

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 (e.g., NIE-OfR has implemented checks starting from 34RFP).
- These checks do not replace the PI's responsibility to meet all ERFPO requirements.

2. Case for Support (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 - full-sized type font (not Arial Narrow), font size 10, double-spaced, 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 - full-sized type font (not Arial Narrow), font size 10, double-spaced, 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 - full-sized type font (not Arial Narrow), font size 10, double-spaced, 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 (5 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 Will 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 (Application > 36RFP Grant Call) for more information. PIs are to ensure that all relevant completed documents in the checklist are submitted.