



BRUNEI RESEARCH COUNCIL (BRC) : Research Fund Guidelines for Applications

Department of Economic Planning and Development
Prime Minister's Office
Block 2A, Jalan Ong Sum Ping
Bandar Seri Begawan BA 1311
Brunei Darussalam

Printed by
the Government Printing Department,
Prime Minister's Office, Brunei Darussalam.

Tel:+673 223 3344 ext: 534/644

Fax:+673 223 0278/223 0269

Email:
brc@jpke.gov.bn

Website:
www.depd.gov.bn



BRUNEI RESEARCH COUNCIL (BRC): Research Fund Guidelines for Applicants

Secretariat to Brunei Research Council
Department of Economic Planning and Development
Prime Minister's Office
Block 2A, Jalan Ong Sum Ping
Bandar Seri Begawan BA 1311
Brunei Darussalam
Tel: +673 2233344 ext: 534/644
Fax: +673 2230269 / 2230278
Email: brc@jpke.gov.bn
Website: www.depd.gov.bn

CONTENTS

		Page
	Guidelines	1
PART I: INTRODUCTION	1. The Brunei Research Council (BRC)	1
	2. BRC Fund	1
	3. Funding Priorities	1
	4. Areas of Research	2
	5. Eligibility	2
	6. Location of Research	2
	7. Project Duration	2
PART II: EVALUATION AND SELECTION OF PROPOSALS	8. Project Evaluation	3
	9. Selection Criteria	4
	10. Project Budget	5
PART III: APPLICATION PROCESS	11. Call for Research Proposals	6
	12. Closing Time for Applications	6
	13. Funding Applications: Submissions	6
	14. Funding Applications: Approvals	12
PART IV: FUNDING TERMS	15. Funding Terms	14
	Definitions	16
Annexes	Annex A: BRC Areas of Research	17
	Annex B: BRC Committee	18
	Annex C: Guide on Research Costs Items	19
	Annex D: BRC Research Concept Note	23
	Annex E: BRC Research Proposal Form	27
	Annex F: Call for Papers Timeline	34
	Annex G: Guidance Notes on Project Reporting	
1. Introduction	35	
2. Reporting Requirements	36	
Progress Report on BRC Funded Research	37	
Final Report on BRC Funded Research	42	

GUIDELINES

These guidelines set out the general terms under which Brunei Research Council (BRC) invites Applicants to submit an Application for Funding. These guidelines are not intended to create any contract between the BRC and the Applicant(s).

PART I INTRODUCTION

1. The Brunei Research Council (BRC)

- 1.1. The Government has established the **Brunei Research Council** (hereinafter referred to 'BRC') to promote and encourage research which can contribute to national development. The BRC Secretariat is located at the Department of Economic Planning and Development (JPKE), Prime Minister's Office.
- 1.2. The BRC:
 - 1.2.1. Formulates policies for conducting research in Brunei Darussalam;
 - 1.2.2. Prepares the regulations and guidelines for assessing and evaluating research project proposals;
 - 1.2.3. Identifies clusters of research and gives priority to strategic areas, particularly those which promote economic growth;
 - 1.2.4. Ensures research activities are in line with the nation's development goals described in 'Wawasan Brunei 2035';
 - 1.2.5. Enhances the quality of research conducted in the country;
 - 1.2.6. Encourages research collaborations between Government and Non-Government agencies;
 - 1.2.7. Monitors and regulates research activities to ensure that they comply with the country's rules and regulations; and
 - 1.2.8. Ensures that the outcomes of research activities are widely disseminated for the Government and public use.

2. BRC Fund

- 2.1. A specific fund known as the BRC Fund has been allocated under the National Development Plan. It aims to encourage research and development (R&D) and innovation to support national development efforts towards realising 'Wawasan Brunei 2035' and beyond.

3. Funding Priorities

- 3.1. Benefits and contributions of any research projects must be identified and priority will be given to those research proposals that possess most of the following elements:
 - 3.1.1. Research that has the potential for human capital development;
 - 3.1.2. discovery of new knowledge and technology; and
 - 3.1.3. development of new products or improvement of existing products, processes, systems or services that may lead to increase in productivity in all sectors in the economy and commercialisation.

4. Areas of Research

- 4.1. BRC aims to encourage research in all fields and subjects with a particular focus on:
 - 4.1.1. **Science, Technology and Engineering;**
 - 4.1.2. **Social Science;** and
 - 4.1.3. **Arts and Culture.**
- 4.2. The sub-clusters in each areas of research may be referred in **Annex A**.

5. Eligibility

- 5.1. BRC fund is open to all researchers who are employed on a permanent or contractual basis from the following organisations:
 - 5.1.1. Brunei-based Institutions of Higher Learning (IHLs)
 - 5.1.2. Brunei-based Research Institutions (RIs)
 - 5.1.3. Public sector (subject to collaboration with the IHLs or RIs)
 - 5.1.4. Non-profit Organisations (subject to collaboration with the IHLs or RIs)
- 5.2. Expatriates working under contract with any of the above institutions are eligible to apply. However, the project must have a permanent Bruneian co-researcher from the same institution, well-versed with the project, to ensure its completion in the event the expatriate's contract is terminated. The project is required to be developed in such a way that its benefits and final outcome (knowledge, new products or services) remain towards national development interests. Research report must also be co-authored with local researchers in order to ensure that the knowledge is shared.
- 5.3. The service of a contract researcher must be valid during the period of research proposed and contractual documents must be furnished as proof of employment for the period.
- 5.4. Principal Researchers can only lead one (1) project at any time.
- 5.5. Principal Researchers must be based in Brunei Darussalam.
- 5.6. Companies are eligible to apply for research funding under the Brunei Research Incentive Scheme (BRISc). Further information on BRISc may be referred to the Brunei Economic Development Board (BEDB) (website: www.bedb.com.bn).
- 5.7. The research proposals must not be already funded by other agencies locally or internationally. Please declare other funding resources during application.

6. Location of Research

- 6.1. The proposed research to be funded must be conducted in Brunei Darussalam. If some part of the research is to be conducted abroad, applicants are required to provide justification.

7. Project Duration

- 7.1. The project duration, including completion of the Final Report and all miscellaneous project activities, shall not exceed three (3) years.
- 7.2. The proposed project schedule includes the preparation of a final report.

PART II EVALUATION AND SELECTION OF PROPOSALS

8. Project Evaluation

8.1. The project evaluation consists of the BRC Secretariat, the BRC Working Committee and the BRC (refer Diagram 1 below):

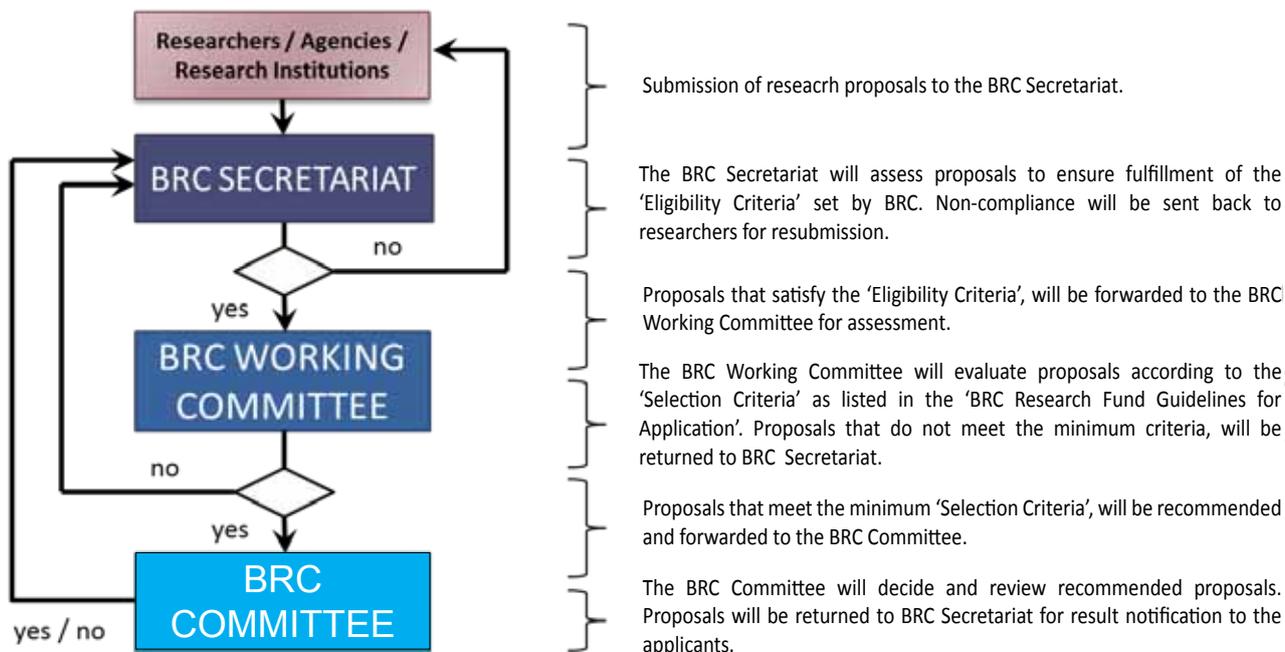


Diagram 1: BRC Process Work Flow

Note: The process Work Flow of BRC above is intended to serve as a guideline for funding application process only. Certain procedures may be skipped through approval from members of BRC.

BRC Secretariat

8.2. The BRC Secretariat is located at the Department of Economic Planning and Development (JPKE), Prime Minister’s Office. All applications are to be screened by the BRC Secretariat to ensure that the applications conform to the BRC Fund requirements.

BRC Working Committee

8.3. The BRC Working Committee is chaired by the Director-General of JPKE and its members consist of experts from the public and private sectors as well as from Institutes of Higher Learning (IHLs). However, additional experts, including international peer reviewers may be invited as and when necessary, to assist in the evaluation. All applications will be evaluated by the BRC Working Committee. The committee will study the proposals based on the merits of the research objectives, appropriateness of research methodology, ability of researchers and the cost effectiveness of the proposal. Details of the selection criteria are outlined in paragraph 9 below.

BRC

8.4. Recommended projects evaluated by the BRC Working Committee are then submitted to the BRC for approval. The BRC is chaired by the Minister of Energy at the Prime Minister’s Office and its members are as in **Annex B**. Any decision made by the BRC is final.

9. Selection Criteria

9.1. Applications will be assessed on attributes based on the following criteria:

Relevance	<ul style="list-style-type: none"> - Why is the project important in advancing towards Wawasan Brunei 2035? - What is the value add for Brunei Darussalam? Why BRC Funding? - Does the anticipated impacts and outcomes address a significant opportunity or problem in Brunei Darussalam? - How will the proposed activities and outputs contribute to the Wawasan Brunei 2035? What is the clear link between the proposed activities and outputs and the national and/or Ministerial priorities? - Has the proposed project undergone prior negotiations with associated stakeholders? This is required in order to get the desired commitment, ownership and cooperation for a more effective research. - Does the Project address a funding priority?
Effectiveness	<ul style="list-style-type: none"> - Is the research unique/novel? - Does the project illustrate clear project plan? What are the associated costs and risks involved? - Does the Applicant have a commitment and capacity to resolve Project challenge(s) and follow through outcomes and impacts which benefit Brunei Darussalam? - Is the request for equipment justified? - Have the specifications for the demanded equipment been provided? - Is the equipment requested essential for the project activities? - Does the equipment meet the technical requirements involved in the project? - Does the demand for equipment match properly with the technical activities in the project methodology? - If the project is an extension of another project, has the equipment already purchased and used during previous project (already completed or nearing completion) been catered for while demanding new equipment? Does the methodology support re-use?
Efficiency	<ul style="list-style-type: none"> - Does the the proposed research team have the capacity and necessary facilities to undertake the Project? - Does the expertise of the proposed research team adequate for the proposed methodology? - Are the proposed activities covered under BRC Funding? - Can the Applicant demonstrate the ability to fund or secure third party funds for Project costs not covered by the funding?
Impact	<ul style="list-style-type: none"> - What is the anticipated demonstrable outcome/impacts of the Project? - Do the deliverables target proposed objectives? - Are the deliverables concrete and tangible? - Who are the immediate targeted beneficiaries and in what ways do they benefit from the activities and outputs of your proposed project? - To what extent does the project enable the transfer of knowledge to the local population? - Are graduate students being trained for R&D through the project? - Is there any plan to communicate the research findings to a wider audience?
Sustainability	<ul style="list-style-type: none"> - Who owns this activity? - Are there any clear methods to ensure other activities will build on outputs/outcomes that will continue the drive toward Wawasan Brunei 2035?

10. Project Budget

Allowable Expenses

- 10.1. The Project budget should detail the budgeted resources, cash, and in-kind contributions from all participants (including the provision of staff, facilities and other resources) as well as cash and non-cash expenses. It must demonstrate how the Project will leverage investment and in-kind contributions from other relevant organisations/agencies. It must also provide justifications for the resources required.
- 10.2. An Applicant shall fill in the detailed budget breakdown, broken down into the following broad categories as defined in the “Guide on Research Costs Items under BRC” (see Annex C), mainly:
 - 10.2.1. Expenditure on Manpower (EOM)-Related Expenses;
 - 10.2.2. Equipment-Related Expenses; and
 - 10.2.3. Other Operating Expenses (OOE)-Related Expenses,
 - 10.2.4. Exceptional items (in preparing budget submissions, these should be listed under the relevant broad category above and flagged as such).
- 10.3. Any additional information (e.g., equipment quotations for items with unit cost over \$50,000) should be attached as separate attachments.
- 10.4. The full budget details provided should be submitted with further line item breakdown if necessary (e.g., consumables, if given as a single line item, should be broken down into sub-categories by type). Only details for the amount of BRC funding should be provided in this section; other sources of funding for the programme should also be indicated for support.
- 10.5. Unless approved by BRC, no Project-related expenses shall be claimed if these expenses were incurred outside of the period of availability of the grant.
- 10.6. The Administering Organisation shall contact BRC and obtain its written consent before making any substantial changes in budgetary allocation.
- 10.7. The Administering Organisation shall comply with the Financial Regulations, which are under the jurisdiction of the Ministry of Finance, for purchasing, installing, recording, maintaining and insuring all items of equipment purchased with the Funds. The Administering Organisation shall ensure that any equipment purchased with BRC Funds shall be used exclusively for carrying out the objectives of the Project and only made available to the researchers working on the Project. Project grant holders are responsible for the loss or damage to such goods or equipment.
- 10.8. Unless otherwise approved by the BRC, the ownership of any Asset purchased wholly or partly with the Funding shall be vested in the Administering Organisation, located on its campus and listed in its assets register unless:
 - 10.8.1. otherwise specified in the Proposal;
 - 10.8.2. the Project is terminated, in which case BRC may, by notice in writing, require the transfer of any such item of equipment to the BRC.

Contingency Costs

- 10.9. Support for indirect costs, in the form of contingency, will be provided with funding support of 20 percent of the project value for Science and Technology (S&T)-based projects and 10 percent for others.

PART III APPLICATION PROCESS

11. Call for Research Proposals

- 11.1. BRC Secretariat will announce grant calls on a quarterly basis, calling for applications for BRC funding in priority areas. Applicants may refer to *Annex F* for the timeline of BRC funding application.

12. Closing Time for Applications

- 12.1. A signed completed Application Forms must be submitted to BRC Secretariat by the end of each quarter to be considered.
- 12.2. [An electronic copy of the signed application is preferred and should be submitted by email to brc@jpke.gov.bn]. Please note that the mailbox size limit for applications is 5MB.
- 12.3. If applications are provided on CD or as print copy the signed forms should be addressed to:

Yang Mulia
Ketua Pengarah
selaku Setiausaha Majlis Penyelidikan Brunei
Jabatan Perancangan dan Kemajuan Ekonomi
Jabatan Perdana Menteri
 Blok 2A, Jalan Ong Sum Ping
 Bandar Seri Begawan BA 1311
 Brunei Darussalam

- 12.4. The advertised closing date for Applications is final and no extension of time will be considered.
- 12.5. Additions, deletions or modifications to Applications will not be accepted after submission, unless invited by BRC.

13. Funding Applications: Submissions

- 13.1. An Applicant who wishes to obtain BRC funding is required to comply with the following procedures:
- 13.1.1. Submit a “BRC Research Concept Note” (Annex D) to the BRC Secretariat. The BRC Working Committee will evaluate all Concept Notes, and selected applicants will be invited to submit the “BRC Research Proposal Form” (Annex E).
- 13.1.2. Attach any other supporting documents (i.e., Curriculum Vitae(s) of Project Team, Reports of International Peer Reviews, Credential and References).
- 13.2. In preparing the “BRC Research Proposal Form” (Annex E), please note the following instructions on specific information to be provided in the relevant sections as follows:-

Note: The proposal document should **not be longer than 20 pages**, including budget and title page, in minimum size of 12-point font with reasonable margins; be succinct and clear; and keep the language simple as the reviewer(s) may not be familiar with your sector. The answers to some of the questions can be taken from the BRC Concept Note. You may need to make adjustments, but your answers should reflect what you proposed at the Concept Note. If you are making any substantial changes to your Concept Note responses, you need to clearly highlight these in your proposal and explain your reasons.

13.2.1. SECTION A: Relevance to Brunei Darussalam

- i. **Relevance:** Why should Brunei Darussalam embark on this project? What problem and/or opportunity will the research address and why is it important?

This answer should convince the reviewer(s) that your research is vital to the interests of Brunei Darussalam.

In the description of the problem or opportunity that needs to be addressed, this may include:

- Detailed description of the problem addressed.
- How the problem/opportunity affects Brunei Darussalam and/or certain sectors.
- An overview of how the outcomes will improve conditions for Brunei Darussalam and/or certain sectors.
- Current status of the work on the issue in Brunei Darussalam or in broader international community. Please indicate whether similar or related research is being undertaken, within Brunei Darussalam or internationally, and by whom.

It is an added advantage that the Applicant demonstrates that there are no restrictions to research or commercial application of outcomes in the proposed field of research. This needs to be based on a detailed review of published literature and the relevant patent literature.

- ii. **Objectives:** Describe the main objectives of the research project (including potential economic and other impact on Brunei Darussalam).

Objectives explain what you propose to do to solve a problem or meet an opportunity that you have already researched and defined.

Objectives must be **SMART**:

- **Specific:** Objectives must be clear and unambiguous; what is expected, when, and how much?
- **Measurable:** Having objectives with measureable outputs and outcomes helps you determine if your project is successful. Milestones to indicate progress are important for monitoring the project.
- **Attainable:** Objectives must be realistic and attainable.
- **Result-oriented:** Objectives must help reach Brunei Darussalam's Wawasan Brunei 2035 and fit well your institution's priorities and work plan.
- **Timely:** Objectives should have timelines with starting points and deadlines. It must be possible to fully achieve objectives before the end of the project.

Avoid objectives that are not within the limits and timeframes of the project, such as, "to bring about structural reform and the improvement of people's living environment." Such objectives are probably highly dependent on actions taken outside of the scope of this project. Objectives need to be directly achievable by running the project, not possible only if additional projects and initiatives take place. An objective may be to scope and consider actions taken in the future, but this can still be measured for success during the life of the project.

- iii. **Alignment:** Describe how the project will help achieve Wawasan Brunei 2035 and meets your institution's work-plan or medium-term plan.

- How does the project and its objectives align with the government's current priorities? If ministry is involved, please state the relationship of the research to Ministerial Strategic Planning.

- Describe the elements of your institution's work plan/agency's strategic plan that the project aligns with.

13.2.2. SECTION B: Project Effectiveness

iv. **Work plan:** Provide a timeline of actions you will take to reach your objectives. For each, include:

- How it will be carried out and how relevant stakeholders will be involved
- Related outputs for that particular step (e.g. contract, workshop, report)

In the order that the actions will be performed, describe each step of the project. For each action, include:

- Details on how it will be carried out and methodology to be used (what, who, when, where, how).
- Details of the unique technical features of the research.
- Details on the involvement in the planning and implementation by various agencies/industries/institutions.
- Clearly identified realistic milestones against which the project and the project team will be assessed and funding will be disbursed.
- Clearly described tangible outcomes or deliverables.
- Gantt chart outlining key activities and a critical path analysis of Project milestones.
- Provision for appropriate communication or technology transfer or knowledge transfer to facilitate application and commercialisation of outcomes by stakeholders

v. **Risks:** What risks may be involved in implementing the project and how will they be managed?

Risks and risk management strategies need to be described for the project as a whole, and sometimes for specific actions or stages. Common risks (and possible management strategies) include:

- **Low interest** in participation or in using results.
Possible risk management strategies: ongoing consultation with agencies/industries/institutions on speakers, strategies and agendas, etc.; clear communication and "marketing strategy".
- **Duplication** of work of other agency/institution
Possible risk management strategies: close consultation with relevant agency/institution; comprehensive research into similar projects; consultation with overseers of precursor projects.
- **Delays** or untimely preparation.
Possible risk management strategies: ongoing consultation, early engagement of stakeholders or contractors, early adoption of agenda; strict internal deadlines.

vi. **Monitoring and Evaluation:** What indicators will you use to know if the project is on track (monitoring) and successful in meeting the objectives (evaluation)? What information will you collect (e.g. stakeholders feedback, website hits, participants stats, etc.) and how will you collect it (e.g. meetings, surveys, interviews, peer review, records review)?

A **monitoring and evaluation** plan should include:

- **Performance indicators:** measureable goals based on information collected, for example: participant statistics (number, gender, economies, level), stakeholders feedback (comments or grades on how well the project met its objectives), number of recommendations adopted, number of website hits, number of documents distributed, etc.

- **Evaluation methods:** how will you collect information to show if the project has been a success? Possible methods could include meetings, surveys, interviews, focus group discussions, observation, peer review, records or data review.

In developing your plan, remember that BRC requires six-monthly monitoring reports for all research projects. BRC also requires a completion report for all BRC funded projects.

vii. **Linkages:** Describe the involvement of relevant stakeholders. Include:

- **Engagement:** How are you engaging relevant stakeholders?
- **Previous work:** How does this project build on, yet avoid duplication of, previous or ongoing research projects?

You need to describe the involvement of other relevant stakeholders, particularly:

- **Engagement:** Who will you engage and how will you engage them? Are they involved in planning?
- **Previous work:** Refer to specific projects, where possible. This will take some research, possibly through consultation with the relevant agencies/institutions. You need to show that you are building off of this work, not duplicating.

13.2.3. SECTION C: Project Efficiency

- viii. **Research Team:** Who will undertake the research project and drive it to success? Please include the names and CVs of the researchers and any other main point(s) of contact responsible for this project.

This section should highlight the relevant track record, experience and expertise in the field of individual researchers in the team. The creation and enhancement of industry-relevant capabilities is desirable.

If you intend to directly award a contract to an organization, also provide information about your preferred consultant.

- ix. **Cost Efficiency:** Highlight how the project offers BRC maximum value for money. In what ways will the project maximize the cost-efficient use of resources?

Indications of efficiency may include (but are definitely not limited to):

- List of the major facilities, equipment and technologies required for the project and indicate if they are already available in Brunei and how are they acquired/accessed if not readily available.
- Holding seminars, workshops or symposiums on the margins of other meetings or events to reduce travel, per diem and/or hosting costs.
- A high level of self-financing from supporters contributing to labour, facilities, travel and other budget areas.
- Disseminating project outputs electronically, rather than publishing hard copies.
- Combining events into single visits to save travel costs.
- Sustainability of outputs and their relevance – demonstrating that reports, websites, research etc., will be used and updated so it remains relevant in the medium to long term.
- A strategically chosen event location that leverages local expertise and cuts travel expenses for participants or experts.

Descriptions should be as explicit as possible, detailing specific organisations, projects, figures, locations, etc., as relevant.

13.2.4. SECTION D: Project Impact

- x. **Beneficiaries:** Explain who the direct project beneficiaries are and what the intended benefits will be. Include an explanation of how the project outputs (e.g. research paper, etc.) will assist the project beneficiaries.

Focus on benefits that are direct and occur during your project.

Focus on **direct beneficiaries** – the people who will experience the event and the use of outputs (report, research results, etc.) in an immediate way. E.g. What type of human resource is required for this research? How will this project contribute to human resources development? **Do not** focus on indirect beneficiaries who will benefit only after the project is over and only if next steps are followed. For example, only mention the general public or end consumers as beneficiaries if there are project steps involved to implement actions that will reduce prices, raise product quality, etc.

Be as specific as possible. Detail the specific benefits and how the beneficiaries will actually use the project's outputs.

- xi. **Dissemination:** Describe plans to disseminate results and/or outputs of the project, including:
- The number, form and content of any publications
 - The target audience
 - Any intention to sell/commercialise outputs arising from this project.

The **target audiences** are those who will directly using the disseminated results or outputs. Where applicable, mention their occupations, industries, government departments etc.

Publications may include reports, curricular, statistical studies or anything else that is reproduced on/as a website, CD, electronic document, hard-copy report, etc. As per the "Guide on Research Costs Items under BRC" (Annex C), BRC does not support the ongoing maintenance and repair costs. If you are producing an output (e.g. a website or database), clearly explain how it will be sustained, maintained and kept up-to-date after BRC funding ends.

13.2.5. SECTION E: Project Sustainability

- xii. **Sustainability:** Describe how the project will continue to have impact after the BRC funding is finished.
- How will the stakeholders and beneficiaries be supported to carry forward the results and lessons from the project?
 - After the project completion, what are the possible next steps to build on its output and outcomes? How will you try to ensure these future actions will take place?

After project completion, what are the possible next steps to build on its outputs and outcomes? What methods or actions will you build into your project to ensure these future actions will take place?

If you determine that **post-implementation actions** are critical to sustainability, outline these recommended next stages and describe what you will do within the span of this project proposal to help ensure these future actions are taken. It is difficult to rely only on future actions if you have not also described a clear path or description of how to ensure they take place.

For any **possible next steps** mentioned, it is crucial to describe the initiatives or actions that will lead to these steps, and how your project will start, support and/or track these actions (i.e. HOW will these actions will come about). Cost implications must also be stated. Possible next steps may include the following:

- Future availability of any outputs such as reports, manuals, databases or resources (including how they will be kept up-to-date and maintained)
- Follow up workshop/symposium/meeting
- Creation of cooperative network or means of future exchange of ideas and discussion

Indications that sustainability is likely (and that the possible next steps described above will likely to take place) may include:

- Future funds and/or partnerships that will help carry project objectives forward after project completion
- Future funds and/or partnerships to maintain and update project outputs such as websites, databases and resources after project completion
- Engagement of stakeholders: relationships developed that can carry project objectives forward
- Training modules and resources created and made available for wider use
- Demonstrated effectiveness of previous phases of the project

13.2.6. SECTION F: Project Budget

- xiii. **Budget:** Complete the budget for the project in the template given in the Budget Analysis Section of this form. The budget should include calculation assumptions (e.g., unit costs). Please consult the *“Guide on Research Costs Items under BRC”* (Annex C) for eligible expenses.

A summary of the overall budget should be provided in this section, broken down into broad categories of Expenditure on Manpower (EOM)-Related Expenses; Equipment-Related Expenses; and Other Operating Expenses (OOE)-Related Expenses. Justification for the proposed budget in each category should be clearly articulated here.

Research team are asked to provide accurate and reasonable budgets in their submissions. Please note that **over-budgeting is strongly discouraged** and that BRC may ask researchers to revise the requested budget before award if this is found to be the case. The tips under question ix. on Cost Efficiency above may provide some support, but you must consult the *“Guide on Research Costs Items under BRC”* (Annex C) as you develop your budget. Make sure your calculations are clear and your budget lines match what you have described in your research proposal.

Note: Application form(s) should be completed carefully to facilitate processing. The applicant’s research proposal, curriculum vitae, credentials especially those pertaining to financial support/sponsorship, intellectual property agreements (if applicable), and references should accompany each application. All Applications must contain all the information necessary for assessment without the need for additional information unless requested by BRC. Submissions which are incomplete or late by the close of the relevant call will not be considered.

Peer Review

- 13.3 All applications submission must include two (2) reports from international peer reviewers to evaluate the Full Proposal prior to submitting to the BRC Secretariat.

14. Funding Applications: Approvals

- 14.1. Recommendations of Applications to be funded and the amount of funding to be awarded will be submitted to the BRC Committee for their final determination. Where a project is approved for funding, the Administering Organisation will be notified in writing and advised of the Funding to be offered.

SUCCESSFUL APPLICATIONS

Commencement of Research Project

- 14.2. All projects shall be assumed to commence on the date of approval by BRC.
- 14.3. If the Administering Organisation wishes to defer commencement of a Project beyond the approved start date, a letter justifying the requested deferral in terms of special circumstances must be submitted to the BRC for approval.

Change of Specified Personnel

- 14.4. If a Principal researcher is at any time during the term of a project no longer able to continue working on the Project, the Project may be continued under one or more other researchers provided that:
- 14.4.1. there is at least one researcher who is an original researcher on the proposal working on the Project;
 - 14.4.2. the replacement Principal researcher meets the eligibility criteria for the particular role he is to perform, for the periods for which he is to perform that role;
 - 14.4.3. the replacement Principal researcher must have a Track Record which is commensurate with the standard of the original research team which was awarded the Project;
 - 14.4.4. approval is sought from BRC for the change in Specified Personnel:
 - 14.4.4.1. in writing (including with the request a copy of the proposed replacement Personnel's curriculum vitae and Track Record details); and
 - 14.4.4.2. within 3 months of the date that the Specified Personnel cease working on the Project;

Extension of Research Period

- 14.5. Where an extension of the research period is granted, the researcher is required to submit "**Research/Project Extension Request Form**", which can be obtained from the BRC Secretariat.

Reporting Requirements

- 14.6. The Administering Organisation must submit the following reports in the format required by the BRC, if specified.

a) Progress Report:

Unless otherwise approved by the BRC, the Administering Organisation must ensure that Principal Researchers provide Progress Reports in respect of each ongoing Project:

- i. at the end of the third month if the research period is six months less; or
- ii. at the end of each six-month period if the research period exceeds six months.

b) Final Report:

Unless otherwise approved by the BRC, the Administering Organisation must ensure that Final Reports are provided for each Project within 90 days of completion of the project.

- 14.7. In preparing the Progress Report and the Final Report, please consult the “Guidance Notes on Project Reporting” (see Annex G).
- 14.8. The BRC may review the outcomes reported against the objectives of the Project as stated in the Proposal, or any approved revised budget, aims and research plan. Any Principal researcher who was involved in a Project for which a Progress Report was deemed inadequate or unsatisfactory may be contacted for further information. The BRC will take into account the progress reports when considering the application for extension of the research period.
- 14.9. If the BRC is not satisfied with the progress of any Project, further payment of Funds will not be made until satisfactory progress has been made on the Project. If satisfactory progress is still not achieved within a reasonable period of time, the Funding may be terminated and all outstanding monies will be recovered by the BRC.

Completion of Research / Expiry of Research Period:

- 14.10. A researcher is required to submit the following to the BRC Secretariat on completion of the research or on expiry of the research period, whichever is the earlier:
- 14.10.1. a “Final Report” on the research undertaken in Brunei Darussalam;
- 14.10.2. an inventory of all items made, obtained or collected during the research undertaken in the country, e.g. recordings, films, photographs, manuscripts, plants, wild-life specimens, etc., indicating clearly items which are to be taken out of the country; and
- 14.10.3. a copy, at no cost to the Council, of every recording, film, photograph or manuscript (unedited and clearly annotated) made, obtained or collected during the research undertaken in the country.

UNSUCCESSFUL APPLICATIONS

- 14.11. BRC Secretariat will notify applicants of an unsuccessful application at the following stages:
- 14.11.1. a decision that an applicant is ineligible; or
- 14.11.2. a decision whether the proposed research/project is worth funding; or
- 14.11.3. a final funding decision is made in relation to the BRC Grants scheme.

PART IV FUNDING TERMS

15. Funding Terms

15.1. All successful applicants are expected to comply with BRC Funding Terms and Conditions especially those pertaining to the funding award, which are stated as follows:

Payment of funding

15.2. All Funding for a Project is subject to the following conditions:

- a) that the Administering Organisation conducts the Project substantially in accordance with the project details contained in the Proposal, or in the event of any variation to the Project, in accordance with the description, aims and research plan as otherwise approved by the BRC;
- b) that the Administering Organisation spends all funds paid under this Agreement for each Project substantially in accordance with the 'Project Budget' detailed in the Proposal for that Project and any Special Conditions, or the budget as otherwise approved by the BRC and any conditions otherwise imposed by the BRC; and
- c) that the Administering Organisation submits on time all reports required with content satisfactory to the BRC.

Fund Disbursement

15.3. The payment of Funding for an approved Project will be made in stages as follows:

- a) Mobilisation costs of 25% will be disbursed upon project approval. The up-front initial payment should strictly be used to cover activities in order to achieve the first milestone.
- b) The subsequent payments will be disbursed based on successful completion of milestones and financial achievements of the Project.
- c) Final payment of 10% of the total amount of Funding will be disbursed upon submission of the Final Report of the Project within the stipulated time.

Accuracy of information

15.4. The provision of any Funding for a Project is conditional on all information contained in the Proposal for that Project and all reports required by BRC from the Administering Organisation being complete, accurate and not misleading.

15.5. If the BRC considers that a Proposal for a Project, or any report submitted contains incomplete, inaccurate or misleading information, the BRC may by notice in writing to the Administering Organisation do any or all of the following:

- a) not pay the Administering Organisation any further Funds for that Project;
- b) recover all or some of the Funds paid under this Agreement for that Project, including all unspent Funds and any Funds not spent in accordance with this Agreement;
- c) vary the amount of Funding approved for that Project.

Over-Expenditure by the Administering Organisation

15.6. Any Project expenditure incurred by the Administering Organisation for a Project additional to the approved amount by the BRC is the responsibility of the Administering Organisation. The BRC will not reimburse the Administering Organisation for such costs under any circumstances.

Intellectual Property (IP) Rights

- 15.7 Applicants must indicate the organization(s) that will own the intellectual property rights that may arise from the Project.
- 15.8. All discoveries must first be registered with the Patent Registry Office, Brunei Darussalam. This includes patents, copyrights, trademarks, and industrial design. The grant recipient has to inform the BRC Secretariat in writing upon successful registration of the IP.
- 15.9. Any IP rights derived from the project is encouraged to be commercialised.

Audit and Monitoring

- 15.10. The Administering Organisation is responsible for monitoring the expenditure of the Funding and certifying to the BRC that the Funding has been expended in accordance with the detailed budget schedule in the End of Year Report.
- 15.11. The BRC may conduct ad hoc on-site reviews in relation to financial and other reports to ensure that the Funding Terms are being, or were, met and that reports submitted to the BRC are an accurate statement of compliance by the Administering Organisation and are not misleading. Persons nominated by the BRC to conduct these reviews are to be given full access by the Administering Organisation, if required, to all accounts, records, documents and premises in relation to the Funding and the administration of the Funds in general.

Dismissal of Research Project

- 15.12. The BRC may immediately terminate Funding for a Project by notice in writing to the Administering Organisation if:
- a) the BRC reasonably considers there is fraud, misleading or deceptive conduct on the part of the Administering Organisation or any Specified Personnel in connection with any Project;
 - b) the Administering Organisation fails to comply as soon as possible with any BRC requirement or condition notified by the BRC;
 - c) the BRC receives notice that work on the Project will cease, or has ceased.
- 15.13. If the BRC terminates Funding for a Project, the Administering Organisation must immediately take all available and reasonable steps to stop any further expenditure of Funding on the Project;
- 15.14. If otherwise, the project is to be **discontinued** by the Administering Organisation for any reasons, the research proponent must be held accountable and should consult BRC to discuss on possible resolutions.

Return of Funds

- 15.15. Within 90 calendar days after the Completion or Termination Date, the Administering Organisation shall return to BRC any funds not used for the project.

Compliance with National Laws

- 15.16. In carrying out this Project, the Administering Organisation shall, subject to its privileges and immunities, be responsible for complying with all applicable laws and regulations of the countries in which the Research Work will be carried out and to which Project Team may have to travel to as part of the Project.

DEFINITIONS

In this guideline, unless the contrary intention appears:

Administering Organisation means an Eligible Organisation which submits a Proposal for BRC funding and which will be responsible for the administration of the Funding if the proposed Project is approved for Funding.

Eligible Organisation means an organisation which is eligible to apply for and receive BRC Funding.

Personnel means those persons involved in the conduct of the Project.

Specified Personnel means the researchers to perform the Project or as otherwise approved by the BRC.

ANNEX A

BRUNEI RESEARCH COUNCIL (BRC)

Areas of Research

BRUNEI RESEARCH COUNCIL (BRC) AREAS OF RESEARCH

CLUSTER 1: SCIENCE, TECHNOLOGY AND ENGINEERING				
ENERGY	ENVIRONMENT & SUSTAINABILITY	FOOD SECURITY	ICT / AUTOMATION	HEALTHCARE
Oil & Gas: -Upstream	Conservation	Padl	E-Government	Diseases: -Cancer -Heart Diseases -Stroke
Oil & Gas: -Downstream	Biodiversity	Halal Food	Modeling & Simulation	Obesity
Non-Oil & Gas: -Solar -Bio Energy -Waste-to-Energy -Wind Energy -SOFC	Sustainable Development		Multimedia	Infectious Disease
	Disaster Mitigation		Mobile Applications	Ageing
	Natural Resources		Islamic Applications	Halal Pharma
			Software Development	Dialysis Treatment
			Robotics	Occupational Health and Safety
			Sensing	

CLUSTER 2: SOCIAL SCIENCE		
ECONOMIC & FINANCE	SOCIOLOGY & PUBLIC POLICY	EDUCATION & HRD

CLUSTER 3: ARTS AND CULTURE					
CREATIVE INDUSTRY	DESIGN STUDIES	HANDICRAFT ARTS	VISUAL ARTS	ASIAN STUDIES	ISLAMIC STUDIES

Please note that, the list above is **non-exhaustive and may change from time to time without prior notice.*

ANNEX B

BRUNEI RESEARCH COUNCIL (BRC)

Committee

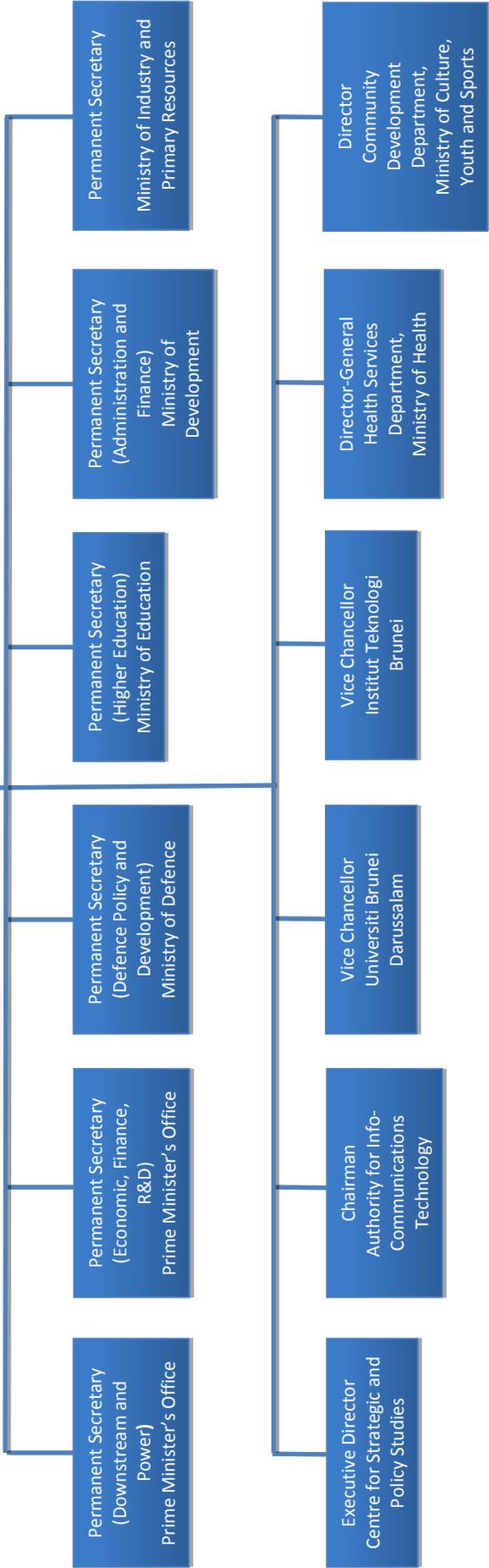
BRUNEI RESEARCH COUNCIL (BRC) COMMITTEE



CHAIRMAN
YB Pehin Datu Singamanteri Colonel (Rtd) Dato Seri Setia (Dr)
Awg. Haji Mohammad Yasmin bin Haji Umar
Minister of Energy at the Prime Minister's Office



DEPUTY CHAIRMAN
YM Dato Paduka Haji Ali bin Haji Apong
Deputy Minister at the Prime Minister's Office



ANNEX C

BRUNEI RESEARCH COUNCIL (BRC)

Guide on Research Costs Items

GUIDE ON RESEARCH COSTS ITEMS

Type of Expenses	Description	Eligible?
Expenditure on Manpower (EOM)-Related Expenses		
Principal Researcher's and co-Researcher's EOM and research staff currently employed by the applicant institution or collaborators	EOM includes salaries, TAP and fringe benefits including medical, dental, bonuses, incentive payments etc.	No
Research staff's salaries, allowance and fringe benefits (excluding Principal Researcher & co-Researcher)	As part of overall compensation to employees provided such costs are reasonable and are incurred under formal established and consistently applied policies of the host institution. The salaries offered to staff should be reasonable, in line with local market benchmarks and comply with the formal established pay scale of the host institution that is consistently applied regardless of source of funds. Overtime pay is not eligible.	Yes
Local & international students' stipends	Stipends for postgraduate research students studying in Brunei-based IHLs while working specifically for the funded project.	Yes
Interns	Stipends for Brunei-based interns involved in the research project.	No
Staff recruitment and relocation cost	Examples of such costs are advertisement, recruitment agency cost, staff relocation, settling-in allowances.	No
Housing allowance	This refers to benefits for employees to cover for housing expenses such as rentals and purchase of properties in Brunei Darussalam.	No
Visiting experts	This refers to honoraria or salaries of overseas experts invited to participate in the project. Please note that claims for students brought in by visiting professors are not allowed as these should be paid by their own host institutions.	Yes, only if deemed necessary for the R&D work
Training	Funding for training of research personnel should restrict to personnel employed under the project grant and for training that is of direct benefit and specific to the research project.	Yes
Equipment-Related Expenses		
New equipment	Each piece of equipment must be individually identified and its total cost inclusive of estimated bank charges, delivery and installation, customs and import duties, etc. New equipment costing less than B\$100,000 is subject to approval from the Brunei Research Council Working Committee while equipment costing equal or more than B\$100,000 is required to seek	Yes

Type of Expenses	Description	Eligible?
	approval from the Brunei Research Council. However, this has to be justified and procurement of such items has to comply with the Financial Regulations.	
General purpose IT and communication equipment	Examples are computers, office productivity software, PDAs, mobile phones, workstations and printers, etc.	Yes, only if deemed necessary for the R&D work
General furniture / office equipment	Examples are fax machines, photocopier machines, etc.	No
Other Operating Expenses (OOE)-Related Expenses		
Local and overseas conferences	For conferences that are directly relevant to the research area or necessary to accomplish the project objectives for Principal and co-researchers, collaborators and research students funded under the project grant. The Principal researcher or members of the project team are expected to present papers related to the research at the conferences. Travel components that are allowed include economy class round-trip airfare, moderate-class hotel accommodation for the duration of the conference, daily subsistence and transport allowance and conference registration fees. However, total expenses for travel per trip per person must not exceed B\$6,000. Support for the total expenses will be capped at B\$270,000 for the entire duration of the award.	Yes
Overseas working visits and meetings	For short-term visits/meetings made by Principal and co-researchers, collaborators and research students or visiting experts funded under the project grant for the purpose of carrying out R&D work necessary to accomplish the project objectives. Travel components that are allowed include round-trip economy airfare, moderate-class hotel accommodation for the duration of the visit/meeting and daily subsistence and transport allowance. Support for the total travel expenses is capped at B\$18,000 per year.	Yes
Overseas research attachments	For graduate and postgraduate research students receiving training in Brunei-based IHLs while working on the project, to be attached to overseas institutions for the purpose of carrying out R&D work necessary to accomplish the project objectives. Justification of the need for such attachments and for the proposed duration of the attachment is to be provided by the Principal researcher. Travel components that are allowed include round-trip economy airfare, reasonable accommodation allowance as per the host institution's internal guidelines for the duration of the visit/meeting and daily subsistence and transport allowance. Students are allowed to be attached overseas for no more than	Yes, only if deemed necessary for the R&D work

Type of Expenses	Description	Eligible?
	6 months per year to allow for knowledge transfer to the Bruneian students. Funding for consumables overseas will be on a case by case basis.	
Publication page charges	Publication page charges of journal papers or additional pages in conference papers are allowed, up to a maximum of B\$1,000 per paper.	Yes
Purchase of lab supplies, consumables, materials, animals	Claimable as long as they are directly related to the project, based on existing institutions' guidelines.	Yes
Use of services or lab spaces within the host institution's central facilities	The cost for the use of the services and central facilities owned by the host institution such as animal holding units, central laboratory services, etc. are allowable but must be based on the host institution's fee schedules, which should be consistently applied regardless of source of funds.	Yes
Maintenance & repair of Equipment	Maintenance costs for equipment bought using the BRC fund can be claimed, however, maintenance cost for existing equipment should not be claimed under direct research cost.	Yes
Local travel for meetings	Travel expenses are allowed only for meetings specific to the research. Principal researcher is expected to monitor the claim for such cost to avoid staff abuse.	Yes
Miscellaneous costs	Examples are postage and courier services specifically required for the project, local transport for meetings made by Principal and co-researchers, collaborators and research students or visiting experts funded under the project grant for the purpose of carrying out R&D work necessary to accomplish the project objectives. However, total miscellaneous costs should not exceed B\$2,000 per year.	Yes
Purchase of books, manuscripts or reports of relevance	Allowable as long as it is necessary for the project, based on existing institution's guidelines. Supportable items must be directly relevant to the specific research domains of the Principal researcher.	Yes
Other non-R&D OOE	<ul style="list-style-type: none"> • Professional fees e.g. audit, legal, marketing, consultancy fees etc. • Utilities and telecommunications costs • Maintenance and repairs of facilities • Refreshments and entertainment expenditure • Patent filing and related cost • Refurbishments / renovations / adaptations • Lease / Rent • Insurance 	No, as these are covered by support for overheads attached to the awards

Type of Expenses	Description	Eligible?
	<ul style="list-style-type: none"> • General office consumables e.g. stationery, printing, photocopying • Purchase of books, manuscripts, journals of reports not related to the specific research domains of the Principal Researcher. • Other costs not specifically related or justified for the project. 	
Exceptional Items (non-exhaustive)		
Intellectual property required to carry out the proposed R&D work	On a case-by-case basis.	Yes
Outsourcing of activities	Outsourcing of R&D is not supportable but subcontracting of non-research work (e.g. the development of tools for the research) is supportable if justified.	Yes
Lease/Rent for central facilities not own by host institution	Justification need to be provided as to why the work cannot be hosted by the host institution.	Yes
Volunteers and research patients	Payment to volunteers and research subjects provided this is within the scope of the research programme and has been provided for in the grant.	Yes, only if deemed necessary for the R&D work
Cost of capital works / general infrastructure	This refers to general building and renovation/upgrading costs of a laboratory which is deemed necessary for the R&D work.	Yes
Purchase of vehicles	This refers to motor and water vehicles costs and maintenance, which are not allowed.	No

ANNEX D

BRUNEI RESEARCH COUNCIL (BRC)

Research Concept Note

BRUNEI RESEARCH COUNCIL (BRC) RESEARCH CONCEPT NOTE

*Brunei Research Council (BRC) Concept Note to be submitted through the BRC Secretariat.
Concept Notes should not be more than 4 pages (including the title page). Incomplete submissions will
not be considered.*

A. RESEARCH SUMMARY					
1. Research Title:					
2. Research Cluster Type:	Science & Technology		Social Science		Arts & Culture
3. Proposing Organisation:					
4. Expected Start and End Dates	Start:		End:		
5. Research Summary <i>(Describe the project in not more than 200 words. Your summary should include planned activities, benefits and outcomes.)</i>					
6. Estimated Funding Required (BND): <i>(Please attach separate sheet with the breakdown of expenditure.)</i>					

B. RESEARCH PROPONENT DETAILS*(Please indicate Principal researcher. Attach additional papers if necessary.)*

Name	Position	Organisation	Nationality	Email & Tel No.

C. RESEARCH SYNOPSIS

7. Relevance: *Why should Brunei Darussalam embark on this research? What problem and/or opportunity will this research address and why is it important?*

8. Objectives : *Describe the main objectives of the research. This include potential economic and other impact on Brunei Darussalam.*

9. Research Design and Methodology : *Briefly describe how the proposed research is to be undertaken.*

10. Timeline: *Indicate the key activities of the research and the expected outputs and outcomes (Please attach Gantt Chart including intermediate milestones over the duration of the research).*

11. Stakeholders: *Indicate the key stakeholders and benefits they will derive from this research.*

12. Sustainability: *Describe how does this research supports future research activities or/and how this research build on previous research project(s), while avoiding duplication.*

13. Researcher Team: *Briefly outline research team's expertise, relevant prior work experience and previous track records (Please include CV of researchers).*

D. RESEARCH PROPONENT DECLARATION

I declare that:

1. this submission has been prepared in line with the **BRUNEI RESEARCH COUNCIL (BRC) Research Fund Guidelines**;
2. have not submitted this or similar research proposal elsewhere for financial support;
3. have ensured that this or similar research has never been undertaken elsewhere before;
4. have explored and ensured that equipment and basic facilities which will be used, are solely for the purpose of the research and will be returned to the “Administering Organisation” upon completion of research; and
5. if approved, I agree to undertake this research in line with the BRC project requirements.

Name of Principal researcher:

Signature:

Date:

E. ENDORSEMENT FROM THE HEAD OF ORGANISATION

14. Comment and recommendation from the Dean of Faculty/Head of Organisation

Name:

Job Title:

Signature:

Date:

ANNEX E

BRUNEI RESEARCH COUNCIL (BRC)

Research Proposal Note

BRUNEI RESEARCH COUNCIL (BRC) RESEARCH PROPOSAL FORM

Brunei Research Council (BRC) Research Proposal Form to be submitted through the BRC Secretariat. Research proposals must be no longer than 20 pages (including budget and title page). Incomplete submissions will not be considered.

A. RESEARCH SUMMARY					
1. Research Title:					
2. Research Cluster Type:	Science & Technology		Social Science		Arts & Culture
3. Proposing Organisation:					
4. Expected Start and End Dates	Start:				End:
5. Research Summary <i>(Describe the project in not more than 200 words. Your summary should include planned activities, benefits and outcomes.)</i>					
6. Estimated Funding Required (BND):					

B. RESEARCH DETAILS**SECTION A: Relevance to Brunei Darussalam**

7. Relevance: *Why should Brunei Darussalam embark on this research? What problem and/or opportunity will the research address and why is it important?*

This answer should convince the reviewer(s) that your research is vital to the interests of Brunei Darussalam.

In the description of the problem or opportunity that needs to be addressed, this may include:

- *Detailed description of the problem addressed.*
- *How the problem/opportunity affects Brunei Darussalam and/or certain sectors.*
- *An overview of how the outcomes will improve conditions for Brunei Darussalam and/or certain sectors.*
- *Current status of the work on the issue in Brunei Darussalam or in broader international community. Please indicate whether similar or related research is being undertaken, within Brunei Darussalam or internationally, and by whom.*

It is an added advantage that the Applicant demonstrates that there are no restrictions to research or commercial application of outcomes in the proposed field of research. This needs to be based on a detailed review of published literature and the relevant patent literature.

8. Objectives: *Describe the main objectives of the research project (including potential economic and other impact on Brunei Darussalam).*

Objectives explain what you propose to do to solve a problem or meet an opportunity that you have already researched and defined.

*Objectives must be **SMART**:*

- **Specific:** *Objectives must be clear and unambiguous; what is expected, when, and how much?*
- **Measurable:** *Having objectives with measureable outputs and outcomes helps you determine if your project is successful. Milestones to indicate progress are important for monitoring the project.*
- **Attainable:** *Objectives must be realistic and attainable.*
- **Result-oriented:** *Objectives must help reach Brunei Darussalam's Wawasan Brunei 2035 and fit well your institution's priorities and work plan.*
- **Timely:** *Objectives should have timelines with starting points and deadlines. It must be possible to fully achieve objectives before the end of the project.*

9. Alignment: *Describe how the project will help achieve Wawasan Brunei 2035 and meets your institution's work-plan or medium-term plan.*

- *How does the project and its objectives align with the government's current priorities? If ministry is involved, please state the relationship of the research to Ministerial Strategic Planning.*
- *Describe the elements of your institution's work plan/agency's strategic plan that the project aligns with.*

SECTION B: Project Effectiveness

10. Work plan: Provide a timeline of actions you will take to reach your objectives.

In the order that the actions will be performed, describe each step of the project. For each action, include:

- *Details on how it will be carried out and methodology to be used (what, who, when, where, how).*
- *Details of the unique technical features of the research.*
- *Details on the involvement in the planning and implementation by various agencies/industries/institutions.*
- *Clearly identified, realistic milestones against which the project and the project team will be assessed and funding will be disbursed.*
- *Clearly described tangible outcomes or deliverables.*
- *Gantt chart outlining key activities and a critical path analysis of Project milestones.*
- *Provision for appropriate communication or technology transfer or knowledge transfer to facilitate application and commercialisation of outcomes by stakeholders.*

11. Risks: Please state the risk(s) that maybe faced in the implementation process of research and specify the action plan(s) to address the risk(s) mentioned.

Risks and risk management strategies need to be described for the project as a whole, and sometimes for specific actions or stages. Common risks (and possible management strategies) include:

- **Low interest** in participation or in using results.
Possible risk management strategies: ongoing consultation with agencies/industries/institutions on speakers, strategies and agendas, etc.; clear communication and “marketing strategy”.
- **Duplication** of work of other agency/institution
Possible risk management strategies: close consultation with relevant agency/institution; comprehensive research into similar projects; consultation with overseers of precursor projects.
- **Delays** or untimely preparation.
Possible risk management strategies: ongoing consultation, early engagement of stakeholders or contractors, early adoption of agenda; strict internal deadlines.

12. Monitoring and Evaluation: What indicators will you use to know if the project is on track (monitoring) and successful in meeting the objectives (evaluation)? What information will you collect and how will you collect it?

A monitoring and evaluation plan should include:

- **Performance indicators:** measurable goals based on information collected, for example: participant statistics (number, gender, economies, level), stakeholders feedback (comments or grades on how well the project met its objectives), number of recommendations adopted, number of website hits, number of documents distributed, etc.
- **Evaluation methods:** how will you collect information to show if the project has been a success? *Possible methods could include meetings, surveys, interviews, focus group discussions, observation, peer review, records or data review.*

In developing your plan, remember that BRC requires six-monthly monitoring reports for all research projects. BRC also requires a completion report for all BRC funded projects

13. Linkages: Describe the involvement of relevant stakeholders.

You need to describe the involvement of other relevant stakeholders, particularly:

- **Engagement:** Who will you engage and how will you engage them? Are they involved in planning? Will they be invited to events or will they share in project results?
- **Previous work:** Refer to specific projects, where possible. This will take some research, possibly through consultation with the relevant agencies/institutions. You need to show that you are building off of this work, not duplicating.

SECTION C: Project Efficiency**14. Research Team:** Who will undertake the research project and drive it to success? Please include the names and CVs of the researchers and any other main point(s) of contact responsible for this project.

This section should highlight the relevant track record, experience and expertise in the field of individual researchers in the team. The creation and enhancement of industry-relevant capabilities is desirable.

If you intend to directly award a contract to an organization, also provide information about your preferred consultant.

15. Cost Efficiency: Highlight how the project offers BRC maximum value for money. In what ways will the project maximize the cost-efficient use of resources?

Descriptions should be as explicit as possible, detailing specific organisations, projects, figures, locations, etc., as relevant. This include list of the major facilities, equipment and technologies required for the project and indicate if they are already available in Brunei. If not how are they to be acquired/accessed?

SECTION D: Project Impact**16. Beneficiaries:** Explain who the direct project beneficiaries are and what the intended benefits will be. Include an explanation of how the project outputs (e.g. research paper, etc.) will assist the project beneficiaries.

Focus on benefits that are direct and occur during your project.

Focus on **direct beneficiaries** – the people who will experience the event and the use of outputs (report, research results, etc.) in an immediate way. E.g. What type of human resource is required for this research? How will this project contribute to human resources development? **Do not** focus on indirect beneficiaries who will benefit only after the project is over and only if next steps are followed. For example, only mention the general public or end consumers as beneficiaries if there are project steps involved to implement actions that will reduce prices, raise product quality, etc.

Be as specific as possible. Detail the specific benefits and how the beneficiaries will actually use the project's outputs.

17. Dissemination: Describe plans to disseminate results and/or outputs of the project.

Plans include:

- The number, form and content of any publications
- The target audience
- Any intention to sell/commercialise outputs arising from this project.

The **target audiences** are those who will directly using the disseminated results or outputs. Where applicable, mention their occupations, industries, government departments etc.

Publications may include reports, curricular, statistical studies or anything else that is reproduced on/as a website, CD, electronic document, hard-copy report, etc. As per the "Guide on Research Costs Items under BRC" (Annex C), BRC does not support the ongoing maintenance and repair costs. If you are producing an output (e.g. a website or database), clearly explain how it will be sustained, maintained and kept up-to-date after BRC funding ends.

SECTION E: Project Sustainability**18. Sustainability:** Describe how the project will continue to have impact after the BRC funding is finished.

After project completion, what are the possible next steps to build on its outputs and outcomes? What methods or actions will you build into your project to ensure these future actions will take place?

If you determine that **post-implementation actions** are critical to sustainability, outline these recommended next stages and describe what you will do within the span of this project proposal to help ensure these future actions are taken. It is difficult to rely only on future actions if you have not also described a clear path or description of how to ensure they take place.

For any **possible next steps** mentioned, it is crucial to describe the initiatives or actions that will lead to these steps, and how your project will start, support and/or track these actions (i.e. HOW will these actions will come about). Cost implications must also be stated. Possible next steps may include the following:

- Future availability of any outputs such as reports, manuals, databases or resources (including how they will be kept up-to-date and maintained)
- Follow up workshop/symposium/meeting
- Creation of cooperative network or means of future exchange of ideas and discussion

Indications that sustainability is likely (and that the possible next steps described above will likely to take place) may include:

- Future funds and/or partnerships that will help carry project objectives forward after project completion
- Future funds and/or partnerships to maintain and update project outputs such as websites, databases and resources after project completion
- Engagement of stakeholders: relationships developed that can carry project objectives forward
- Training modules and resources created and made available for wider use
- Demonstrated effectiveness of previous phases of the project

SECTION F: Project Budget

19. Budget: Complete the budget for the project template in the template in the Budget Analysis Section of this form. Please consult the “Guide on Research Costs Items under BRC” (Annex C) for eligible expenses.

A summary of the overall budget should be provided in this section, broken down into broad categories of Expenditure on Manpower (EOM)-Related Expenses; Equipment-Related Expenses; and Other Operating Expenses (OOE)-Related Expenses.

Research team are asked to provide accurate and reasonable budgets in their submissions. Please note that **over-budgeting is strongly discouraged** and that BRC may ask researchers to revise the requested budget before award if this is found to be the case. The tips under question 15 on Cost Efficiency above may provide some support, but you must consult the “Guide on Research Costs Items under BRC” (Annex B) as you develop your budget. Make sure your calculations are clear and your budget lines match what you have described in your research proposal.

C. BUDGET ANALYSIS

20. Please state the estimated allocation required according to the implementation progress of the research:

Description	Year 1	Year 2	Year 3	Total
Estimated Funding Required (BND)				
Implementation Progress (%)				

21. Budget Breakdown: *The budget should include calculation assumptions (e.g., unit costs). Justification for the proposed budget in each category should be clearly articulated here.*

Description	No. of Units	Unit Rate (BND)	Total (BND)	Justification
Manpower-Related Expenses				
Equipment-Related Expenses				
Other Operating Expenses (OOE) -Related Expenses				
.....				

ANNEX F

BRUNEI RESEARCH COUNCIL (BRC)

Call for Papers Timeline

ANNEX G

BRUNEI RESEARCH COUNCIL (BRC)

Guidance Notes on Project Reporting

1. INTRODUCTION

This Document is the guidance notes to help the researchers to prepare the progress and final reports as requested in “Brunei Research Council (BRC) Research Fund Guidelines” Handbook. This is a contractual obligation.

This guidance applies to all BRC funded projects, unless stated otherwise.

Reports should be prepared by the Principal researcher or project coordinator. The Principal researcher may however seek and enter contributions from other parties involved in the research. Reports should be submitted to BRC in paper and electronic (.pdf) format. Principal researcher should submit the signed hard copy of the report to the BRC Secretariat Office at Jalan Ong Sum Ping, while the soft copy should be submitted electronically via e-mail to brc@jpke.gov.bn

2. REPORTING REQUIREMENTS

2.1 During the course of the project

A researcher is required to submit to BRC a **PROGRESS REPORT** (i) at the end of the third month if the research period is six months or less; or (ii) at the end of each six-month period if the research period exceeds six months.

The Progress Report should highlight progress made in accomplishment of the goals and objectives specified in the approved proposal, results obtained, problems or difficulties encountered and any deviations from the original objectives of the approved proposal. It should also include financial for the project reporting period, showing clearly budget for the period and the actual expenditure against budget for that period.

Payments will be delayed if the Awardee fails to submit satisfactory and timely reports. Reports will be reviewed by BRC to ensure compliance with Brunei Research Council (BRC) Research Fund Guidelines.

2.2 At the end of the project

A researcher is required to submit to BRC a **FINAL REPORT**, within 90 days of completion of the project.

The Final Report should highlight the objectives of the project as indicated in the original proposal, any significant adjustments to the research plan, problems or difficulties encountered as well as the main project outcomes and impacts. It should also include the financial statement, which comprised of BRC Funding Summary and list of expenditures during the final period.

Final payments will be delayed if the Awardee fails to submit satisfactory and timely reports. Reports will be reviewed by BRC to ensure compliance with Brunei Research Council (BRC) Research Fund Guidelines.

PROGRESS REPORT ON BRC FUNDED RESEARCH

A. PROJECT INFORMATION		
1. Project Reference No.:		
2. Research or Project Title:		
3. Period covered:	From:	To:
4. Name of Principal Researcher or Project Coordinator:		
5. Tel:		
6. E-Mail:		

B. PROJECT PLAN STATUS	
7. Project Objectives	
7.1 Please provide an overview of the project objectives as indicated in the original proposal.	
7.2 Please provide an overview of the project objectives for the reporting period in question. Have there been any changes to the project specific aims? If yes, please give details.	

7.3 Please provide a summary of recommendations from the previous reviews (if any) and indicate how these have been taken into account.

8. Work Progress and Achievements

8.1 Please provide a concise overview of the progress of the work for this reporting period. For each of the work package, please provide the following information:

- A summary of the progress towards objectives and details for each task; and
- Highlight clearly significant results.
(max. 150 words)

8.2 Did the research project proceed as planned? If not, explain the reasons for any deviations in the work plan and their impact on other tasks.

8.3 If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning.

8.4 What are your research plans and objectives for the coming funding period? (Please note that in your next Progress Report, you may be asked to report progress against these plans and objectives)

C. RESEARCH TRAINING, CAREERS AND EMPLOYMENT		
9. Postgraduate Research Training		
	Number	Briefly describe their contributions
Postdoctoral involved in the project		
PhD students involved in the project		
Undergraduate students involved in the project		
10. Other Personnel employed during the reporting period		
Number of research assistants funded		
Number of Professional or Consultants		
Other Personnel involved (Please provide details)		

D. TRAVEL

11. Please list any travel which took place during this reporting period.

Destination	Dates	Briefly describe the purpose of the travel

E. EXPENDITURE FOR THE PROJECT REPORTING PERIOD

12. Please insert the amounts brought forward from the previous reporting period, if any, the budget for this period and the actual expenditure against budget for this reporting period. Please show any unused budget that is to be carried forward to the next reporting period

	Amount brought forward from previous period	Original Allocated Budget for this period	Actual Expenditure for this period	Unused Budget carried forward to next period
Manpower-Related Expenses				
Equipment-Related Expenses				
Other Operating Expenses (OOE) -Related Expenses				
.....				
Totals to Date				

F. DECLARATION

13. Declaration by the Principal Researcher or Project Coordinator

I declare that:

1. The attached progress report represents an accurate description of the work carried out in this project for this reporting period;
2. The project (tick as appropriate)
 - has fully achieved its objectives and technical goals for the period;
 - has fully achieved its objectives and technical goals for the period with relatively minor deviations;
 - has failed to achieve critical objectives and/or is not at all on schedule

To my best knowledge, the financial statements which are being submitted a part of this report are in line with actual part.

Name of Principal researcher or project coordinator:

Signature:

Date:

Thank you for submitting this Progress Report.

BRC may contact you if clarification or further information is required to determine whether progress has been satisfactory over the period covered in the Report.

Researchers should note that if BRC is not satisfied with the progress of the project, further payment of funds will not be forthcoming until satisfactory progress has been made on the project. If satisfactory progress is still not achieved, the funding will be terminated and all outstanding monies recovered by BRC in accordance with the funding Terms specified in the BRC Research Fund Guidelines.

FINAL REPORT ON BRC FUNDED RESEARCH

A. PROJECT INFORMATION

1. Project Reference No.:							
2. Research or Project Title:							
3. Project Period (Please tick)	Year 1	<input type="checkbox"/>	Year 2	<input type="checkbox"/>	Year 3	<input type="checkbox"/>
4. Name of Principal Researcher or Project Coordinator:							
5. Tel:							
6. E-Mail:							

B. PROJECT DESCRIPTION AND OBJECTIVES

7. Project Description

7.1 Please provide a project summary as indicated in the original proposal. (*maximum 150 words*)

7.2 Please provide a summary of original objectives of the project.

C. PROJECT ADJUSTMENT

8. Were there any significant adjustments to the research plan? If yes, please describe these adjustments and explain why they were made.

9. Did you encounter difficulties that delayed the project? If yes, please briefly describe them.

D. PROJECT FINAL OUTCOMES AND IMPACTS**10. Did the project meet its initial objectives or approved revised objectives?**

YES

NO

11. Describe any significant outcomes of the project.**12. Did the project lead to new research directions, innovations, or collaborations? If yes, please describe briefly how.****13. Are there any identifiable national benefits to Brunei Darussalam resulting from this project? If yes, please describe briefly the national benefits.****14. Publications and other deliverables (Please enter only the 'published' ones with full details)**

E. CLOSING FINANCIAL STATEMENT

15. BRC Funding Summary

Total awarded (BND)	
Total amount received to date (BND)	
Total expenditure for the for the past six months (BND)	
Amount to be reimbursed (as a final instalments) (BND)	
Balance remaining (BND)	

16. Please list your expenditure during this final period. Insert totals brought forward from your previous progress report, budget for this period, the actual expenditure against budget for this period, and any unused budget.

	Amount brought forward from previous period	Original Allocated Budget for this period	Actual Expenditure for this period	Unused Budget
Manpower-Related Expenses				
Equipment-Related Expenses				
Other Operating Expenses (OOE) -Related Expenses				
.....				
Totals to Date				

F. DECLARATION

17. Declaration by the Principal Researcher or Project Coordinator

I hereby certify that this is an accurate Final Report and all named participants are in agreement that this report is an accurate representation of the project.

Name of Principal researcher or project coordinator:

Signature:

Date:

Thank you for submitting this Final Report.

BRC may contact you if clarification or further information is required to determine whether progress has been satisfactory over the period covered in the Report.

Researchers should note that if BRC is not satisfied with the final outcome of the project, final payment of funds will not be forthcoming until satisfactory progress has been made on the project. If satisfactory progress is still not achieved, the funding will be terminated and all outstanding monies recovered by BRC in accordance with the funding Terms specified in the BRC Research Fund Guidelines.

Unsatisfactory outcome on the project will be noted against any further proposals under BRC scheme submitted by, or on behalf of, the Principal researcher or fellow participants and will be taken into account in the assessment of those proposals.