

## SUGGESTED PROPOSAL TEMPLATE

### A. PROJECT SUMMARY (Maximum of half page)

Include a self-contained description of the activity that would result if the proposal is funded. Include a statement of objectives and methods to be employed. Clearly address in separate statements (i) intellectual merit, (ii) the novelty and innovative aspects of the proposed work and (iii) broader impact.

If this is a re-submission, please clearly highlight the key changes that have been made to the proposal, and work that has been done since the last submission.

### B. PROJECT DESCRIPTION

#### i. SIGNIFICANCE OF RESEARCH / INTRODUCTION (Suggested: no more than 2 pages)

State concisely and realistically what the research described in this application is intended to accomplish, the hypotheses to be tested, and research questions to be addressed.

Discuss how the aims of the project are original and innovative.

Briefly describe how this project addresses an important problem of academic significance and the academic impact it is anticipated to bring.

State concisely how the success of the project will lead to the creation of new knowledge.

State concisely how the outcomes of the project or its concepts and methodology will drive future research in this field.

State clearly how the proposed work is novel and innovative.

Describe clearly what the current state of the art or prior studies are, and compare them with the proposed project.

#### ii. SCIENTIFIC AND TECHNICAL APPROACH (Suggested: as much detail as possible)

Discuss how the specific aims of the project would be achieved.

Discuss in detail the conceptual framework, design, methods and analyses and describe how they are integrated and appropriate to the aims of the project.

Carry out a risk assessment: Highlight potential difficulties, limitations and problem areas in the proposed procedure, and propose alternative tactics.

Describe how the project will employ novel concepts, approaches or methods.

State concisely how the project challenges existing models, and describe its advantage over existing methodologies or technologies. If possible, state the anticipated quantitative improvements this research will bring.

Provide an account of the preliminary studies pertinent to the applications.

Provide a succinct account of published and unpublished results, indicating the relevance and importance of the findings.

Discuss how the proposed project is related to previous projects and what new knowledge will be created.

Identify specific milestones that should be attained (approximately 1-2 per year) against which success of the project can be measured. Example:

Aim x: Implement and demonstrate xxx

Milestone x: Achieve speed improvement of xx by Month 12

Description of Aim: xxx [Note: this should be succinct]

Highlight in the proposal if any ethics approval (if applicable) has been obtained for the research.

### **iii. INVESTIGATORS** (suggested: [up to half page](#))

Discuss the role and contribution of each investigator and collaborator in the project.

Include key related achievements by each investigator and collaborator.

Visiting Professors/overseas collaborators should be identified, and their specific role and contribution/commitment to the project clearly defined.

### **iv. ENVIRONMENT** (suggested: [up to half page](#))

Discuss how the environment in which the proposed work will be done can contribute to the probability of its success.

Discuss how the proposed experiments take advantage of unique features of the research environment or leverage on the strengths of collaborative arrangements.

Discuss how your institution will support the project.