

APPLICATION FORM

MOE TERTIARY EDUCATION RESEARCH FUND

For MOE use:

Official Application Ref No.:

MOE

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SECTION 1: ADMINISTRATIVE DETAILS

1a	Project Title																											
1b	Keywords	<i>Please provide a maximum of 5 keywords.</i>																										
1c	Host institution	<i>Please put a 'X' beside the appropriate box on the left.</i> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 100px;">NUS</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 100px;">NYP</td> </tr> <tr> <td style="height: 20px;"></td> <td>NTU</td> <td style="height: 20px;"></td> <td>NP</td> </tr> <tr> <td style="height: 20px;"></td> <td>SMU</td> <td style="height: 20px;"></td> <td>RP</td> </tr> <tr> <td style="height: 20px;"></td> <td>SUTD</td> <td style="height: 20px;"></td> <td>SP</td> </tr> <tr> <td style="height: 20px;"></td> <td>SIT</td> <td style="height: 20px;"></td> <td>TP</td> </tr> <tr> <td style="height: 20px;"></td> <td>SUSS</td> <td style="height: 20px;"></td> <td>ITE</td> </tr> </table>				NUS		NYP		NTU		NP		SMU		RP		SUTD		SP		SIT		TP		SUSS		ITE
	NUS		NYP																									
	NTU		NP																									
	SMU		RP																									
	SUTD		SP																									
	SIT		TP																									
	SUSS		ITE																									
1d	Project Budget¹	S\$																										
1e	Project Duration																											
1f	Estimated Start² and End Dates	Start Date (mm/yyyy): End Date (mm/yyyy):																										

SECTION 2: RESEARCH TEAM

Please fill in only the relevant sections or add in sections if necessary.

2a	Principal Investigator	Salutation: Full name: Institution: Department: Faculty or School: Designation: Telephone No: Email:
2b	Co- Investigator <i>Please add if necessary.</i>	Salutation: Full name: Institution: Department: Faculty or School: Designation: Telephone No: Email:

¹ Applications seeking Tier B funding must include findings from earlier projects.

² Projects may start from Apr - June 2026 onwards.

2c Collaborators (if applicable) <i>Please add if necessary.</i>	Salutation: Full name: Institution: Department: Faculty or School: Designation: Telephone No: Email:
2d Others <i>Please add if necessary</i>	Salutation: Full name: Institution: Department: Faculty or School: Designation: Telephone No: Email:

2e CURRICULUM VITAE

Please provide a CV of each of the Research Team members, in **no more than 3 pages** (Arial font size 12, single-spaced, 1-inch margins) per applicant:

- Name
- Current position and past employment history
- Academic qualifications (Please indicate institution's name and year degree was awarded)
- Up to 10 recent publications **most relevant to this grant application**
- Recent awards relevant to this grant application
- Relevant educational research grants awarded, if any.

Attach the CVs to the end of this application form.

SECTION 3: PROJECT PROPOSAL

3a TYPE OF APPLICATION

Please put a 'X' in the appropriate box.

This research proposal is a:

- ☐ New Application
- ☐ Resubmission (not applicable to rejected proposals)

Official TRF Application Reference No:

If this is a re-submission, please provide a point-by-point response to the Expert Panel's comments and address any concerns raised:

Expert Panel's comments	PI's response

3b THEME (Please specify if applicable)

Please put a 'X' in the appropriate box.

- ☐ Development of Interdisciplinary Education
- ☐ Meeting The Needs of a Diverse Range of Learners
- ☐ Preparing Students for the Future Workplace
- ☐ Leveraging Technology to Enhance and Personalise the Learning Experience

3c TYPE OF PROJECT

Please put a 'X' in the appropriate box.

- ☐ Ideation / Proof of Concept
These projects develop existing ideas into implementable models (e.g. synthesis of existing principles or theories to develop a curriculum/lesson for the class or division).
- ☐ Translation
These projects implement proven and tested ideas in new contexts (e.g. the implementation of an idea from one faculty to another).
- ☐ Scaling
These projects implement tested ideas in a larger number of sites than currently in practice (e.g. implementing an idea across the different faculties in an institution).
- ☐ Evaluation
These projects verify the worth or effectiveness of new and/or existing projects, programmes, procedures and/or interventions, as well as the overall outcome or change (e.g. how successful the implementation of an intervention has been).

3d ABSTRACT

Please provide a succinct and accurate description of the proposal in no more than 500 words. Clearly describe the objectives of the project, how the proposed project addresses the themes (if relevant), the existing literature that was consulted, and the contribution of the proposed research in academic domains. Please also explain how the proposal addresses the Themes (see 3b), if any.

3e DETAILS OF PROJECT PROPOSAL

Give a description of the research in no more than **10 pages (for Tier A proposals) and 15 pages (for Tier B proposals), adhering to the following format: Arial font size 12, double-spacing, 1-inch margins.** Attach this detailed proposal to the end of this application form. Information **SHOULD** include:

- Vision and rationale
- Research plan
- Data collection plan
- Significance of the project
- Details of research team
- Equipment and infrastructure
- Financial plan and support

- Ethics and risks

Explanations of each of these points are detailed in **Annex A** of the Grant Call document. Information provided should be sufficiently self-contained for an assessment of the proposal without further reference to other materials. For resubmissions, please highlight the revisions made to address the feedback provided in the previous application. Please include references cited at the end of the document. References do not count as part of the 10-page (Tier A) or 15-page (Tier B) proposal.

3f **DECLARATION OF ETHICS CONSIDERATION**

Where applicable, the PI has to obtain full Ethics Approval and any other research-related approvals (such as risk assessments) from the relevant authorities before the TRF research grant account is activated by the host institutions' Office of Finance. Please tick, where appropriate, if your study involves the following:

Human subject	
Use of Human Tissues or Cells	
Animal Experimentation	
Use of Animal Tissues or Cells	
Requirement for containment (BSL 2 and above)	
Other ethical approval (please specify)	

A copy of the ethics approval is attached:

☐ Yes

☐ No

3g **PROPOSED DELIVERABLES**

a. Manpower training	
Please specify	
b. Research targets	
No. of Publications	
No. of Publications in top 10% Journals	
No. of Conference Presentations	
No. of Technology Disclosures (if applicable)	
No. of patents (if applicable)	
No. of software tools (if applicable)	
Others (e.g. creation of prototypes, digital platforms, algorithms, organizing of events, educational materials/toolkits, policy briefs, newspaper articles,	

media interviews, creation of project website to share findings with the general public) – Please specify:	
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3h PROJECT IMPLEMENTATION SCHEDULE

The proposed schedule will be used for assessment and evaluation of the project. Satisfactory progress is required for continued disbursement of funds and will also be taken into consideration for future TRF applications.

<div>Quarters</div> <div> <i>Implementation Schedule</i> (no more than 300 characters) </div>	Year 1				Year 2				Year 3 (For Tier B Proposals Only)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

3i PROPOSED BUDGET AND JUSTIFICATION

You are advised to consult your Office of Teaching and Learning (OTL) and/or Office of Finance (OFN) when preparing the budget to ensure that it is in accordance to your institution's HR and finance guidelines. Sufficient **details and justifications** should be provided for each request and items in the budget must be directly relevant to the proposed project.

Overall Proposed Budget

			<i>For Tier B Proposals Only</i>	
Category	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Total (\$)
EOM				
Equipment				
OOE				
Overseas Travel				
Indirect costs ³				
Grand Total (\$)				

³ Indirect cost is supported at a flat rate of 18% of the total qualifying direct costs. The total qualifying direct costs (EOM, Equipment, OOE & Overseas Travel) should not exceed the cap of Tier A grant (\$150K) and Tier B grant (\$250K).

EOM

					<i>For Tier B Proposals Only</i>	
Staff Category	No.	Cost per head (\$)	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Total (\$)
Choose an item.						
Choose an item.						
Choose an item.						
Sub-total						

Details and Justifications

Please justify manpower request (no more than 1000 words for each) with respect to the specific role of each person and detail the contribution of each person to the project.

Equipment

Please include GST, where applicable.

					<i>For Tier B Proposals Only</i>	
Item (Quotation No.)	No.	Cost per item (\$)	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Total (\$)
Subtotal						

Details and Justifications

*The requirement for each piece of equipment requested should be adequately justified (no more than 1000 words for each). Please state if similar equipment exists in the PI or Co-I's labs or in the research team's department/school and justify why new equipment is required for the project. Written quotations for **ALL** equipment requested should be appended.*

OOE

Please include GST, where applicable.

Item* (Indicate Quotation No., if applicable)	Year 1 (\$)	Year 2 (\$)	For Tier B Proposals Only	Total (\$)
			Year 3 (\$)	
Subtotal				

* Note:

1. Please indicate the budget requirement for each line item clearly. An aggregate budget for each category is not acceptable. Overhead charges and contingency funds are not allowed. Please refer to Annex of Guidelines for the Management of Research Grants for the list of non-fundable items.

2. Materials & Consumables - please provide a breakdown of items and costing and to append quotations only for items that constitute a significant proportion (e.g. >5%) of the total budget of OOE.

Details and Justifications

All items listed under OOE should be appropriately justified (no more than 1000 words for each) and supported with relevant documents. Consumables to be used for the project should be appropriately categorized and costed.

Costs for engaging visiting professors and experts (e.g. honorarium, costs of travel) are categorised under OOE. Proposed visiting professors should be identified and their intended contribution to the project supported in writing. The duration of the visit(s) should be stated clearly.

Overseas Travel

Includes overseas conference travel and overseas travel for purposes directly related to the research project. **Overseas Travel must not exceed \$10,000 in total for the entire project duration.**

			For Tier B Proposals Only	
Item (Indicate Quotation No., if applicable)	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Total (\$)
Choose an item.				
Subtotal				

Details and Justifications

Expenditure for conferences and travel should be in accordance with the institution’s guidelines.

3j SUGGESTED EXTERNAL REVIEWERS

Applicants may propose at least three external reviewers, who can potentially be invited to review the proposal. External Reviewers should be experts in the field who are able to provide an independent and credible assessment of the research proposal. Applicants should also disclose their relationship and past collaborations with the external reviewers, if any. The Expert Panel may choose not to engage the suggested external reviewers.

S/n	Salutation	Name	Institution	Email	Research Area/Expertise	Relationship to PI ⁴

The application should not be sent to the following reviewers:

S/n	Salutation	Name	Institution	Reason (No more than 200 characters)

⁴ Suggested external reviewers should not be the PI/co-I's supervisors (both past and present).

3k Declaration of Other Funding Support

The Principal Investigator and Co-Principal Investigator(s) should detail the grants⁵ awarded in the last 5 years, including those currently held or submitted for consideration by other funding agencies. Please note that parallel submissions are not allowed – i.e. applicants should not send similar versions or part(s) of the current TRF proposal application to other agencies or grant schemes for funding concurrently.

PI: [name]

Grant/s Applied (Pending Approval)	S/N	Status: PI, Co-PI, Collaborator (please indicate one)	Project Title	Funding Agency/ies Please list co-funding Grantors, if applicable	Amount Requested (S\$)		Proposed Duration of Award (No. of Years)
					AcRF	Non-AcRF	
Please add records, if any							
				TOTAL			

Grant/s Awarded (Current)	S/N	Status: PI, Co-PI, Collaborator (please indicate one)	Project Title (Project ID / Account No.)	Funding Agency/ies Please list co-funding Grantors, if applicable	Amount Awarded (S\$)		Duration of Award (MM-YY to MM-YY)	% of time PI is involved in each grant
					AcRF	Non-AcRF		
Please add records, if any								
				TOTAL				

⁵ This refers also to grants funded by agencies other than MOE.

Grant/s Awarded (Completed) – Last 3 grants completed	S/N	Status: PI, Co-PI, Collaborator (please indicate one)	Project Title (Project ID / Account No.)	Funding Agency/ies Please list co-funding Grantors, if applicable	Amount Awarded (S\$)		Duration of Award (MM-YY to MM-YY)
					AcRF	Non-AcRF	
Please add records, if							
				TOTAL			

Co-I: [name] ⁶

Grant/s Applied (Pending Approval)	S/N	Status: PI, Co-PI, Collaborator (please indicate one)	Project Title	Funding Agency/ies Please list co-funding Grantors, if applicable	Amount Requested (S\$)		Proposed Duration of Award (No. of Years)
					AcRF	Non-AcRF	
Please add records, if any							
				TOTAL			

⁶ Repeat for each Co-Investigator

Grant/s Awarded (Current)	S/N	Status: PI, Co-PI, Collaborator (please indicate one)	Project Title (Project ID / Account No.)	Funding Agency/ies Please list co-funding Grantors, if applicable	Amount Awarded (S\$)		Duration of Award (MM-YY to MM-YY)	% of time PI is involved in each grant
					AcRF	Non-AcRF		
Please add records, if any								
					TOTAL			

Grant/s Awarded (Completed) – Last 3 grants completed	S/N	Status: PI, Co-PI, Collaborator (please indicate one)	Project Title (Project ID / Account No.)	Funding Agency/ies Please list co-funding Grantors, if applicable	Amount Awarded (S\$)		Duration of Award (MM-YY to MM-YY)
					AcRF	Non-AcRF	
Please add records, if							
					TOTAL		

SECTION 4**4a UNDERTAKING BY PRINCIPAL INVESTIGATOR, CO-PRINCIPAL INVESTIGATOR(S) AND ALL COLLABORATORS**

In signing the Grant Application, the PI and Co-I(s) and collaborator UNDERTAKE, on any Grant Award, to:

- ensure that a proposal with similar research aims has not been awarded research funding either by MOE or another funding agency;
- ensure that MOE's funding is acknowledged in all publications;
- ensure that a copy of all publications arising from research wholly or partly funded by MOE will be submitted to MOE;
- ensure that all data generated from research funded by the TRF should be made available to user communities at the earliest feasible opportunity, subject to restrictions related to confidentiality and intellectual property.
- co-operate with MOE to inculcate interest in research among all students; and
- grant the Singapore Government and public sector agencies a non-exclusive, non-transferable, perpetual, irrevocable, worldwide, royalty-free right and licence to use, modify, reproduce and distribute the IP created from the TRF Grant for non-commercial, R&D and/or educational purposes.

 Name and Signature of PI

 Date

 Name and Signature of Co-I
(please add if necessary)

 Date

 Name and Signature of Collaborator*
(please add if necessary)

 Date

* *Faxed signatures are acceptable.*

4b UNDERTAKING BY THE HOST INSTITUTION

In signing the Grant Application, the Host Institution UNDERTAKES, on any Grant Award, to:

- support and agree to this proposal being carried out in the institution;
- check with appropriate human resource personnel, who have access to reliable sources for proper verification, to ensure that the applicants meet the eligibility criteria cited in the grant call document and Administrative Guidelines & Policies;
- ensure that all necessary licenses and approvals have been obtained or are being sought;
- ensure that the funds provided are used for the appropriate purposes;
- ensure that all budget requests are in accordance with the university's prevailing HR policies and financial guidelines;
- provide the Singapore Government and public sector agencies with data and statistics of indicators pertaining to the research activity when requested; and
- grant the Singapore Government and public sector agencies a non-exclusive, non-transferable, perpetual, irrevocable, worldwide, royalty-free right and licence to use, modify, reproduce and distribute the IP created from Thematic Grant for non-commercial, R&D and/or educational purposes.

Comments:

Name and Signature of
Director/Head of Teaching and Learning Centre

Date