|  |  |  |  |
| --- | --- | --- | --- |
| **Logo (ss)** |  | FORM NAFOSTED 02E | |
| Reference code |  |
| *(to be filled by NAFOSTED)* | |

**GRANT PROPOSAL**

**FOR RESEARCH PROJECT**

Project name: …….

Host Institution: ……….

Principal Investigator: ………..

Project duration: ... months.

**1. Summary (Abstract)**

*Brief introduction of less than 300 words on the proposal*

*…*

*Key word: …*

**2.** **Overview of research situation and the necessity of the project**

* 1. 2.1. Literature review
* *Clearly state research conducted by foreign and domestic scientists according to the research direction of the topic and the results achieved, and comment on the stated results.*
* *State the level of update of domestic research compared to research that scientists in advanced countries are conducting in the same research direction. Scientific organizations those are conducting related research.*
* *State the research results that the Principal Investigator and research team achieved in past research projects of similar topic.*

*……*

2.2. The necessity of the project

* *Clearly define the problems or hypothesis to be addressed.*
* *Originality, timeliness, scientific values and significance of the question under investigation.*

*…*

**3. Objective of the project**

*Clearly state objectives of the project that are the basis for defining the research content and implementation plan.*

*….*

**4. Research scope, content and method**

*Clearly state the broad scope of the project, the research content that needs to be carried out to achieve the project's objectives and describe in detail the design of each research content (approach, research methodology, techniques used in project).*

*Explanation about:*

*- The necessity of hiring domestic/foreign experts and clearly stating the criteria for experts including expertise, capacity, qualifications, experience... (if any).*

*…………………*

*- Necessity of research support activities: Organizing scientific seminars/surveys/ collecting samples/outsourcing, participating in conferences, seminars, .... (if any).*

*……………………*

**5. Feasibility of the project**

* *Possibility of success: analyze the possibility of success of the project (solution found or improvement of problems).*
* *Explanation on research results and experience of the Principal Investigator and research team members;*

*- Experience, management capacity, organization of research projects, facilities and equipments of host Institution and coordinating institutions that are available for the research team to implement the research project.*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Facilities/Equipments | Purpose | Managing authority |
| 1 |  |  |  |
| ... |  |  |  |

**6. Timetable**

*List the main tasks with identified result/output*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Main tasks\*** | **Time**  **(start-end date)** | **Person in charge** | **Output** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| … |  |  |  |  |

*\* Includes research content, project activities (survey, organizing the scientific conference; discussion, exchange in the research group, publication of results research, periodic reports, implementation results...).*

**7. Expected results**

* 1. 7.1. Expected scientific outcomes

*(Describe the expected research results that will be achieved; scientific significance and potential impacts of the project)*

* 1. ….
  2. 7.2. Expected publication and training results of the project:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Results published/training** | **Quantity** | **Note** |
| 1 | Article(s) on prestigious international scientific journals (listed by NAFOSTED) |  | Number of articles publishing in Q1 journals: ...; Q2: ….  List of journals expected to publish: … |
| 2 | Patent |  |  |
| 3 | The plant varieties protection certificate |  |  |
| 4 | Utility solution certificate |  |  |
| 5 | Article(s) in National Scientific Journals |  |  |
| 6 | Article(s) in other International Journals |  |  |
| 7 | Conference presentation(s) |  |  |
| 8 | Monograph(s) |  |  |
| 9 | Other |  |  |
| 10 | PhD(s) |  |  |
| 11 | Master(s) |  |  |

7.3 Broader impacts:

*Description of the potential benefits that research can bring to the community and society.*

*…*

**8. Other information**

*(Provide a brief information of previous funded projects)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Project name** | **Year of funding / Year of completion** | **Key outcomes at the time of funding completion** | **Impact and significance of the results up to the present time** |
| 1 | Funded by NAFOSTED | | | |
| 1.1 |  |  |  |  |
| … |  |  |  |  |
| 2 | Funded by other state budgets | | | |
| 2.1 |  |  |  |  |
| … |  |  |  |  |
| 3 | Funded by other funding agencies | | | |
| 3.1 |  |  |  |  |
| … |  |  |  |  |

**9 . Budget explanation**

9.1 Expenditure**:**

Fully allocated expenditure

Partially allocated expenditure

9.2 Total funding requested: ………. VND *Unit: VND*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Expenses** | **Total budget** | **Other sources** | **Annual requested budget** | | | | | |
| **Expenses** | **In which expenses are allocated** | **%** | **Requested funding according to schedule** | | |
| **1st year (…%)** | **2nd year (…%)** | **Year ... (…%)** |
| 1 | Labour cost |  |  |  |  |  |  |  |  |
| 2 | Supplies, materials, tools and equipment |  |  |  |  |  |  |  |  |
| 3 | Repair, purchase, renting property/ facilities/ equipment/ |  |  |  |  |  |  |  |  |
| 4 | Scientific workshops; domestic travel expenses, international cooperation |  |  |  |  |  |  |  |  |
| 5 | Outsourcing |  |  |  |  |  |  |  |  |
| 6 | Survey, data/sample collecting |  |  |  |  |  |  |  |  |
| 7 | Stationery, communication services, printing |  |  |  |  |  |  |  |  |
| 8 | Overheads expenses |  |  |  |  |  |  |  |  |
| 9 | Other expenses |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Principal Investigator\*** | **Host institution\*** |

**APPENDIX OF EXPENSES**

**1. Labour cost is: …. VND, including:**

**a) Wage for project team members:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Content** | **Wage rate** | **Number of people in the group** | **Monthly wage of the Principal Investigator (DM CN )** | **Total number of converted months of title/title group** | **Total wage for implementing the project** |
| *1* | *2* | *3* | *4* | *5* | *6* | *7=3x5x6* |
| **I** | **Building grant proposal** | The project activity are carried out by the Principal Investigator and scientific secretary of the project, and already included in the wage of the Principal Investigator and scientific secretary. | | | | |
| **II** | **Research content** |  |  |  |  |  |
| **1** | **Content 1:...** |  |  |  |  |  |
| ***1.1*** | ***Activity 1: ...*** |  |  |  |  |  |
| ***1.1.1*** | ***Key research member*** |  |  |  |  |  |
|  | Names ….. |  |  |  |  |  |
| ***1.1.2*** | ***Research members*** |  |  |  |  |  |
|  | Name…. |  |  |  |  |  |
| ***1.1.3*** | ***Technicians, supporting staffs*** |  |  |  |  |  |
|  | Name…. |  |  |  |  |  |
| ***1.1.4*** | ***Common labor (converted work months = number of work days /22)*** |  |  |  |  |  |
| ***1.2*** | ***Activity 2: ...*** |  |  |  |  |  |
| ***1.3*** | ***Activity 3: ...*** |  |  |  |  |  |
| ***1.4*** | ***Activity 4...*** |  |  |  |  |  |
| **2** | **Content 2: ...** |  |  |  |  |  |
| ***2.1*** | ***Activity 1: ...*** |  |  |  |  |  |
| ***2.2*** | ***Activity 2: ...*** |  |  |  |  |  |
| **3** | **Wage of Principal Investigator:** |  |  |  |  |  |
| **4** | **Wage of scientific secretary:** |  |  |  |  |  |
| **III** | **Writing report** | This activity is carried out by the Principal Investigator and scientific secretary of the project, and included in the wage of the Principal Investigator and scientific secretary. | | | | |
| **Sub Total:** | | | | | |  |

**b) Outsourcing (Domestic expert)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Outsourcing** | **Duration (Months)** | **Unit (VND/Month)** | **Total (VND)** |
| 1 |  |  |  |  |
| … |  |  |  |  |
| **Sub Total:** | | | |  |

**c) Outsourcing (International expert)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Outsourcing** | **Duration (Months)** | **Unit (VND/Month)** | **Total (VND)** |
| 1 |  |  |  |  |
| … |  |  |  |  |
| **Sub Total:** | | | |  |

**2. Supplies, materials, tools and equipment:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items** | **Technical specifications and packaging** | **Unit** | **Quantity** | **Price per unit (VND)** | **Total (VND)** | **Allocated expenditure** |
| 1 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
|  | **Sub Total:** | | | | |  |  |

*Explanation on the purpose of using important materials with significant costs.*

…………………………………………………………………………………………

*Basis of estimated costs according to cost-norms or price quotations (within 30 days from the date of application submission)*

*Eg: - Document ..., specifies the cost-norm of items number: …*

* *Quotation ... is the basis for estimating the items number:*

…………………………………………………………………………………………

**3. Repair, purchase, renting assets/facilities/equipment (Not allocated expenditure):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items** | **Technical specifications and packaging** | **Unit** | **Quantity** | **Price per unit (VND)** | **Total (VND)** |
| 1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
|  | **Sub Total:** | | | | |  |

Explanation on the necessity of the expenditure items:

…………………………………………………………………………………………

*Basis of costs estimated according to cost-norms or price quotations (within 30 days from the date of application submission)*

*Eg: Quotation ... is the basis for estimating the items number:*

…………………………………………………………………………………………

**4. Conferences, seminars; domestic travel expenses, international cooperation**

**4.1 Conferences, seminars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Content** | **Quantity** | **Unit cost (VND)** | **Total (VND)** |
| 1 | Chairman(s) |  |  |  |
| 2 | Secretary |  |  |  |
| 3 | Number of oral presentations |  |  |  |
| 4 | Number of reports |  |  |  |
| 5 | Participants |  |  |  |
| 6 | Tea-break |  |  |  |
| 7 | Other costs |  |  |  |
| **Sub Total:** | | | |  |

**4.2 Domestic travel costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Expenses** | **Explaination** | | | **Total (VND)** |
| **Unit** | **Quantity** | **Unit cost (VND)** |
| A | 1. (Business trip (investigating, surveying, collecting data …) or participating the conference at <venue name>)  *(clearly state travel needs (number of times, number of people)* | | | |  |
| 1 | Transportation |  |  |  |  |
| 2 | Accommodation |  |  |  |  |
| 3 | Allowances |  |  |  |  |
| 4 | Other costs |  |  |  |  |
| B | 2. (Business trip (investigating, surveying, collecting data …) or participating the conference at <venue name>)  (clearly state travel needs (number of times, number of people) | | | |  |
| … | ………………… |  |  |  |  |
| **Sub Total:** | | | | |  |

**4.3.** **International cooperation**

**a. Visiting delegation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Expenses** | **Explaination** | | | **Total (VND)** |
| **Unit** | **Quantity** | **Unit cost (VND)** |
| A | 1. (Visiting delegation)  *(specify travel needs (number of times, number of people) for research purposes)* | | | |  |
| 1 | Domestic travel expenses |  |  |  |  |
| 2 | Accommodation |  |  |  |  |
| 3 | Meals |  |  |  |  |
| 4 | Other costs |  |  |  |  |
| B | 2. (Visiting delegation)  *(specify travel needs (number of times, number of people) for research purposes)* | | | |  |
|  | ………. |  |  |  |  |
| **Sub Total:** | | | | |  |

**b. Abroad business trip (Not allocated expenditure)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Expenses** | **Explaination** | | | **Total (VND)** |
| **Unit** | **Quantity** | **Unit cost (VND)** |
| A | 1. (Trip to <name of location>) | | | |  |
| 1 | Travel expenses |  |  |  |  |
| 2 | Accommodation expenses |  |  |  |  |
| 3 | Allowance |  |  |  |  |
| 4 | Visa Fees |  |  |  |  |
| 5 | Insurance fees |  |  |  |  |
| 6 | Other costs |  |  |  |  |
| B | 2. (Trip to <name of location>) | | | |  |
| … | …………………… |  |  |  |  |
| **Sub Total:** | | | | |  |

**5. Outsourcing services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Outsourcing** | **Unit** | **Quantity** | **Unit price (VND)** | **Total (VND)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **Sub Total:** | | | | |  |

*Basis for preparing estimates based on norms or quotes (within 30 days from the time of application submission):*

*For example: - Document..., stipulating the norms of numbered items:...*

* *Quotation ... is the basis for estimating items: ...*

…………………………………………………………………………………………

…………………………………………………………………………………………

**6. Investigation and survey to collect data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Content** | **Unit** | **Quantity** | **Unit price (VND)** | **Amount in VND** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **Sub Total:** | | | | |  |

**7. Stationery, communications, printing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Content** | **Unit** | **Quantity** | **Norm, Unit price (VND)** | **Amount in VND** |
| 1 |  |  |  |  |  |
| … |  |  |  |  |  |
| **Sub Total:** | | | | |  |

**8. Overheads: …**

**9. Other expenses (directly related to project implementation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Content** | **Unit** | **Quantity** | **Unit cost (VND)** | **Total (VND)** |
| 1 |  |  |  |  |  |
| … |  |  |  |  |  |
| **Sub Total:** | | | | |  |