

APPLICATION GUIDELINES

Undergraduate Capstone Research Projects

The objective of this document is to provide guidelines to applicants for development of their proposals for funding of undergraduate projects focused on ICT (Information and Communication Technology).

In addition to the requirements within this document, the applicant may also provide any additional information that would further support the application.

The application will be screened for eligibility (applicant status, nationality requirements, etc.) and then evaluated across the different components – applicant details, technical proposal and financial proposal. Evaluation criteria will include applicant qualifications, technical feasibility, and alignment of financial proposal with technical proposal, among others.

The ICT Fund reserves the right to request for any clarification on the submitted information or seek any additional information. The ICT Fund also reserves the right to summarily reject an application for funding without assigning any reason whatsoever.

1. EXECUTIVE SUMMARY

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2. APPLICANT DETAILS

PLEASE COMPLETE USING CAPITALS

Applicant No: _____ (for office use)

2.1 Lead Applicant Name			
2.2 Address			
Postcode		Country	
Tel. No.		Fax No.	
Email		Website	
2.3 Qualifications of the lead applicant vis-à-vis project requirements			



3. TECHNICAL PROPOSAL

A – DESCRIPTION OF THE PROJECT

3.1 Project objectives
3.2 Literature / Existing research survey
3.3 Project Implementation methodology



3.4 Proposed results

Blank area for proposed results.

3.5 Proposed project plan

Blank area for proposed project plan.



3.6 Description of resources required

Empty space for describing resources required.

3.7 Team members for execution of the project

Empty space for listing team members.

B – DETAILS OF RELEVANT ASSETS/RESOURCES

3.8 Premises, equipment, experts, partnerships, agreements, etc.

Empty space for providing details of relevant assets/resources.



C – OUTPUT FEASIBILITY

3.9 Project Team's views on the outcomes of the project along with justifications, assessment of impact on existing technology / project output environment

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3.10 Project Team's views on timeframes, along with justifications

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D – COMMERCIALISATION FEASIBILITY (IF APPLICABLE)

3.11 Commercial implications of the proposed outputs of the project (if project is seeking commercial benefits)

E – KEY PERFORMANCE INDICATORS (KPIs)

3.12 Proposed KPIs to measure the success of the project



4. FINANCIAL PROPOSAL

Financial Breakdown of Project

4.1 Detailed expenditure plan for infrastructure and other resource cost estimates, Project registration / IP protection costs , Technology cost estimates & Other costs

CHECKLIST

Please ensure you have attached the following documentation:

- Proof of UAE representation (extent and form of participation of UAE nationals / companies)
- Qualifications of the applicant vis-à-vis project requirements
- Description of the project: Research Objectives; Literature / Existing research survey; Research Methodology; Proposed results; Proposed plan; Description of resources required; Team members for execution of the project
- Details of relevant assets / resources: Committed third party support (if applicable); Premises, equipment, experts, partnerships, agreements, etc.
- Financial Plan for project: Infrastructure and other resource cost estimates; Human Resources cost estimates; Technology cost estimates; Project registration / IP protection costs; Other costs; Detailed expenditure plan

5. UNDERTAKING

I, _____, hereby declare that:

- I am duly authorized to sign this application
- The information and documents provided for this application is complete, true and accurate and no material details with potential adverse effects for this application has been withheld and that it is an offence to provide false or misleading information
- Once I am granted with the funding, I understand and agree that any output of the project will be primarily utilized for the development of the UAE ICT sector

Signature: _____

Name: _____

Date: _____

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