

**Challenge-driven Innovation Fund (CIF)**

**Full Project Proposal Template (FPP)**

1. **PROPOSAL INFORMATION SHEET**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Duration:** |  |
| **Budget Required:** |  |
| **Organization Name** |  |
| **Address** |  |
|  |
|  |
| **Principal Investigator (PI)** |  |
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|  |
|  |
|  |
| **To which Thematic area(s) does the proposal respond?** |  |
| **Which SDGs are being addressed?** |  |

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# **II. EXECUTIVE SUMMARY**

The Executive Summary includes (One page only) the following:

The Thematic Area would be distinctly stated, and it should explain how the proposed project addresses both the Thematic Area and a National Challenge. Along with the activities to be carried out to accomplish the project goals, the principal research objectives should be concisely outlined. Additionally, it should specify the sectors and academic partners whose contributions would be crucial to the proposed project's success.

# **III. THEMATIC AREA AND ITS IMPACT**

In this Section (Limit to One page), explain in the light of the following points:

Discuss in detail (in particular) what the proposed CIF project research activities would add to the body of knowledge/research linked with the Thematic Area because the Thematic Area is far greater than the potential scope of a CIF project. Focus on the significance of the proposed research and why it would make a timely contribution to this field of study. Finally, discuss the national significance of the planned research and how Pakistan's socioeconomic development will be aided by the project.

# **IV. ACADEMIC AND INDUSTRIAL COLLABORATORS**

Describe the following (Limit to two pages) as per following points:

Please highlight the Role of academic and industrial collaborator(s) and explain how does academic and industrial partnership help to achieve the goals of the project? Signify the capacity in which the academic and industrial collaborators are willing to contribute (please mention expertise, equipment, computing resources, etc.). Please mention if any collaboration performed in the past and what are organizational capacities to carry out the project?

In addition, briefly describe any additional resources (from research grants or other sources) available to collaborators to support the CIF project.

**Commitment of Academic/Industrial Collaborators**

Please mention the collaborators as per the following (In case of more collaborators, the table may be extended):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Collaborators (National Level)** | | | |
| Name | | Highest Degree Obtained | |
| Position/Title | | Department | |
| Male/Female | | Organization | |
| Mobile/Tel No. | | Email | |
| Details of Expertise/Collaboration | | | |
| Expected Contribution to the Project |  | | |
| Estimated Financial commitment (PKR) |  | | |
| **Academic Collaborators (International Level)** | | | |
| Name | | Highest Degree Obtained | |
| Position/Title | | Department | |
| Male/Female | | Organization | |
| Mobile/Tel No. | | Email | |
| Citizenship | | Country | |
| Details of Expertise/Collaboration | | | |
| Expected Contribution to the Project |  | | |
| Estimated Financial commitment (PKR) |  | | |
| **Industrial Collaborators (National Level)** | | | |
| Name | | Highest Degree Obtained | |
| Position/Title | | Department | |
| Male/Female | | Organization | |
| Mobile/Tel No. | | Email | |
| Details of Expertise/Collaboration | | | |
| Expected Contribution to the Project |  | | |
| Estimated Financial commitment (PKR) |  | | |
| **Industrial Collaborators (International Level)** | | | |
| Name | | Highest Degree Obtained | |
| Position/Title | | Department | |
| Male/Female | | Organization | |
| Citizenship | | Country | |
| Mobile/Tel No. | | Email | |
| Details of Expertise/Collaboration | | | |
| Expected Contribution to the Project |  | | |
| Estimated Financial commitment (PKR) |  | | |
| **Individual Consultancy (National/International Level)** | | |  |
| Name | | | Highest Degree Obtained |
| Position/Title | | | Department |
| Male/Female | | | Organization |
| Citizenship | | | Country |
| Mobile/Tel No. | | | Email |
| Details of Expertise/Collaboration | | |  |
| Expected Contribution to the Project | | |  |
| Estimated Financial commitment (PKR) | | |  |

# **V. PROJECT DESCRIPTION**

Provide a description of the research plan for the project (maximum ten pages, including Tables and Figures) according to the following points:

**Problem Statement:** Clearly identify the research challenge, and the approach the project team will employ to address the challenge. Provide a brief survey of the relevant literature, and describe how the proposed project builds on prior research.

**Methodology:** Describe how the research plan will be accomplished over the period of funding available for the proposed project, and identify appropriate milestones and anticipated deliverables.

**Project Team, including partnerships:** Comment on the capacity of the proposed team – including faculty expertise, collaborators and facilities (current or anticipated) – to deliver results in timely manner.

**Plans for Dissemination:** Given the focus on addressing a Priority Thematic Area, dissemination of research results is a core requirement for the proposed projects. Describe how data will be collected, curated, maintained and shared. Beyond publication in international, academic, peer-reviewed journals, what reports or other formal mechanisms will be employed to share research results with governments, policymakers and other stakeholders?

**Ethical considerations related to the proposed research (If Any):** The proposal should have a description of ethical considerations relating to the study. This section should document the issues that are likely to raise ethical concerns. It should also describe how the Principal Investigator is planning to address it and how he/she plans to obtain informed consent from the research participants (the informed consent process).

**Demonstrable Outcome:** The deliverables of the project must include a demonstrable solution to the targeted problem such as a prototype, that will be handed over to the Ignite at the conclusion of the project.

Incomplete proposal and exceeding the established page limits may not be considered.

# **VI. PROJECT MANAGEMENT**

In this Section (maximum one page), please provide details of the following:

What is the proposed structure of the project management involved i.e., point out their positions with the title? What incentives are to be given to academic and industrial collaborators in the form of salaries, publications, reports, etc.? How do you achieve the best support from the leaders of academic/industrial collaborators?

# **VII. IMPLEMENTATION TIMELINE**

Please provide the details as per the following information:

Please use Gantt Chart to depict High-level activities (yearly major 4-5 activities) involved along with their timelines. The depiction of Main activities and their deliverables along with their links should provide quarterly details of the Project. Project duration may vary from 2-3 years.

|  |
| --- |
| **YEAR ONE** |
| **Main Tasks and Deliverables** |
|  |

|  |
| --- |
| **YEAR TWO** |
| **Main Tasks and Deliverables** |
|  |

|  |
| --- |
| **YEAR THREE** |
| **Main Tasks and Deliverables** |
|  |

# **VIII. PHYSICAL RESOURCES AND FACILITIES**

Please provide details in light of the following points:

What facilities are already existing in a collaboration/shared manner? What new facilities are required by the PI in terms of equipment, consumables, hardware, software, etc.? Furthermore, mention how maintenance of the equipment is performed during the project life and who will have the responsibility? Please make an Estimation of the resources cost in the budget template (available)?

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# **IX. PROJECT RISKS & MITIGATION**

Please mention the main weaknesses of the project (if any) in due course of time and explain the process of how such weaknesses be addressed? Do they need to be prioritized? If so, prioritize them and explain their impact on the achievement of the success of the project?

# **X. LIST OF REFERENCES**

Please follow some Standard reference styles that must be sequential in the document. The style includes the names of all authors, the article title, journal/book/conference, volume, issue no, page number(s), and year of publication. If available, a Digital Object Identifier (DOI) may be provided.

# **XI. PROPOSED PROJECT BUDGET**

Complete the budget as per the following details.

* In addition to the organization submitting the proposal, all organizations that will have subawards must complete a Budget Table for costs anticipated at the subaward organization.
* For Personnel Costs, identify the total annual costs for each individual to be charged to the proposed CIF Grant, and show the months charged for each individual.
* For the employee(s), identify the employee(s) by name.
* Other Personnel may include technicians, IT specialists, etc. Identify the role of each Other Personnel mentioned in the project.
* For major/main Equipment, identify the proposed equipment and the anticipated cost.
* Provide a broad description of the supplies that will be purchased.
* For Travel, provide details of anticipated travel.
* For Other Costs, describe in some detail any other costs in the Budget.
* Overhead rates should reflect the official rate.
* Overhead should be included in the Project costs at each organization.

# **XII. ATTACHMENTS**

1. Letter of Support (maximum two pages) from the Organization Head. The letter should confirm the organizational commitment to the proposed project.
2. Affidavit for the time commitment and honorarium of PI and Co-PIs by the respective Head(s).
3. Appointment letter from the PI & Co-PIs to confirm their affiliation with collaborating Organizations.
4. Last pay slip of PI/Co-PIs for finalizing the personnel cost in the Budget.
5. Letters of Commitment (maximum two pages each)
6. Signed and updated Curriculum Vitae of the following individuals:
   * PI/CPI
   * Up to five additional academic/industrial, national/international collaborators who will contribute to the proposed project
   * The CVs should be of a standard form (maximum two pages) and include the following; information:
     + Full Name
     + Position/Title
     + Organization
     + Professional Training/Education
     + List of up to five publications related to the proposed project.
     + List of up to five activities related to the proposed project.

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| --- | --- |
| **Declaration Certificate:**   1. PI must be a full-time employee of the Organization or if is hired on contract, same is not less than project life/duration. 2. The organization will spare the project team members from any other responsibilities against their time committed on the proposed project. 3. Required supplies and equipment for the proposed project is/are not available in the Organization 4. It is mandatory that any part or whole submission has not been sent/submitted to any other funding agency. 5. The proposed project is genuinely novel and that there is no plagiarized material including self-plagiarism. 6. PI has never been blacklisted by Ignite/HEC. 7. The decision of the Ignite will be considered and will not be challenged in a court of law. 8. In case the projects gets approved, It is the responsibility of the organization to provide all necessary support for smooth execution of the project including land, building, space, laboratories, machinery, equipment, transport, amenities like utilities and other services. 9. The Organization will get clearance from Ignite (Project Completion Certificate /Project Clearance Certificate (PCC)) in order to relieve the PI, for any reason e.g. for postdoc leave/EOL/study leave/ termination of job etc, if the proposed project is awarded by Ignite. 10. The Organization will not replace the PI of the proposed project without getting prior permission from Ignite in writing. | |
| **Signature of PI**  Name:  Designation:  Department:  Organization: |  |
| **Signature with Stamp of the Head of Organization**  (Vice-Chancellor/Principal/Rector/Director/CEO/MD)  Name:  Organization: | |