

34RFP ERFP Grant Writing Workshop: 10 Things to Know

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10 – 11 a.m.

Poll

Why are you attending this grant writing session?

- To get some useful tips in grant writing.
- To understand the 34th ERFP grant call better.
- To learn more about the grant writing process.
- To know how to write a successful grant proposal.
- To learn from researchers who are successful in getting the ERFP grants.

#1 – Know the Timeline for ERFP Proposal Submission

Date (Time)	Details
2 September 2025	34 th Call for Proposals
8 October 2025 (5pm)	Expression of Interest (EOI) Deadline
23 October 2025 (5pm)	Submission Deadline of full proposals
3 November 2025	Endorsement by Director of Research (DoR)

#2 – Know the Types of Grant Application

Research or Developmental Grant

TIER	QUANTUM
1	< S\$200K
2	S\$200K to < S\$450K
3 OR Programmatic Proposal	≥ S\$450K

#3 – Know the Aims of ERFP

- To strengthen the foundation (in terms of knowledge, capability, and structure) for education research, development and innovation in existing and emerging research areas.
- To encourage efforts to design, develop and implement strategic, evidence-based, collaborative, scientifically-rigorous and outcomes-focused innovations in schools and classrooms.
- To improve classroom practice, enhance student outcomes, and build organizational and teacher capacities.

#4 – Know the Scope of ERFP

1. Early childhood, primary, secondary and/or junior college/centralised institute education-related.
2. Studies on other parts of the education system that link to the emphasis of ERFP might be considered if those links are clearly articulated.
3. May involve formal or informal learning linked to #1.
4. Teacher education and teacher professional learning for Singapore's education system.
5. Studies of pathways of education and/or lifelong learning which are based in or include participants from higher education are allowed (bearing in mind #2). Projects that are limited to benefits for higher education not related to #1 are excluded.
6. Meta-analysis/meta-synthesis studies can be submitted for funding if the studies meet all ERFP requirements. This includes ensuring that the scope of the synthesis is well-defined, and the proposed budget and methodology are clearly articulated in line with the intended scope. Traditional literature reviews are not within the funding scope.
7. International comparisons are allowed on a case-by-case basis. Funds cannot be sent overseas. Please see funding guidelines.

#5 – Know the Relevance of ERFPP to MOE

Relevance of the proposal to MOE, Singapore

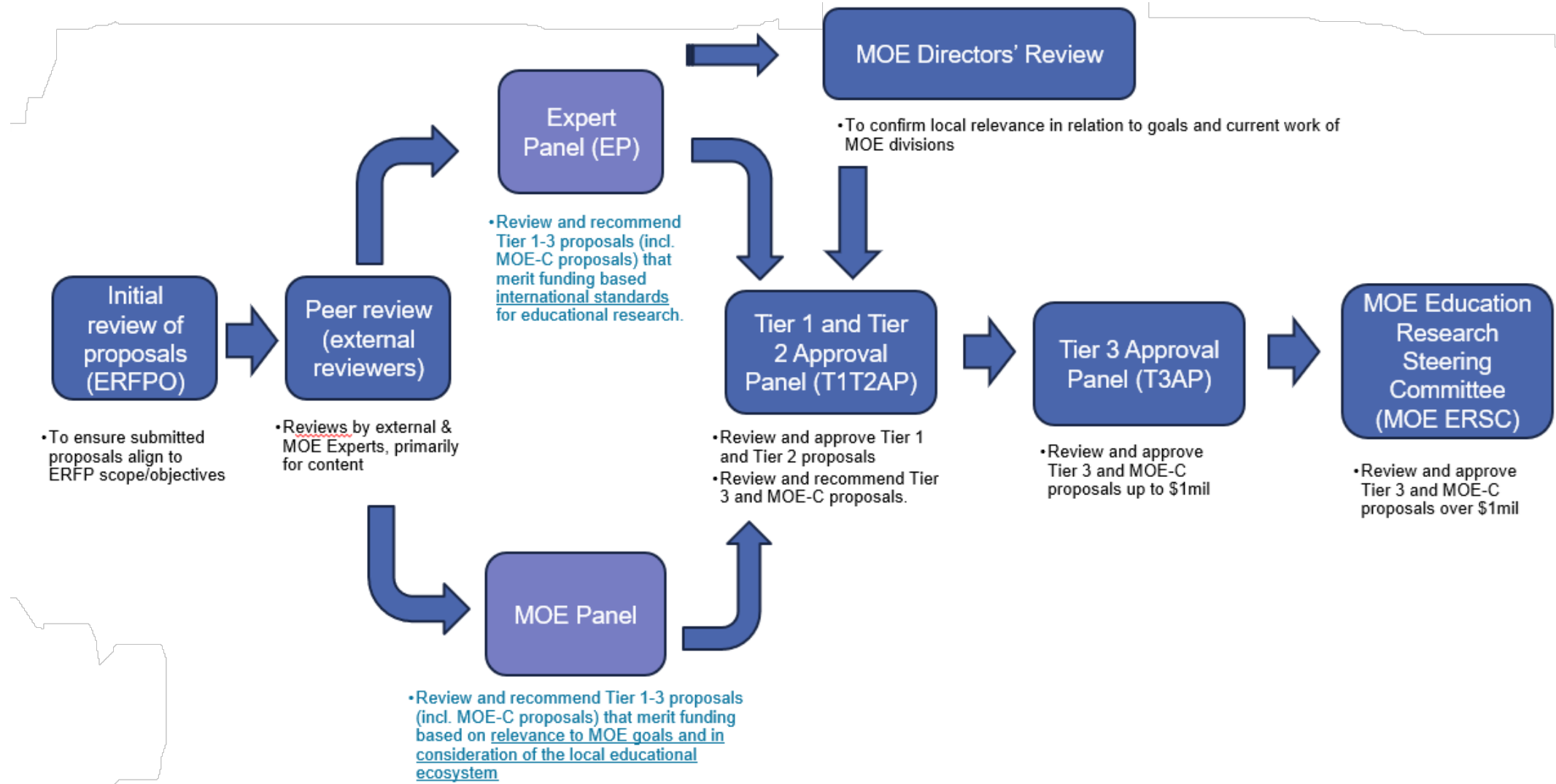
- Show knowledge of policies/initiatives, context, specifics and nuances
- Avoid over-simplification and assumptions
- Use local-relevant terminology (provide equivalent international terms)
- Relate and build on existing research and findings in Singapore
- Useful resources:
 - Research briefs <https://www.ntu.edu.sg/nie/research/research-publications/nie-research-brief-series>
 - Local evidence syntheses <https://www.ntu.edu.sg/nie/research/research-publications/local-evidence-syntheses>
- Demonstrate feasibility and a clear implementation plan for the Singapore context/ecosystem
 - E.g., ICT-related, consider Singapore Student Learning Space sandbox and discuss with ETD

#6 – Know the Key Contribution(s)

Relevance to international literature and contribution(s)

- Highlight up-to-date issues, theoretical framework and methodological concepts
- Recognize alternative theories/perspectives/methods while providing sufficient justification for the chosen lens/approach
- Use international terminology (and relate to the local equivalent)
- Include recent empirical literature to highlight the research gaps and relevant area(s) of research

#7 – Know the ERFP Grant Review Process



#8 – Know Your 5Cs

Coherence, Concise, Consistency and Cognizance

- Entire proposal* should be coherent, with the alignment of the aims, research questions, methodology, and deliverables.
- The proposal should be concise with the project scope and research design.
- PI should be cognizant of the ethical implications and issues.
- There should be consistency in the entire proposal including the terms used and timeline.

Collaboration

- Preferably an interdisciplinary team.
- Include MOE colleague(s).

*The entire proposal that is submitted should be adhered as a 'research contract'.
Any deviation of research design and methodology will require a grant variation (for awardees).

#9 – Know How to Navigate ROMS

Research Operation Information System | ROMS DASHBOARD ▾

Dashboard - Research Operation Management System

Research Operation Management System

Available Grants

Number	Application Link	Funding Type	Open Date	Close Date	Grant Status
34 - RFP	Apply to ERFP 34th Grant Call Projects	ERFP	02 September 2025	03 November 2025	Open

Showing 1 to 1

Post-Award Modules

Post-Award Forms ▲

[Data Collection Sites \(DAC\)](#)

[Final Report \(RC3\)](#)

[Project Amendment / Variation \(RC5\)](#)

[Project Declaration: January - June 2025 \(RC2C\)](#)

[Project Fund Virement \(RC7\)](#)

[Project Fund Virement Across Sub-Projects for Programmatic Proposals \(RC8\)](#)

Showing 1 to 7

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Practical Tips

- Use the Self-Checklist
 - Don't underestimate the time needed for the documents other than the main CfS (application form, budget, implementation schedule & Gantt chart, deliverables, team details etc.)
 - Alignment across documents
 - Grant management system: **ROMS**
 - Do not only enter details on the last or second last day before the deadline; give yourself at least a week to add/edit on the system
 - Click 'submit' at least a day before the grant submission closes

SELF-CHECKLIST: ERFP APPLICATION & RESEARCH DESIGN

This self-checklist is intended to help researchers who are preparing grant proposals to do a quick, self-evaluation before submission. The focus is on ensuring that the research methodology is sufficiently developed and clearly presented.

This checklist is purely for your own use. You do not have to submit it as part of your proposal package.

A.	Unit of investigation (sites, groups, participants, events, or another units)	√ if 'yes'	Add comments if desired
1.	Are the units of investigation clearly stated?		
2.	Is the selection of the unit of investigation explained and justified?		
3.	Are the inclusion/ exclusion criteria for participants clearly stated?		
4.	Are there any special ethical considerations for the units of investigation? If yes, have you stated how will you address the ethical considerations?		
5.	For qualitative projects: Have you explicitly stated the role of the researcher in the project, especially in relation to the units of investigation (e.g. participant/non-participant observation)?		
B.	Instruments		
1.	Have you listed and described the instruments necessary used to carry out the study? Have you succinctly justified the selection of these instruments (as opposed to other options)?	☐	
2.	Has the validity of the instruments been tested? (a) If yes, when and where? (b) If no, how might that impact the study?		
C.	Data Collection		

#10 Additional Information

- For general grants queries, please email ERFPO: grants@erfp.edu.sg.
- For technical assistance on ROMS, please email Research Operation Management System IT Support (NIE): servicedesk@nie.edu.sg.
- For queries on Points of Contact (POCs) of the respective IHLs, please email ERFPO: grants@erfp.edu.sg.
- ERFPO website: <https://erfp.edu.sg/>
- Administrative guidelines: <https://erfp.edu.sg/wp-content/uploads/2025/09/34RFP-Administrative-Guidelines.pdf>