



**Guidelines for ASEAN IVO Phase II
Call for Proposals 2025**

This document provides guidelines for application to the ASEAN IVO Phase II - Call for Proposals 2025. 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: | July 14, 2025 |
| 2. Evaluation period: | July 2025 |
| 4. Notification of results: | August 2025 |

Submission

Please send all of your documents required for proposal submission to the following email address with the subject "Application for ASEAN IVO Phase II 2025 Project".

ASEAN IVO Secretariat:

Email: asean_ivo_sc_nict@ml.nict.go.jp

**ASEAN IVO Secretariat, NICT
June 2025**



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

Check List: **(for ASEAN IVO Phase II 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 and send to the Secretariat for proposal submission as a part of your proposal in both MS Word and PDF formats.
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 in ASEAN region?	
3. Are there no researchers in your team who are already a member of 2 projects (including ongoing projects)?	
4. Do you know the budget provided by NICT can only support the institutions of project members which are located in the ASEAN region?	
5. Do you know you cannot include personal expenses in the budget plan?	
6. If the duration of your project is more than 1 year (12 months), did you clearly separate the budget plan yearly?	
7. The number of pages for your “Project Summary” is limited to one page.	
8. The number of pages of your proposal is no more than 9 pages total.	
9. Have you done the preparation of necessary document “Certificate Letter” for your submission?	



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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 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.
5. 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.
6. 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.
7. The answer should be YES. If your proposal summary is more than 1 page, your submission will be rejected.
8. The answer should be YES. If your proposal is more than 7 pages, your submission will be rejected.
9. The answer should be YES. If you cannot provide the "certificate letter", your submission will be rejected.



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**ASEAN IVO Phase II 2025
Project Proposal**

- Basic Information -

Note:

1. These tables will be the second page of the proposal submission. and send to the Secretariat for proposal submission as a part of your proposal in both MS Word and PDF formats.
2. Please carefully read How to Fill Out the Form.
3. A review Committee will take place for project selection.

I. Title of Proposed Project:			
II. Attention Area of Proposed Project			
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:			
VII. 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 write an area focused by your proposed solution, i.e. your solution is regarding specific regional needs or environmental or social problems in every area such as food, Environment Protection and Disaster Prevention, a Secure and Smart Community, Health and Welfare, etc.
- 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. Since this is the first call of ASEAN IVO Phase II, we strongly recommend the starting date is August of this year.
 - VII. Please fill in the details of your project members, this means official members, in the table.
 - 1) Official members work on the project, and they are responsible for completing the projects mission.
 - 2) Only the members in this official member list can be supported by the project budget for any project activity.
 - 3) If there are more than two (2) members from one institution, please indicate the representative of the institution, except for the project leader.



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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 2025 ASEAN IVO Phase II Project.
3. This page (Project Summary) should be one file and send to the Secretariat for proposal submission as a part of your proposal in both MS Word and PDF formats.

i) Overview:

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

ii) Broader Impacts:

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



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Project Proposal (Max: 9 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 2025. Your proposal will be reviewed based on their viewpoints.

1. Your detailed project proposal should be no more than 9 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, and send to the Secretariat for proposal submission as a part of your proposal in both MS Word and PDF formats.

i) Introduction (Max: 0.5 pages)

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

ii) Targets, Methods and Implementation (Max: 2.5 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.

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 will use existing resources, such as hardware, software, data sets, etc. Not only the resources available to the applicant applicant, but also the resources available to all members of your project must be described. Describe how you will share the resources with all members of your project.

Please be sure to provide information on all members of your project, including each member's name, affiliated institution, position within the institution, and expertise. Please display them in a table in the proposal as well.



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For example,

Members		
Full Name	Institution	Role
<i>EMOTO Hiroshi</i>	<i>NICT</i>	<i>Data Analysis</i>
<i>EMOTO Takashi</i>	<i>NICT</i>	<i>Application Development</i>

Please describe the role of each member of your project clearly according to your work plan.

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

iv) Budget Explanation (Max: 2 pages)

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 can 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 project meeting, workshops, 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. 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. Please also provide specific details of the allocations to the participating organizations per use of the table.



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NICT will ask you to make a Collaborative Research and Development Agreement in order to process the administrative procedures and promote your project smoothly.

Year 1			
item	detail	Budget (USD)	Allocated Institution
<i>laptop</i>	<i>Date collection and analysis (Mac XXXX)</i>	<i>1,200</i>	<i>NICT</i>
Year 2			
<i>conference</i>	<i>Presentation at International Conference</i>	<i>1,500</i>	<i>NICT</i>

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: 0.8 page)

Please describe, in detail, the technical and social benefit of your proposed solution in your country, the ASEAN region, or the world from the viewpoint of broader impact.

vii) Prospect in Future (Max: 0.5 pages)

Please describe the prospect in future after your project finished, including technology transfer, social implementation with 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.