**CEI RESEARCH APPLICATION FORM**

**INSTRUCTIONS**

Detailed guidance on completing the form can be found in the endnotes. Please complete the Research Application Form below, save and upload it as well as the following supporting documents in your online application. Please ensure that all signatures are in place before the form is submitted. Incomplete applications may not be considered for review.

Your application must include the following attachments:

1. This completed and signed Application Form
2. A completed Budget Plan
3. Short CV(s) of all research team member(s)
4. Any approvals or support documents that will aid in the review (optional)

**PART I: PROJECT SUMMARY**

**Project Title (no more than 15 words)**

|  |  |  |
| --- | --- | --- |
|  | | |
| **Area(s) of Focus/ Main themes** | **Yes** | **No** |
| (i) Environmental Monitoring |  |  |
| (ii) Living lab (smart cities, energy efficiency, and green technologies) |  |  |
| (iii) Digital Materials Science |  |  |
| (iv) Environmental Sustainability and Community Resilience |  |  |

**Project Personnel[[1]](#endnote-2)**

| **Name, Google Scholar or ORCID IDs, website** | **Organization  (VinUni College or External Organization)** | **Email** | **Role  (PI/Co-PI/Member/Research Assistant)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project duration**

|  |  |
| --- | --- |
| **Total Duration** |  |

**Total budget request (by each year and total)[[2]](#endnote-3)**

|  |  |  |
| --- | --- | --- |
| **Total amount** | **USD** | **VND** |
| *AY 24-25* |  |  |
| *AY 25-26* |  |  |

**PART 2: TECHNICAL DETAILS**

**Project summary (no more than 150 words)[[3]](#endnote-4)**

|  |
| --- |
|  |

**Key Research Aims (no more than 150 words)[[4]](#endnote-5)**

|  |
| --- |
|  |

**Research Objectives: For each of the research aims describe the Research Objectives[[5]](#endnote-6)**

|  |
| --- |
|  |

**Research design and methods[[6]](#endnote-7)**

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| --- |
|  |

**PART 3: OUTPUT/OUTCOME COMMITMENT**

Fill in the expected outcomes to fit your project. Note that you don't need to fill in every category.

|  |  |  |
| --- | --- | --- |
| **Developing Innovative Solution** | No. of Patent(s)/ IPs, Products/ Solutions |  |
| Prototypes, artefacts, datasets & software |  |
| Impact (Commercialization, application scale and effect) |  |
| Award(s), Exhibitions |  |
| Scholarly publication(s) |  |
| Others (e.g.: index, policy brief, white paper, & reports) |  |
| **Building Talent** | No. of VinUni faculty & staff involved |  |
| No. of VinUni students involved |  |
| **Enhancing Reputation  of VinUni & Follow-Up** | VinUni's reputation |  |
| Academic collaboration (International and Partnership) |  |
| Corporate collaboration |  |
| Potential external funding |  |
| Any other important impacts |  |

**PART 4: BUDGET JUSTIFICATION[[7]](#endnote-8)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ensure that every budget item directly supports the research objectives and activities outlined in your proposal. Justify how each expense contributes to the overall goals and outcomes of the project. Provide a clear explanation of how the budgeted items will be used and based on the cost norms established at VinUni.   |  |  |  | | --- | --- | --- | | **No.** | **Categories of Budget** | **Amount (USD)** | |  | Personnel Costs |  | |  | Equipment |  | |  | Materials and Supplies |  | |  | Workshop, Conference, Travel (if any) |  | |  | Consultants and Subcontracts |  | |  | Media and Communication (videos, brochures…) |  | |  | Other Direct Costs (software licenses, patents, or publication fees |  | |  | Indirect Costs (overhead, facilities and administrative support, facilities maintenance) |  | | **Total** | |  | |

*(\*) After the initial screening round, the selected proposal must provide a completed budget plan using the Excel template provided by the CEI office.*

**PART 5: FACILITIES, EQUIPMENT, & OTHER RESOURCES**

**List the internal and external resources required and provided for this project[[8]](#endnote-9)**

|  |
| --- |
|  |

**Where will the research activities be primarily conducted?**

|  |
| --- |
|  |

**PART 6: RESPONSIBLE RESEARCH**

**Will the study involve any of the following?[[9]](#endnote-10)**

|  |  |  |
| --- | --- | --- |
| **Regulatory Review** | **Yes** | **No** |
| Use or collection of data from or about human participants |  |  |
| Live vertebrate animals |  |  |
| Use of biohazardous agents (infectious agents, viruses, bacteria, recombinant materials) |  |  |

**Have all research members for this project agreed to this final proposal and agree to conduct the proposed research?**

Yes  No

**PART 7: CERTIFICATIONS**

**By submitting this proposal, the PI and Co-PIs certify that:**

1. To the best of their knowledge, the information contained in this form and the corresponding proposal is accurate and complete.
2. If an award is made, the PI will be responsible for compliance with award terms and university policies and procedures, including the technical conduct of the work, submission of technical reports, regulatory compliance, and financial management.
3. The proposal and other corresponding information do not contain any false, fictitious, or fraudulent statements or claims.

| **Role** | **Name** | **Signature (or email approval)** | **Date** |
| --- | --- | --- | --- |
| PI |  |  |  |

*(\*) You can add more row to the table if you have more than 1 person for the same role.*

**College Approval**

This proposal is compatible with the objectives and policies of the College(s)/Center(s) involved. The unit agrees with the budget and accepts any cost sharing/resource commitment related to this project. The unit confirms that PI eligibility requirements and special conditions have been met.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Signature or email approval** | **Date** |
|  |  |  |  |

**Guidance for completing the form**

1. For all PIs and research members, insert their Google Scholar or ORCID IDs if any. [↑](#endnote-ref-2)
2. Make sure that these numbers match with the budget numbers in your budget document. [↑](#endnote-ref-3)
3. Describe the project’s importance, scope, and problem statement (i.e., what real-world problem it tries to solve). This is not necessarily an act of the proposal, “but rather a self-contained description of the activity and outcomes that would result if the proposal were funded”. [↑](#endnote-ref-4)
4. Describe what problems you hope to solve. This is the overall purpose of conducting the research. It could be to add to the knowledge in the area, to address an existing gap in the knowledge, to devise and test a solution to an existing problem, etc. [↑](#endnote-ref-5)
5. For each of the research aims describe the Research Objectives. Research Objectives are the specific steps that you will take to achieve the aims. Research Objectives should be Specific, Measurable, Achievable, Realistic and Time bound (SMART). [↑](#endnote-ref-6)
6. Elaborate in more details how the research challenge(s) will be addressed. For example, describe the design of the research and the methods to be used for each objective. If the methods are shared across objectives, you only need to describe them once. [↑](#endnote-ref-7)
7. Provide a justification for the requested funds. Where possible describe why the expense is necessary and how you have considered alternatives to ensure the best utilization of the available funds. [↑](#endnote-ref-8)
8. Briefly describe any resources that partners and collaborators will provide for the project if it is funded. Include information about Library resources, labs and research facilities databases and any others. [↑](#endnote-ref-9)
9. If the answer to any of the questions above is “Yes”, the CEI staff will work with the PI to ensure that necessary approvals are in place for the research to begin. [↑](#endnote-ref-10)