

**2017 SP EETC R&D AWARD**  
**Information and Guidelines for Applicants**

**1. The R&D Excellence/Commendation Awards**

The R&D Awards will be given for each academic year. The maximum number of recipients for the Excellence award will be two per academic year. The issuance of the Commendation award will be decided by the panel.

The award will be in the form of a Certificate of Commendation and cash payment of \$1000 (One Thousand Dollars) for excellence winner or \$500 (Five Hundred Dollars) for commendation winner. The presentation of the awards will be held at SP Annual Excellence in Education & Training Convention (EETC) in October 2017.

**2. Purpose and Eligibility For Award**

The award serves to recognise SP staff for their achievements and contributions to applied R&D at Singapore Polytechnic and to motivate them towards excellence in their R&D endeavours. It also aims to promote pioneering development of innovative processes and products with potential for industry applications and commercialisation.

**3. Process Timeline**

23 January	Call for the award nominations/applications open
8 May	The award nominations/applications close. Deadline for submission of the award entries to TIE Secretariat
May	The award evaluation panel convenes to shortlist the winners who may be required to make a short presentation.
July	Congratulatory announcement to the winners by EETC organiser
September	The award prize payment will be credited to each winner's payroll
12 September	Annual EETC awards' presentation ceremony

**4. Criteria For Panel's Evaluation of Award Entries**

**4.1** The completed project is recent i.e. it was completed within the last 18 months.

**4.2** The award will be given for work done in either one of the following categories:

- (a) Applied R&D in innovative process and product development
- (b) Applied R&D through publication in scholarly journals or other professional publications.

The time spent on the submitted research can be of any length prior to application for the award and the work done can be collaborative in nature. The award is open to all Singapore Polytechnic staff who must be Principal Investigators where work done is in collaboration with researchers from within and outside Singapore Polytechnic.

**4.3** The award will be given for R&D implemented solution that breaks new ground, is technologically significant and innovative, and is applicable or commercialisable or shows potential for being applicable or commercialisable.

**4.4** The criteria which will be used by the judges for evaluating applications fall under two general descriptions: (a) Intellectual Merit and (b) Broader Impact:

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(a) Intellectual Merit:

Key Question: Was there intellectual merit in the research?

This criterion is used to assess the importance of the research in advancing knowledge and understanding, its quality and its currency. This criterion is also used to determine the extent to which the submitted research applies innovative approaches and is creative.

(b) Broader Impact:

Key Question: What are the broader impacts of the research?

This criterion is used to assess the importance of the research in meeting broader needs as processes or products that solve very specialised needs may be judged less significant than those that meet larger needs. This criterion is also used to determine if the submitted research has impact on other areas of research (inter-disciplinary) or whether it can be used in a multi-disciplinary way. This criterion will also include the assessment of the applicability or commercialisability of the research or its potential for such application or commercialisation.

#### **4.5 Key Indicators**

Below are the key indicators that will be used by the judges in their assessment.

The research must be:

- (a) Breaking new ground. It initiates new technology, pioneering the development of processes and products.
- (b) Technologically significant. It provides solution to increase efficiency, productivity and cost effectiveness.
- (c) Innovative. It finds new processes/ approaches/ methods/ solutions that meet existing market's need/demand.
- (d) Commercialisable. The solution has been adopted by industry and generating substantial revenue.

#### **5. Confidentiality**

The R&D award panel assures all applicants that their applications will be kept confidential and on a need-to-know basis. Only winners will be notified of the results and announced.