CALL FOR PROPOSAL

Stichting Bandoengse Technische Hogeschool Fonds BTHF 2014 Grants

**1. Outline and Mission**

BTHF is a foundation that has the objective to improve education and research at ITB. In doing so, BTHF stimulates Dutch institutes and companies active in Indonesia to support above objective and thus to improve the relation and scientific cooperation between Indonesia and the Netherlands. BTHF Research Grants program is dedicated to contribute and promoting science and technology, to the industrial, economical and social benefit of Indonesia.

**2. Grant Scheme**

BTHF offers two type of scheme, including:

1. BTHF Research Grants
2. BTHF Staff Exchange Grants

The yearly budget for research and staff exchange grants together is € 20.000. The maximum individual grant is € 5.000 which means that about 4 of grants can be awarded.

**3. Fields to be supported**

The yearly grant focusses on a specific scientific theme in which the Netherlands has a strong scientific reputation. This will increase the enthusiasm of scientific staff to initiate and/or continue cooperation with Netherlands research groups. The present theme (till 2016) is **water management**. This theme will be interpreted from a wide perspective, i.e. not only hydraulics, hydrology etc but also related subjects such as water economics, water governance, water and food, etc.

**3. Eligibility**

1. Applicants must be lecturer at ITB (regular staff at M.Sc. or PhD level) who are personally engaged in graduate-level research projects in faculties or research institutes respectively affiliated with the university.
2. Eligible staff for Staff Exchange Grant must be under the age of 45
3. All grants of BTHF will have an incidental and complementary character and can be made available in combination with other financial and/or immaterial aid from other sources.
4. Eligibility for Research Grants:
   * Research to be funded should be joint research with Netherlands research groups.
   * Research carried out in the framework of Netherlands assisted cooperation project in Indonesia (universities, consultants, etc.) are encouraged.
5. Eligibility for Staff Exchange Grants
   * Researcher’s visit to Netherlands research institute or universities in joint research program.
   * Lecturer’s visit to Netherlands universities in academic program benchmarking.
   * Staff exchange in doctoral double degree program.
   * Staff exchange in post-doctoral program.

**4. Budget, Duration, and Conditions**

1. Research grant funds may be used for the following purposes:

* remuneration
* instruments, devices and/or apparatus
* laboratory supplies and/or experimental reagents
* travel expenses
* miscellaneous (printing, communications, etc.)

1. Staff Exchange grant funds may be used for the following purposes:

* International air line tickets
* Living Allowance during the visit

1. An advance of the full grant will be remitted by BTHF to the grant recipient upon approval of the grant; any unused funds will be returned to BTHF at the end of the project. Any tax involved will be borne by the applicant.
2. Duration

* The maximum duration of the research project will be 1 year.
* The periode of the visit/exchange will be 1 - 3 months.

1. At the end of the research two kind of reports should be submitted to ITB and BTHF:

* a report or (draft) publication describing the results of the research carried out, and
* a very brief description (max. 2 pages) of the activities carried out under the research grant with findings and recommendations for BTHF.

**5. Screening Process**

1. Research groups of eligible staff may submit proposals to ITB.
2. Application forms should be submitted to LPPM ITB no later than **24th March 2014**.
3. ITB will select a short list for consideration by BTHF.
4. The criteria that ITB will apply to rank the proposals are:

* Scientific excellence
* Clarity of the proposal (content, objectives, approach, activities, budget items, etc.)
* The degree of cooperation in the research with Netherlands institutes and professionals.

1. BTHF (Daily Board) will decide which proposals will be granted. They will basically use the same criteria.

**6. Time Schedule**

|  |  |
| --- | --- |
| 12 March 2014  24 March 2014  24 March – 6 April 2014  7 April 2014  30 April 2014  1 May 2014 – 28 February 2015  28 February 2015 | : Call for Proposals  : Final date for submission of proposal  : Evaluation and selection of proposals  : Submission of selection results to BTHF  : Announcement of results by BTHF  : Research period  : Final report Submission to ITB and BTHF |

**7. Reports**

1. After completion of the project, the grant recipient will submit a research report to the ITB and BTHF prepared following a specified format.
2. Separate from the scientific research project a short description will be given about the expenditures in the project, certified by ITB.
3. When results of grant-supported research are published in scientific journals by grant recipients, acknowledgement should be included in the following way.

*This research was (partially) supported by BTHF Research Grant.*

Proposal Format for BTHF Research Grant

Cover color: **Yellow**

PROPOSAL

Stichting Bandoengse Technische Hogeschool Fonds

BTHF 2014 Research Grants

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TITLE

Principal Investigator:

…………………………..

Research Division (KK) : ......................... Faculty/School : .........................

INSTITUT TEKNOLOGI BANDUNG

Month, Year

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# IDENTITY OF PROPOSAL

1. Title :
2. Research Team

2.1 Principal Investigator :

* 1. Name :
  2. Status (*Jabatan Fungsional/Golongan*) :
  3. Employee Number (NIP) :
  4. Faculty / School :
  5. Research Division (KK) :
  6. Office Address/Phone/Fax/E-mail :
  7. Home Address/Phone/Fax/HP/E-mail :
  8. Research Team:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Name and Academic Title | Expertise | Working Unit/  Institution | Time Allocation | |
| Hour/Week | Month |
| 1. |  |  |  |  |  |
| ... |  |  |  |  |  |

2.3 Research Assistant / Student (state name if available):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name and Academic Title | Expertise | Time Allocation | |
| Hour/Week | Month |
| 1. |  |  |  |  |
| ... |  |  |  |  |

1. Proposed budget : Rp. ..............................
2. Target output (achievement) :

|  |  |  |
| --- | --- | --- |
| No | Name / Type of output | Number |
| 1. |  |  |
| ... |  |  |

5. This proposal or research topic has not been funded by or submitted to other funding sources.

Bandung, ……………………

Principal Investigator

(…………………………….)

NIP……………………..

Acknowledged by,

Head of Research Division (KK)

…………........................

(…………………………….)

NIP ……………………..

Dean ........…………..

(…………………………….)

NIP ……………………..

# SUMMARY OF PROPOSAL

# INTRODUCTION

## Background

## Research Objectives

# METHODS

# REFERENCES

# PERFORMANCE INDICATORS (ACHIEVEMENT TARGETS)

|  |  |
| --- | --- |
| **Research Output** |  |
| **Impact of Research Output** |  |

# TIME SCHEDULE OF IMPLEMENTATION

# RESEARCH ROAD MAP

# PROPOSED BUDGET

## Salary



## Consumables



## Services

**Salary for third party (non ITB-BHMN employee, non PNS or students)**



**Travel**



**Rent, Service Charges, Sample Analysis and Others**



# CV OF RESEARCH TEAM

Proposal Format for BTHF Staff Exchange Grants

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PROPOSAL

Stichting Bandoengse Technische Hogeschool Fonds

BTHF 2014 Staff Exchange Grants

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PROPOSED ACTIVITY

Proposer:

…………………………..

Research Division (KK) : ......................... Faculty/School : .........................

INSTITUT TEKNOLOGI BANDUNG

Month, Year

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# IDENTITY OF PROPOSAL

1. Proposed Activity :
2. Personal Identitiy
   1. Name :
   2. Status (*Jabatan Fungsional/Golongan*) :
   3. Employee Number (NIP) :
   4. Faculty / School :
   5. Research Division (KK) :
   6. Office Address/Phone/Fax/E-mail :
   7. Home Address/Phone/Fax/HP/E-mail :
3. Proposed budget : Rp. ..............................
4. Target output (achievement) :

|  |  |  |
| --- | --- | --- |
| No | Name / Type of output | Number |
| 1. |  |  |
| ... |  |  |

5. This proposal has not been funded by or submitted to other funding sources.

Bandung, ……………………

Principal Investigator

(…………………………….)

NIP……………………..

Acknowledged by,

Head of Research Division (KK)

…………........................

(…………………………….)

NIP ……………………..

Dean ........…………..

(…………………………….)

NIP ……………………..

# SUMMARY OF PROPOSAL

# INTRODUCTION

## Background

## Objectives

## Short Description of Activity and Designated Institution

# PERFORMANCE INDICATORS (ACHIEVEMENT TARGETS)

# TIME SCHEDULE OF IMPLEMENTATION

# PROPOSED BUDGET