



FOOD FUND

RESEARCH & DEVELOPMENT (R&D) – OPEN CALL

GUIDELINES FOR APPLICATION

OVERVIEW

Focus Area(s)	<p>Proposals sought for R&D projects that maximize local farm productivity to ensure food supply resilience.</p> <p>Projects must apply to the 3 key food items, namely eggs, fish and leafy vegetables.</p>
Applications to be sent to	<p>Formal applications must be made on the prescribed application forms.</p> <p>All applications and relevant documents are to be submitted via email to:</p> <p>AVA_Food_Fund_Applications@ava.gov.sg</p> <p>Attn: Mr Alan Ong Rui Rong</p> <p>Mrs Wu-Mok Yin Fong</p> <p>Ms Tan Ling Ling</p>
Other instructions	<p>Information can be obtained at AVA website:</p> <p>www.ava.gov.sg\FoodFund.htm</p> <p>For further information, please contact:</p> <p>Email: AVA_Funds_Enquiries@ava.gov.sg</p> <p>Telephone: 63257692 / 63257324</p>

FOOD FUND RESEARCH & DEVELOPMENT

GUIDELINES FOR APPLICATION

OBJECTIVE

- 1 To support R&D or pilot trials in food farming technology with direct practical industry application, so as to maximize local farm productivity to ensure food supply resilience.

APPLICATION ELIGIBILITY

- 2 Research & Development (R&D) project proposals from farms, tertiary institutions and research institutions.
- 3 Applicants must show that they have the financial capacity to complete the project on their own or with partners and submit the latest audited financial statement for 2 years.
- 4 All applications must be submitted by a lead organisation, with endorsement from a participating sponsor, if available. The lead organisation must appoint a principal investigator for the project. In this document, the following words have the following meanings:

“Lead organisation” refers to the Organisation that has tasked the principal investigator to conduct the research work. Lead organisation can be tertiary or research institutions or private companies that have an interest in the research topic but may not have the expertise to conduct the research work.

“Principal investigator” refers to the person accountable to the lead organisation for delivering the milestones and completing the research work on time. Typically, the principal investigator would be personnel from tertiary or research institutions or staff of public sector agencies.

“Participating sponsor” refers to public sector agencies or private companies that are endorsing the project, may be contributing some funding to the development of the project and/or will be participating in the development of the project and the eventual implementation of the findings from the project.

“Parties to the project” refers to the lead organisation, the principal investigator and the participating sponsors.

- 5 Individuals who wish to submit proposals must partner or collaborate with a lead organisation.

PROJECT ELIGIBILITY

- 6 Projects must apply to the 3 key food items, namely eggs, fish and leafy vegetables.
- 7 Projects should use Singapore as a base to own, manage and exploit all intellectual property rights developed.

PROJECT EVALUATION CRITERIA

- 8 The proposals for R&D projects will be evaluated based on the criteria below:
 - a) Project team's technical expertise in focus areas.
 - b) Project's commercialisation potential.
 - c) Project's impact to local industry.
 - d) Project's innovativeness in sustainable food production.
 - e) Project's ability to ramp up local production of key food items in a short time frame in the event of acute supply disruption.

FUNDING SUPPORT

- 9 The Fund will co-fund 70% of the qualifying costs of the project subject to a cap of \$2 million, whichever is lower.
- 10 Qualifying costs include:
 - a) Manpower-related costs
 - Salary of researchers / project members (includes CPF but excludes bonuses)
 - Training costs
 - b) Equipment & Materials
 - Equipment
 - Consumables / Materials
 - Software
 - c) Professional Services
 - Consultancy
 - Subcontracting
 - d) Intellectual Property Rights
 - Registration
 - Technology Acquisition

INFORMATION REQUIRED

- 11 All proposals must state clearly (a) description of project highlighting innovativeness in sustainable food production (b) potential impact on local food supply, (c) project outcome, (d) commercialization plan, (e) funding support requested from AVA, (f) timeline of deliverables, milestones, activities and percentage of funding disbursements and (g) track record and qualifications of the researchers.
- 12 Relevant privileged or confidential information should be disclosed to help convey a better understanding of the project. Such information must be clearly marked in the proposal.
- 13 If any of the key researchers or collaborators identified in the proposal has received funding in the past three years, a one-page summary / progress report of each such funded project should be included as an appendix.

SUBMISSION PROCEDURES

- 14 Should a proposal be withdrawn, written notification of the withdrawal by the lead organisation must be forwarded to AVA. AVA will not return the proposal submitted.

ACKNOWLEDGEMENT OF RECEIPT OF PROPOSAL

- 15 Acknowledgement of receipt of the proposals will be made to the lead organisation and copied to the principal investigator.

PROPOSAL EVALUATION

- 16 For the purpose of evaluating the proposal, AVA may require the parties to the project to make a project presentation.
- 17 AVA's decision will be final and reserves the rights to reject any application.

LETTER OF OFFER

- 18 Notification of awards will be sent to the respective lead organisation and copied to the principal investigator. Written acceptance of the terms and conditions of the award co-signed by the principal investigator and the lead organisation, must reach AVA within 21 working days from the date of the letter of offer.

PROJECT DURATION AND GOVERNANCE

- 19 AVA will review all progress and final reports, and carry out a Post-Implementation Review (PIR) when a project has been completed.

PROJECT GOVERNANCE AND DISBURSEMENTS

- 20 The proposed projects must be completed within 3 years from the day of acceptance of award.
- 21 The lead organisation must submit the half-yearly progress reports within 30 days to AVA. Failure to submit any progress report will result in suspension of further disbursement of funds.
- 22 Funds, up to 70% of the **approved quantum**, will be reimbursed at defined milestones when stipulated deliverables have been completed, as approved by the AVA.
- 23 The remaining 30% will be disbursed upon the submission of the following documents by the lead organization within 3 months upon project completion to AVA, failing which the claims will not be entertained.

a) Final project report	Submitted by the principal investigator through the lead organization.	Within 1 month of completion of study
b) Final project claims	Submitted by the lead organization.	Within 2 months of completion of study
c) Final financial statement	Certified correct by an External Auditor of the lead organization.	Within 3 months of completion of study

- 24 In addition to above items a-c, AVA may require lead organisation to engage an external auditor of lead organization to audit the outcome/ results of the project. The lead organisation shall bear the cost of audit. This has to be submitted together with the financial statement within 3 months upon project completion.
- 25 AVA will review all reports, and carry out a Post-Implementation Review (PIR) when a study has been completed. For the purpose of evaluating the final report, AVA may require the parties to the project to make a project presentation and submit the final report to the satisfaction of AVA before the remaining 30% will be disbursed.
- 26 All claims for reimbursement must be submitted by the lead organisation using the designated form. All claims must be certified by the chief financial officer and managing director of the lead organisation and supported by

original receipts. Funds are to be used exclusively for the approved studies. Reimbursements will be made directly to the lead organisation.

- 27 Only expenses incurred after application and before the approved study completion date can be reimbursed.

REQUEST FOR VARIATION

- 28 Requests for project extensions or virement of funds must be made by the lead organisation for AVA's consideration and approval.
- 29 Requests for a change in the principal investigator must be made to AVA through the lead organization, with clear justifications. Under normal circumstances, the new principal investigator should be one of the project team members.

INTELLECTUAL PROPERTY RIGHT

- 30 Any intellectual property developed or created in the course of the project shall belong to the parties to the project. The parties to the project shall have exclusive title and right to the intellectual property to determine the commercial exploitation or disposition of the same. **For avoidance of doubt, the parties to the project further agree that the Government shall be entitled to an irrevocable, royalty-free license and right to use or adapt the technology, product and all other intellectual property developed or created in the course of the project in Singapore for national interest and non-profit purposes.** The parties to the project shall do all such things and sign and execute all such documents as may reasonably be required, free of any additional cost, in order to obtain for and grant the Government a perpetual license.

TERMINATION

- 31 AVA reserves the right to withhold or terminate funding at any time if the project is unable to proceed or if there are breaches of project conditions, unsatisfactory progress or achievement of its stated objectives. The lead organisation will have no claim against AVA on account of such termination.