*This document was last sent to PI on Click or tap to enter a date.*

**RESPONSE TO PANEL TEMPLATE**

|  |  |
| --- | --- |
| **Project ID:** |  |
| **Project Title:** |  |
| **Name of PI:** |  |
| **Project Tier:** | Choose an item. |
| **MOE-Contracted:** | Choose an item.  | **If MOE-Contracted, type of review:** | Choose an item. |
| **Current stage of review:** | After Choose an item. Review |

# Instructions for PI:

You will use this document to respond to the various review panels (e.g. Expert Panel, MOE Panel, Tier 1 and Tier 2 Approval Panel). The Notes of Meeting (NoMs) would have been sent to you via email. Please input the Panel comments (from the NoMs) and your response in the relevant section, as ticked in the Administrative Checklist table below (e.g. if ERFP Expert Panel is ticked, please input the EP comments and your responses).

You may click directly on the section name to be taken to the relevant section.

In some cases, responses are required only in this document ("In this doc"). In other case, responses are required in this document and in ROMS.

As most proposals go through several rounds of checks and some may need to be revisited, the latest changes for your attention are indicated in blue font.

# Administrative Checklist

|  |
| --- |
| For Official Use Only |
| Sections | **Requires PI’s inputs?** | **PI completed the section?****(by ERFPO Admin)** | **Status****(by ERFPO Panel)** |
|  | **In this doc** | **In ROMS** |  |  |
|  |  |  | **In this doc** | **In ROMS** | **Last Revision Date** | **Status** | **Last Reviewed Date** |
| A. [ERFP Expert Panel (EP)](#_Response_to_comments) |[ ]  [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| B. [MOE Panel](#_Response_to_comments_8) | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| C. [ERFP Tier 1 and Tier 2 Approval Panel (T1T2AP)](#_Response_to_comments_9) | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| D. [MOE Directors](#_Response_to_comments_7) | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| E.  [Methodological Review](#_Response_to_comments_5) – For MOE-C proposals only | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| F. [ERFP Tier 3 Approval Panel (T3AP)](#_Response_to_comments_10) | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| G. [MOE Education Research Steering Committee (ERSC)](#_Response_to_comments_3) | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |
| H. [ERFP Budget Review](#_Response_to_Budget_1) | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap to enter a date. | [ ]  Responses are satisfactory[ ]  Further action needed | Click or tap to enter a date. |

# Response to comments by ERFP Expert Panel

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| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by****ERFP Expert Panel** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** *Date: DDMMMYY**Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.****Date: DDMMMYY****Comments:*** *I have elaborated on how my project could contribute to the field.* | ***E.g.****Date: DDMMMYY**Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.****Date: DDMMMYY****Comments : Responses are satisfactory***  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
* [ ]  Revisions in ROMS

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* [ ]  Revisions in ROMS

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* [ ]  Revisions in ROMS

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| **6** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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* [ ]  Revisions in ROMS

*Comments:*  |

 *[Back to Administrative Checklist](#_Administrative_Checklist)*

# Response to comments by MOE Panel

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| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by** **MOE Panel** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** ***Date: DDMMMYY****Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.******Date: DDMMMYY****Comments:**I have elaborated on how my project could contribute to the field.* | ***E.g.******Date: DDMMMYY****Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.******Date: DDMMMYY****Comments : Responses are satisfactory*  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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* [ ]  Revisions in ROMS

*Comments:* |

*[Back to Administrative Checklist](#_Administrative_Checklist)*

# Response to comments by ERFP Tier 1 and Tier 2 Approval Panel

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| --- | --- |
| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by** **ERFP Tier 1 and Tier 2 Approval Panel** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** ***Date: DDMMMYY****Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.******Date: DDMMMYY****Comments: I have elaborated on how my project could contribute to the field.* | ***E.g.******Date: DDMMMYY****Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.******Date: DDMMMYY****Comments : Responses are satisfactory*  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
* [ ]  Revisions in ROMS

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* [ ]  Revisions in ROMS

*Comments:*  |

*[Back to Administrative Checklist](#_Administrative_Checklist)*

# Response to comments by MOE Directors

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| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by** **MOE Directors** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** ***Date: DDMMMYY****Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.******Date: DDMMMYY****Comments:**I have elaborated on how my project could contribute to the field.* | ***E.g.******Date: DDMMMYY****Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.******Date: DDMMMYY****Comments : Responses are satisfactory*  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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* [ ]  Revisions in ROMS

*Comments:* |

*[Back to Administrative Checklist](#_Administrative_Checklist)*

# Response to comments from Methodological Review

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| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by** **Methodological Review** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** ***Date: DDMMMYY****Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.******Date: DDMMMYY****Comments****:*** *I have elaborated on how my project could contribute to the field.* | ***E.g.******Date: DDMMMYY****Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.******Date: DDMMMYY****Comments : Responses are satisfactory*  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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* [ ]  Revisions in ROMS

*Comments:* |

*[Back to Administrative Checklist](#_Administrative_Checklist)*

# Response to comments by Tier 3 Approval Panel

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| --- | --- |
| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by** **ERFP Tier 3 Approval Panel** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** ***Date: DDMMMYY****Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.******Date: DDMMMYY****Comments:**I have elaborated on how my project could contribute to the field.* | ***E.g.******Date: DDMMMYY****Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.******Date: DDMMMYY****Comments : Responses are satisfactory*  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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* [ ]  Revisions in ROMS

*Comments:* |

[*Back to Administrative Checklist*](#_Administrative_Checklist)

# Response to comments by MOE ERSC

|  |  |
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| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by** **MOE ERSC** | **Responses / Amendments** | **Location of amendments** | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** ***Date: DDMMMYY****Comments: Address how the study provides scholarly contribution to the field.* | ***E.g.******Date: DDMMMYY****Comments:**I have elaborated on how my project could contribute to the field.* | ***E.g.******Date: DDMMMYY****Comments: Please see page 4 in the Revised Case for Support.* | ***E.g.******Date: DDMMMYY****Comments : Responses are satisfactory*  |
| **1** | *Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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* [ ]  Revisions in ROMS

*Comments:* |

*[Back to Administrative Checklist](#_Administrative_Checklist)*

# Response to comments from ERFP Budget Review and Justification of Changes in Budget (If any)

\* Budgetary changes should only be made based on (a) ERFP Budget Review comments and (b) Panel comments. Please list all responses, amendments, and justifications for budgetary changes in this table.

|  |  |
| --- | --- |
| For PI use  | For Official Use (ERFPO)  |
| **No.** | **Suggested amendments by the Panel** | **Responses / Amendments** | **Location of amendments** | **Matters to clarify with PI (ERFPO)**  | **Comments on Responses** |
| ***E.g.*** | ***E.g.*** *Date: DDMMMYY**Comments: Please reduce the budget for HR cost.* | ***E.g.*** *Date: DDMMMYY**Comments: The headcount can be reduced from 3 RAs to 2 RAs. Thus reducing HR cost from $200,000 to $150,000.* | ***E.g.****Date: DDMMMYY**Comments: Please refer to the application form* | ***E.g.****Date: DDMMMYY**Comments : Please provide breakdown for cost* | ***E.g.****Date: DDMMMYY**Comments : Responses are satisfactory*  |
| **1** | ***Human Resources****Date:* Click or tap to enter a date.*Comments:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
* [ ]  Revisions in ROMS

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| **2** | ***Equipment****Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
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| **4** | ***Other Costs****Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments**:*  | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
* [ ]  Revisions in ROMS

*Comments:* |
| **5** | ***Other Costs (E.g.: Software and Computer and AV Accessories)****Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
* [ ]  Revisions in ROMS

*Comments:* |
| **6** | ***Any other matters (E.g. Project Duration, Exception to Guidelines)****Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.*Comments:* | *Date:* Click or tap to enter a date.[ ]  Responses are satisfactory[ ]  Further action needed:* [ ]  Clarifications in this doc
* [ ]  Revisions in ROMS

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* [ ]  Revisions in ROMS

*Comments:* |

*[Back to Administrative Checklist](#_Administrative_Checklist)*