

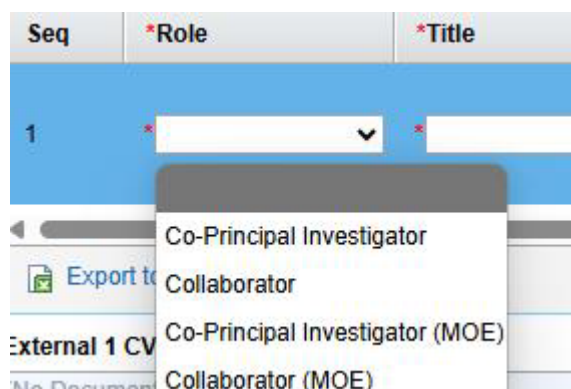
Education Research Funding Programme (ERFP)

ERFP Proposal Submission Checklist for PIs

☐ 1. Application Form

- All required fields have been filled up
- At least one co-PI from PI's institution with a PhD
- Most recent CVs attached for all team members (Respective CVs are attached to the respective team member)
- If team members are from MOE, MOE roles and MOE divisions are clearly stated (e.g. Co-PI (MOE), CPDD)

Please refer to the screenshot below from ROMS application form:



- Teaching/Research/Postdoc Fellows: Contract covers project period or have an appeal submitted. If the contract of Teaching/Research/Postdoc Fellows does not cover the entire project duration, an appeal or waiver from the guidelines must be submitted by seeking support and endorsement from the DoR.
- Provide Visiting Consultant information if this item is budgeted
- Ensure that documents submitted exclude internal & confidential correspondences (emails/comments).

☐ 2. Case for Support (CfS)

- Complies with page limit and formatting guidelines:
 - Tier 1 & 2: Max 20 pages + 4 for references/appendices
 - Tier 3: Max 23 pages (includes project phases) + 4 for references/appendices

Programmatic: Max 25 pages + 5-7 pages appendices per sub-project, inclusive of references, appendices and any tables or diagrams). Information should be included so as to facilitate the evaluation of the entire programmatic proposal as a coherent project. For the lead project only, there is a maximum allowance of 4 additional pages including references, appendices and any tables or diagrams. Inclusive of references, appendices and any tables or diagrams). Information should be included so as to facilitate the evaluation of the entire programmatic proposal as a coherent project. For the lead project only, there is a maximum allowance of 4 additional pages including references, appendices and any tables or diagrams.

- Font size 10-12, double-spaced, 2cm margins, full-sized font (not Arial Narrow)
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☐ **3. Gantt Chart**

- Start Date and End Date in the Gantt Chart align with the application form
 - To use the correct and updated ERFP Gantt Chart template - Implementation Schedule, Milestones and Deliverables (available for download on ERFP website)
 - For Programmatic Proposals: Include 1 Gantt Chart per-sub project and 1 Gantt chart for overall project
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☐ **4. Response to Panel Template (Supporting Document for Resubmissions)**

- For resubmitted proposals, to use the correct ERFP Response to Panel template document- Supporting Document for resubmissions (available for download on ERFP website)
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☐ **5. MOE-Contracted Proposals (*if applicable*)**

- MOE-Contracted Application Form is attached
 - Review type confirmed with affiliated MOE Contracting Division.
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Note: If the requirements above are not adhered to, the PI will bear responsibility for any resulting outcome (e.g. an unfavorable review or rejection).