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| new_PUBlogo  **Project Proposal Cover Sheet**  Technology Department  82 Toh Guan Road East, #C4-03, WaterHub, Singapore 608576  Tel: (+65) 63262962 Fax: (+65) 63262929 | |
| **General Information** | |
| **Organisation Name:** | *Insert Organisation Name* |
| **Project Title:** | *Insert name of project here* |
| **Project Period:** | *Insert Number of Months Here* Months |
| **Total Project Cost:** | Total: *Insert Project Cost Here* |

**PROPOSAL FOR R&D PROJECT**

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| **PROJECT TITLE:** *Insert Project Title here* |

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| **ABSTRACT:**  *Insert a summary of the proposal here. Please keep this to within* ***200*** *words.* |

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| **RATIONALE:**   1. Problem definition   *Please describe the current issues and challenges faced by PUB that the project aims to address. This can include limitations in current technology, resource constraints or potential areas for improvement.*   1. Background of the proposed solution/technology   *A succinct description of how the proposed novel technology can achieve breakthroughs in water-related challenges compared with state-of-the-art technologies. Information on the technical review of the technology proposed is required.* |

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| **OBJECTIVES:**  *A clear description of the objective(s) to be achieved.* |

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| **PROJECT TASKS / RESEARCH APPROACHES OF THE PROJECT:**  *Please list the individual project tasks and their corresponding deliverables. For each task, describe the approach/ method/scientific priciples to be used.*  **Task 1***: <insert title of Project Task 1>*  *Insert description of Project Task 1 here.*  **Deliverable 1***: Insert Description of Deliverable 1 here.*  **Task 2***: <insert title of Project Task 2>*  *Insert description of Project Task 2 here.*  **Deliverable 2***: Insert Description of Deliverable 2 here*. |

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| **MILESTONE(S)/DELIVERABLE(S):**  The project schedule is as follows:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Task Description** | **Task**  **Duration**  **(mth)** | **Month** | | | | | | | **2** | **4** | **6** | **8** | **10** | **12** | | Task 1: *Insert title of Project Task 1 here* | *Insert expected duration of the task here* |  |  |  |  |  |  | | Task 2: *Insert title of Project Task 2 here* |  |  |  |  |  |  |  |   The timeline for the milestones /deliverables of this project are:   |  |  | | --- | --- | | **Milestones /Deliverables Description** | **Expected Delivery Period from Project Start Date** | | *Insert description of Deliverable 1 as stated above* | *Month XX* | | *Insert description of Deliverable 2 as stated above* | *Month XX* | |

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| **PERFORMANCE INDICATORS:**  a) Please list the quantifiable targets of this project (if applicable).  *Please include quantifiable /numerical targets (e.g. X% energy savings as compared to existing processes).*  b) Intangible outcomes/ benefits of this project  *Insert intangible outcomes/ benefits here.* |

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| **PROJECT TEAM COMPOSITION:**  Team member expertise and roles   |  |  | | --- | --- | | *Name of Principal Investigator* (PI) | * *Qualification* * *Role in this project*   *Expertise he/she brings to the project* | | *Name of Team member* | * *Qualification* * *Role in this project* * *Expertise he/she brings to the project* |   *Please attach the CVs of each member of the project team as an appendix to this proposal using the template of Annex B.* |

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| **REFERENCES:**  *Insert any referenced materials here.* |

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| **BREAKDOWN OF PROJECT COST:**   1. ***Manpower***  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S/N** | **Description** | **Monthly salary (S$)\*** | **No. of man-months** | **Total cost**  **(S$)** | |  |  |  |  | *\*Note: Monthly salary multiplied by No. of man months must tally with total cost.* | | **Sub Total (to be carried forward to General Summary)** | | | |  |  |  | | --- | | **Justification for Manpower Cost**   * *To include 1) the tasks each manpower is responsible for in this project and 2) the number of man months he/she is involved for each task* |  1. ***Equipment***  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S/N** | **Description** | **Quantity** | **Unit Price (S$)\*** | **Total cost**  **(S$)** | |  |  |  |  |  | | **Sub Total (to be carried forward to General Summary)** | | | |  |  |  | | --- | | **Justification for Equipment Cost** |  1. ***Materials***  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S/N** | **Description** | **Quantity** | **Unit Price (S$)\*** | **Total cost**  **(S$)** | |  |  |  |  |  | | **Sub Total (to be carried forward to General Summary)** | | | |  |  |  | | --- | | **Justification for Materials Cost** |  1. ***Professional Services***  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S/N** | **Description** | **Quantity** | **Unit Price (S$)\*** | **Total cost**  **(S$)** | |  |  |  |  |  | | **Sub Total (to be carried forward to General Summary)** | | | |  |  |  | | --- | | **Justification for Professional Services Cost** |  1. ***Miscellaneous***  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S/N** | **Description** | **Quantity** | **Unit Price (S$)\*** | **Total cost**  **(S$)** | |  |  |  |  |  | | **Sub Total (to be carried forward to General Summary)** | | | |  |  |  | | --- | | **Justification for Miscellaneous Cost** |  1. ***Overheads (applicable for IHLs only)***  |  |  |  | | --- | --- | --- | | **S/N** | **Description** | **Total cost**  **(S$)\*** | |  |  |  | | **Sub Total (to be carried forward to General Summary)** | |  |  |  | | --- | | **Calculation for the Overheads Cost** |  |  |  | | --- | --- | | **Total PUB Cash Contribution** |  |   \* ***To round down to the nearest dollar***  ***\*\*GST not included*** |

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| **BREAKDOWN OF PROJECT COST:**  **Part 1B – In-Kind Contributions**   1. ***In-Kind Contributions***  |  |  |  |  | | --- | --- | --- | --- | | **S/N** | **Description** | **Unit Price\* (S$)** | **Total cost**  **(S$)** | |  |  |  |  | | **Sub Total (to be carried forward to General Summary)** | | |  |  |  |  | | --- | --- | | **Total In-Kind Contributions from Insert Organisation Name here (to be carried forward to General Summary)\*\*** |  |   \* ***To round down to the nearest dollar***  ***\*\*GST not included*** |

**ANNEX B: Format for CVs**

All CVs submitted for applications must not exceed 2 pages and should use the following format (in terms of sections required and the order of the sections), to highlight key information relevant for the evaluation of proposal:

A. EDUCATIONAL QUALIFICATIONS

B. PROFESSIONAL EXPERIENCE

C. SELECTED PUBLICATIONS MOST CLOSELY RELATED TO THE PROPOSAL

D. SELECTED OTHER PUBLICATIONS (THAT THE REVIEW PANELS SHOULD NOTE)

E. PREVIOUS AND CURRENT RESEARCH GRANTS IN RELATED AREAS

F. LIST OF RECENT COLLABORATORS

G. LIST OF ADVISEES (INCLUDING STUDENTS MENTORED)

H. GRADUATE ADVISORS