**AI SINGAPORE GOVERNANCE RESEARCH PROGRAMME**

**PROPOSAL APPLICATION FORM**

**All information is treated in confidence. The information is furnished to AI Singapore with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes.**

**SECTION 1: Cover Sheet *(All fields are mandatory)***

|  |  |  |
| --- | --- | --- |
| **Proposal Title: XX (Bold, Font 11)** | | |
| **Grand Total Cost** (Direct + Indirect Research, including Research Scholarship if applicable[[1]](#footnote-1))**: S$ XX** | **Period of Support: XX years** | **Host Institution** *(please indicate only one host)****:* XX** |
| **Theme(s) of the Proposal** *(select ONE main theme that is applicable to your proposal)***:**  **Theme One: Trustworthy AI - Should we trust AI?**  **Theme Two: Trust in AI - Will we trust AI?** | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Team Members** *(Please add/delete rows where necessary)* | | | | | | |
| **Role** | **Name** | **Google Scholar** | **Designation** | **Department/ Institution** | **Expertise contributed to the project** | **% effort within project[[2]](#footnote-2)** |
| ***PI*** |  |  |  |  |  |  |
| ***Co-PI (1)*** |  |  |  |  |  |  |
| ***Collaborator (1)*** |  |  |  |  |  |  |
|  |  |  |  |  | **Total:** |  |

**SECTION 2: Details of Research Proposal**

Please ensure all fields are completed. Proposal contents **should not exceed 10 pages; otherwise the application may be rejected without a review**. Diagrams, references and Gantt chart should be attached as appendices (excluded from the page limit), **proposal content within appendices will not be reviewed**. **Please use Arial font size 11, single line spacing and default margins of this document.**

1. **Executive Summary:** *Maximum of 500 words (approximately one-page, included in the page* *limit) summarizing the project proposed, written for the understanding of individuals not trained in the scientific field. This summary should be written in relatively simple and non-technical language.*

1. **Research Objectives:** *This section should articulate clearly the use-inspired objectives and expected outcomes of the project and how it would contribute towards achieving the objectives of the AI Singapore AI Governance Research Programme. Use neither jargon nor acronyms.*
2. **Proposed Approach:***This**section should provide details on the scientific challenges to be addressed (if applicable) and the proposed methodology/approach to solving these challenges. Please highlight the importance of the problems being addressed, how their work would create new knowledge or advance existing understanding, the novelty of their proposed approach and the potential for this to produce breakthrough work. Please be specific about how the proposed research relates to AI or specific AI technologies, rather than technology in general.*
3. **Project Plan:** *How are financial and human resources organised to accomplish the objective? How coherently do the sub-projects contribute and synergise towards achieving the research objectives? What are potential risks and how would these be mitigated? Outline the schedule for all phases of the proposed programme – a Gantt chart has been provided in Annex A.*
4. **Role of Team Members**: *What are the roles and contributions of the Co-PIs and Collaborators (if any)? Briefly describe the plans for interaction among the team member(s) and Collaborator(s) in achieving the research objectives. What are the track records and capabilities of the PI and Co-PIs and how are their expertise relevant to the research project? How are the Collaborator(s) augmentative and relevant to the research project?*
5. **Outcomes & Deliverables:** *What are the scientific milestones/ metrics that can be used to appropriately measure success at periodic review and at completion of the programme against the stated research objectives? Be quantitative if possible (e.g.: a 2X improvement, or a specific achievement). Please specify industry or policy implications of the proposed research, explain what impact the success of the project would be for the economy and/or society, and how it would generate value for Singapore in the field of AI technologies/capabilities.*
6. **Ethics Statement** (maximum 1 page, excluded from the 10-page limit): *Proposal submissions are expected to include a statement of the potential negative ethical/societal impacts of the proposed research. Submissions should also provide description on how these risks can be mitigated, if identified, and should not contain information that should otherwise be in the main proposal.*

**SECTION 3: Proposed Budget**

Content in sub-section (3.1: Summary) should not exceed 1 page. The amount requested for each budget line item must be documented and justified in sub-section (3.2: Detailed Breakdown & Justifications).

* 1. **Summary**

|  |  |
| --- | --- |
| **Budget Category** | **Budget(S$)** |
| **Expenditure on Manpower (EOM)** |  |
| **Expenditure on New Equipment (EQP)** |  |
| **Other Operating Expenses (OOE)** |  |
| **Overseas Travel (OT)** |  |
| **Research Scholarship (RS)** |  |
| **Total Direct Costs (S$):** *Formula: (EOM+EQP+OEE+OT+RS)* |  |
| **Indirect Research Costs (S$):** *Singapore-based Institutes of Higher Learning, Research Institutions and/or publicly-funded Medical Institutions selected to host AI Singapore projects will be eligible for indirect research cost (IRC) funding of up to 30% of the direct cost approved. Research Scholarship does not invite any IRC funding. Formula: (EOM+EQP+OOE+OT)\*IRC%* |  |

* 1. **Detailed Breakdown & Justifications**

***(Please add rows where necessary)***

* + 1. **Expenditure on Manpower (EOM)**

*Projections should include salary/honorarium and costs of all other remunerative benefits (e.g. employer cpf, etc)*

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit Rate per Man-Month**  **(S$/month)** | **#of Man-months**  **(Month)** | **Sub-total (S$)** | **Justification** |
| EOM01 | *Research Fellow 1* |  |  |  |  |
| EOM02 | *Research Fellow 2* |  |  |  |  |
| EOM03 | *Research Associate 1* |  |  |  |  |
| EOM04 | *Research Assistant 1* |  |  |  |  |
| EOM05 | *Student Intern 1* |  |  |  |  |
| EOM06 | *Please add or delete rows, where necessary* |  |  |  |  |
| **EOM Total:** | | | |  |  |

* + 1. **Equipment (EQP)**

*Please include GST, where applicable. Written quotations should be appended for equipment with value >$100,000 requested. State whether similar equipment exists in the PI’s/Co-PIs’ labs or department/school. If so, justify why a new equipment is required for the project*

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| **Item No.** | **Description of Equipment** | **Cost Per Unit (S$)** | **# of Units** | **Sub-total**  **(S$)** | **Justification** |
| EQP01 |  |  |  |  |  |
| EQP02 |  |  |  |  |  |
| EQP03 |  |  |  |  |  |
| EQP04 |  |  |  |  |  |
| EQP05 | *Please add or delete rows, where necessary* |  |  |  |  |
| **EQP Total:** | | | |  |  |

* + 1. **Other Operating Expenses (OOE)**

*Please include GST, where applicable.*

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| **Item No.** | **Description of Expenses** | **Cost per Unit**  **(S$)** | **# of Units** | **Sub-total**  **(S$)** | **Justification** |
| OOE01 |  |  |  |  |  |
| OOE02 |  |  |  |  |  |
| OOE03 |  |  |  |  |  |
| OOE04 | *Please add or delete rows, where necessary* |  |  |  |  |
| **OOE Total:** | | | |  |  |

* + 1. **Overseas Travel (OT)**

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description of Trip** | **Cost per Trip**  **(S$/Trip)** | **# of Trips** | **Sub-total**  **(S$)** | **Justification** |
| OT01 |  |  |  |  |  |
| OT02 | *Please add or delete rows, where necessary* |  |  |  |  |
| **OT Total:** | | | |  |  |

* + 1. **Research Scholarship (RS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description of Scholarship Support** | **Cost per Year**  **(S$/Year)** | **# of Year** | **Sub-total**  **(S$)** | **Justification** |
| RS01 |  |  |  |  |  |
| RS02 | *Please add or delete rows, where necessary* |  |  |  |  |
| **RS Total:** | | | |  |  |

**SECTION 4: Declaration of Other Funding Support**

* 1. **All Grants Currently Held or Being Applied**

Please provide details (all fields are mandatory) for all currently held or applied grants by the PI and all Co-PIs listed on the cover page (not required for Collaborators). These include those **supported by and/or applied** to universities, other public funding agencies and foundations. Please indicate “N.A.” for any PI/Co-PI with currently no awarded grants or grants being applied for. Note that all PI and Co-PIs must be accounted for under this section.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Title of Supported Project** | **Funding Agency** | **Status (Awarded/ Applied)** | **Total Amount Awarded/ Applied for (S$)** | **Years of Support** | **Grant End Date (dd/mm/yyyy)** | **Granted to Who** |
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If any of the currently held grants above fund research topics related to the AI Singapore proposal, please include **a one-page supplementary write-up as an annex** (Template found in Annex C). The one-page supplementary write-up is to describe the research funded by these grants, and how the objective and research differ from that in the AI Singapore proposal.

* 1. **All Other Funding Support**

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

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| **Type of Funding**  *(please indicate In-Kind or Cash)* | **Funding Organisation** | **Duration of Support**  **(No. of Years)** | **Expiry Date (dd/mm/yyyy)** | **Funding Amount**  **($S)** |
| *Please add or delete rows, where necessary* |  |  |  |  |
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| **Total Amount:** | | | |  |

**SECTION 5: Performance Indicators**

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| **Key Performance Indicators** | | **Target number to be**  **Achieved at the end**  **of Project** | **List the Conferences and Journals for submission of papers** |
| **1.** | **No. of Top 10% Publications**  *(Total number of journal papers and conference papers/presentations published)* |  | *(e.g. AAAI, NeurIPS)* |
| **2.** | **Other relevant outputs**  *(Eg policy briefs, etc)* |  |  |

**SECTION 6: Names of Suggested International Reviewers**

PIs must nominate **at least three (3)** international peer reviewers.

Reviewers should be **active** experts in the field who are able to provide an independent and credible assessment of the research proposal.

* In general, reviewers should be at least Assistant Professors or equivalent. Doctoral students should not be nominated as reviewers.
* PI should suggest names of people whom are likely to serve as reviewers.
* Nominees, who have moved to other research fields or have moved into administration and left research altogether are not good candidates.
* Additionally, very senior figures in the field are not good candidates due to high volume of duties and obligations.

PIs should disclose their relationship and past collaborations with the reviewers, if any.

The Scientific Evaluation Committee may choose not to engage the suggested reviewers.

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| **S/N** | **Name of Reviewer** | **Institution** | **Designation** | **E-mail address** | **Research interest / Expertise** | **Relationship to PI/Co-PI** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
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**SECTION 7: Declaration by Grant Applicants**

In signing this grant application, the PI and Co-PI(s) UNDERTAKE, on any grant award to:

* ensure that all PI and Co-PI(s) meet the listed eligibility criteria;
* ensure that a proposal with similar research aims has not been sent for and/or awarded research funding either by AI Singapore, NRF or another funding agency;
* be actively engaged in the execution of the research;
* ensure that AI Singapore and NRF are acknowledged in all publications and/or research outcomes;
* ensure that a copy of all publications arising from research wholly or partly funded from this Programme will be submitted to AI Singapore;
* comply with the provisions of any relevant laws of the republic of Singapore, statutes, regulations, by-laws, rules, guidelines and requirements applicable to it, as well as all applicable policies and procedures adopted by AI Singapore and/or NRF as the same may be amended or varied from time to time; and
* agree to hold primary responsibility for the responsible conduct of research, and shall abide and comply with the ethical, legal and professional standards relevant to research, in accordance to the research integrity policy of the Host Institution.

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

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| **Name of Applicant** | **Signature** | **Date Signed** |
| Principal Investigator  <Name of Applicant> |  |  |
| Co-Principal Investigator (1)  <Name of Applicant> |  |  |
| Co-Principal Investigator (2)  <Name of Applicant> |  |  |
| Co-Principal Investigator (3)  <Name of Applicant> |  |  |
| Co-Principal Investigator (4)  <Name of Applicant> |  |  |

*Please add rows if necessary.*

**SECTION 8: Endorsement by the Host Institution**

In signing the grant application, the Host University UNDERTAKES, on any grant award, to:

* + ensure that the Principal Investigator (PI) meets the defined eligibility criteria;
  + provide appropriate support during the grant period;
  + ensure that the funds provided are used for the appropriate purposes and managed according to the terms and conditions stipulated in the Letter of Award; and
  + ensure that all budget requests are in accordance with the IHL/RI’s prevailing policies and financial guidelines.

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| **Proposal Title** |  |
| **Lead PI** | (Capitalised FAMILY NAME) |

Comments:

Name and Signature of Director of Research (or equivalent) / Date

**ANNEX: Checklist**

Please attach the following annexes in pdf format, under *Research Proposal* Appendices section:

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| --- | --- | --- |
| **Item** | **Remarks** | **Description** |
| **Annex A** | Mandatory for all applications | A project implementation schedule to outline the plans for the proposal. |
| **Annex B** | Mandatory for all applications | Copies of all applicants’ CVs in the proposed format. Letters of Commitment: letters from all collaborators (if any) to state their role and contribution to the research. |
| **Annex C** | Mandatory if the AISG Governance Research application is related to currently held grant(s). | Describe the research funded by currently held grant(s), and how the objective and research differ from that in the CRP application.  Refer to Section 4: Declaration of Other Funding Support |

**ANNEX A: Project Implementation Schedule**

The proposed schedule will be used for assessment and evaluation of the project. A satisfactory progress is required for continued disbursements of funds and will also be taken into consideration for future AI Singapore grant application and for grant renewal. Projects are expected to commence operation no later than two months from the start date of the project.

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| **Quarters**  **Project Implementation Schedule** | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | **Year 4** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q4** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
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**ANNEX B: Curriculum Vitae**

Please note the eligibility requirements:

1. PIs and Co-PIs from publicly-funded Institutes of Higher Learning (IHLs)[[3]](#footnote-3) and Research Institutions (RIs)[[4]](#footnote-4) in Singapore are eligible to participate in the call. Private sector and other entities can participate as Collaborators.
2. PI must fulfil the following requirements:

* Hold a primary appointment (i.e. a minimum time commitment of 9 months per year) in a Singapore-based Institute of Higher Learning (IHLs), and/or Singapore based Research Institute; and
* A track record of leadership ability in coordinating research programmes and providing mentorships to research team, as well as having productive research outcomes.

1. Co-PI must fulfil the following requirements:

* Hold a primary appointment in Singapore-based Institute of Higher Learning (IHLs) or Research Institution (RI).

1. The CVs of all members (**PI, all Co-PIs and Collaborators**) listed on the cover page must be provided according to the format below. **Each CV should start on a fresh page and be limited to 2 pages.** Please indicate “N.A.” beside the label field if the required information is not applicable and note that AI Singapore will not be responsible for any missing information not provided in the CVs.

* Name
* Title
* Office mailing address
* Email
* Contact number
* Current position (please provide full details, e.g. primary appointment, joint appointments; other academic appointments including those outside of Singapore; percentage of time spent in Singapore every year, if applicable)
* Employment history
* Academic qualifications (indicate institution’s name and year degree awarded)
* Research interests
* List of 5 most significant publications (in the past 3 years only, i.e. 2020 - 2022) relevant to the proposal
* Patents held (related or unrelated to the study)
* Scientific awards

**ANNEX C: Declaration of Other Funding Support Supplementary**

Please note the eligibility requirements:

PI and Co-PIs should note that **parallel submissions are not allowed** – i.e. applicants must never send similar versions or part(s) of the current proposal application to other agencies or grants for funding (or vice versa).

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| --- | --- |
| **S/N** | The serial number should correspond with the proposal declared in Section 4 |
| **Title of Supported Project** |  |
| **Funding Agency** |  |
| **Status** |  |
| **Total Amount Awarded/ Applied for (S$)** |  |
| **Years of Support** |  |
| **Grant End Date (dd/mm/yyyy)** |  |
| **Granted to Who** |  |
| **Description** | It should cover:   1. Description of the research funded by other awarded/applied grant. 2. How the objective and research differ from the proposal submitting to AI Singapore. |

1. Singapore-based Institutes of Higher Learning and/or Research Institutions selected to host AI Singapore Research Programme projects will be eligible for indirect research cost (IRC) funding of up to 30% of the direct cost approved under the AI Singapore AI Governance Research Programme. [↑](#footnote-ref-1)
2. Represent % effort spent by the researcher in the project relative to his/her other team members. **The total must add up to 100%.**  [↑](#footnote-ref-2)
3. *Institutes of Higher Learning (IHLs)*: National University of Singapore (NUS), Nanyang Technological University (NTU), Singapore Management University (SMU), Singapore University of Technology and Design (SUTD), Singapore Institute of Technology (SIT), Singapore University of Social Sciences (SUSS). [↑](#footnote-ref-3)
4. *Research Institutions (RIs):* A\*STAR Research Institutes/Centres/Consortia; and CREATE Research Entities [↑](#footnote-ref-4)