MSF SOCIAL AND FAMILY RESEARCH FUND
UNDERGRADUATE CATEGORY

Eligibility

- Honours year undergraduates doing their theses at recognised universities in Singapore.
- Final-year Singaporean undergraduates at recognised overseas universities who will conduct their research in Singapore.

Project Team

Applicants may submit the proposal individually or jointly with other Honours year undergraduate students (up to 5 members per project).

Funding

Successful applicants will:
- Receive grants of up to S$1,000 per research project from MSF.
- Sign Research Agreement with MSF on the terms of funding.

Stages of funding

- After the signing of the Research Agreement, MSF will disburse 70% of the approved grant.

- MSF will reimburse the remaining amount based on actual expenditure following the secretariat’s assessment of:
  a) Final report approved by applicant’s supervisor (within 2 months after project completion);
  b) Primary research output (including questionnaires and anonymised research output, e.g. datasets, interview transcripts, electronic resources); and
  c) Progress report on the research project, including all receipts and supporting documents.

- Funding that has been disbursed but was not used upon the completion of the research project must be returned to MSF.

Funding terms

The grant should be used exclusively for conducting the research project, including:
- Transport cost incurred during local fieldwork;
- Incentives or tokens to respondents;
- Printing cost; and
- Any other items necessary for conducting the research.
The grant does not cover expenses such as:

- Tuition fees and other administrative charges imposed by the universities as part of the course of study;
- Overseas research travel expenses;
- Purchase of hardware or equipment;
- Purchase of software and license; and
- Refreshments for meetings.

MSF will fund only expenditures incurred after the signing of the Research Agreement with the successful applicants.

Applicants should secure approval of their research proposals from their project supervisor at the application stage.

Upon successful application, recipients should obtain clearance from the Institution’s Research Ethics Review Board before any funds can be disbursed.

Successful applicants shall not receive any research funding from other agencies. Changes to the research project cannot be made without prior written consent of MSF.

Application Process

Applicants are to submit the following documents in Microsoft Word format only to MSF_SFRF_Secretariat@msf.gov.sg

- Application Form (signature required for hard copy) *to download from SFRF webpage
- Research Proposal (Arial font size 11, 1.5 line spacing)
- Curriculum Vitae (CV) of applicant(s)
- Supporting documents (if any)

AND submit one hard copy of the above documents to:

The Social and Family Research Fund (SFRF) Secretariat
Strategic Planning, Research and Development Division
Ministry of Social and Family Development
512 Thomson Road, #07-00, MSF Building
Singapore 298136

The application period is from 1 August 2018 to 30 November 2018. Applicants are to note that the results will be available approximately 2 months after the submission of complete application documents as stated above.

All applicants are strongly encouraged to submit their application early in order to provide sufficient time for MSF to conduct its funding evaluation before successful applicants can begin their data collection.
Evaluation Criteria

MSF will consider the following factors:
• The relevance of the research in promoting understanding of social and family trends and issues in Singapore;
• The contribution of the research to social and family policy development in Singapore;
• The rigour of the proposed research methodology and analytical techniques; and
• The proposed project costs.

The grant is awarded on a competitive basis and MSF’s decision is final.

Applicants are encouraged to submit research proposals that are relevant to the work of MSF and should refer to the SFRF webpage at www.msf.gov.sg/researchfund for suggested research topics.

Publication and Data Sharing

MSF supports SFRF recipients in presenting and publishing your research findings (e.g. in journals, conferences and other channels), subject to the terms stated in the Research Agreement endorsed by both parties.

MSF may also invite SFRF recipients to share research findings at suitable platforms.

Contact

For more information or queries, please contact:
The Social and Family Research Fund (SFRF) Secretariat
Tel: 6354 8401
Email: MSF_SFRF_Secretariat@msf.gov.sg
ANNEX A
FREQUENTLY ASKED QUESTIONS (FAQs)

Application

Q1 I am interested in applying for the SFRF. Are applications accepted throughout the year?

A1 The SFRF is open for application once a year. Please refer to the SFRF webpage at www.msf.gov.sg/researchfund for the application period.

Who Can Apply

Q2 I am a Final Year student with a local Institute of Higher Learning. I am not conducting the research study as part of my thesis or university course requirement. Can I apply for the SFRF?

A2 Yes, MSF will consider your application on a case-by-case basis. Please identify a Faculty Member as your supervisor to endorse and oversee your proposed research.

Q3 I am a third year undergraduate student, and would like to apply for SFRF funding to do my thesis, which will only start in my 4th year (Honours Year). Can I do so?

A3 You are encouraged to submit your application in your 4th year when your thesis proposal has been finalised and endorsed by your supervisor.

Funding

Q4 Can I start the SFRF project according to the planned start date in my research proposal before MSF has informed me on the outcome of my SFRF application?

A4 You can choose to start your project based on your timeline. However, please note that MSF will only fund approved research expenditures incurred after the Research Agreement is signed.