**Checklist** **for MTC IAF-PP Food Manufacturing Grant (FMG) Full Proposal**

Before submission of the FMG Full proposal to the MTC IAF-PP Implementing Agency (IA), please check if you have completed the following to ensure smooth processing of your proposal.

|  |  |  |
| --- | --- | --- |
| **Section** | **Item description** | **Please tick when completed** |
| **Eligibility** |
|  | We have confirmed that the Lead PI holds at least a 0.7 full-time equivalent (FTE) primary appointment in a Singapore publicly funded research or tertiary institution |[ ]
|  | We have confirmed that the Team PIs and Co-Is are from Singapore publicly funded research or tertiary institutions. |[ ]
| **Full Proposal** |
|  | We have used the latest FMG application templates.*Refer to* [*IAF-PP Webpage*](https://www.a-star.edu.sg/Research/funding-opportunities/iaf-pp) *for latest version of templates.* |[ ]
|  | We have addressed all helper points in the proposal. |[ ]
|  | We have attached all supporting documents stated in the template in the submission. |[ ]
|  | We did not delete, rearrange or amend any sections of the template. |[ ]
|  | We have completed all sections and sub-sections of the template. |[ ]
| **Section I****(Descriptive Title and Executive Summary)** | We have filled the following:* Title of proposal
* Specified the research theme
* Budget Requested (only Direct Costs)
* Funding Period
* Host Institution
* Lay Abstract (limited to 150 words)
 |[ ]
|  | We have included all the following in the Executive Summary:* Specific aims
* Hypotheses
* Methodology
* Potential applications/exploitations, transformative/differentiated/game-changing factors
 |[ ]
| **Section II****(Details of Team Members)** | We have used the application template’s designated terms of Lead PI, Team PI and Co-I. |[ ]
|  | We have provided all the information requested for in the table (including % of time committed on the project and % of effort within the project) for each team member listed.  |[ ]
| **Section VII****(Budget Request)** | We have provided the detailed budget breakdown required for the project using the EXCEL SPREADSHEET template provided. |[ ]
|  | While budgeting for the project, we took into account the GST costs as well. |[ ]
|  | We have provided the justifications and descriptions for **all** line items indicated in the budget table. |[ ]
|  | We have indicated “NA” for votes not in use. |[ ]
|  | We have indicated the quantity of EOM *headcount* and EQPT budgeted for. |[ ]
|  | We have provided a quotation for each equipment ≥ SGD 100,000. |[ ]
|  | We have rounded all budget amounts to the nearest S$10 for direct costs (no decimal/cents). |[ ]
|  | We have checked that budget figures add up to the grand total figure in the budget table. |[ ]
|  | We have checked that the total budget figure in the budget table tallies with the budget indicated in Section I. |[ ]
| **Section IX****(Milestones, KPIs and TIs)** | *[For FMG proposals, the projected IRS spending (cash and/or in-kind) ratio needs to be at least 1(Grant Funding):****0.5****(Industry).]*We have checked that the total target industry R&D spending amount indicated is at least 50% of the total requested grant funding. |[ ]
| **Section X****(Funding Support from Any Industry Partner)** | We have indicated “NIL” in the respective tables when there isn’t any Industry funding support. |[ ]
|  | We confirm that all the details entered in the Industry Funding table are accurate. |[ ]
| **Section XI****(Curriculum Vitae)** | We have provided the CVs of each team member (Lead PI, Programme Manager and Team PIs) listed in Section II. |[ ]
| **Terms and Conditions** |
|  | Please confirm that you have read and understood the following:1. A\*STAR Grants Terms and Conditions.
2. A\*STAR Grants Guidelines

*Refer to* [*IAF-PP Webpage*](https://www.a-star.edu.sg/Research/funding-opportunities/iaf-pp) *for latest version of the above documents.* |[ ]
|  | We have read and understood Clause 14.6 of the A\*STAR Grants Terms and Conditions and will ensure that our potential industry collaborators are aware of this clause. |[ ]
|  | We would like to highlight the following: If awarded, the Lead Principal Investigator is expected to submit an annual Project report based on the individual annual project reports using the template provided by A\*STAR within 2 months from the end of the Financial Year or earlier if requested by A\*STAR. The annual progress report shall include a declaration by each Industry Partner of the actual annual in-kind IRS expended by the Industry Partner, with sufficient details (such as itemised breakdown of such IRS under expenditure on manpower, equipment, and other operating expenditures). **If required by A\*STAR, the Industry Collaborator shall submit an audited report verifying the declared annual in-kind IRS expenditure.**Please confirm that you have read and are agreeable to the above.  |[ ]
|  | In submitting this Full Proposal to the **Implementing Agency, the Institution(s) and Applicants agree to participate in this FMG project, and undertake, on any grant award, to:*** Ensure all information is accurate to the best of their knowledge.
* Ensure that the proposal is original and the latest version, and that no similar versions or part(s) of this proposal with similar objectives, scope, deliverables, or outcomes have been or will be submitted to any other funding bodies or agencies
* Ensure that the budget requested is not supported by other research grants funded under public and/or international schemes currently held or applied by the team member(s) related to this FMG project. Internal institutional funding may be excluded from this. Stern action will be taken against those who commit double dipping of funds from different grant sources, including (but not limited to) the suspension or termination of funding.
* Ensure that the Institution(s) provides the necessary facilities to implement the FMG project and assumes financial and other management responsibilities for the duration of the Programme to be carried out at their institution.
* The Applicants do not have any conflict of interest with the industry partners (company(s) and company executives) as listed in this proposal.
* Hold primary responsibility for the responsible conduct of research, and shall abide and comply with the ethical, legal, and professional standards relevant to research, in accordance with the research integrity policy of the Host Institution.
* **Comply with the provisions of any relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines, and requirements, applicable to it, as well as all applicable terms, conditions, policies, and procedures adopted by A\*STAR as the same may be amended or varied from time to time.**

We confirm that we have read and agree to the above. |[ ]