**VINUNI RESEARCH APPLICATION**

**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. CV(s) of all research team member(s)
4. Any approvals or supporting documents that will aid in the review (optional)

**Proposal Application Form**

*Please use these latest forms in your submission as they reflect the latest compliance standards as prescribed by VinUniversity. This application form consists of seven sections (Parts 1-7). Below, you will find clarifications and notes on how to complete each section. When writing your full proposal, please be specific and provide only information relevant to the proposal and its objectives. Keep in mind that the proposal requires endorsement from your Dean and will be assessed by the VinUni Research Affairs Committee (RAC), which has also invited expert reviewers (e.g., internal and external experts, including members with both academic and non-academic backgrounds relevant to the theme of the call) as well as a financial review to ensure sustainability and cost optimization.*

*Please refer to the* [*Call for Proposals*](https://vinuni.edu.vn/research/resource_opportunities/opportunities/)*,* [*Research Management Framework*](https://vinuni.edu.vn/research/resource_opportunity/research-management-framework/) *and* [*Research Policies*](https://policy.vinuni.edu.vn/research/) *for specific conditions, refer to* [*VinUni Policies*](https://policy.vinuni.edu.vn/all-policies/) *for other related Legal, OP, Finance, HR, or Safety issues. Please note that you will be asked by the RMO to revise your proposal after submission if needed.*

**PART I: PROJECT OVERVIEW**

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

|  |
| --- |
| *Provide a title for your project and, if applicable, include an abbreviation or acronym.* |

Contribution to the theme of the call:

[ ]  Climate Change Adaptation and Sustainability

[ ] Personalized Healthcare, Precision Medicine, Therapeutics and Health Systems

[ ]  Green Transformation and Green Growth

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

| Name, Google Scholar or ORCID IDs, website | Organization (VinUni College or External Organization) | Email(Please use your VinUni email if available) | Role of Human Capital (PI/Co-PI/Member/Research Assistant) |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

*List the names of the Principal Investigator (PI), co-Principal Investigators (co-PIs), key research members, PhD/Master/UG students, Research Assistants ... involved in the project. Ensure that you have obtained their agreement prior to including them in the proposal. You are asked to provide a brief CV for each partner, collaborator, or consulting expert.*

**1.3. Project duration** *(Provide the intended start and end date of your project. Projects must start within 06 months of being awarded funding. The maximum project duration is 36 months)*

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

*Intended start date: <dd-mm-yyyy>*

*Intended end date: <dd-mm-yyyy>*

**1.4. Funding type**

[ ]  **Signature (Up to $US 150,000)**

[ ]  **Critical (Up to $US 50,000)**

[ ]  **Emerging (Up to $US 20,000)**

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

|  |  |
| --- | --- |
| **Total amount (USD)** | **$US** |
| **Total amount (VND)** | **VND** |

**PART 2: TECHNICAL DETAILS**

**2.1. Project summary (no more than 300 words) [[3]](#endnote-4)**

|  |
| --- |
| *Provide a brief description of your project, highlighting its main features and intended outcomes. Include a problem statement and innovation question, as well as the project's relevance and urgency in relation to the themes of the call and its social impact, aligning with the assessment criteria to create an Impact Plan. An Impact Plan consists of a clear problem analysis and a pathway to impact (see the figure below).**Incorporate the following aspects:* *- Which problem(s) will be solved?**- Which societal challenge does the proposed research aim to solve?* *- What is the desired societal, environmental and economic impact of the project?* |
| **Public summary:** *Provide a public summary of your research project of max. 100 words. This summary will be published on the VinUni Research website if your proposal is funded.* |

**2.2. Background (no more than 250 words)[[4]](#endnote-5)**

|  |
| --- |
|  Describe briefly the background, objectives, needs addressed, methodology, work planning, stakeholder involvement and expected impact of outcomes and potential benefits and suggested collaborative project..*.**1. Problem statement and innovation question: Describe the societal challenge(s) / problem(s) and innovation question(s) your project will address. Which of their causes are related to a lack of knowledge? State the problem and innovation question such that they relate clearly to the proposed research activities. Defining the problem and innovation question together with your partners and stakeholders is the first step in the engagement with them. Your description of the innovation question here should clarify the concrete innovation(s) that are necessary for solving the problem(s) you intend to address.**2. Relevance and urgency with respect to the themes of the call: Describe the relevance and urgency of the problem(s) you will address in light of the themes of the call (as described in VinUni Research Management Framework https://policy.vinuni.edu.vn/research/research-management-framework/ and the Call for proposals). How will your project contribute to the topic(s) or challenge(s) indicated in the call?**3. Societal impact: Describe the desired societal impact: what are the desired cultural, economic, industrial, ecological and/or social changes? Which economic opportunities will be created by your project, and in what way? Your desired impact needs to be more than just a general statement of a mission or goal – it needs to be a detailed picture of the desired changes, that relates convincingly to your research focus.* *4. Assumptions: Which assumptions are being made in the formulation of the problem, the problem analysis and your desired societal impact? Specify at least three.* |

**2.3. Key Research Objectives: For each of the research aims describe the Research Objectives (no more than 250 words)[[5]](#endnote-6)**

|  |
| --- |
| Specify the objectives your project most closely addresses and detail the specific problem your solution aims to solve. The key research objectives must align with the complexity of the work and reflect the overall value of the proposed project.*The objectives and planning should be sufficiently detailed to justify the proposed effort and enable effective progress monitoring.** *Describe the overall and specific objectives for the project, which should be clear, measurable, realistic and achievable within the duration of the project. Use Key Performance Indicators (KPIs) where possible.*
* *Describe how your solution in this project will create tangible impact and for whom.*
 |

**2.4. Project design and methods[[6]](#endnote-7)**

|  |
| --- |
| List all the methods and technologies currently used in your project. * Describe and explain the overall methodology, distinguishing, as appropriate, activities such as research, demonstration, piloting, first market replication, etc.
* A detailed work plan should be presented, broken down into work packages [WPs]\* which should follow the logical phases of the implementation of the project, and include the assessment of progress and results.

Please present your project plans as follows:i) Describe the overall strategy of the work plan.ii) Show the timing of the different WPs and their components (Gantt chart or similar)iii) Provide a detailed work description broken down into work packages: Work package list and the description, deliverables, milestones. Describe any significant risks, and associated contingency plans.*\*A work package is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project. Map out a reasonable plan of your work packages so that you can monitor your own progress and manage your project effectively. Each work package will be carefully planned to outline specific research activities, timelines, and resources required. Clear milestones will be established to track progress, ensuring alignment with the overall project objectives. The expected outcomes for each work package include well-defined deliverables, measurable impact, and contributions to the project's overarching goals, such as publications, prototype development, or external funding applications.* |

**PART 3: OUTCOME COMMITMENT AND EXPECTED IMPACTS**

|  |  |  |
| --- | --- | --- |
| Criteria | Indicators | Output/Measurable Outcomes |
| **Talent Development** | No. of VinUni faculty & staff involved  |   |
| No. of VinUni UG students involved  |   |
| No. of VinUni graduate students involved  |    |
| **Enhancing Reputation** **of VinUni**  | VinUni’s academic reputation |  |
| Academic collaboration(s) |   |
| Industry collaboration (s) |   |
| Scientific Event Organization(s) and Presentation(s) |    |
| Any other important impacts |   |
| **Breakthrough Innovation** | No. of Patent(s)/ IPs |   |
| Products/ Solutions, Prototypes, artefacts, datasets & software  |   |
| Any quantifiable economic/social/environmental impact  |   |
| Award(s), Exhibits  |  |
| Scholarly publication(s)  |  |
| Index, policy brief, white paper & reports  |  |
| **External funding** | Identifying potential external funding sources |  |
| Summiting proposal |  |
| Securing funding (eg, matching fund) |  |

*Explain how it is supporting the development of solutions to address environmental, social impact and health safety issues, within, if convenient, a life cycle analysis approach, or the development/deployment of tools, applications, and services enabling to respond population needs. Describe the measures you propose for the dissemination and/or exploitation of project results, and how these will increase the impact of the project. Mention the organization(s) you wish to collaborate with to initiate, accelerate, or scale your solution. Explain the public good that your solution provides. Describe also your plans for the management of knowledge (intellectual property) acquired in the course of the project.*

*If relevant, please describe possible ethical and/or regulatory issues and considerations including authorization requirements (scientific ethics and data security or other) and handling of health, environmental or ethical issues associated with the project*

*Others: Intellectual Property position and strategy; Risk management and contingency planning; Data management and ethical aspects. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible?*

**PART 4: BUDGET JUSTIFICATION (no more than 150 words)[[7]](#endnote-8)**

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.

|  |
| --- |
|  |

Summary of the project budget:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Budget Categories** | **Amount (in VND)** | **Amount (in USD)** |
| Part A | Personnel |  |  |
| Part B | Materials and other consumables |  |  |
| Part C | Equipment |  |  |
| Part D | Travel |  |  |
| Part E | Other costs |  |  |
|  | **TOTAL** |  |  |

**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**

**6.1. 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) |[ ] [ ]

# All research activities involving the use of human subjects must be reviewed and approved by the Institutional Review Board (IRB) before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have IRB approval. We recommend that you submit your IRB application at least 2 months before you plan to collect data.

**6.2. Related Conflict of Interests:**

PIs must declare an actual, perceived or potential conflict of interest if they participate in any of the following activities with someone who they have, or have had, a close personal or financial relationship.

* Do any of the investigators or their immediate family members have a financial interest in, or stand to gain financially from, the outcome of the research?

Yes [ ]  No [ ]

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

Yes [ ]  No [ ]

In the case of a perceived or potential conflict of interest, the PI must submit a written management plan. The plan should focus on the contributions and benefits to the project while addressing any potential risks. The final plan will be reviewed by the RAC, HR, and approved by the RAC chair.

**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. Proof of any required ethical approval must be received by the RMO before your project can start.
3. PIs have discussed the final version of this proposal with all individuals mentioned in this proposal. All such individuals mentioned are aware of and agree with their role and intended contribution to the project, should this be awarded funding.
4. If an award is made, the PI will be responsible for compliance with award terms and VinUniversity’s policies and procedures, including the technical conduct of the work, submission of technical reports, regulatory compliance, data management and financial management.
5. 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 rows 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.

*In the case of cross-college research project, the research team must obtain approval(s) from all involved College(s)/Center(s).*

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

*(\*) You can add more rows to the table if you have more than 1 College/Center involved.*

1. For all PIs and research members, insert their Google Scholar, SCOPUS Profile, or ORCID IDs. [↑](#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 Timebound (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 RMO staff will work with the PI to ensure that necessary approvals are in place for the research to begin.

**Guideline for writing research proposal**

|  |  |
| --- | --- |
| Brief Description | Provide a brief description of your solution, highlighting its main features and intended outcomes. |
| Location and Leadership | Identify the city, town, or region where your solution team is based, and name the Team Lead. |
| Objective | Specify the Objective your solution most closely addresses. |
| Specific Problem | Detail the specific problem your solution aims to solve. |
| Target Audience and Needs | Describe who your solution serves and the specific needs it addresses. |
| Development Stage and Technologies | Indicate the current stage of development of your solution and list all the technologies currently used in your solution. |
| Public Good | Explain the public good that your solution provides. |
| Tangible Impact | Describe how your solution will create tangible impact and for whom. |
| Scaling Impact | Outline your plans for scaling your impact over the next year and the next three years. |
| Measuring Success | Describe how you measure success against your impact goals. |
| Overcoming Barriers | Identify current barriers to accomplishing your goals in the next year and the next three years and explain your plans to overcome these barriers. |
| National and International Collaborations | Mention the organization(s) you wish to collaborate with to initiate, accelerate, or scale your solution. |

 [↑](#endnote-ref-10)