
Case for Support (Case for Support) – Instruction Sheet for Principal Investigators (PIs)

For ERFPO Grant Calls (from 35RFP onwards)

To ensure a smooth and fair evaluation process, all PIs **must adhere strictly** to the following requirements for the Case for Support (Case for Support) and Full Proposal Submission. **Non-compliant submissions may be rejected and will not proceed for review.**

1. General Submission Requirements

1.1 Accuracy and Completeness

- PIs and their Institutions of Higher Learning (IHLs) are responsible for ensuring that all documents submitted on ROMS are correct and complete.
- ERFPO will **not** route applications back on ROMS for corrections (e.g., missing/incorrect CVs).
- Proposals will be evaluated **as submitted**.

1.2 Institutional Checks

- IHLs may conduct their own institutional checks before submission
- These checks do not replace the PI's responsibility to meet all ERFPO requirements.

2. Case for Support Formatting Requirements

2.1 Formatting Rules

The following must be strictly adhered to:

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 – Please use Arial **font size 10** for all text, double line spacing, with a margin of **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 – Please use Arial **font size 10** for all text, double line spacing, with a margin of **2 cm** on all sides. 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 – Please use Arial font size 10 for all text, double line spacing, with a margin of 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 sub-project is to be included as Appendices (up to 7 pages for each 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.

- Case for Support is to be submitted in **Word document** format. Guidelines can be found in the Appendices.

2.2 MOE-Contracted (MOE-C) Projects Exception

- Due to additional content requirements, MOE-C proposals may exceed page limits.
- They will **not be automatically rejected**, but exceedances will be flagged to evaluation panels.

3. Adherence to Submission Guidelines

3.1 Non-Compliance May Lead to Rejection of Proposal. Examples of non-compliance include:

- Exceeding page limits (for non-MOE-C proposals)
- Omission of mandatory documents (e.g., RtoP)
- Wrong/missing attachments in ROMS
- Deviating from formatting requirements for Case for Support (e.g., single or 1.5 spacing to avoid exceeding the page limit), font manipulation or formatting that results in unfair advantage

No amendment to submitted proposals will be allowed.

4. PI Acknowledgement and Responsibility

4.1 Proposal Submission Checklist

- The [ERFP Proposal Submission Checklist](#) for PIs is available on the ERFP website. Please refer to erfp.edu.sg / 35RFP for more information.

Appendix 1. Guidelines for Writing Case for Support for Research Projects

(a) Objectives of the Research Project (write no more than 2 pages)

State the objectives of the research, their importance, as well as 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.

(b) 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 Standing 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.

(c) Literature Review

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

Traditional literature review

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.

Experiential literature review

In addition to a traditional literature review, 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.

Links to your own prior 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 ERFPP funded projects are included, please explain how the current project will build on/extend the work from the cited projects).

(d) Purpose of Proposed StudyResearch 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 emergent, please justify.

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

- i. Design specifications
- ii. Professional development work / framework
- iii. Curriculum and assessment resources / package
- iv. Prototypes
- v. Scale-up plan

For the list of Priority Areas of Research for the 5th Tranche of funding, 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, power analysis, instrumentation procedures, analytical procedures) to be used in the proposed study. If the proposed study involves stages, please provide clear explanation of the sequence and any inter-dependence (e.g. instrument development and validation in stage 1, intervention using the instrument in stage 2). The chosen research design should be appropriate for answering the research questions. 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 ways they work together for greater synergy.

Ethics

- i. Please elaborate if you foresee any special ethical considerations (e.g. microethics, see Komersaroff, 1995; Kubanyiova, 2008) that should be considered for this project, i.e. what they are and how you will manage them within the research design”.
 - Discuss any ethical issues that might be raised by the research and how you will address these.
 - List any risks that you anticipate in bringing the project to completion and state the actions to be taken to mitigate these risks.

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 to show evidence of need for research assistant employment (if any).

If your proposed project is divided into stages or separate studies, indicate each clearly in the Research Implementation Schedule.

If your proposal is a programmatic proposal, please include one Gantt Chart for the lead project, one for each sub-project, and one for the programmatic proposal overall. The overall Gantt Chart should indicate how the sub-projects are integrated.

(e) 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.

(f) 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. 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 in this Case for Support.

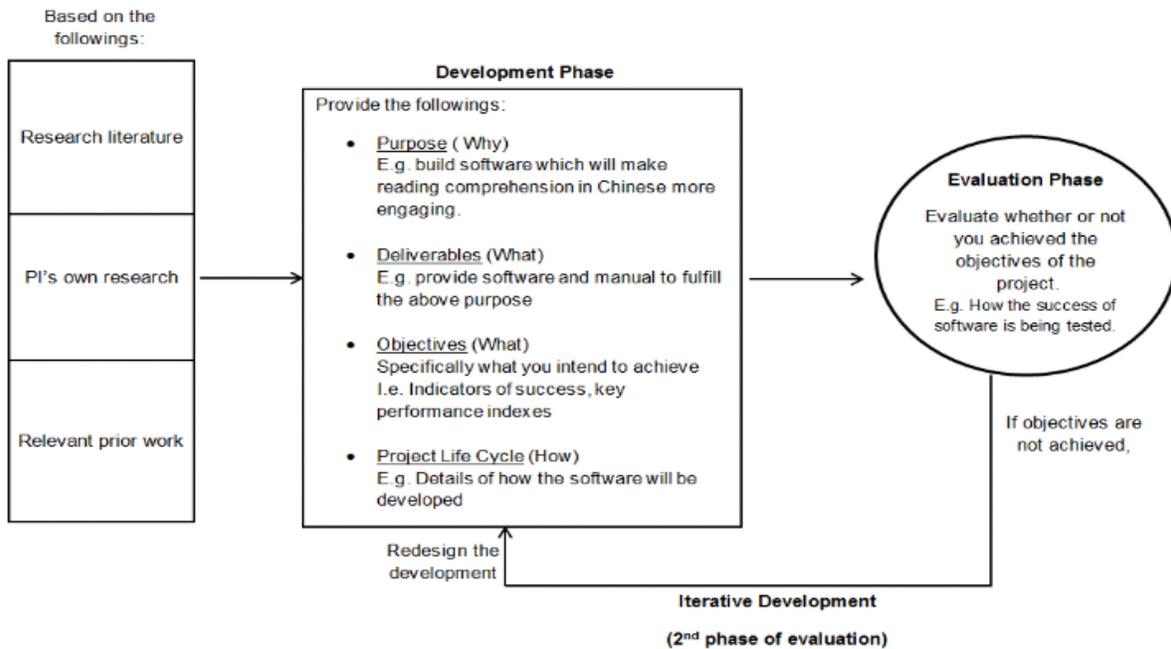
The contribution is based on number of hours per week the team members contribute to the project. The number of hours is based on 4 hours or multiple of 4 hours for each team member e.g. 4 hours per week and 8 hours per week. For Co-PIs and collaborators from MOE, PIs are encouraged to discuss the specific 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.

Programmatic proposals should include a description of how the project will be run and managed overall, and if staff will be hired to work in the capacity of a project manager.

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

Appendix 2. Guidelines for Writing Case for Support for Development Projects

Your Case for Support should broadly cover the following items:



(a) **Purpose** (write no more than 2 pages)

State the overall purpose and clear outcomes/deliverables of the development describing what you intend to develop, the importance, 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.

(i) Challenges/Problem

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

(ii) 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.

Ethics

- ii. Please elaborate if you foresee any special ethical considerations (e.g. microethics, see Komersaroff, 1995; Kubanyiova, 2008) that should be considered for this project, i.e. what they are and how you will manage them within the research design”.
- Discuss any ethical issues that might be raised by the research and how you will address these.
 - List any risks that you anticipate in bringing the project to completion and state the actions to be taken to mitigate these risks.

(b) 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 Standing 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.

(c) Review of Current Development Landscape**(i) 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 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).

(ii) Situational Review/Analysis

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

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

- Design specifications
- Professional development work / framework
- Curriculum and assessment resources / package
- Prototypes
- Scale-up plan

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

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

(d) 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)

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.

(e) 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). 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 example:

- User acceptance test
- Evaluation phases of development
- Prototype testing

(f) 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.

(g) 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. 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 in this Case for Support.

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.

Programmatic proposals should include a description of how the project will be run and managed overall, and if staff will be hired to work in the capacity of a project manager.

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