
PROJECT APPLICATION GUIDELINES AND FORM

Relating to

IHO - SINGAPORE INNOVATION AND TECHNOLOGY LABORATORY

APPLICATION GUIDELINES FOR PROJECT PROPOSAL UNDER THE IHO – SINGAPORE INNOVATION AND TECHNOLOGY LABORATORY

1. SCOPE

The collaboration between the International Hydrographic Organisation (IHO) and Singapore to establish the IHO-Singapore Innovation & Technology Laboratory (IHO Lab) is to encourage Member States, including stakeholders to jointly undertake Innovative, testbedding or proof-of-concept related to Hydrography. The IHO Lab would also be a registry of projects in order to avoid duplication of effort and optimise the use of resources. The project application guidelines and form, including registration of project appear as **Annex A and B**, respectively.

Projects could either be self-funded by collaborating partners or where available, some funding support provided by the IHO Lab.

2. QUALIFYING ORGANISATIONS

Participating parties undertaking the projects under the IHO Lab have to be :

- IHO Member States;
- IHO with other International Organisations; or
- Stakeholders in partnership with an IHO Member State(s).

3. CO-FUNDING

Where available, the IHO Lab may co-fund up to 50% of the total qualifying project costs , comprising of manpower and equipment either engaged or acquired for the purposes of the project, and other operating expenditure incurred for the purposes of the project.

Though the total project costs could include the cost of existing staff, equipment and use of the qualifying organisation's Intellectual Property (IP), the funding generally may not cover such costs. However, if the project is undertaken mainly by the qualifying organisation's research, technology development and engineering staff, the co-funding of the staff directly involved in the project could be considered on a case-by-case basis. Nevertheless, the decision of IHO Lab Governing Board on the qualifying project cost items shall be final.

4. DISBURSEMENT

If approved, the funds will be disbursed on a reimbursement basis at six-monthly intervals or upon successful completion of the project, if earlier, and in accordance with the Terms of Funding (Schedule B).

5. TECHNOLOGY PROFILING

The project may be selected for profiling in IHO-sponsored publications, or be showcased at conferences, exhibitions or other publicity efforts organised by IHO or its member States. Any project profiling shall be subject to parties' mutual agreement, and will not compromise the applicant's IPR filing process, if any.

6. APPLICATION AND APPROVAL

To apply for funding support by the IHO Lab Fund, please:

- a. mail the duly completed Application Form set out in Annex A and the signed project proposal and supporting documents, to the following address:

General Manager

IHO-Singapore Innovation and Technology Laboratory; or

- b. email a softcopy of all of the items described in sub-paragraph (a) above, to the IHO Lab mailbox at IHO_Lab@.org copying the General Manager in charge.

IHO Lab reserves the right to reject any application in the event of failure of the Applicant to fulfil any of the eligibility criteria. If approved, the IHO will notify the Applicant by way of a Letter of Offer. If rejected, IHO Lab will also notify the Applicant.

7. SUPPORTING DOCUMENTS TO BE SUBMITTED

Applicant(s) to fulfil and provide:

- a. Signed Letter of Collaboration from all project partners, the letter should include description of each collaborators' roles and contribution towards the project; and
- b. For commercial stakeholder to provide latest Organisation's business profile dated not more than 6 months from the date of application submission.

APPLICATION FOR FUNDING SUPPORT FROM THE IHO LAB

1. All fields are to be completed. Please indicate "N.A" where information is not applicable.
2. Incomplete submission may result in a delay in processing or an application rejection.
3. To qualify for funding support, the Project shall only commence after the application has been approved by the IHO Lab.
4. The approval of the application is at the sole discretion of the IHO Lab. The IHO Lab is not obliged to state the reasons for its decision.

Project Title		
Project Description		
Summary of Project Objectives		
Summary of Project Deliverables		
Practical Relevance to the Hydrographic Community / Industry		
Project Team (Please include details of all team members in Appendix 1). Team Leader and list of team members		
Applicant(s) Information		
Collaborator(s) Information Name of Collaborator(s) and Organisation(s)		
Project Schedule (Please provide detailed project schedule in Appendix 2).		
Summary of Project Cost (Please attached detailed breakdown of budget estimates and description of costs in Appendix 3).		
Project Item(s)	Project Costs (€)	Funding Support Required (€)
Manpower		
Equipment		
Other Operating Expenditure		
Total Costs		
Other Sources of Funding (Have you attempted, applied for or obtained any other forms of incentives/funding for this project or similar projects?)		
Do you require a Work Space at the IHO Lab? If so, please provide : Work Area needed (m3) Other Requirments		
Declaration by Applicant(s) We, the Applicant hereby declare that the information provided in this Application Form, including the supporting documents attached hereto, are true and correct. We have read and understood the terms set out herein, including the Terms of Funding and we agree to be bound thereby. Name of Applicant : Date :		

REGISTRATION OF PROJECT(S) WITH IHO LAB

Project Title
Project Description
Summary of Project Objectives
Summary of Project Deliverables
Project Team
Applicant(s) Information
Collaborator(s) Information
Project Schedule
Summary of Project Cost

PROJECT TEAM LEADER AND MEMBERS

Please provide the following details below:

- A) Name
- B) Designation
- C) Education / Professional Qualifications
- D) Department
- E) Organisation
- F) Postal Address
- G) Tel No.
- H) Email Address

Please provide details of Research, Scientists and Engineers (RSEs) participating in the project, indicate the Names, whether Existing/New hire.

PROJECT SCHEDULE

Please provide details on the following:

- A) Detailed project work plan
- B) Overview in Gantt Chart format
(Applicant May Submit a Separate Attachment for the Gantt Chart)

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- A) Detailed project work plan
- B) Overview in Gantt Chart format
(Applicant May Submit a Separate Attachment for the Gantt Chart)

	Year 1 Q1	Year 1 Q2	Year 1 Q3	Year 1 Q4	Year 2 Q1	Year 2 Q2	Year 2 Q3	Year 2 Q4	Parties Involved
Task 1									<ul style="list-style-type: none"> • Lead Company • Collaborator 1 • Collaborator 2
Task 2									<ul style="list-style-type: none"> • Lead Company • Collaborator 1
Task 3									<ul style="list-style-type: none"> • Collaborator 1 • Collaborator 2
Task 4									<ul style="list-style-type: none"> • Lead Company • Collaborator 1

SUMMARY OF PROJECT COSTS (To Indicate Cash or In-Kind)

Qualifying Project Costs		Cost of Item €K	Collaborator Contribution (If Any) €K
Category*	Details of Items		
Manpower (Please provide itemised details and budget breakdown)	<i>e.g. Research Scientist €5000 x 12 months</i>		
Equipment (Please provide itemised details and budget breakdown)	<i>e.g. Sensors, meters, Software Licenses</i>		
Other Operating Expenditure (Please provide itemised details and budget breakdown)	<i>e.g. IP filing costs</i>		
Total €K			

*The Cost of Item indicated shall include any Collaborator Contribution(s) obtained for the same item.

*The Governing Board needs to discuss what are the qualifying expenses eligible for co-funding.