

Education Research Funding Programme (ERFP)

ERFP Proposal Submission Checklist for PIs

☐ 1. Submission

- Please note that applications are **subject to rejection upon submission** if:
 - Any of the required documents was not submitted.
 - Wrong template (e.g., outdated, different programme's) was used for any of the required documents (Please use latest templates as available on [ERFP website](#)).
 - The Case for Support exceeds page limits.
 - Missing or incomplete declarations (e.g., past funding received).
 - Any requirements listed below are not adhered to.

☐ 2. Templates

- Download the latest template available on [ERFP website](#) and upload the completed documents to the relevant sections in Research Operation Management System (ROMS).

ROMS Section	Document(s) Required for Upload	Template to Use (if applicable)
Project Overview	1. Application form for MOE-contracted research project (for MOE-contracted projects only) 2. Response to Panel (for Resubmissions only)	1. Application form for MOE-contracted research projects 2. Response to Panel template
Project Team	1. CV of Principal Investigator(s) 2. CV of Co-Principal Investigator(s) 3. CV of Collaborator(s)	1. CV template
Consultant	1. CV of consultant (in MS Word document format)	Not applicable
Case For Support	1. Case for Support 2. Gantt Chart for Implementation Schedule, Milestone and Deliverable	1. Case for Support (CfS) Instruction Sheet 2. Gantt Chart template - Implementation Schedule, Milestones and Deliverables
Budget Planning	1. HR supporting documents (e.g., salary breakdown) 2. Other supporting documents (e.g., quotations for equipment and other purchases)	Not applicable

- Ensure that **ALL** documents are uploaded using the correct file type and exclude any internal & confidential correspondence (emails/comments).

☐ 3. ROMS 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

☐ 4. CV for Project Team (i.e. Principal Investigators, Co-Principal Investigators and Collaborators)

- Use the latest CV template (available for download on ERFP website) for completion.
- Indicate “**NA**” if the required information is not applicable and take note that ERFPO will not be responsible for any missing information not provided in the CV.
- Use **Arial font size 10 for all text** in the CV.
- Save each team member’s CV as one document (e.g., if you have 5 team members, you should have 5 separate CV documents).
- Ensure that the correct CV is uploaded for each team member and submitted in **MS Word document format**.

☐ 5. Case for Support (CfS)

- Use the latest Case for Support (CfS) Instruction Sheet (available for download on ERFP website) for completion.
- Adhere to the page limits listed in the table for each type of proposals:

Type of Proposal	Page Limit
Tier 1 & Tier 2 proposals	Max 20 pages + 4 pages for references, appendices and any tables or diagrams
Tier 3 proposals	Max 23 pages + 4 pages for references, appendices and any tables or diagrams

Programmatic proposals	<u>Lead project</u>: Max 25 pages + 4 pages for references, appendices and any tables or diagrams. <u>Sub-project</u> (to be included as Appendices): Max 7 pages for each sub-project, including references, appendices and any tables or diagrams.
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- Use **Arial font size 10 for all text, double line spacing with 2 cm margin on all sides.**
- Ensure that the Case for Support is submitted in **MS Word document format.**

☐ **7. Gantt Chart for Implementation Schedule, Milestones and Deliverables**

- Use the latest ERFP Gantt Chart template - Implementation Schedule, Milestones and Deliverables for completion (available for download on ERFP website) for completion.
- For Programmatic Proposals, please Include 1 Gantt Chart for the lead project, 1 Gantt Chart for each sub project, and 1 Gantt chart for the overall Programmatic Research Project showing the links across the lead and sub-projects.
- Align the Start Date and End Date in the Gantt Chart with the ROMS application form.
- Include task of obtaining your institution's Institutional Review Board (IRB)'s approval and approval from the Ministry of Education (MOE) for data collection in the Gantt Chart.
- Indicate the involvement and duties of the permanent and temporary research staff in the schedule (use RF, RA1, RA2, TPRA etc) for budgeting and checking purposes.
- Ensure that the Gantt Chart is submitted in **MS Excel spreadsheet format.**

☐ **8. For Resubmissions Only**

- Use the latest ERFP Response to Panel template – Supporting Document for resubmissions (available for download on ERFP website) for completion.
- Ensure that the Response to Panel document is submitted in **MS Word document format.**

☐ **9. For MOE-Contracted Projects Only**

- Use the latest Application Form for MOE-Contracted Research Projects (available for download on ERFP website) for completion.
- Confirm the type of review type with the affiliated MOE Contracting Division.
- Ensure that the Application Form for MOE-Contracted Research Projects is submitted in **MS Word document format.**