ICT Virtual Organization of ASEAN Institutes and NICT
ASEAN IVO

Guidelines for
Call for Proposals 2017

This document provides guidelines for application to the ASEAN IVO Call for Proposals 2017. Each item is the same as in the Proposal Form, with the addition of explanatory notes in red.

I. Title of Proposed Project:
Please write your project title here.

II. Project theme:

(1) Cyber-Security and its applications

(2) Smart Society: ICT applications for community and environment
   A) Smart Community
   B) Smart City
   C) Smart Village

Please select the theme for your project. You may select both themes if your project is equally relevant to both: e.g. fundamental research, translation technology, etc.

III. Project Leader:
   Full name：
   Institution：
   Address:
   Phone：
   E-mail:
Please write in detail your name, institute, address, phone number and email address, taking special care to type your email address correctly.

IV. Project Members:

Name	Position/Degree	Department, Institution, Country	Email Address

Please enter the details of the main members of your project in the table, including those from other institutions. If more than one researcher from one institution will join this project, please write the representative only.

V. Requested Amount (US$):

Please write the total amount you wish to request for your project in US$ for one year, and the total budget of your project.

Notice: the details of the total amount will be requested further down in the proposal form.

VI. Proposed Duration (6-36 Months):

Please set the duration of your project, and the project can be from 6 months to 36 months (3 years). That means your project should be no longer than three years.

VII. Requested Starting Date:

Please set the starting date for your project, which can be any day (inclusive) from April 1st to December 31st, 2017.

VIII. Project Summary

i) Overview:

The project summary should be no longer than one page.

Please write a brief overview of your project.

The "Project Summary" may be published in the home page of ASEAN IVO, booklet, etc. if the proposal is selected as a 2017 ASEAN IVO Project.

ii) Intellectual Merit:

Please write the features of your proposed technologies from the viewpoint of intellectual merit.

iii) Broader Impacts:

Please write briefly the technical and social benefits of your proposed technologies in your country, ASEAN region, or the world from the viewpoint of broader impact.

IX. Project Proposal in detail

There is no word limit. Figures, tables and photos that you yourself made can be used in your description.

i) Introduction

Please describe briefly 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

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

iii) Leveraged Resources and Participants

Please describe in detail why you need collaboration with other institutes, what are the merits to you for the collaboration, and what are the platforms and software stacks, applications and related data sets.

Please describe all members of your projects including each member's name, affiliated institution as well as position within the institution, and expertise. Describe in detail how you will promote your project based on your researcher resources.

iv) Broader Impact

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.

v) Budget Explanation

Please note that NICT cannot provide you or your institution cash directly, but could support you as follows.

(1) Provide you the equipment you need. The equipment may have 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. The 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 traveling 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 operation expenses.

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 Agreement in order to process the administrative procedures and promote your project smoothly.

vi)   Other financial support

If your project team has other financial support (e.g. matching fund) 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.

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

viii)   Facilities, Equipment and other Resources
Please list briefly the facilities, Equipment and other Resources that you have and your partners have for supporting your project.