**CASE FOR SUPPORT TEMPLATE for ERFP (Tier 1 to 3) and Programmatic Proposal**

Tier 1 and 2 Applicants

Tiers 1 and 2 applicants are to submit a Case for Support of no more than **20** A4 typewritten pages - full-sized type font (not Arial Narrow), font size 10-12, double-spaced, with a margin of at least 2 cm on all sides. There is a maximum allowance of 4 additional pages for references, appendices and any tables or diagrams.

Tier 3 Applicants

Tier 3 applicants are to submit a Case for Support of no more than **23** A4 typewritten pages, including a write-up that provides details of the different phases of the proposed project. Descriptions of the aims, milestones and deliverables for each phase should be included, along with clear and compelling justifications for the requested budget in each of these phases. There is a maximum allowance of 4 additional pages including references, appendices and any tables or diagrams.

Programmatic Research Applicants

Applicants are to submit a Case for Support of no more than **25** A4 typewritten pages - full-sized type font (not Arial Narrow), font size 10-12, double-spaced, with a margin of at least 2 cm on all sides. Details of the different phases of the proposed project and descriptions of the aims, milestones and deliverables for each phase should be included. The case for support should also state how the projects are linked or in what way they work together for greater synergy. Information for each theme is to be included as Appendices (**5 to 7** pages for each theme). Information should be included so as to facilitate the evaluation of the entire programmatic proposal as a coherent project.

It is the prerogative of the review committee to reject proposals that do not meet the page limit.

**If your project is a “RESEARCH” project, please refer to Section A for the template. If your project is a “DEVELOPMENT” project, please refer to Section B for the template.**

**A. CASE FOR SUPPORT FOR RESEARCH PROJECT**

1. It is important for all applicants to address most, if not all, the points below:

1. Engage in substantive literature review in a particular area of focus and link to a situation analysis in the local context;
2. Develop a coherent argument for why investigation of certain trends and gaps arising from the literature review and situational analysis re needed;
3. Design a study to address the gaps with clear articulation of the research objectives/questions;
4. Specify the methodology and how the methodology addresses the research objectives/questions
5. Delineate the key deliverables and KPIs which can be expected from this funding Specify the manpower requirements according to a proposed timeline to successfully complete points (d) and (e); and
6. Your Case for Support should also include the following sections:
7. **Objectives of the Research Project** (write no more than 2 pages)

State the objectives of the research, their importance, the novelty, and timeliness of the research. If collaboration is involved, provide an assessment of the possible benefits of the collaboration. The objectives can be copied and pasted from the application form, but additional explanation is expected here.

1. **Relevance to MOE’s Goals and Directions** (write no more than 1 page)

Explain how the research is related to MOE’s strategic research thrusts and programmes and / or how it is situated in the larger picture of MOE’s research roadmap in the proposed areas. If possible, state how it fits with other, existing MOE projects in contributing to the MOE’s research programmes. For alignment with MOE goals, please make explicit reference to research priorities (i.e., MOE-wide Education Research Agenda, General Education Research Agenda and/or Early Childhood Research Agenda (listed in the application form) as well as Problems of Practice/Policy if applicable. If this project is supported by the MOE Research Translation Steering Committee, please state that explicitly and attach evidence (e.g., email) as an appendix. Similarly, if the project has relevance as shown by support of schools or MOE departments, please state that explicitly and include support in the appendices.

1. **Literature Review**

This section must give the reviewers a clear indication that your research is well founded and based on solid principles.

If your project is primarily motivated by concepts gleaned from research literature, provide a literature review of the relevant work. This should establish your expertise in this area and identify the issue/gap which merits investigation. In some cases the primary basis of your project might be either your past professional experience in research, teaching, policy and implementation or relevant work elsewhere/collaborating agency, you may include a narrative of that experience in this section to give credibility to the application of the current project. In this case, the literature review might be shorter than in a proposal motivated primarily by academic research.

If this proposal is linked to a previously funded project, please explain how the previously funded project(s) provided the basis and justification for this application. This linkage might be direct (e.g. a Design and Development project which leads to an Efficacy project) or more indirect (e.g. conceptually or methodologically linked). Include a brief summary of the findings of the previous study if relevant. Where past ERFP funded projects are included, please explain how the current project will build on/extend the work from the cited projects).

1. **Purpose of Proposed Study**

 Research Questions

State the phenomenon to be studied and elaborate the research questions to be answered by the proposed research. Ensure that the research questions are clear and specific. Provide details on how the research questions stated will be addressed. If the research questions are emerging, please justify.

For projects which include intervention(s), whenever applicable, describe the refinements, adaptations and changes, with regard to:

1. Design specifications
2. Professional development work / framework
3. Curriculum and assessment resources / package
4. Prototypes
5. Scale-up plan

For the list of Priority Areas of Research for the 5th Tranche of funding, please go to please visit <https://erfp.edu.sg/moe-research-priorities/>

**Note:** Figures / diagrams / pictures or any other extra information can be attached as Appendices.

Research Methodology

Provide a clear description of the research design and methodology [e.g., data collection, participant sample, instrumentation (, procedures, analysis] to be used in the proposed study. If the proposed study involves stages or phases, please provide clear explanation of the sequence. The chosen research design should be appropriate in answering the research questions in the proposed study. Be sure to indicate how the proposed methodology addresses the research questions/objectives and leads to the deliverables/outcomes.

Note: Programmatic Proposals should include a description of how the sub-projects are linked or in what way they work together for greater synergy.

Research Implementation Schedule

Describe the research stages and tasks. List the on-going milestones and the final deliverables for the project. Milestones should indicate concrete progress expected at different timepoints in the project (e.g. 75% of data collection complete by month 8, artefacts from two schools scanned and catalogued by month 4); deliverables as evidence of that progress (e.g. transcripts filed, artefacts documented). In some cases, the milestones / deliverables will overlap; in all cases these must be identifiable and traceable as they will be used to assess the yearly progress of the research as well as the satisfactory completion of the project as a whole. Examples of possible deliverables (in alphabetical order) are the following:

* Appointment of staff (advertisements placed, Research Associates/Assistants hired, trained etc.) Key tasks undertaken by Research Associates/Assistant/Research Fellows should be clearly indicated in the Gantt Chart to support the hiring period.
* Attendance at conferences (proposals submitted, proposals accepted, presentations given)
* Completion of interim reports
* Completion of technical report, manuals etc.
* Consultants’ advice
* Data collection / data entry (number of schools in progress, number of schools completed; percentage of data collected etc.)
* Data entry / analysis (percentage of data entered, type and amount of data analysis completed)
* Dissemination of preliminary results (progressive) and how
* Selecting research site and participants
* Transcription (percentage of transcripts contracted, completed, verified)
* Writing of papers (papers submitted, papers published)

Please indicate the estimated timeline for the project in the Gantt chart template appended and upload it to ROMS. Be sure to include details of milestones as well as reference to tasks to be undertaken by any paid research assistants (or similar) in the Gantt chart.

If your proposed project is divided into stage or phases or separate studies, indicate each clearly ini the Research Implementation Schedule.

1. **Competitive / Comparative Advantage** (write no more than 1 page)

Indicate the competitive / comparative advantage the research team has in the proposed areas of research. The research experience and expertise of the applicant and the team members should be specified.

1. **Description of Principal Investigator’s and Team Members’ (including Co-Principal Investigators, Collaborators and Consultants) Effort Level in Project**

Justify the needs and the roles of the team members, including Principal Investigators, co-Principal Investigators, Collaborators and Consultants, and provide quantitative and qualitative descriptions of their commitment to the projects. The quantitative information can be provided in grant application but prose descriptions are also expected.

If you have engaged Research Fellows and/or Research Assistants to assist in the drafting of this Case for Support, please do acknowledge their effort.

\* The contribution is based on number of hours per week the team members contribute to the project. The number of hours is based on 4 hours or multiple of 4 hours for each team member e.g. 4 hours per week and 8 hours per week. For Co-PIs and collaborators from MOE, PIs are encouraged to discuss the specific involvement of these collaborators in determining the time commitment. PIs are required to give detailed explanation of the number of hours on the project. Teams should also consider if team members contributing a very small number of hours add sufficient value to the team.

Note: Programmatic proposals should include a description of how the project will be run and managed overall.

**B. CASE FOR SUPPORT FOR DEVELOPMENT PROJECT**

Your Case for Support should broadly cover the following items:



* + - * 1. **Purpose** (write no more than 2 pages)

State the overall purpose and the clear outcomes/deliverables of the development describing clearly what you intend to develop, of the importance, the novelty and timeliness of the development. If collaboration is involved, please provide an assessment of the possible benefits of the collaboration. The objectives can be copied and pasted from the application form but additional explanation is expected here.

1. Challenges/Problem

Elaborate on the challenge(s)/problem(s) the project aims to address.

1. Solution and Rationale

Elaborate on how the proposed solution will be carried out in your project and what are its advantages over other solutions. Figures / diagrams / pictures or any other extra information can be attached as Appendices.

* + - * 1. **Relevance to MOE’s Goals and Directions** (write no more than 1 page)

Explain how the research is related to MOE’s strategic research thrusts and programmes and / or how it is situated in the larger picture of MOE’s research roadmap in the proposed areas. If possible, state how it fits with other, existing MOE projects in contributing to the MOE’s research programmes. For alignment with MOE goals, please make explicit reference to research priorities (i.e. MOE-wide Education Research Agenda [MERA], General Education Research Agenda [GERA] and/or Early Childhood Research Agenda [ECRA], listed in the application form, as well as Problems of Practice/Policy if applicable). If this project is supported by the MOE Research Translation Steering Committee, please state that explicitly and attach evidence (e.g. email) as an appendix. Similarly, if the project has relevance as shown by support of schools or MOE departments, please state that explicitly and include support in the appendices.

* + - * 1. **Review of Current Development Landscape**

1. Literature Review

This section must give the reviewers a clear indication that your research is well founded and based on solid principles.

If your project is primarily motivated by concepts that gleaned from research literature, provide a literature review of the relevant work. This should establish your expertise in this area and identify the issue/gap which merits investigation. In some cases the primary basis of your project might be either your past professional experience in research, teaching, policy and implementation or relevant work elsewhere/collaborating agency, you may include a narrative of that experience in this section to give credibility to the application of the current project. In this case, the literature review might be shorter than in a proposal motivated primarily by academic research.

If this proposal is linked to a previously funded project, please explain how the previously funded project(s) provided the basis and justification for this application. This linkage might be direct (e.g. a Design and Development project which leads to an Efficacy project) or more indirect (e.g. conceptually or methodologically linked). Include a brief summary of the findings of the previous study if relevant. Where past ERFP funded projects are included, please explain how the current project will build on/extend the work from the cited projects).

1. Situational Review/Analysis

State the phenomenon to be studied and elaborate the research questions to be answered by the proposed research. Ensure that the research questions are clear and specific. Provide details on how the research questions stated will be addressed. If the research questions are emerging, please justify.

For projects which include intervention(s), whenever applicable, describe the refinements, adaptations and changes, with regard to:

1. Design specifications
2. Professional development work / framework
3. Curriculum and assessment resources / package
4. Prototypes
5. Scale-up plan

For more information on the MOE Research Agendas and MOE Problem of Practice / Policy for the 5th Tranche of funding, please go to please visit <https://erfp.edu.sg/moe-research-priorities/>

**Note:** Figures / diagrams / pictures or any other extra information can be attached as Appendices

1. **Project Life Cycle** (write no more than 4,000 words)

Elaborate on the implementation plans by describing the key development stages and tasks. Include the on-going milestones and the final deliverables for the project. List the on-going milestones and the final deliverables for the project. Milestones should indicate concrete progress expected at different timepoints in the project (e.g. 75% of software development complete, artefacts from two schools collected by month 8) In some cases, the milestones / deliverables will overlap; in all cases these must be identifiable and traceable as they will be used to assess the yearly progress of the research as well as the satisfactory completion of the project as a whole. Examples of possible deliverables (in alphabetical order) are the following:

* Prototype versions
* Review of past work
* Resource collection (e.g. infrastructure set up)
* Appointment of staff (advertisements placed, Research Associates/Assistants hired, trained etc.) Key tasks undertaken by Research Associates/Assistant/Research Fellows should be clearly indicated in the Gantt Chart to support the hiring period.
* Attendance at conferences (proposals submitted, proposals accepted, presentations given)
* Completion of interim reports
* Completion of technical report, manuals etc.
* Data collection / data entry (number of schools in progress, number of schools completed; percentage of data collected etc.)
* Data entry / analysis (percentage of data entered, type and amount of data analysis completed)
* Development of the project (e.g. curriculum packages, professional development framework)
* Dissemination of preliminary results (progressive) and how
* Selecting development site and participants
* Transcription (percentage of transcripts contracted, completed, verified)
* Writing of papers (papers submitted, papers published)

Also elaborate on the anticipated implementation issues and provide contingency plans to address them. If this is an Efficacy, Effectiveness or Scale-Up project, indicate how the project will be implemented to meet the requirements of that research project type. Please indicate the estimated timeline for the project in the Gantt chart template appended and upload it to ROMS. Be sure to include details of milestones as well as reference to tasks to be undertaken by any paid research assistants (or similar) in the Gantt chart.

1. **Evaluation Phase of the Development**

Explain how you will evaluate the success of the project. Elaborate and justify the designs behind the evaluation approaches to be adopted, showing what alternatives have been considered and why the chosen approach(es) are preferred through an evaluation of the strengths and appropriateness of the chosen evaluation approach(es). Also elaborate and justify the data collection and analysis methods/procedures to clearly indicate that they lead to effective evaluation and attainment of expected outcomes. For examples:

* User acceptance test
* Evaluation phases of development
* Prototype testing
1. **Competitive / Comparative Advantage** (write no more than 1 page)

Indicate the competitive / comparative advantage the team has in the proposed areas of development. The development experience and expertise of the applicant and the team members should be specified.

1. **Description of Principal Investigator’s and Team Members’ (including Co-Principal Investigators, Collaborators and Consultants) Effort Level in Project**

Justify the needs and the roles of the team members, including Principal Investigators, co-Principal Investigators, Collaborators and Consultants, and provide quantitative and qualitative descriptions of their commitment to the projects. The quantitative information can be provided in the grant application but prose descriptions are also expected.

If you have engaged Research Fellows and/or Research Assistants to assist in the drafting of this Case for Support, please do acknowledge their effort.

\* The contribution is based on number of hours per week the team members contribute to the project. The number of hours is based on 4 hours or multiple of 4 hours for each team member e.g. 4 hours per week and 8 hours per week. For Co-PIs and collaborators from MOE, PIs are encouraged to discuss the specific involvement of these collaborators in determining the time commitment. PIs are required to give detailed explanation of the number of hours on the project. Teams should also consider if team members contributing a very small number of hours add sufficient value to the team.