



Guidelines for Call for Proposals 2024

This document provides guidelines for application to the ASEAN IVO - Call for Proposals 2024. Each item is the same as in the Proposal Form. Please carefully read the guidelines for submission and fill in all necessary items in the proposal form based on the guidelines.

Important Dates

- | | |
|--------------------------------------|------------------|
| 1. Deadline for proposal submission: | January 11, 2024 |
| 2. Evaluation period: | March 2024 |
| 3. Notification of results: | April 2024 |

Inquiries

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**ASEAN IVO Secretariat, NICT
October 2023**



Check List:
(for ASEAN IVO Proposal Submission)

Note:

1. This list is to help the applicant to make sure the application is complete before you submit.
2. Every applicant should answer each question on the check list, then the applicant can go to the next page to submit the proposal.
3. This Check List will be the first page of the proposal submission Web Page when you submit your proposal.
4. Please carefully read the “How to Answer the Questions” after the check list.

Please answer the following questions.

| Question | Answer (YES or NO) |
|--|-----------------------|
| 1. Are there more than two institutions in your project team? | |
| 2. Are there more than two countries in your project team? | |
| 3. Are there no researchers in your team who are already a member of 2 projects (including ongoing projects)? | |
| 4. Are there any institutions on your project team which are non-ASEAN region institutions? | |
| 5. Do you know the budget provided by NICT can only support the institutions of project members which are located in the ASEAN region? | |
| 6. Do you know you cannot include personal expenses in the budget plan? | |
| 7. This call is encouraging the development of application systems to solve societal and real world problems; do you have end users in the field of application systems? | |
| 8. Is there a budget support program for this submission at your institution or in your country which you are receiving or you are applying for? | |
| 9. Did you confirm the objective, technologies, and application are different from the ongoing and finished projects? | |
| 10. If the duration of your project is more than 1 year (12 months), did you clearly separate the budget plan yearly? | |
| 11. The number of pages for your “Project Summary” is limited to one page. | |
| 12. The number of pages of your proposal is no more than 7 pages total. | |
| 13. Have you done the preparation of necessary document “Certificate Letter” for your submission? | |

How to Answer the Questions:

1. The answer should be YES, because this is a condition for submission.
2. The answer should be YES, because this is a condition for submission.
3. The answer should be YES. One researcher can join no more than 2 projects as a project member.
4. The answer can be YES or NO, this question is to remind you to answer the following question.
5. The answer should be YES. Institutions in non-ASEAN regions can be a member of your project, but the project support budget provided by NICT can only support the institutions of project members which are located in the ASEAN region.
6. The answer should be YES. Personnel expenses should be not included in your proposal, because the project support budget provided by NICT cannot support personnel expenses for your project.
7. The answer should be YES. If your answer is YES, that means the team formation of your project will be evaluated with a high score, because the ideas, comments and evaluations of the end users in the application area can be fed back immediately and precisely to the application system's development. For example, if you are developing an application system for agriculture, end users, such as farmers or agricultural specialists, need to be members of your project.
8. The answer should be YES. ASEAN IVO is encouraging R&D activities receiving different funds, like matching funds from your institution or government, to support ASEAN IVO project R&D activities. If your answer is YES, that means your proposal has high potential and will be evaluated with a high score.
9. The answer should be YES. There are a lot of projects which are ongoing or finished, please survey them with your proposal. Please describe the advantages in your proposal, if the objective, method (technologies), application development, field trial, etc. are similar to the ongoing or finished projects.
10. The answer should be YES. Since NICT's Fiscal Year is from April to March and provides annual budget to the projects, so the budget plan should be an annual plan.
11. The answer should be YES. If your proposal summary is more than 1 page, your submission will be rejected.
12. The answer should be YES. If your proposal is more than 7 pages, your submission will be rejected.
13. The answer should be YES. If you cannot provide the "certificate letter", your submission will be rejected.



**ASEAN IVO 2024
Project Proposal
- Basic Information -**

Note:

1. These tables will be the second page of the proposal submission Web Page when you submit your proposal.
2. Please carefully read How to Fill Out the Form.

| | |
|---|---|
| I. Title of Proposed Project: | |
| II. Project Theme: (Please check the box for selected topic) | |
| 1) <i>ICT for Food</i> | <input type="checkbox"/> |
| 2) <i>ICT for Environment Protection and Disaster Prevention</i> | <input type="checkbox"/> |
| 3) <i>ICT for Secure and Smart Community</i> | <input type="checkbox"/> |
| 4) <i>ICT for Health and Welfare</i> | <input type="checkbox"/> |
| 5) <i>ICT related Technologies and Applications</i> | <input type="checkbox"/> |
| III. Project Leader: | |
| Full name: | <i>(First Name), (Middle Name), (Family Name)</i> |
| Institution: | |
| Physical Address: | |
| Country: | |
| Telephone: | |
| E-mail: | |
| IV. Requested Amount (USD): | Year One: Year Two: Total: |
| V. Proposed Duration (6-24 Months): | |
| VI. Requested Starting Date: | |



**ICT Virtual Organization of ASEAN Institutes and NICT
(ASEAN IVO)**

| VII.1. Project Members: | | | |
|--|-----------------|--|---------------|
| Full Name | Position/Degree | Department, Institution, Country | Email Address |
| | | | |
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| VII.2. Associate Project Members: | | | |
| Full Name | Position/Degree | Department, Institution, Country | Email Address |
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How to Fill Out the Form:

- I. Please write your project title here.
- II. Please select the theme for your project. You may select more than one theme if your project is equally relevant to more than one.
- III. Please write your name, institution, address, country, phone number and email address, taking special care to type your email address correctly.
- IV. Please write the total amount you wish to request for your project in USD for one year, and the total budget of your project.

Note:

- 1) The details of the total amount will be requested further down in the proposal form.
 - 2) The amount of budget allocated is subject to change based on the NICT fiscal year budget situation.
 - 3) If the duration of your project is more than 12 months, please separate the annual budgets clearly, because of NICT's budget situation.
- V. Please set the duration of your project. The project can be from 6 months to 24 months (2 years). Your project should be no longer than two years.
 - VI. Please set the starting date for your project, which can be any day (inclusive) from April 1st to December 31st, in this year. However, we strongly recommend the starting date be early in the fiscal year. For example, April, May or June are better.
 - VII. There are two (2) kinds of project member, one is official member, and the other is associate member. Please enter the details of the members of your project in the two tables.
 - 1) Official members have work on the project, and they are responsible for completing the projects mission.
 - 2) Only the members in this official members list can be supported by the project budget for any project activity.
 - 3) Associate members support the project execution through arrangement of some project activities, providing the environment for field testing, consultation for the project's promotion, supporting project activities etc.
 - 4) The project's budget cannot support any activities for associate members except for academic events such as project meetings, workshops, etc. which are held at the institution the associate members works for.
 - 5) If there are more than two (2) members from one institution, please indicate the representative of the institution, except for the project leader.



Project Summary (Max: 1 page)

Title of Proposed Project:

Project Leader Name:

Institution:

Note:

1. The Project Summary should be no more than 1 page.
2. The “Project Summary” and other materials will be published on the official ASEAN IVO website, if the proposal is selected as a 2024 ASEAN IVO Project.
3. This page (Project Summary) should be one file. It will be uploaded to the proposal submission Web Page as a part of your proposal in both MS Word and PDF formats.
4. Please carefully read the explanatory notes in red.

i) Overview:

Please write a brief overview of your project, no longer than half a page.

If your proposal is similar to ongoing or finished projects, please describe the advantages briefly.

ii) Intellectual Merit and Broader Impacts:

- 1) Please write the intellectual merit and broader impacts. This should be only half a page.
- 2) Please write about the features of your proposed technologies from the viewpoint of intellectual merit.
- 3) Please write briefly the technical and social benefits of your proposed technologies in your country, the wider ASEAN region, or for the world from the viewpoint of broader impact.



Project Proposal (Max: 7 pages)

Title of Proposed Project:

Project Leader Name:

Institution:

Note:

Please pay attention on the description of the REVIEW and SELECTION in the announcement of Call for Proposals 2024. Your proposal will be reviewed based on their viewpoints.

1. Your detailed project proposal should be no more than 7 pages.
2. There is no word limit. Figures, tables and photos that you yourself have made can be used in your description.
3. This proposal should be one file. It will be uploaded to the proposal submission Web Page as a part of your proposal in both MS Word and PDF formats.
4. Please carefully read the explanatory notes in red.

i) Introduction (Max: 0.5 pages)

Please briefly describe the background of your proposed technology, including your reasons for pursuing development of the technology and the (actual or potential) benefit of this technology to society.

ii) Targets, Methods and Implementation (Max: 2 pages)

Please describe, in detail, what technological target you will focus on, what methods you will consider and develop and how to implement the technology based on your methods.

If some part of your proposal, such as the objective, method (technologies), application development, field trial, etc. are similar to the ongoing or finished projects, please read through them, and describe the specific advantages of your project in your proposal briefly.

(ASEAN IVO Projects List:

https://www.nict.go.jp/en/asean_ivo/Project_List_of_ASEAN_IVO.html)

Please describe your work plan in detail. Time schedules, figures and tables can be used for your explanation.

iii) Leveraged Resources and Participants (Max: 2 pages)

Please describe in detail why you need collaboration with other institutions, the merits of collaboration to you and every project member.

Please describe what you have and how you use existing resources such as hardware, software, data sets, etc. not only applicant, but also all members of your project must be described. Describe how you will share the resources with all members of your project.

Please provide information on all members of your project, including each member's name, affiliated institution, position within the institution, and expertise.



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Please describe the role of each member of your project clearly according to your work plan. If there are members (institutions) from Cambodia, Laos and Myanmar, please describe clearly how you will collaborate with them including technical training.

Please describe in detail how you will promote your project based on all resources.

iv) Budget Explanation (Max: 1 page)

Please note that NICT cannot provide you or your institution with money directly but can support you as follows.

- (1) Provide you the equipment you need. The equipment may be hardware, software, data sets, etc. NICT would buy the equipment based on your request and transfer the equipment to you.
- (2) Provide you traveling expenses, if you need to travel for an experiment or meeting. Traveling expenses should be limited to public transportation. For example, NICT will buy air tickets and send them to you, and also reserve hotel rooms for your stay. The calculation of travel expenses should be in detail and based on NICT regulations.
- (3) Support you to host academic events such as workshops, symposia, exhibitions, etc. NICT can offer support for venue expenses, invited speaker expenses and part of the operation expenses.
- (4) Support you to give presentations at international conferences and publish your paper in international journals, if your paper is accepted, but only the registration fee, round trip ticket and accommodation fees will be supported by your project budget, and you should give an acknowledgment in the paper.
- (5) The paper you plan to present or publish should be to describe the findings of the project and you must provide a brief outline of the project in the INTRODUCTION of your paper.
- (6) Support researcher exchange between your institution and NICT for the project. Researchers should be at least a PhD candidate or higher level and the exchange should be at least 1 month and maximum of one year. This is provided to young researchers and limited to between your institution and NICT.
- (7) For researcher exchanges, round trip fare, accommodation and daily allowance can be supported by the project budget, in accordance with NICT's regulations.

Please explain your budget plan in detail and categorize your budget based on the explanation above. NICT may ask you to make a Collaborative Research and Development Agreement in order to process the administrative procedures and promote your project smoothly.

v) Other financial support (Max: 0.5 pages)

If your project team has other financial support (e.g. matching funding) related to the research in this proposal, please describe the support, in detail, including project name, fund name, members, duration and budget (total and yearly budget) as applicable. Where relevant please state the current application/approval status for any funds.

vi) Broader Impact (Max: 0.5 pages)

Please describe, in detail, the technical and social benefit of your proposed technologies in your



country, the ASEAN region, or the world from the viewpoint of broader impact.

vii) Prospect in Future (Max: 0.3 pages)

Please describe the prospect in future after your project finished, including technology transfer, connecting to next project in big scale, etc.

viii) References (Max: 0.2 pages)

Please list the relevant academic papers authored by you or your project members, as well as other related papers to provide context and facilitate understanding of your proposal.