



## **Guidelines for Call for Proposals 2020**

This document provides guidelines for application to the ASEAN IVO Call for Proposals 2020. 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.

### **Submission**

1. The check list should be the first page before your proposal and you should fill out all items on the check list.
2. Submit applications by filling in all necessary items on the proposal form and E-mail by attachment in both MS Word and PDF formats.
3. Submit to: ASEAN IVO Secretariat  
Dr. Hiroshi EMOTO  
International Research Advancement Office  
Global Alliance Department  
National Institute of Information and Communications Technology  
4-2-1, Nukui-Kita, Koganei  
Tokyo 184-8795  
Japan  
Tel: +81-42-327-7319  
Fax: +81-42-327-5321  
Email: [asean\\_ivo\\_sc\\_nict@ml.nict.go.jp](mailto:asean_ivo_sc_nict@ml.nict.go.jp)

### **Important Dates**

1. Deadline for proposal submission: January 6, 2020
2. Evaluation period: March 2020
3. Notification of results: April 2020

**ASEAN IVO Secretariat, NICT  
September 2019**



**Check List:**  
**(for ASEAN IVO Proposal Submission)**

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 any institutions on your project team which are non-ASEAN region institutions?	
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. This call is encouraging the development of application systems to solve societal and real world problems; do you have experts in the field of application systems?	
7. 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?	
8. Did you confirm the objective, technologies, and application are different from the ongoing and finished projects?	
9. If the duration of your project is more than 1 year (12 months), did you clearly separate the budget plan yearly?	
10. The number of pages of your proposal is no more than 10 pages total.	

**Note:**

1. This list is to help the applicant to make sure for the application is complete before you submit.
2. Every applicant should answer each question on the check list and submit the proposal with this check list.
3. If there is no this check list in your proposal, your submission will be rejected.
4. If you did not answer all questions, your submission will be rejected.
5. If the number of pages of your proposal is over 10 pages total, your submission will be rejected.
6. Please carefully read the next page, How to Answer the Questions.



**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 can be YES or NO. This question is to remind you to answer question 4.
4. The answer should be YES. Institutions in non-ASEAN regions can be a member of your project, but the funds 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 funding provided by NICT cannot support personnel expenses for your project.
6. 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 expert 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, experts, such as farmers or agricultural specialists, need to be members of your project.
7. 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.
8. 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.
9. The answer should be YES. Since NICT's Fiscal Year is from April to March and cannot carry over into next the fiscal year, so the annual budget should be spent before March 2021.
10. The answer should be YES. If your proposal is more than 10 pages, your submission will be rejected.



## ASEAN IVO 2020 Proposal

**Note:**

1. The number of pages for items I to IV should total no more than 2 pages.
2. Please carefully read How to Fill Out the Form.

<b>I. Title of Proposed Project:</b>	
<b>II. Project Theme:</b> (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 related Technologies and Applications</i>	<input type="checkbox"/>
<b>III. Project Leader:</b>	
Full name:	
Institute:	
Address:	
Telephone:	
E-mail:	
<b>IV. Requested Amount (USD):</b>	
<b>V. Proposed Duration (6-24 Months):</b>	
<b>VI. Requested Starting Date:</b>	



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

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<b>VII.1. Project Members:</b>			
Full Name	Position/Degree	Department, Institution, Country	Email Address
<b>VII.2. Associate Project Members:</b>			
Full Name	Position/Degree	Department, Institution, Country	Email Address



**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, institute, address, 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 (Fiscal Year 2020: April 2020 – March 2021, Fiscal Year 2021: April 2021 – March 2022) clearly, because of NICT's budget situation.
  - 4) The annual budget you planned for this year, should be spent within this fiscal year from April 2020 to March 2021, without any consideration for the starting date.
- 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, 2020. However, we strongly recommend the starting date should 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 meeting, workshop, etc. which are held at the institution the associate members work 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.



## VIII. Project Summary (Max: 1 page)

### 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 2020 ASEAN IVO Project.
3. 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 the 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 ASEAN region, or the world from the viewpoint of broader impact.

## IX. Project Proposal in detail (Max: 7 pages)

### **Note:**

1. The detailed project proposal should be no more than 7 pages.
2. There is no word limit. Figures, tables and photos that you yourself made can be used in your description.
3. 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](https://www.nict.go.jp/en/asean_ivo/Project_List_of_ASEAN_IVO.html) )

### **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 the platforms and software stacks, applications and related data sets.

Please provide information on all members of your project, including each member's name, affiliated institution, position within the institution, and expertise. Describe in detail how you will promote your project based on your research resources.

### **iv) 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.

### **v) Budget Explanation (Max: 1 page)**

Please note that NICT cannot provide you or your institution with money 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 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 Agreement in order to process the administrative procedures and promote your project smoothly.

**vi) 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.

**vii) References (Max: 0.3 pages)**

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 (Max: 0.2 pages)**

Please list briefly the facilities, equipment and other resources that you and your partners have for supporting your project.