**FORM B**

**PROJECT PROPOSAL FORM  
FOR BRUNEI RESEARCH COUNCIL GRANTS**

Appendices:

1. Project Gantt Chart
2. Budget Breakdown Template (Excel)

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| **IDENTIFYING INFORMATION** | |
| **1. Research Title:** |  |
| **3. Principal Investigator(s)** |  |
| **3. Proposing Organisation:** |  |

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| **PART 1. THE CONCEPT, INNOVATION AND COMMERCIAL POTENTIAL** *(max. 2 pages)* | |
| **1. Problem Statement (i.e. what is the problem or need that you are addressing?)** *(1-2 paragraphs)* |  |
| **2. The Solution** |  |
| 1. **Research Stage / Desrciption of Technology**   *(The BRC is focused on translational research and designed to accelerate commercialization of promising technologies. Early stage research projects (i.e. hypothesis testing) will not be considered. Describe the technology and it’s envisioned application.)* |  |
| 1. **Innovation and Commercializiation Potential** |  |
| 1. **R&D Plan**   **(For Applied Research and Industrial Research Grants)**  *Is the plan geared towards commercialisation? Is the commercialisation plan clearly presented? Is the commercialisation plan feasible?* |  |

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| **PART 2. IMPACT (max. 2 pages)** | |
| **1. Description (1- 2 paragraphs)**  *(If successfully completed, how would the outcome affect or benefit the unmet need in Part 1(1)? How would It affect the economy, industry, society, culture, public policy etc.? How would it transform the industry?)* |  |
| **2. Value Creation Process (max 1 page)**  *(plans for the knowledge transfer, the commercialisation or any other process foreseen to generate the above listed benefit)*  - This should include proposed plans for, among others:   * Project outcome validation and testing * Knowledge & technology transfer * Commercialisation * Market testing (where applicable) * Dissemination to those who may benefit from the outcomes * Who are potential industrial partners, societal or cultural organisations, policy makers or any other potential users or sponsors of the projects’ results |  |
| **3. Intellectual Property**  **- MANDATORY FOR INDUSTRIAL RESEARCH FUND AND R&D COMMERCIALISATION SUPPORT PROGRAMME**  *Clarify the Intellectual property rights position and strategy or knowledge transfer strategy (where applicable.*  *Has an invention report been filed before? What is the IP protection strategy (e.g. patent, copyright, trade secret)* |  |

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| **PART 3. IMPLEMENTATION PLAN (max. 3 pages)** | |
| **1. Has the project Gantt Chart been provided? *(select response)*** | Yes / No |
| **2. Methodology (max ½ page)** |  |
| **3. List of milestone deliverables** |  |
| **4. List of Other Outcomes** |  |
| **5. Project Management Plan (i.e. how do you plan on achieving the milestones) (max 2 pages)**  - For the Applied Research & Industrial Research Funds, this is a detailed R&D plan  - For the R&D Commercialisation Support Programme, this is the technology transfer and/or commercialisation plan *that the applicant intends to undertake over a maximum period of 2 years, which may include activities related to:*   * *Intellectual Property Protection, including patent searches, filing, granting, and others* * *Intellectual Property Licencing* * *Proof of Concept* * *Prototyping* * *Technical Validation* * *Market Testing* * *Venture Capitalist / Investor matching* |  |
| **6. Risk assessment and mitigation plan (i.e. are there any potential risks to the time, cost or schedule? What are your plans to mitigate this?) (max ½ page)** |  |

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| **PART 4. BUDGET**  *This information is a summary of the breakdown you would provide in the Budget Breakdown Template (Appendix 2)* | | | | | | | |
| **1. Budget Summary By Year**  *Please state the estimated allocation required according to the implementation progress of the research:* | | | | | | | |
| **Description** | **Expenses (BND)** | | | | | | |
| **Year 1** | | | **Year 2** | | **Total** | |
| **Estimated Funding Required (BND)** |  | | |  | |  | |
| **Cumulative Implementation Progress (%)** |  | | |  | |  | |
| **2. Budget Summary By Expense Category** | | | | | | | |
| **Expense Category** | | **Expenses (BND)** | | | | | |
| **Year 1** | **Year 2** | | **Total (BND)** | | **Justification** |
| ***A. For all grants:*** | |  |  | |  | |  |
| 1. Manpower | |  |  | |  | |  |
| 1. Training | |  |  | |  | |  |
| 1. Equipment, Hardware and Software | |  |  | |  | |  |
| 1. Consumables | |  |  | |  | |  |
| 1. Miscellaneous | |  |  | |  | |  |
|  | |  |  | |  | |  |
| ***B. Additional Mandatory Section for R&D Commercialisation Support Programme*** | | | | | | | |
| 1. Intellectual Property Protection | |  |  | |  | |  |
| 1. Proof of Principle / Concept | |  |  | |  | |  |
| 1. Technical Validation & Trials | |  |  | |  | |  |
| 1. Market Testing | |  |  | |  | |  |
| 1. Venture Capitalist / Investor Matching | |  |  | |  | |  |
| **TOTAL** | |  |  | |  | |  |

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| **PART 5. PAYMENT SCHEDULE & DETAILS OF MILESTONE PROGRESS PAYMENTS**  **Please edit, add or remove deliverables based on your project.**  **The project Payment schedule is as follows:**   * **Mobilisation Payment (no more than 25%)** * **Progress Payments (divided into payments according to key measurable and tangible milestones)** * **Final Payment (10%)**   **In the table below, please state your suggested payment schedule according to milestone** | | | | |
|  | **Payment** | **% of Total Project Scheme Value** | **Payment in BND** | **Delivery Date**  **(Time in terms of To + x months and Date)** |
| **I** | **Mobilisation Payment** | *E.g. 25%* | 25,000.00 | *E.g.* To + 3 months  (July 2018) |
| **II** | **Progress Payments (According to Milestone Deliverables)**  **(*please list down according to your project-specific milestones)*** | | | |
| 1 | *E.g. Milestone #1:*  *Down-selection of compound X with highest efficacy out of candidate compounds in Family Y* | *E.g. 10%* | *10,000.00* | *To + 3 months*  *(July 2018* |
| 2 | *E.g. Milestone #2:*  *Development of stable drug-delivery compound with stably-bound compound X* | *E.g. 20%* | *10,000.00* | *To + 9 months*  *(Jan 2019)* |
| 3 | *E.g. Milestone #3:*  *Completion of Efficacy trials* | *E.g. 25%* | *25,000.00* | *To + 12 months*  *(Mar 2019)* |
| 4 | *E.g. Milestone #4:*  *Proof of efficacy of drug-delivery compound with compound X* | *E.g. 10%* | *10,000.00* | *To + 15 months*  *(June 2018)* |
| 5 | . | . | . |  |
| **III** | **Final Progress Payment** | **10%** | *10,000.00* | *To + 16 months* |
|  | TOTAL | 100% | *100,000.00* |  |

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| **PART 6. ETHICS** | | | |
| Please note that, in case you answer YES to any of the questions, you are requested to provide an Ethics Self-Assessment and additional ethics documentation – if applicable, as detailed in the Ethics Issues Table checklist (Annex E) | | | |
|  | ***Yes*** | | ***No*** |
| **1. Human Embryos/Foetuses** |  | | |
| 1. Does your research involve Human Embryonic Stem Cells (hESCs)? |  | |  |
| 1. Does your research involve the use of human embryos? |  | |  |
| 1. Does your research involve the use of human foetal tissue/cell? |  | |  |
| **2. Humans** |  | | |
| 1. Does your research involve human participants? |  | |  |
| 1. Does your research involve physical interventions on the study participants? |  | |  |
| **3. Human Cell / Tissues** |  | | |
| 1. Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e question 1)? |  | |  |
| **4. Personal Data** |  | | |
| 1. Does your research involve personal data collection and/or processing? |  | |  |
| 1. Does your research involve further processing of previously collected personal data (secondary use)? |  | |  |
| **5. Animals** |  | | |
| 1. Does your research involve animals? |  | |  |
| **6. Third Countries** |  | | |
| 1. In case other third countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? |  | |  |
| 1. Do you plan to use local resources (e.g animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? |  | |  |
| 1. Do you plan to import any material – including personal data? |  | |  |
| 1. Do you plan to export any material – including personal data? |  | |  |
| 1. Could the situation in the country put the individuals taking part in the research at risk? |  | |  |
| **7. Environment & Health and Safety** |  | | |
| 1. Does your research involve the use of elements that may cause harm to the environment, to animals or plants? |  | |  |
| 1. Does your research deal with endangered fauna and/or protected areas? |  | |  |
| 1. Does your research involve the use of elements that may cause harm to humans, including research staff? |  | |  |
| **8. Dual Use** |  | | |
| 1. Does your research have the potential for military applications? |  | |  |
| **9. Misuse** |  | | |
| 1. Does your research have the potential for misuse of research results? |  | |  |
| **10. Other Ethics Issues** |  | | |
| 1. Are there any other ethics issues that should be taken into consideration? Please specify |  | |  |
| **I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.** | |  | |

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| **PART 7. REFERENCES / LITERATURE CITED (max 1 page)** |
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| **PART 8. ANY OTHER KEY PERSONNEL**  *Please list out any other key personnel directly involved (other than the Principal Investigator / Co-Principal Investigators) – Add more fields as required to reflect the personnel* | | |
| **Key Personnel 1** | **Title**  (Mr / Ms / Mrs / Dr /Prof or other) |  |
| **Full Name:** |  |
| **Position & Organisation:** |  |
| **Identification Type:**  (Select response) | Passport  Bruneian National Identity Card |
| **Identification Number:** |  |
| **Address:** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **CV Attached?** (Select response)  *(Please ensure CV is submitted)* | Yes / No |
| **Key Personnel 1** | **Title**  (Mr / Ms / Mrs / Dr /Prof or other) |  |
| **Full Name:** |  |
| **Position & Organisation:** |  |
| **Identification Type:**  (Select response) | Passport  Bruneian National Identity Card |
| **Identification Number:** |  |
| **Address:** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **CV Attached?** (Select response)  *(Please ensure CV is submitted)* | Yes / No |

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| **ELIGIBILITY** | |
| I acknowledge that I am aware of the eligibility requirements for applying this BRC Applied Research Fund / Industrial Research Fund / R&D Commercialisation Support Programme, and certify that, to the best of my knowledge my application is in compliance with all these requirements. I understand that my proposal may be declared ineligible at any point during the evaluation or granting process if it is found not to be compliant with these eligibility criteria.\* |  |