

**CLOSING THE RESOURCE LOOP (CTRL)  
FUNDING INITIATIVE (FI)**

**REQUEST FOR PROPOSAL (RFP) ON  
BEYOND INCINERATION: PLASTIC WASTE AND PACKAGING SOLUTIONS**

**Instructions and Templates for Applicants**

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Part 1      **List of Documents Related To The Request For Proposal**

|    |                                                                                                         |
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| 1  | Instructions and Templates for Applicants                                                               |
| 2  | Request For Proposal (RFP) On Beyond Incineration: Plastic Waste Recycling And Packaging Solutions      |
| 3  | Research Proposal Template                                                                              |
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## Part 2 General Instructions

1. The CTRL Funding Initiative is a research grant scheme administered by the National Environment Agency (NEA) to fund research and development that would support development of sustainable resource recovery solutions for key waste streams such as plastics.
2. The project proposal(s) shall be submitted **by the grant closing deadline** as follows:
  - a. A completed application via the Integrated Grant Management System (IGMS)
  - b. All applications must be endorsed online by the Director of Research (or equivalent) in the IGMS.
3. The proposal(s) submitted may be subjected to international peer review and will be sent to an evaluation panel comprising academia and experts from the industry. All information needed for a proper and complete evaluation should therefore be included in the application to facilitate a good understanding of the project. Privileged or confidential information shall be clearly marked as confidential.
4. The applicant(s) shall agree that:
  - a. The NEA is under no obligation to award research grant in whole or in part to any proposal;
  - b. The applicant(s) shall abide by the decisions of the NEA; and
  - c. The applicant(s) shall not take legal action against the NEA, the Peer Reviewer, or any member of the evaluation panel in relation to their role in evaluating and deliberating the project proposal.
5. Applicant(s) shall refer to the Annexes in preparation of the proposal.
6. Urban Solutions and Sustainability (USS) domain agencies are compiling a metadata catalogue to improve accessibility of data requested by researchers. It seeks to encourage early (i.e. pre-award) data-related discussions between implementing agencies and Investigators and will serve as a central reference for datasets available within agencies for data requests, to be used exclusively for the Research.
7. Datasets within the metadata catalogue that could be useful for research related to 'Beyond Incineration: Plastic Waste Recycling And Packaging Solutions' are in

Annex A. Interested Investigators from the following organisations may request the metadata catalogue by writing to the CTRL Grant Secretariat at [CTRL\\_Grant\\_Secretariat@nea.gov.sg](mailto:CTRL_Grant_Secretariat@nea.gov.sg) through the respective channels below. For request that has been approved, an authorised signatory from the requesting organisation must agree to an undertaking before the metadata catalogue is shared.

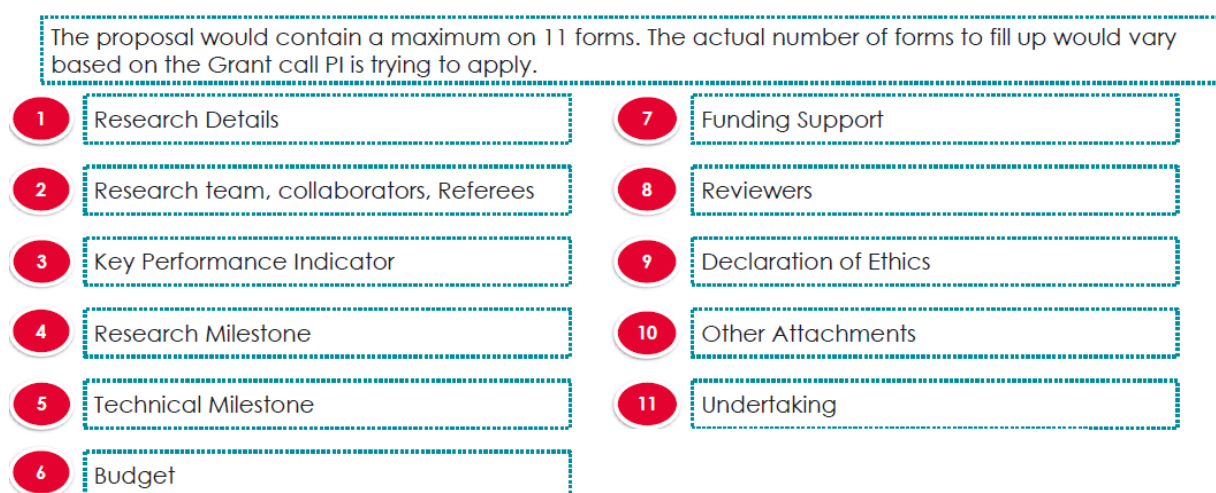
- Public Institutions (i.e. Autonomous Universities, polytechnics, A\*STAR Research Entities, and Temasek Life Sciences Laboratory) may approach your respective Research Offices to request in writing for the metadata catalogue
  - Local Entities (that are not part of the list of public institutions) may write in to request for the metadata catalogue directly.
8. Beyond the metadata catalogue, applicants could also specify and describe datasets required (refer to Research Proposal Template - Data Requirements). Agencies will assess the requests and may seek clarifications, if needed. Please note that agencies reserve the right to turn down requests for the metadata catalogue and datasets that are deemed sensitive. Datasets requested from the Government and/or public agencies will require the signing of separate undertaking form.
9. Please contact the Secretariat at [CTRL\\_Grant\\_Secretariat@nea.gov.sg](mailto:CTRL_Grant_Secretariat@nea.gov.sg), should you have any other enquires.

## Part 3      Format For Project Application

Submissions must be completed via the IGMS. This set of instructions is to be used in conjunction with the training manuals found on IGMS <https://researchgrant.gov.sg/Pages/TrainingGuides.aspx> for potential applicants.

### Outline of submission in IGMS [refer to training guide “help guide for potential applicants”]

In addition to the onscreen instructions, guidance to specific sections of the application is provided below. The section numbering is aligned with the training guide “**Help guide for Potential Applicants**” to facilitate the application process:



#### 1. Research Details

For section 1.7 Research Proposal, the applicant(s) is required to complete the ‘Research Proposal Template’ found in IGMS.

#### 2. Research team, collaborators, Referees

2.1. Research Team

2.2. Collaborators

2.3. Referees (not required)

2.4. Mentor (not required)

Applicant(s) shall include his/her Curriculum Vitae (CV) and project members’ CV in the proposal, using the “CV template” found in IGMS. The assignment of role to the member, e.g. collaborator, Co-PI, should best reflect their

responsibility in this project and their obligations when the proposal is awarded. The detailed definitions of the various roles and responsibilities can be found in “Annex B - Guidelines for the Management of Research Grants” and the “Annex C - Terms and Conditions”.

### 3. Key Performance Indicator

During the proposal submission stage, Key Performance Indicator section will not be available. Applicant(s) shall provide the details using the “Research Proposal Template” in the Research Details section.

### 4. Research Milestone

Detailed activities to be undertaken in this project.

### 5. Technical Milestone

Key technical deliverables expected from the successful execution of the project, input vis-à-vis research objectives and how they would be measured at mid-term and programme completion.

### 6. Budget

6.1. Summary

6.2. Expenditure on Manpower

6.3. Other operating expenses

6.4. Equipment

6.5. Oversea Travel

6.6. Research Scholarship (not required)

6.7. Supplemental Human capital (not required)

6.8. Attachments

Refer to “Annex B - Guidelines for the Management of Research Grants” for additional guidance on budgeting and Appendix within “Annex B” for list of exclusions.

For joint applications between multiple organisations, the requesting institute should be clearly indicated in the “description” column.

|                                               |
|-----------------------------------------------|
| Description                                   |
| Institute A - Equipment will be used for .... |
| Institute B - Equipment will be used for .... |

7. Funding support [Refer to Training Manual]

8. Reviewers

Each application must include **at least three** recommendations of international peer reviewers who could potentially be contacted to evaluate the proposal in the submission through IGMS and the full proposal PDF document.

In providing the recommendations, the applicant(s) shall provide these additional details of the nomination (in the “Relationship to PI/Co-PI/reasons” field) and certifies that the recommended reviewers:

- a. are experts in the subject matter capable of offering unbiased opinions on the scientific merits of the proposed project;
- b. have breadth and depth of knowledge of the field to evaluate the broader, multi-disciplinary, societal and educational impact of the proposed project;
- c. have good knowledge of global developments in the field to evaluate the relevancy and competitiveness of the proposed project;
- d. declare any relationship, direct or otherwise, with the applicant(s) (e.g. thesis advisor or advisee, current or recent (within the past 24 months) research collaborator, past-colleagues, acquaintance, etc.); and have no financial interest in the proposed project.

9. Declaration of Ethics Approval [Refer to Training Manual]

10. Other Attachments

**References and synopsis of papers**

Applicant(s) shall upload to IGMS the references that are relevant to the project proposal. Applicant(s) may also include synopsis of papers up to four pages as part of this section.

To upload all attachments required and additional materials relevant to the proposal.

Please use Arial Font size 12. All submissions shall be in English.

11. Undertaking [Refer to Training Manual]