

GRANT MANUAL 2016

APPLICATION GUIDE

Dana Ilmu Pengetahuan Indonesia (Indonesian Science Fund)

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For questions or clarifications regarding this Grant Manual, please email 2016@dipi.id.

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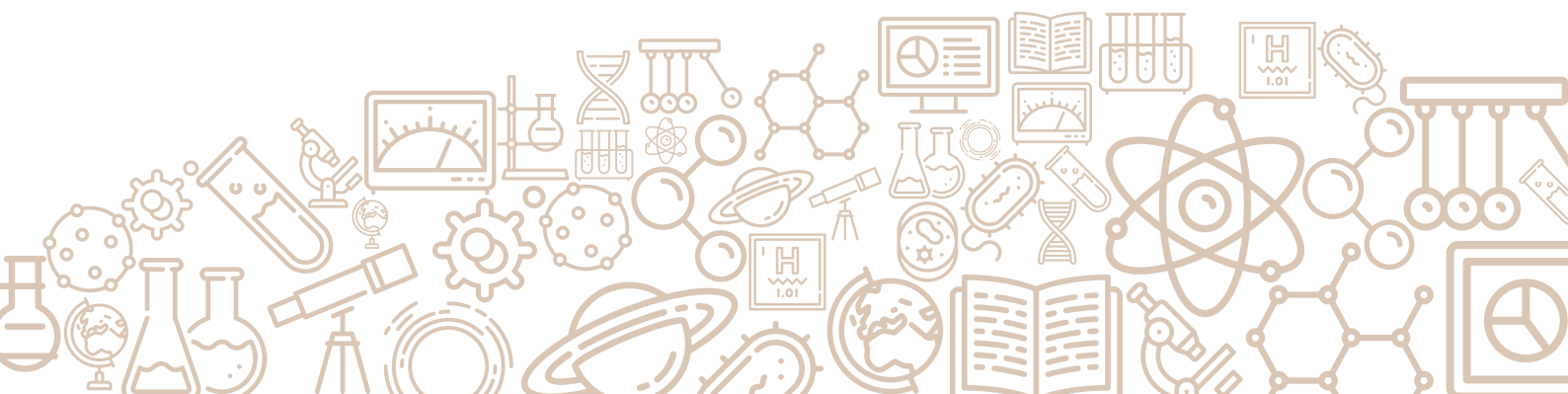


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PHILOSOPHY

In our increasingly interconnected world permeated by products of scientific and technological innovations, we rely on our collective ability to absorb and take advantage of the growth of scientific knowledge. Establishing a robust scientific capacity is a critical necessity for nations to be able to grow, improve, and advance the wellbeing and quality of life for its citizens.

Three characteristics define the scope of science: (1) Science as a method or tool to find solutions to everyday problems, (2) Science as an approach to knowledge exploration and a means to elevate the human condition, and (3) Science as cultural foundation that gives value to human civilizations¹. Here, science is viewed not only as a means to generate products of technological innovations, but also as a means to generate the knowledge needed for informed evidence-based decisions that can solve the challenges facing humanity and can positively impact society.

For Indonesian-based scientists, the limited and inflexible options, both for financial and resource support for scientific research have been a significant barrier to achieving these goals. This is reflected by the low investment in scientific research in Indonesia.

less than 0.09% of Indonesia's GDP is allocated towards scientific research². This condition stems from a social and cultural mindset that emphasizes short-term goals over long-term investments which results in a diminished sense of urgency in investing in scientific research. As a result, academia and research organizations where most Indonesian researchers dedicate their careers, offer little room to push the frontiers of discovery and knowledge.

The creation of the Indonesian Science Fund (Dana Ilmu Pengetahuan Indonesia, DIPI) is the inevitable outcome of this need to strengthen Indonesia's capacity in science, technological innovations and the necessary cultural mindset as a foundation for its growth and support. This milestone of Indonesia's scientific development is especially urgent as we face ever more challenges and complexities of living in today's world that necessitates scientific understanding. By creating an independent, open system of financial support for scientific research, DIPI will endeavor to provide the leverage needed to nurture an environment of scientific excellence in Indonesia by offering proper mechanism for researchers to dedicate their efforts towards quality in-depth scientific research and to achieve scientific excellence.



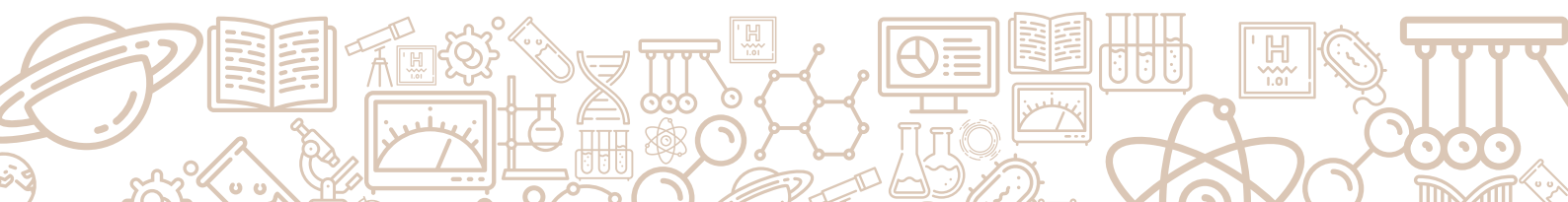
FUNDING MISSION

In alignment with the mission of creating a scientific culture of excellence in Indonesia¹ and meeting the scientific and technological challenges of today's globalized society, DIPI was established to provide support for researchers who show strong evidence and potential for exemplary scientific merit and development as independent investigators.

Under the auspices of the Indonesian Academy of Sciences (AIPI), DIPI acts as an independent funding agency with the principal goal of elevating the overall quality of Indonesian research and scientific output. A competitive funding source based on excellence, originality, and capability will provide the incentive and mechanism to further this goal.

DIPI funds basic scientific investigations that show promise for increasing the knowledge value of scientific explorations in Indonesian society, while at the same time participating in the establishment of a vibrant Indonesian scientific research community on par with global and international scientific standards for excellence and merit-review.

By bringing together multiple funding sources, from government support to those of private and international sources, DIPI will award scientific research grants that will fund up to three years of research support. Proposals will be selected on an open merit and competitive basis, through a peer-reviewed selection process. This grant manual highlights the eligibility criteria, grant types, selection and application process for DIPI research grants.



SECTION 1

The Principal Investigator (PI) should demonstrate the ground-breaking nature, ambition, and feasibility of his or her scientific proposal. Priority is given to applications submitted by a PI with ability to lead and be actively engaged in the proposed research investigation as evidenced by past publication(s) in national or international peer reviewed scientific publications. Highly exceptional applicants that do not yet have evidence of scientific publications but submit proposal ideas that meet DIPI scientific merit criteria maybe considered.

DIPI's goal is to promote science and research activities in Indonesia, therefore priority will be given to Indonesian nationals and research activities conducted in Indonesia. For this 2016 Research Call, PI's applying for the grants are required to be Indonesian nationality and based in Indonesia. Domestic and international collaborations between researchers and their institutions are encouraged.

The research proposal should address points of scientific merit criterias as outlined in DIPI Scientific Review Guidelines found in this Grant Manual. Proposals are also screened based on their fit to the selected focus areas and related scientific goals outlined in the Types of Grants section.

PI's must have an organizational affiliation with educational, research or application of research base. Such affiliation maybe with single or multiple organizations, government or private, for-profit or non-profit. PI's can only submit one application at a time, multiple applications will not be accepted. Further description about eligibility requirements can be found in Section 6 Application Procedure of this Grant Manual.



SECTION 2 FINANCIAL SUPPORT

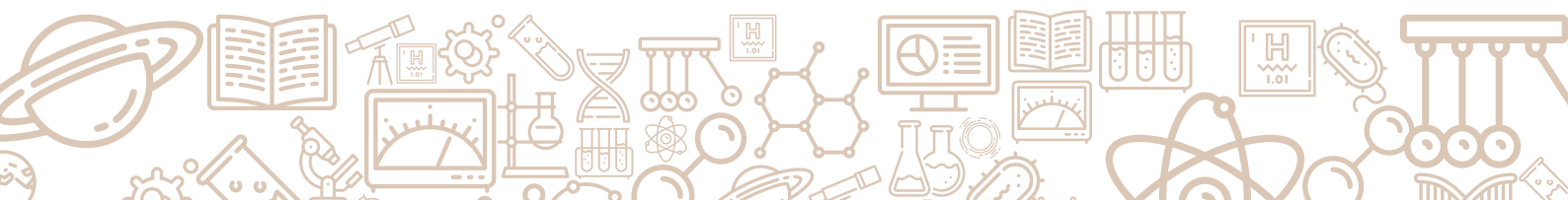
Competitive research grants of up to three years can be requested at maximum amount of IDR 1.5B (or approximately US\$100K) per year that are composed of:

- (I) Costs for equipment rental/use fee, materials, supplier, consumables computing and technical data infrastructure rental/use fee.
- (II) Salaries and stipends of Principal Investigators, Co-Investigators, Researchers, Student(s), Technicians and Research Staff(s) wages.
- (III) Travel related to sampling of material(s) or data analysis required for research activities.

(IV) Other direct costs that can include computer services, publication costs, workshops, conferences, facilities, intellectual property registration, and other resources.

(V) Overhead Costs.

Financial support will be given in the form of block grants whereby the Principal Investigator (PI) serves as the grantee of the award and legally responsible for the research group/laboratory to which the fund will be given. Full description of budget proposal requirements can be found in Section 6 Application Procedure of this Grant Manual. Further information of disbursement of awards, grant management, and related legal requirements will be provided following approval of the proposal for funding as part of DIPI's post-award administration process.



SECTION 3

DIPI aims to support fundamental frontiers research within specific science challenges focus areas of importance to Indonesia's future as outlined on SAINS45 Indonesian Science Agenda¹. The eight focus areas are:

1. Identity, Diversity, and Culture.
2. Archipelago, Marine and Bio-resources.
3. Life, Health, and Nutrition Science.
4. Water, Food, and Energy.
5. The Earth, Climate, and the Universe.
6. Natural Disasters and Community Resilience.
7. Materials and Computational Science.
8. Economy, Society, and Governance

This year, grants will highlight focus areas 1 and 3 of SAINS45 Indonesian Science Agenda¹.

- The research focus areas related to identity, diversity, and culture include, but are not limited to, those social science issues described in Cluster 1 of the publication SAINS45.

- The research focus areas related to life, health, and nutrition sciences include, but are not limited to, those biological issues described in Cluster 3 of the publication SAINS45.

Other focus areas addressed in SAINS45 will not be supported in this call, being reserved for funding in subsequent years.

Applicants are encouraged to address these focus areas. Proposals of an interdisciplinary nature – which cross the boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research, or proposals introducing unconventional, innovative approaches and scientific inventions – are encouraged.

The entire SAINS45 publication can be accessed at <http://dipi.id/en/SAINS45>¹.



SECTION 4



I. Initial Screening

II. External Peer Review and Applicant Response

III. Internal Grant Committee Evaluations

IV. Interview

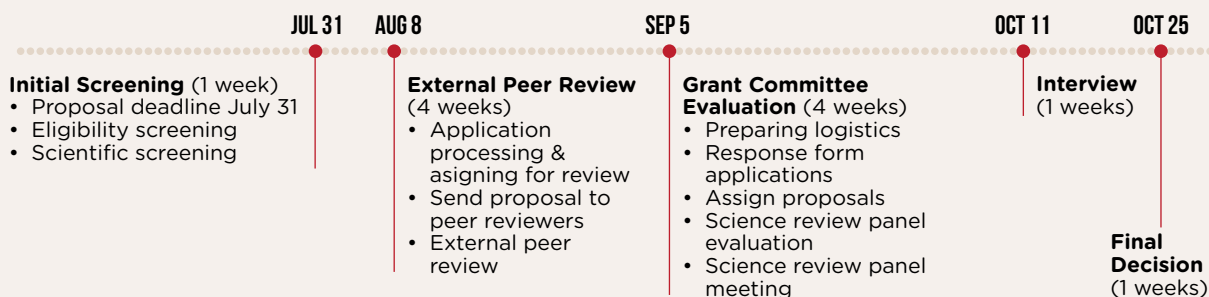
Candidates may be invited for an interview by DIPI Grant Committee if further clarifications regarding the proposal are necessary.

V. Final Decision

DIPI's internal Grant Committee will rank proposals based on overall competitiveness evaluation and relevance to the focus area(s). Final funding decisions will be made based on the order of this ranking, up to the number of proposals that can be accommodated by funding availability.

Applicants may not personally lobby DIPI staff, referees, or members of science, peer review panels and committee. Applicants may not submit additional information in support of an application after the original submission date, unless requested by DIPI. To do so may result in disqualification of the proposal. Grant administration officers of DIPI ensure fair and unbiased assessments of proposals by peer review members, DIPI panel/board members/officers.

DIPI TIMELINE 2016



Note: Specific dates in the time line above are subject to change depending on considerations by DIPI's Grant Committee during the processing of applications.



SECTION 5

A merit based scientific evaluation and review process^{3,4,5} lies at the foundation of DIPI's assessment procedure to ensure that the most promising scientific investigations of highest merit, scientific impact and potential are given priority for selection. This requires a system that allows for a just and fair method of assessment and evaluation that is objective and free from personal bias.

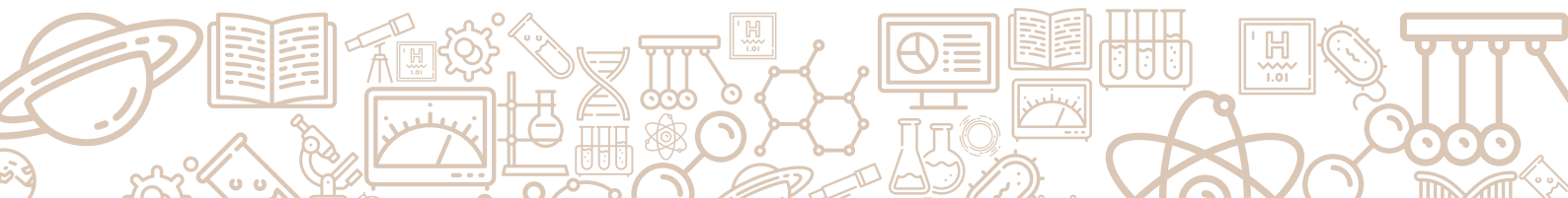
Qualifications for peer review and DIPI scientific review panel members include his/her publication record, expertise in the relevant field, research funding history, other scientific achievements and/or recommendations from colleagues in the field. In special cases, public representatives maybe recruited to provide perspective from a social impact point of view, or individuals with knowledge of technology transfer may serve as reviewers. Appointments are made without discrimination on the basis of age, ethnicity, gender, disability, and cultural, religious, or socioeconomic status.

Scientific Merit Criteria^{4,5} to be considered during the selection process are:

1. **Scientific Relevance:** to what extent does the proposed research and experimental design address important gaps in knowledge within the scientific field(s)/area(s) explored through the questions asked/hypotheses tested?

2. **Broader Impacts:** to what extent will the proposed research enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? To what extent will the results be disseminated broadly to enhance scientific and technological understanding? To what extent may the proposed activity benefit society?
3. **Investigator Qualifications:** do aspects of the investigator's background and experiences suggest that his/her ability to conduct the proposed research will be successful?
4. **Sustainability:** to what extent do the merits of scientific output of the research proposed give leverage in propelling future scientific investigations? What are the prospects and likelihood that the funding will enhance the investigator's potential and commitment to productive independent scientific research in the future? Can the project sustain itself past the award life-time?
5. **Innovative approaches:** does the proposed research provide novel approach to the questions being asked, hypotheses tested and knowledge gap addressed?

The overall review process is **confidential** to ensure that sensitive information is protected. Reviewers' identities are based on a strict observance of **anonymity**, they are never shared with applicants.



Members must disclose at the onset any possible or perceived conflict of interest(s) which is defined as *competing personal interest(s) that could affect*

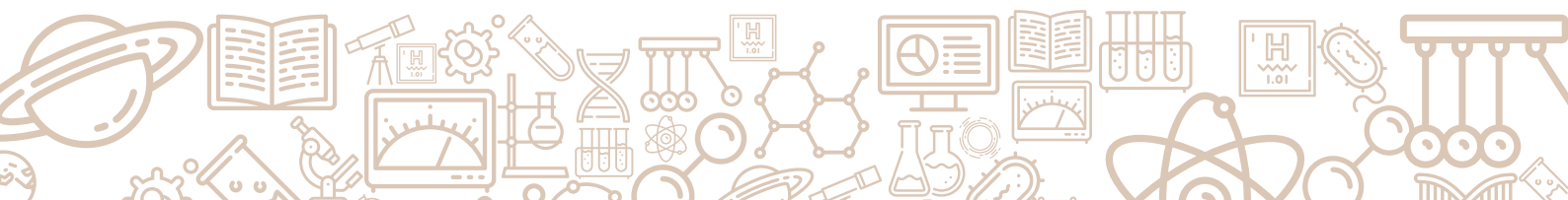
Disclosure of potential conflict of interest and adherence to DIPI standards of ethics and scientific integrity is declared by a signing a Conflict of Interest Certification form indicating that reviewers have read and understand the confidentiality rules for DIPI review process and agree to abide by them. Possible conflict of interest can include financial interests, professional relationships, personal relationships, employment, organizational membership, and other interests.



SECTION 6

The online application system in the DIPI website will guide applicants on procedures and information

The following pages outline DIPi 2016 Research Call Application Form for online proposal submission⁴.



DIPI PROPOSAL APPLICATION FORM

(TEMPLATE, APPLICANT DATA)

General Application Data

Project Name

(Character Limit: 100)

Grant Number

{For internal purposes only}

Character Limit: 200

Total Budget

DIPI is awarding competitive research grants for up to three years and IDR 1.5b/year.

Your total budget for the entire duration of the project may not exceed IDR 4.5 billion.

Character Limit: 200

Duration of Your Project (in months)

Awards are expected to be made in December, 2016 at the latest. Project must be completed by December 31, 2019.

Character Limit: 200

Last Name of Principal Investigator

Character Limit: 200

First Name of Principal Investigator

Character Limit: 200

Highest Degree Obtained

Please select the highest academic degree received by the applicant (check one box only).

Choices

Bachelors/S1

Masters/S2

Doctorate/S3

Professional (IE: Apt.,dr.,drg,drh,Ir.,AK.,B.K.P ... etc.)

Name of the Applicant's Institution

Character Limit: 250

Work Mailing Address

Character Limit: 2000

Other Current Professional Affiliation(s)

Character Limit: 1000

E-mail of the Principal Investigator

Character Limit: 250

Phone Number

Character Limit: 100

Nationality

Choices

Indonesian

Other

If you are not an Indonesian national, please specify your nationality:

Character Limit: 200

Residency Status

Are you are a resident of Indonesia?:

Choices

Yes

No

Gender

Please select the applicant's gender

Choices

Male

Female

Grant Focus Area

Please select the grant focus area under which your proposal falls (please select ONE focus area only)

Choices

Identity, Diversity and Culture Life

Health and Nutrition

Biographical Sketch of Applicant

Please include academic background, overall research scientific interests and goals

Character Limit: 3000

How Did You Hear About DIPI's Research Call?

Character Limit: 250

Project Summary

The summary should be written for the comprehension of readers without technical expertise.

Briefly and clearly state the goals of the project, scientific merit and the associated proposed activities; and describe the anticipated outcomes of the project.

Character Limit: 3000

Project Description

Prepare the project description with reference to the Section Review Process and Criteria provided in the end of this application form and the guidance provided in this and the preceding sections of this solicitation (specifically Section 5: DIPI Scientific Review Guidelines of the Grant manual). Please address the following parts of the proposal concisely (within the character limits listed) and include citations in the text with full references. List of references must later be uploaded in the Attachments section at the end of this application form. If needed, you may also upload up to a total of five figures and/or tables for the entire proposal. Incomplete proposals and those not submitted in the required format will not be considered.

Background

Summarize the scope of the technical and/or development challenge your research will address including issues relevant to both the local and international context. You can include in this section a brief summary of past work done on the proposed topic as well as any evidence gaps that your research will help fill.

Character Limit: 5000

Project Objectives

Provide a clear statement of the research project objectives and/or research questions the project will address. It is important that the project objectives are reasonable for the proposed timeline.

Character Limit: 2500

Research Plan

Describe the project design, procedures, and analyses to be used to accomplish the specific objectives of the project. If applicable, describe study populations and interventions. Discuss the potential difficulties and limitations of the proposed procedures and present alternative approaches to achieve the aims.

Character Limit: 10000

Scientific Relevance

Explain to what extent does the proposed research and experimental design address important gaps in knowledge within the scientific field(s)/area(s) explored and DIPI Focus Areas

Character Limit: 2500

Broader Impacts

Explain to what extent will the proposed research enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? To what extent will the results be disseminated broadly to enhance scientific and technological understanding? To what extent may the proposed activity benefit society?

Character Limit: 2500

Sustainability

Please list the merits of scientific output of the research proposed in propelling future scientific investigations. Describe the prospect and likelihood that the funding will enhance the investigator's potential and commitment to productive independent scientific research in the future. Finally, please show how the project will sustain itself past the award life-time.

Character Limit: 2500

Innovative Approaches

Explain how proposed concepts, approaches, methods, tools, or technologies used in your research may represent an innovative or novel approach.

Character Limit: 2500

Personnel

Prior Experience and Relevant Capabilities of the Principal Investigator

Briefly explain the qualifications of the applicant as they relate to the proposed project and illustrate how the project will build upon existing expertise. Later, an additional Letter of Laboratory Group Principal Investigator Agreement will be requested under the Attachments section of this application form.

Character Limit: 2500

List of Personnel

Please list all key personnel serving as Co-Principal Investigator(s), Researcher(s) and Technical Staff. Key personnel are defined as all individuals who will contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. Students and post-doctoral researchers should be included if they meet this definition, as well as any other significant contributors. Include their names, last degree obtained and technical/scientific role in proposed research project. Later, you will be asked to upload CVs of key personnel under the Attachments section of this application form. Members whereby salaries are requested will be required to include alongside their CVs an additional Letter of Laboratory Group Membership Agreement described in the Attachments section at end of this application form.

Character Limit: 4000

Collaborations

Describe collaborations with domestic and international partners. This includes in-country partners such as government ministries, non-governmental organizations, and research institutes/universities. Connections to private companies, international networks or resources, and international organizations should also be described if applicable. Explain the nature of these collaborations and describe what each partner will specifically contribute to the Research Plan. If you do not have existing collaborations you may skip this entry.

Character Limit: 4000

Training

Provide examples of any seminars, workshops, conferences, or other training activities planned as part of the project, including estimates of the numbers and types of people to be trained (undergraduate students, graduate students, postdoctoral researchers, laboratory technicians, industry professionals, policymakers, and other stakeholders). For example: How many PhD Students and publications will be expected to graduate from this research project?

Character Limit: 4000

Data Sharing and Dissemination Plan

Include a plan describing how the research findings will be disseminated to key stakeholders and the broader scientific community, e.g., via publication of results, submission of information to publicly accessible databases, informational meetings for stakeholders, or via other means appropriate to your field.

Character Limit: 3000

Timeline

For the anticipated duration of the award, provide a list of major project activities and milestones along with the estimated time required to complete each. You may type in your timeline in the text area here or upload it later in the Attachments section of this application form if it is in a separate file, such as spreadsheet or graphical format.

Character Limit: 3000

Human Subjects, Health, and Environmental Protection

Statutes, acts, laws, and regulations related to scientific research and development involving activities resulting in a potential high-risk and negative impact on human health and safety, the preservation of the environment and other living systems are governed by UU. No. 18 2002 on the National System of Research Development and the Application of Science and Technology, Article 30(2) and Article 22(2).

This is further defined by PP No. 48 2009, Article 22(3) UU No. 18/2002 on the requirements of such permits and by PP No. 8 2012 on what constitutes such activities considered to be a potential high-risk of negative impact and the governmental organization authorized to give such permits. Grantee will be responsible for obtaining the necessary permits prior to the start of the proposed research activity.

A. Activities Related to Biomedical Research

Please check appropriate box if the following is used in the proposed research (ONE OR BOTH BOXES):

Choices

Human Subjects

Vertebrate Animals

If both or either of the above subjects are used, please state:

- *possible ethical consideration;*
- *potential risk and/or negative impact on human health and safety;*
- *potential risk and/or negative impact on the preservation of the environment and other living systems.*

Character Limit: 2500

B. Use of Human Subjects on Proposed Research

I. Previous Experiments

If the study involves the use of humans subjects, have experiments been conducted on animals previously? If not, please explain why humans are used as initial subjects for the study.

Character Limit: 1000

II. Negative Impacts

Please list potential direct or indirect negative impacts. This includes methods of intervention where possible negative impacts are foreseen.

Character Limit: 1000

III. Duration

Please describe the length of time the human subjects will be involved in the study.

Character Limit: 1000

IV. Consent

Explain your plan for obtaining consent. If the subjects are informed verbally without written consent, or if they are unable to give their consent, please provide a justification and explain the tracking system to be implemented in order to protect the subjects.

Character Limit: 1500

V. Damages

Can subjects sue for damages? If yes, what would be the amount of the compensation (in IDR)?

Character Limit: 500

VI. Will The Human Subject Be Insured?

(Check ONE BOX ONLY)

Choices

Yes

No

Budget

Applicants may request up to IDR 1.5B (or approximately US\$100K) per year for up to 3 years. This can include: I. Equipment Rental/Use Fee, Materials, Supplies and Consumables, II. Salaries and Stipends of Principal Investigators, Co-Investigators research assistants/technicians, Research Staff Wages, III. Travel Expenses related to sampling of material(s)/data, training and other skills and education capacity-building IV. Other Direct Costs includes Computing and Technical Data Infrastructure, Publication Costs, Workshops and Conferences, Facilities and Other resources, Intellectual Property Registration and Processing, V. Overhead.

Budget Form

Provide an itemized budget for the project using the **budget form provided**.

Projects may last no more than three years, and proposals for multi-year projects must provide annual budgets separately detailing the expected costs for each year. Value for the investment will be an important consideration in proposal evaluation and selection, so all costs should be reasonable and necessary. If your project involves more than one institution in Indonesia, please prepare a separate budget table for each, so that it is clear what funds each institution needs, regardless of whether you would ask for all the funds to be disbursed to the lead institution or whether you would ask for separate awards to be made to each participating institution.

(Note: Multi-institutional team may be eligible for larger funding size, the amount of which will be considered on a case by case basis. Request for this additional funding must be stated in the budget form and budget justification section).

NAME OF INSTITUTION:

Note: List all amounts in IDR only. Describe per categorical item, add additional item lines if necessary.		Year 1	Year 2	Year 3	Project Total
			(if requested)	(if requested)	
Equipment and Supplies	1. Equipment Rental/Use Fee				Rp0.00
	2. Materials, Supplies & Consumables				Rp0.00
	3. Computing and Technical Data Infrastructure Rental/Use Fee				Rp0.00
Equipment Costs Total (I)		Rp0.00	Rp0.00	Rp0.00	Rp0.00
Salaries and Stipends (list each position on separate line and indicate % of time to be spent – add more lines if needed)	1. Principal Investigator				Rp0.00
	2. Co-Principal Investigator(s)				Rp0.00
	3. Researcher(s)				Rp0.00
	4. Technician(s)				Rp0.00
	5. Research Staff Wages				Rp0.00
Salaries and Stipends Costs Total (II)		Rp0.00	Rp0.00	Rp0.00	Rp0.00
Travel	1. Domestic Travel				Rp0.00
	2. Daily Allowance/Per Diem, Domestic Travel				Rp0.00
	3. International Travel				Rp0.00
	4. Daily Allowance/Per Diem, International				Rp0.00
Travel Costs Total (III)		Rp0.00	Rp0.00	Rp0.00	Rp0.00
Other Direct Costs	1. Computer Services				Rp0.00
	2. Publication Costs				Rp0.00
	3. Workshops and conferences				Rp0.00
	4. Facilities and other resources				
	5. Intellectual Property Registration & Processing				Rp0.00
Other Direct Costs Total (IV)		Rp0.00	Rp0.00	Rp0.00	Rp0.00
Overhead Costs	1. General purpose/office supplies				Rp0.00
	2. Clerical & Administrative wages				
	3. Electricity and other utilities				Rp0.00
Overhead Costs Total (v)		Rp0.00	Rp0.00	Rp0.00	Rp0.00
Grand Total Project Costs I+II+III+IV+V		Rp0.00	Rp0.00	Rp0.00	Rp0.00

Budget Request Justification

I. **Equipment and Supplies**

Provide an explanation and justification for the purchase of materials, supplies, consumables required for the research is allowed. However, major equipment purchase will not be allowed and only equipment rental fees/use fee will be allowed. Where possible, projects should leverage existing durable equipment.
Character Limit: 3000

II. **Salaries and Stipends**

Provide an explanation and justification for any salary or stipend support requested, including a list of the positions to be supported and the role each will play in the project and the percentage of their time that would be devoted to the project.
Character Limit: 3000

III. **Travel Costs**

List travel costs related to sampling of material(s)/data, training and other skills and education capacity-building related to research study. Provide the number, duration, location, and purpose for any project-related trips for which funds are requested, along with the titles or positions of the travelers.
Character Limit: 3000

IV. **Other Direct Costs**

Describe and provide justification for related direct costs related to research activities. This includes computer services, publication costs, workshops and conferences, facilities and other resources in support of research study.
Character Limit: 3000

V. **Overhead**

List possible overhead costs as necessary in support of research activities. If requested, overhead should be kept to a minimum. Examples include general purpose/office supplies, clerical and administrative wages, electricity and other utilities.
Character Limit: 3000

VI. **Collaborating Institutions (If Any)**

If your project involves other institutions besides your own, please list them, briefly describe the roles they will play in the project, and indicate whether they will support their costs with their own resources or with funds requested in your project budget (Note: Only Indonesian-based collaborating institution will be eligible to receive DIPI funding).
Character Limit: 3000

VII. **Other Funding Sources**

List the source and amount of any other funds that you have received or applied for from other sources to support your research.
Character Limit: 3000

Attachments

Please upload the following items in your proposal submission as instructed in this section. Those marked by red asterisk* **are required** in order to complete the proposal submission process.

References

Upload your references (literature citations) if they are included in your project description. It is strongly encouraged to include a list of references.

Figures and Tables

Upload figures, and diagrams (if any) in a single document and refer to them in your project description (for example, Figure 1, Table 2, etc.). Please do not **exceed five figures/tables** combined and do not include additional project narrative in this document.

Curriculum Vitae*

Please upload curriculum vitae (CVs) for all key personnel as previously described. Each CV should be no more than two pages in length and include citations for no more than five to ten recent relevant publications or patents. If the project includes more than one institution, please be sure to include a CV for the key project participant at each institution. Please do not submit electronic copies of publications or other background materials, as they will not be forwarded to reviewers.

Letter of Research Group Principal Investigator Agreement*

(SURAT PERNYATAAN PENGIKATAN SEBAGAI ORGANISASI PENELITIAN)

As part of legal documentation, PI must provide a SURAT PERNYATAAN PENGIKATAN SEBAGAI ORGANISASI PENELITIAN (Letter of Research Group Principal Investigator) written and signed in Bahasa Indonesia to confirm role as person responsible for the research group made as legal binding organizational entity. Please use as reference the letter template provided in Appendix IV.

List of Publications*

You should list at least one authored research paper published in national/international scientific journals.

Institutional Letter of Support

An institution letter of support is not required for submission but strongly encouraged at the application stage. However, it will eventually be required in order for you to receive funding at the end of the review process should you be recommended for an award.

Please use the **Institutional Letter of Support template provided in Appendix II** and have it filled out and signed by an official at the PI's institution who is legally authorized to make commitments on the institution's behalf. If your project involves more than one institution, please submit a separate letter of support for each partnering institution and upload them in a single document. The letter must be signed and written on official institutional letterhead.

Review Process and Criteria

DIPI will convene review panels that will evaluate proposals using a scientific peer review criteria.

As part of the scientific peer review, all proposals will:

- Receive a written critique.
- Compete for available funds with funding decisions based on the following review criteria.

Note: An application does not need to be strong in all categories to be considered for funding. The proposal's scientific merit and broader impact will be prioritized by reviewers.

Review Criteria

1. **Scientific Relevance:** to what extent does the proposed research and experimental design address important gaps in knowledge within the scientific field(s)/area(s) explored through the questions asked/hypotheses tested?
2. **Broader Impacts:** to what extent will the proposed research enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? To what extent will the results be disseminated broadly to enhance scientific and technological understanding? To what extent may the proposed activity benefit society?
3. **Investigator Qualifications:** do aspects of the investigator's background and experiences suggest that his/her ability to conduct the proposed research will be successful?
4. **Sustainability:** to what extent do the merits of scientific output of the research proposed give leverage in propelling future scientific investigations? What are the prospects and likelihood that the funding will enhance the investigator's potential and commitment to productive independent scientific research in the future?
5. **Innovative approaches:** does the proposed research provide novel approach to the questions being asked, hypotheses tested and knowledge gap addressed? Explain how proposed concepts, approaches, methods, tools, or technologies used in your research may represent an innovative or novel approach to a specific development challenge.

Other measures during the review process include:

- Relevance to DIPI's priority and focus areas, as stated in the solicitation
- Availability of funds

Acknowledgement

Check Box

I have read and understood DIPI's review process and criteria

APPENDIX I

Example CV TEMPLATE

Your CV must not exceed 2 pages.

Name

Contact Information

Professional Preparation (List undergraduate and graduate education and postdoctoral training in the following format)

<i>S1/Undergraduate Institution</i>	<i>Major</i>	<i>B.S./SSi., Year</i>
<i>S2/Graduate Institution</i>	<i>Major</i>	<i>M.S., Year</i>
<i>S3/Graduate Institution</i>	<i>Major</i>	<i>Ph.D., Year</i>
<i>Postdoctoral Institution</i>	<i>Area</i>	<i>Years</i>

Appointments (List academic and professional appointments in reverse chronological order)

<i>2008-</i>	<i>Dean of College of Science, Universitas Palangka Raya</i>
<i>2001-2008</i>	<i>Department Chair, Biochemistry, Universitas Palangka Raya</i>
<i>2000-2001</i>	<i>Visiting Professor, Biochemistry, University Palangka Raya</i>
<i>1996-</i>	<i>Professor, Biochemistry, Universitas Mataram</i>
<i>1992-96</i>	<i>Associate Professor, Biochemistry, Universitas Mataram</i>
<i>1989-92</i>	<i>Assistant Professor, Biochemistry, Universitas Mataram</i>

Publications (Please include the names of all authors in order, title of publication, volume and page numbers, and year of publication in consistent professional format. Include the Web address if available electronically. For unpublished manuscripts, list only those submitted or accepted for publication and likely date. Patents, copyrights, and software systems may be substituted for publications, but do not list more than 10 total items.)

- (I) From one to up to five publications most closely related to proposal project
 Last name, Initials., Last name, Initials. (year). Title. Publisher, Location.
 Last name, Initials. (year). Title. Journal, Volume #, pg. #-#.
- (II) From one to up to five other significant publications

Synergistic Activities (List up to five examples demonstrating broader impact of your professional and scholarly activities focusing on integration, transfer, and creation of knowledge. Examples are cited below.)

Chair of committee developing curriculum for program on Title at National University, 2010
Vice president of National Society for Title, 2005-2007
Host and organizer of 2008 Symposium on the Title
Co-editor of Journal Name, 1998-
Associate editor of Journal Name, 1991-1995

Collaborators & Other Affiliations

• Collaborators

(List all persons alphabetically who are current or past collaborators on a project, book, article, report, abstract, or paper for the past four years. Include current organizational affiliations for each, and indicate if you have no collaborators to list.)

J. Smith, Department of Biochemistry, University of Missouri; M. Jones and K. Taylor, Department of Molecular Biology, University of Maryland; G. Winter, Faculty of Biomedical Sciences, University of Freiburg, Germany.

• S2/S3/Graduate and Postdoctoral Advisors

(List your own graduate advisor(s), principal postdoctoral sponsor(s), and their current organizational affiliations.)

• S1/S2/S3Thesis Advisor and Postgraduate Sponsor

(List all persons and their organizational affiliations whom you have advised or sponsored. State the total number of graduate students you have advised and postdoctoral scholars whom you have sponsored.)

APPENDIX II

Institutional Letter of Support Template

Please Use Institutional Letterhead

DIPI
Jl. Medan Merdeka Selatan. No.11
Jakarta Pusat 10110

Dear DIPI,

On behalf of {APPLICANT NAME} of {INSTITUTE NAME}, I am very pleased to provide this letter of institutional support for {APPLICANT NAME} in submitting {his/her} proposal for the DIPI 2016 Research Call Announcement. Our institution will support the participation of its staff in the proposed project and would be willing to receive and administer any grant funds awarded **if required**.

{IF YOUR INSTITUTE WILL BE ADMINISTRATING THIS FUND, BRIEFLY DESCRIBE INSTITUTE STRUCTURES AND PRACTICES FOR PROJECT MANAGEMENT AND FINANCIAL OVERSIGHT, AS WELL AS DESCRIPTION OF THE PROCESS BY WHICH THE INSTITUTION COULD RECEIVE GRANT FUNDS}

{BRIEFLY DESCRIBE RESOURCES THAT YOUR INSTITUTE WOULD BE MAKING TO FACILITATE THE PROJECT, FOR EXAMPLE BY PAYING THE SALARY OF THE PI OR OTHER STAFF, PROVIDING SUBSTITUTE INSTRUCTORS TO COVER PI'S TEACHING DUTIES, PROVIDING LABORATORY OR OFFICE SPACE, ACCESS TO EQUIPMENT, OR OFFICE SUPPORT STAFF}.

{BRIEFLY DESCRIBE OTHER GRANTS YOUR INSTITUTION HAS RECEIVED (IF ANY), INCLUDING PROJECT TITLE, SPONSORING ORGANIZATION'S NAME, AMOUNT, DATES}

Signed and dated by official at the principal investigator's institution who is legally authorized to make commitments on the institution's behalf.

APPENDIX III

Letter of Research Group Membership Agreement

(Must Be Written and Signed in Bahasa Indonesia)*

SURAT PERNYATAAN PENGIKATAN SEBAGAI ORGANISASI PENELITIAN

Yang bertanda tangan di bawah ini:

Nama :
Tempat dan tanggal lahir :
No. KTP/SIM :
Alamat :
Institusi/afiliasi :

Dengan ini menyatakan dengan sesungguhnya

1. Bahwa saya bersedia mengikatkan diri sepenuhnya pada satu organisasi atau kelompok penelitian di bawah penanggung jawab, sebagai berikut:
Nama :
No. KTP/SIM :
Institusi/afiliasi :

Setelah Surat Pengikatan diri ini saya tandatangani maka saya akan menjalankan peran dan fungsi saya sebagai satu kesatuan dalam organisasi atau kelompok penelitian, sesuai dengan pembagian tugas yang disepakati dalam organisasi atau kelompok penelitian saya.

2. Bahwa apabila saya terbukti menyatakan kondisi yang tidak sesungguhnya serta tidak memenuhi ketentuan lain yang telah diatur oleh Dana Ilmu Pengetahuan Indonesia (DIPI), maka saya bersedia menerima konsekuensi yang ditetapkan oleh DIPI.

Demikian pernyataan ini saya buat dengan sebenar- benarnya dan merupakan bagian tidak terpisahkan dari Pedoman Pemberian Hibah DIPI (Grant Manual), dalam kondisi sehat lahir dan batin serta tanpa paksaan dari siapapun serta saya bersedia dituntut di muka hukum apabila di kemudian hari saya mengingkari apa yang telah saya nyatakan tersebut.

Tempat dan tanggal pernyataan
Yang menyatakan,

Materai 6000

(.....)

APPENDIX IV

Letter of Research Group Principal Investigator Agreement

(Must Be Written and Signed in Bahasa Indonesia)*

SURAT PERNYATAAN PENANGGUNG JAWAB ORGANISASI PENELITIAN

Yang bertanda tangan di bawah ini:

Nama :
Tempat dan tanggal lahir :
No. KTP/SIM :
Alamat :
Institusi/afiliasi :

Dengan ini menyatakan dengan sesungguhnya

1. Bahwa saya merupakan penanggung jawab organisasi atau kelompok penelitian yang anggotanya adalah sebagaimana terlampir pada Surat Pernyataan ini.
2. Bahwa nama-nama yang tercantum dalam lampiran Surat Pernyataan ini telah dimintai persetujuannya dan dengan kesadaran sendiri untuk menjadi satu bagian organisasi atau kelompok penelitian dibawah tanggung jawab saya.
3. Bahwa saya merupakan orang yang berwenangan untuk melakukan perikatan hukum, menandatangani perjanjian atau kontrak dengan pihak lain atas nama organisasi atau kelompok penelitian yang berada di bawah tanggung jawab saya.
4. Memahami dan menyadari sepenuhnya bahwa kedudukan saya sebagai penanggung jawab memiliki konsekuensi hukum, administrasi dan konsekuensi lain yang timbul dalam sebuah organisasi atau kelompok penelitian.
5. Apabila saya ternyata tidak menyatakan keadaan yang sesungguhnya dan serta tidak memenuhi ketentuan lain yang telah diatur oleh Dana Ilmu Pengetahuan Indonesia (DIPI), maka saya bersedia menerima konsekuensi yang ditetapkan oleh DIPI.

Demikian pernyataan ini saya buat dengan sebenar-benarnya dan merupakan bagian tidak terpisahkan dari Pedoman Pemberian Hibah DIPI (Grant Manual), dalam kondisi sehat lahir dan batin serta tanpa paksaan dari siapapun serta saya bersedia dituntut di muka hukum apabila dikemudian hari saya mengingkari apa yang telah saya nyatakan tersebut.

Tempat dan tanggal pernyataan
Yang menyatakan,

Materai 6000

(.....)

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 info@dipl.id

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 [DIPI_Indonesia](https://www.instagram.com/DIPI_Indonesia)

 [DIPI.Indonesia](https://www.facebook.com/DIPI.Indonesia)