Japan Science and Technology Agency (JST) and   
Agency for Science, Technology and Research (A\*STAR)  
 Joint Call for Proposals on *“AI”*

Joint Application Form

(To be jointly submitted by Japan and Singapore applicants to JST and A\*STAR respectively)

# Summary of Research Project

|  |  |
| --- | --- |
| **Proposal Title** (in English)**:** |  |
| **Duration of Project** (in months): |  |
| **Budget Requested:** | Japan Research Team  Direct Expenses (Indirect Expenses are added in additional to the Direct Expenses.)  JPY |
| Singapore Research Team (including Indirect Expenses)  SGD |

# PROPOSAL DETAILS

## INSTRUCTIONS

**This document contains nine (9) separate parts.**

**Please complete ALL parts.**

*You may delete notes in italics in this form. Use 10.5 point font size.*

|  |  |
| --- | --- |
| **PART** | **DESCRIPTION** |
| **I.** | **General Information** |
| **II.** | **Scientific Abstract of the Proposal** |
| **III.** | **Research Topic and Work Plan** |
| **IV.** | **Budget Description (for Japan side)** |
| **V.** | **Budget Description (for Singapore side)** |
| **VI.** | **Work Contribution** |
| **VII.** | **Curriculum Vitae** |
| **VIII.** | **Acknowledgment** |
| **IX.** | **Appendices (for Singapore side only)** |

### For Japan-based co-applicants:

Japan-based co-applicants should electronically submit their application forms to JST by1:00 PM (Japanese Standard Time) on 30th September (Monday) 2024, via the online application system,e-Rad (<https://www.e-rad.go.jp/>).

### For Singapore-based co-applicants:

Singapore-based co-applicants should electronically submit their application forms via

iGrants by noon (Singapore Standard Time) on 30th September (Monday) 2024, via <https://igrants-app.a-star.edu.sg/>

All information is treated in confidence. The information submitted to e-Rad and iGrants is furnished to the JST and A\*STAR Group with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes, respectively. To find out more about how the JST and A\*STAR Group uses your personal data, please refer to our privacy policy/statement, respectively.

JST: <https://www.jst.go.jp/EN/privacy.html> A\*STAR: <https://www.a-star.edu.sg/privacy-statement>

**DETAILS OF PUBLIC SECTOR RESEARCH PERFORMERS AND COLLABORATORS**

The submission of every joint proposal must involve one Singapore-based and one Japan-based public sector research performer. Singapore-based and Japan-based collaborator’s involvements are optional. Please include the details of all PI(s), Co-PI(s) and Co-I(s) participating in this project.

On the Japan side:

The Principal Investigator (PI) is the lead researcher responsible for the milestones and deliverables of the project, coordinating research activities carried by the research team, managing the grant award and submitting progress reports on behalf of the Japan-based research team.

The Co-Principal Investigator(s) (Co-PI) will be the person(s) leading and managing a particular aspect of the collaborative effort. When allocating research funding to different institutions within a research team, a Co-PI must be selected for each institution, who will then become the research contact for that institution under the contract research agreement.

A "Collaborator" means an external collaborator, such as a company, consortium, etc., to whom the research proposal's research fund will not be allocated. JST encourages the inclusion of a "Collaborator" who can expand the scope of our research.

On the Singapore side:

The Principal Investigator (PI) is the lead researcher responsible for the milestones and deliverables of the project, coordinating research activities carried by the research team, managing the grant award and submitting progress reports on behalf of the Singapore-based research team.

The Co-Investigator(s) (Co-I) will be the person(s) leading and managing a particular aspect of the collaborative effort.

A “Collaborator” means any company, institution, incorporated body or other industry or academic collaborator, which is not an Institution or an Investigator but is to be engaged in the Research in collaboration with the Institutions or any of them. Teams from Singapore are encouraged to include collaborators from other ASEAN Member States. Possible collaborators should seek their own funding or provide in-kind contributions.

# Part I. General Information

## Japan-based Principal Investigator (PI)

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | ex：Kagaku | First Name | ex：Taro |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

## Japan-based Co-Principal Investigator (Co-PI)

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | ex：Kagaku | First Name | ex：Taro |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

## Japan-based Co-Principal Investigator (Co-PI) *\*If there are multiple people, please add more tables.*

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | ex：Kagaku | First Name | ex：Taro |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

## Japan-based External Collaborator

*Joining external collaborators (to whom the research proposal's research fund will not be allocated) is encouraged if extending outcomes would be expected by joining. If you add them, please write here in lines.*

## Singapore-based Principal Investigator

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

## Singapore-based Co-Investigator

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

## Singapore-based Collaborator (in any)

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

## Collaborators from other ASEAN Member States (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Organization/Department/ Designation |  | | |
| E-mail |  | | |

# Part II. Scientific Abstract of the Proposal

*An abstract may not exceed 1 page and should include:*

*1. Objectives*

*2. Methodology*

*3. Expected scientific results of the joint research*

*4. Mode of cooperation including* *the exchange of people (for example, young researchers including students)*

*5. Expected economic and social impact of the joint research*

# Part III. Research Topic and Work Plan

## 1. Detailed Description of the Joint Project

*Please refer to the evaluation criteria in the guidelines. References should be listed at the end of this section. Description may not exceed 6 pages.*

1) **Problem statement**: *What will be the problem addressed by the project and what is its importance? What will be the contribution to the area if successful? Please quote relevant works in the field as needed.*

2) **Expected Outcomes**: *Describe scientific and technological outcomes as a result of the proposed project.*

3) **Scientific and technological challenges and the means and methods to overcome them**: *Explain the scientific and technological challenges that the project proposes to overcome in order to achieve its objectives. Describe by what means and methods these challenges can be overcome. Cite references that help the reviewers who will analyze the proposal to understand that the mentioned challenges have not yet been overcome (or have not yet been adequately overcome) and that they can be overcome with the methods and means of the proposal under analysis.*

4) **Future Prospect of Research**: *Describe the economic and social contributions expected from the research results and the added value expected from the project (focusing on synergies and mutual benefits of international collaboration).*

5) **Exchange Plan for Researchers**: *Describe a specific plan and outcomes for exchange of researchers including graduate and/or undergraduate students who can play an important role in the joint research and who are expected to be internationally active in the future, e.g., by promoting their international mobility and circulation, such as dispatching them to the partner country or holding workshops, or by providing international research opportunities such as presenting at international conference.*

6) **Bibliography**: *Up to 5 relevant scientific publications / patent applications of the joint project related to the proposal published in the past 5 years.* *If there is no applicable item, please list the principal publications of each PI in the past 5 years and describe how you will collaborate in the future.*

## 2. Time Schedule and Research Plan

*Description may not exceed 4 pages.*

**1st Year**

Research Work Plan: *Itemize the specific research activities conducted by each team in each year.*

1) Japan side

2) Singapore side

Research Exchange Plan:

*Research Exchange Plan: Including clear description of plan for joint workshops, researcher exchanges etc. in each year, purposes of and expected outcomes through these activities.*

1) Japan side

2) Singapore side

**2nd Year**

Research Work Plan:

1) Japan side

2) Singapore side

Research Exchange Plan:

1) Japan side

2) Singapore side

**3rd Year**

Research Work Plan:

1) Japan side

2) Singapore side

Research Exchange Plan:

1) Japan side

2) Singapore side

# Part IV. Budget Description (for Japan side)

## 1. Budget Summary in Japanese Yen

*JST funding for Japanese applicants will be up to 30 million Japanese yen as direct expenses, and 9 million JPY as indirect expenses (an amount of equal to 30% of direct expenses), so up to 39 million JPY in total* *per project for 36 months.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount (1,000 yen) | Fiscal year 2025 | Fiscal year 2026 | Fiscal year 2027 | **TOTAL** |
| Direct Expenses |  |  |  |  |
| Facilities and equipment |  |  |  |  |
| Consumables |  |  |  |  |
| Travel |  |  |  |  |
| Personnel |  |  |  |  |
| Others |  |  |  |  |
| Total amount in Direct Expenses |  |  |  |  |
| Indirect Expenses |  |  |  |  |
| Indirect Expenses  (30% of Direct Expenses) |  |  |  |  |
| **TOTAL Budget Requested (Including Direct and Indirect Expenses)** |  |  |  |  |

## 2. Expenditure on exchange plan

*Please describe the expenditure plan to spend for building and expanding international networks which will contribute to the promotion of international talent mobility and circulation, etc. (Include expenses for holding workshops to strengthen connections, travel expenses etc.). Please aim to allocate around 30% of the total direct expenses for the above purpose.*

*\*Please note, the 30% allocation is not a rigid requirement for each year’s expenses, but rather a flexible guideline based on the total direct expenses.*

*\*The expenses below should be less than or equal to the previous table (1. Budget Summary in Japanese Yen).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount (1,000 yen) | Fiscal year 2025 | Fiscal year 2026 | Fiscal year 2027 | **TOTAL** |
| Direct Expenses |  |  |  |  |
| Facilities and equipment |  |  |  |  |
| Consumables |  |  |  |  |
| Travel |  |  |  |  |
| Personnel |  |  |  |  |
| Others |  |  |  |  |
| Total amount in Direct Expenses |  |  |  |  |
| Indirect Expenses |  |  |  |  |
| Indirect Expenses  (30% of Direct Expenses) |  |  |  |  |
| **TOTAL Budget Requested (Including Direct and Indirect Expenses)** |  |  |  |  |

# Part V. Budget Description (for Singapore side)

*Singapore-based applicants need to fill in the excel template for the budget breakdown, Milestone, Work contributions and KPIs and paste over the following sections.*

*Summary of the budget required for this project as follows, budget breakdown for each vote should be stated in the excel template.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Year 1 ($) | Year 2 ($) | Year 3 ($) |
| Manpower / Labour (FTE) [EOM] | |  |  |  |
|  | | Year 1 ($) | Year 2 ($) | Year 3 ($) |
| Equipment (EQPT) | |  |  |  |
|  |  | Year 1 ($) | Year 2 ($) | Year 3 ($) |
| Other Operating Expenses (OOE) | |  |  |  |
|  | | Year 1 ($) | Year 2 ($) | Year 3 ($) |
| Overseas Travel (TRVL) | |  |  |  |
|  | | Year 1 ($) | Year 2 ($) | Year 3 ($) |
| Research Scholarship (RS) | |  |  |  |
| Indirect costs (30%) | |  |  |  |
| GRAND TOTAL (SGD) | |  |  |  |

Please indicate the amount in exact amount (not rounding).

**Key Performance Indicators (KPIs) and Tracking Indicators (TIs) for Singapore PublicSector Research Performer**

|  |  |
| --- | --- |
| **KPI/TI** | **Total Capability Indicators (if applicable)** |
| [KPI] No. of joint publications with an overseas joint collaborator [**minimum 1**] |  |
| [TI] No. of publications (top 10% most highly cited journals) |  |
| [TI] No. of jointly organised webinars with at least 60 local and international participants |  |
| [TI] No. of follow-on industry projects catalysed through the collaboration |  |
| Others, please specify/propose the tracking indicators the team may have |  |

# Part VI. Work Contribution (Work Contribution of team members and collaboration plans across both countries)

Please provide detailed description of the work contribution of each of the team members of all Singapore-based and Japan-based public sector research performers as well as collaborators (if any).

Applications should describe in detail:

* The lead Singapore and Japan institutions involved in the project,
* Details on the interaction between investigators of both countries,
* Specific contribution and responsibilities of the Singapore and Japan PIs as well as Collaborators,
* Benefit and added value for all partners in this project and the potential access to international resources.
* Involvement (i.e. in terms of man-months per year) of all PI(s), Co-I(s) and collaborators,
* Achievements that are relevant and necessary in ensuring success for the proposed research, and
* Project duration.

## 1. Japan

|  |  |  |
| --- | --- | --- |
| Role | Name (last, first) | Role in Project |
| PI |  | *e.g. Leading project* |
| Co-PI  *\*Please delete if not applicable* |  | *e.g. Analyzing research data* |
| Co-PI  *\*Please delete if not applicable* |  | *e.g. Collecting research data* |

## 2. Singapore

|  |  |  |
| --- | --- | --- |
| Role | Name (last, first) | Role in Project |
| PI |  |  |
| Co-I  *\*Please delete if not applicable* |  |  |
| Collaborator  *\*Please delete if not applicable* |  |  |

# Part VII. Curriculum Vitae

*Description may not exceed 1 page per PI / Co-I*

## 1. Japan

1. **Principal Investigator:** **Name (Organization : Position)**

*Including education/training and professional background, most important 5 publications in the last 5 years, and notable awards and honors (up to 5 items)*

1. **Co-Principal Investigator:** **Name (Organization : Position)** *Please delete if not applicable*
2. **Past international personnel exchange achievements**

*Please describe the background and achievements of international joint research and researcher exchanges (dispatching young researchers, inviting researchers from other countries, holding of symposia, etc.) conducted by the Principal Investigator to date.*

## 2. Singapore

In no more than 2 pages per PI / Co-I, please provide only the following required information in the following format:

|  |  |
| --- | --- |
| Salutation & Name of PI |  |
| Current Appointment(s) & Institution Affiliation(s) |  |
| Percentage of time spent every year |  |
| Latest publications in the area described in this project (list up to 10) |  |
| Other key research achievements (e.g. patents, licenses, awards, spin-off companies, external consultancy etc.) |  |
| Past international personnel exchange achievements |  |

|  |  |
| --- | --- |
| Salutation & Name of Co-I |  |
| Current Appointment(s) & Institution Affiliation(s) |  |
| Percentage of time spent every year |  |
| Latest publications in the area described in this project (list up to 10) |  |
| Other key research achievements (e.g. patents, licenses, awards, spin-off companies, external consultancy etc.) |  |
| Past international personnel exchange achievements |  |

# Part VIII. Acknowledgment

In submitting this application form, all Principal Investigators (PIs), Co-Principal Investigator(s) and Co-Investigator(s) (Co-Is) acknowledge that this is an A\*STAR and JST bi-partisan programme and that both agencies will use the information we provide in accordance with the following:

* JST & A\*STAR Joint Call for Proposals Guidelines
* Applicable Singapore laws
* Applicable Japanese laws.

Accordingly, we understand that A\*STAR and JST may share any personal information provided in this application with personnel, contractors and third-party providers:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants.
2. to facilitate research, assessment, monitoring and analysis of programmes and activities unless otherwise prohibited by law.

We understand that information that is deemed ‘confidential’ in accordance with the grant opportunity guidelines may also be shared for a relevant Singaporean or Japan government purpose.

A\*STAR and JST may publish information on individual grants in the public domain, including on its websites, unless otherwise prohibited by law.

**Declaration from Principal Investigators, Co-Principal Investigator(s) and Co-Investigator(s) (Co-Is)**

In submitting the application form, all Principal Investigators (PIs), Co-Principal Investigator(s) (Co-PIs) and Co-Investigator(s) (Co-Is) declare that the Japan Science and Technology Agency (JST) and Agency for Science, Technology and Research (A\*STAR) Joint Call for Proposals Guidelines including the privacy, confidentiality and disclosure provisions were read and understood.

We declare that we will comply with, and require that our subcontractors and independent contractors comply with, all applicable laws.

We declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading.

We acknowledge that we may be requested to provide further clarification or documentation to verify the information supplied in this form and that the administering agency may, during the application process, consult with other government agencies or third-party providers, about the applicant’s claims and may also engage external technical or financial advisors to advise on information provided in the application.

We agree to participate in the periodic evaluation of the services undertaken by the implementing agency.

We approve the information in this application being communicated to A\*STAR and JST in electronic form.

We acknowledge that if A\*STAR and JST are satisfied that any statement made in an application is incorrect, incomplete, false or misleading the administering entity may, at its absolute discretion, take appropriate action. We note such action may include excluding an application from further consideration; withdrawing an offer of funding; and/or for a grant under management, terminating a grant agreement between the relevant implementing agency (A\*STAR or JST).

We declare that we have appointed the appropriate team member submit this form on behalf of the research team. In checking this checkbox, all Principal Investigators (PIs), Co-Principal Investigator(s) (Co-PIs) and Co-Investigator(s) (Co-Is) acknowledge that they have read, understand and agree on the above acknowledgements and declarations.

**All participants AGREE to the terms of this section.**

# Part IX. Appendices (for Singapore side only)

## 1. Other Funding Support

Please provide details on the funding or other resources provided by any participating industry/institute partner(s) for the applied grant.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Resource** | **Funding Organisation** | **Duration of Support (Years)** | **Expiry Date (dd/mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 2. Resource Commitment

Provide a breakdown of the resources committed by each participant. Specific to the IP arrangement, outline the planned agreement between the project participants:

### How will IPs by each participant be treated entering the project,

* 1. Please mention any possible conflict of IP issues that might be relevant for the project. It should be illustrated whether the project is already the subject of any other research/developments/studies/patents/existing intellectual property rights (own and third-party) including status of domestic and foreign markets, related technology analysis, etc.)

### How will IPs be developed during the course of the collaboration be treated,

### How will IPs be treated at the end of the project. Please indicate plans such as cooperation in follow-up projects, early-stage agreement on the splitting of export markets, sales and/or licensing, possibility of technology transfer and planning for securing intellectual property rights

|  |
| --- |
|  |

## 3. Declaration of Ethics Approval

Please note that the approval of the grant is subject to ethics approval. Please tick if your study involves the following ethics categories. Kindly indicate the expiry date of the ethics approval and attach the relevant ethics approval documentation.

If your research involves any of the ethics category but ethics approval us not necessary, please provide the relevant rational under the comments’ textbox.

Please tick, where appropriate, if your study involves the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ethics Category** | **Involved?**  *(tick if yes)* | **Ethics Approval Required?**  *(tick if yes)* | **Ethics Approval Expiry Date**  *(dd/mm/yyy)* | **Comments/Reasons** |
| Human subject |  |  |  |  |
| Use of Human Tissues or Cells |  |  |  |  |
| Animal Experimentation |  |  |  |  |
| Use of Animal Tissues or Cells |  |  |  |  |
| Requirement for containment Class 2 and above |  |  |  |  |

A copy of the ethics approval is attached:

**Yes**

**No**

## 4. ENDORSEMENT FROM HEAD OF INSTITUTION

To be completed by the Executive Director of the A\*STAR RI or with the appropriate endorsement by the respective Host Institution (by the Chief Executive Director, Executive Director, the Director of Research or equivalent).

|  |
| --- |
| **Specific Comments (if any)** |
|  |

**In signing the Grant Application, the Host Institution UNDERTAKES to:**

* Confirm the accuracy and completeness of the information submitted.
* Ensure that the applicant is independently salaried by the institution for the entire period of the grant.
* Ensure that the budget is appropriate and reasonable (e.g., no double funding/excessive purchase of equipment), and is aligned with the Host Institution’s HR and other policies.
* Ensure that the proposed research will be conducted in the Host Institution.
* Provide adequate resources to the applicant for the entire grant period (e.g., lab spaces, mentorship and career development support).
* Ensure that the funds provided are used for appropriate purposes.
* Ensure that the study complies with all laws, rules and regulations pertaining to national and the institution’s research operating procedures and guidelines.

***The Institution supports/does not support\* this proposal.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  |  |  |
|  |  |  |  |  |
| Designation: |  |  | Institution: |  |
|  |  |  |  |  |
| Signature: |  |  | Date: |  |
|  |  |  |  |  |

**\*** *Please delete where appropriate*

## 5. ENDORSEMENT FROM PRINCIPAL INVESTIGATORS AND CO-INVESTIGATORS

In signing the Grant Application, all Principal Investigators (PIs) and Co-Investigator(s) (Co-Is) UNDERTAKE, on any Grant Award, to:

* Not send similar versions of part(s) of this proposal to other agencies for funding.
* Submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) and Animal Ethics Committee for studies involving human subjects / human tissues or cells, and animal / animal tissues or cells respectively.
* Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to animal and human ethics, including the Singapore Good Clinical Practice Guidelines (for Singapore applicants only)
* Ensure that all publications arising from research wholly or partly funded by A\*STAR will be forwarded to A\*STAR. (for Singapore applicants only)
* Obtain approval from A\*STAR before engaging in any commercial activity that will exploit the findings funded by A\*STAR. (for Singapore applicants only)
* State that this project is funded by A\*STAR and JST when disclosing the research result.

***I / We declare that the facts stated in this application and the accompanying information are true and that this is an original and latest version of the proposal.***

***I / We also declare that no other versions of this proposal (or parts thereof) with similar objectives, scope, deliverables or outcomes have been or will be submitted to any other funding bodies.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Name and Designation** | **Institution** | **Signature** | **Date** |
| Singapore-based  Principal Investigator (PI) |  |  |  |  |
| Singapore-based  Co-Investigator (Co-I)\* |  |  |  |  |
|  | | | | |

*\* Please add / remove where appropriate*