

MSF SOCIAL AND FAMILY RESEARCH FUND **UNDERGRADUATE CATEGORY**

Eligibility

- Honours year Singaporean 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 team members per project).

Funding

Successful applicants will:

- Receive grants of up to S\$1,000 per research project from MSF.
- Sign a 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 research 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;
- Cost of printing and binding thesis report for submission to institution; 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 and the endorsement to apply for the grant 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 their application through the SFRF online application form at <https://go.gov.sg/sfrf-undergrad>

Applicants are advised to prepare the following information before filling up the online application form:

(A) Detailed research proposal

Applicants are required to prepare a detailed research proposal to be submitted as a separate document during the online application process. The proposal should meet the following criteria:

- Not more than 10 pages (page count excludes the references and annexes);
- Drafted using Arial font with a font size of 11 and 1.5-line spacing;
- Total file size of the proposal should not exceed 1 MB; and

- File format used should be PDF or Microsoft Word DOCX.

The proposal should address the following:

- Research objectives, background, purpose, significance;
- Brief literature review;
- Research questions;
- Relevance to social or family research;
- Proposed methodology;
- Research limitations, i.e. limitations of proposed methodology or research approach;
- References cited should be provided at the end of the document; and
- Required data analysis and expected use of findings.

(B) Itemised breakdown of the research grant required

Applicants are required to prepare (i) detailed breakdowns and (ii) calculation basis for each expenditure item for the following budget categories in the online application form:

Budget Category	Points to take note of
Transport cost incurred during fieldwork	<ul style="list-style-type: none"> • The most economical mode of transport should be used.
Incentives or tokens for respondents' participation	<ul style="list-style-type: none"> • The type of incentives/tokens to be provided (e.g. shopping vouchers and the denomination) and the targeted sample size should be stated. • The justification for the requested quantum of incentive / token should be stated (e.g. type of interview to be conducted, length of interview, requirement of respondents to travel to interview venues, etc.)
Cost of printing questionnaires used for research	<ul style="list-style-type: none"> • Cost of printing and binding thesis report for submission to institution is <u>not</u> supported.
Cost of items needed for conducting the research	<ul style="list-style-type: none"> • Example of items in this category: stationery required for fieldwork • Purchase of software and software licences will not be supported. • Purchase of hardware or equipment (e.g. reference books, mobile phone, data storage devices, PC/laptop/tablets, camera and recorder etc.) will not be supported. Only rental costs for hardware or equipment will be considered.

Cost calculation must not be rounded off to lump sum figures and the total grant is capped at S\$1,000.

(C) Other details required for the online application

- Personal particulars of applicant(s)
- Curriculum vitae (CV) of each applicant in PDF or Microsoft Word DOCX file format (File size of each CV should be less than 1 MB)
- Summary of research proposal (in no more than 200 words)
- Estimated start and end dates of research study
- Details of ethics clearance of research proposal (*if applicable*)
- Details of application of funding of research study from other sources (*if any*)
- Details of applicant's scholarships or financial support received (*if any*)
- Contact details of project/thesis supervisor

The application period is from **3 August 2020 to 20 November 2020**. The results will be available approximately 2 months after the submission of all the required application documents. MSF reserves the right to cancel an application if the required documents are not submitted by the closing date.

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 <https://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:
MSF Social and Family Research Fund (SFRF) Secretariat
Email: MSF_SFRF_Secretariat@msf.gov.sg

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. Any application submitted outside the application period will not be accepted. Please refer to the SFRF webpage at <https://www.msf.gov.sg/researchfund> for the application period.

Who can apply

Q2 I am a final year student with a local university. 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.