

12c. Literature Review

Provide literature review of the related earlier or current work of the applicant and/or collaborating agency and relevant work elsewhere.

12d. Research Design

(i) Research Questions

State the phenomenon to be studied, and elaborate the research questions to be answered by the proposed research. Ensure that the research questions are clear and specific. Provide details on how the research questions stated would be addressed. If the research questions are emerging, please justify.

- For baseline studies, describe where the gaps are and how you intend to address them for literature review.
- For intervention projects, whenever applicable, describe the refinements, adaptations and changes, with regard to:
 - a) Design specifications
 - b) Professional development work / framework
 - c) Curriculum and assessment resources / package
 - d) Prototypes
 - e) Scale-up plan
 - f) Elaborate on how your research might align with ALC research agenda

Note: Figures / diagrams / pictures or any other extra information can be attached as Appendices.



(ii) Research Methodologies

Clearly and briefly describe and justify the research methodologies to be used, showing what alternatives have been considered and why the chosen methods were preferred; strengths and appropriateness of the chosen research methodology; whether the investigation is to occur in stages and if these will be sequential or in parallel; known constraints that may affect the research.

(iii) Research Implementation Schedule

Describe the research stages and tasks. List the on-going milestones and the final deliverables for the project. Milestones should indicate concrete progress expected on the project (e.g. 75% of data collection complete, artefacts from two schools scanned and catalogued); deliverables are evidence of that progress (e.g. transcripts filed, artefacts documented). In some cases, the milestones / deliverables will overlap; in all cases these must be identifiable and traceable as they will be used to assess the yearly progress of the research as well as the satisfactory completion of the project as a whole. Examples of possible deliverables (in alphabetical order) are the following:

- Appointment of staff (advertisements placed, Research Associates/Assistants hired, trained etc)
- Attendance at conferences (proposals submitted, proposals accepted, presentations given)
- Completion of interim reports
- Completion of technical report, manuals etc
- Consultants' advice
- Data collection/data entry (number of schools in progress, number of schools completed; percentage of data collected etc)
- Data entry/analysis (percentage of data entered, type and amount of data analysis completed)
- Dissemination of preliminary results (progressive) and how
- Selecting research site and participants
- Transcription (percentage of transcripts contracted, completed, verified)
- Writing of papers (papers submitted, papers published)

Indicate the estimated timeline for the project in the Gantt chart on page 8.

12e. Competitive / Comparative Advantage

Indicate the competitive / comparative advantage the research team has in the proposed areas of research. The research experience of the applicant and the team members should be specified.

12f. Description of Principal Investigator's and Team Members' (including Co-Principal Investigators, Collaborators and Consultants) Effort Level in Project

Justify the needs and the roles of the team members, including Principal Investigators, co-Principal Investigators, collaborators and consultants, and provide quantitative and qualitative descriptions of their commitment to the projects. The quantitative information can be provided in a table as below but prose descriptions are also expected. CVs for the team members must be attached.



Project Team	Name(s)	Number of Hours on Project (Per Week)
Principal Investigator		
Co-Principal Investigator(s)		
Collaborator(s)		
Consultant(s)		

* The contribution is based on number of hours per week the team members contribute to the project. The number of hours is based on 4 hours or multiple of 4 hours for each team member e.g. 4 hours per week and 8 hours per week. Collaborators, who are NIE staff members, are not expected to spend more than 4 hours per week on the project. PIs are required to give detailed explanation of the number of hours on the project.

Note: Number of hours the Principal Investigator and co-Principal Investigator(s) contribute to the project will be considered for buy-out eligibility and will be used to tabulate the level of buy-out to be awarded to the Academic Group.

12g. Justification of Budget

Appropriate justification must be provided for all resources listed in *Application for a Research Grant Form: The Budget Review Summary* to successfully complete the project (e.g. explanation of why budget items are needed, how they will be used, why specific items are preferred over other items of a similar type). Adherence to budgetary norms is expected in all areas and proposed budget items which exceed these norms should be justified explicitly in the *Case for Support*.