

# GRANT MANUAL 2016

## APPLICATION GUIDE

VERSION 1.2

Dana Ilmu Pengetahuan Indonesia  
(Indonesian Science Fund)



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For questions or clarifications regarding this Grant Manual, please email [2016@dipi.id](mailto:2016@dipi.id).



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## FOREWORD

# WHY MERIT-BASED SUPPORT FOR FUNDAMENTAL SCIENTIFIC RESEARCH IS IMPORTANT FOR ALL DEVELOPING NATIONS



BRUCE ALBERTS

Widely recognized for his work in the fields of biochemistry and molecular biology, Bruce Alberts served as Editor-in-Chief of *Science* (2009-2013), was one of the first three United States Science Envoys (2009-2011), and former US Science Envoy to Indonesia (2010-2012). Alberts is now the Chancellor's Leadership Chair in Biochemistry and Biophysics for Science and Education at the University of California, San Francisco. He had served a two six-year terms as the president of the US National Academy of Sciences (NAS). He now serves on the advisory boards of more than 25 non-profit institutions including the Science Steering Board for DIPI.

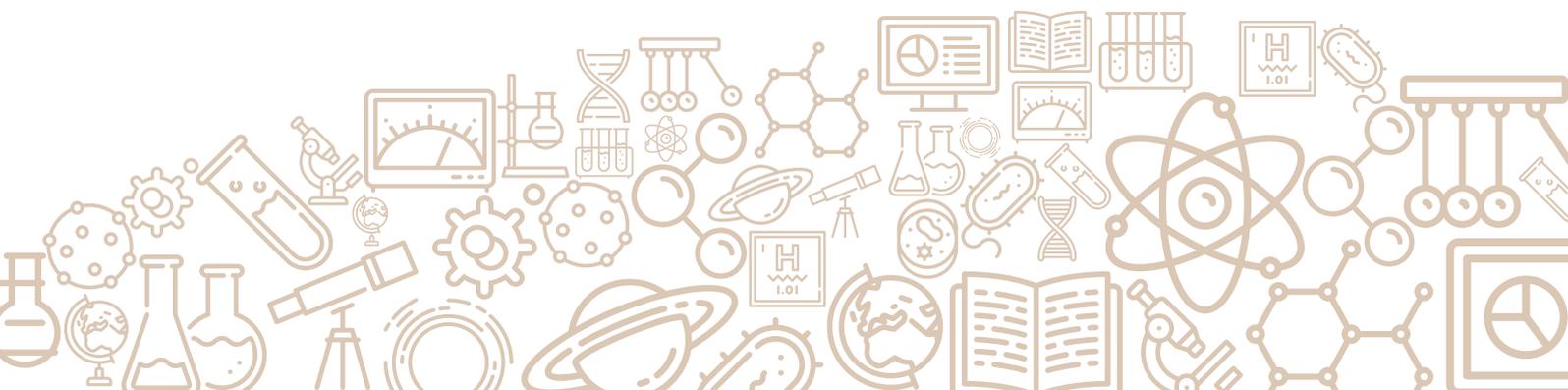
In democracies, decisions tend to be driven by short-term election cycles, and it requires wise, farsighted leadership to commit to the long-term investments that are required for a nation's future success.

Especially critical are government investments in the infrastructure, institutions and human capital required for outstanding scientific research. Many past breakthroughs in science and technology have greatly improved the human condition -- be they in health, agriculture, environment, or engineering.

These breakthroughs can be traced back to advances in our understanding of the world around us that have been obtained through fundamental scientific research (see <http://www.nasonline.org/publications/beyond-discovery>). It is thus no accident that today's centers of industrial innovation in the United States have grown up around our very best research universities, from which energetic and ambitious students who are expert in fundamental science have

migrated with knowledge, connections, and skills to form thousands of new companies.

Why should Indonesia support fundamental research? The people, methods, and ideas at the frontiers of scientific discovery have produced a vigorous international community that is invaluable for driving the economic development of every modern nation. But Indonesia can only exploit this rich resource if its own chemists, physicists, earth scientists, biologists, and engineers are an integral part of this rapidly advancing community -- working as colleagues with the leaders in each of these fields. This will require outstanding local universities and research institutions that pursue fundamental discovery -- the type of research that can only be generated through merit-based competitions for substantial government funding.



# 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 civilizations<sup>1</sup>.

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 research<sup>2</sup>. 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 Indonesia<sup>1</sup> 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 ELIGIBILITY

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 nationals 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 affiliation with educational and/ or research based organization(s). 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 4 GRANT PROPOSAL SELECTION PROCESS



The procedure for evaluating applicant's qualifications will focus on the scientific creativity, the innovativeness of the research approaches, and the potential of the project, if successful, to have a significant impact on the field.

### I. Initial Screening

Submissions of full proposals are first screened by DIPI Grant and Science Officers to make sure they meet basic eligibility criteria as described in Section I: Eligibility section of this manual. They also must contain all the required information as outlined in the Section 6: Application Procedure of this manual. Incomplete proposals will not be forwarded to the next stage of the application process.

### II. External Peer Review and Applicant Response

Proposals that pass the initial eligibility screening process are sent to an external peer review panel

composed of Indonesian and/or international scientists who are experts in the specific area(s) of the proposed research. Reviewers rate proposals' alignment to basic Scientific Merit Criterias as described in Section 5: DIPI Scientific Review Guidelines and provide additional comments and questions that serve as guidelines for Internal Grant Committee evaluation process. Applicants will be given an opportunity to respond to specific questions about the proposal from reviewers before the application is sent to the Grant Committee for evaluation.

### III. Internal Grant Committee Evaluations

An internal DIPI Grant Committee will further evaluate the proposals based on the incoming external peer review recommendations, the candidate's responses to any question(s) from peer reviewers and the alignment to focus areas.



**IV. Interview**

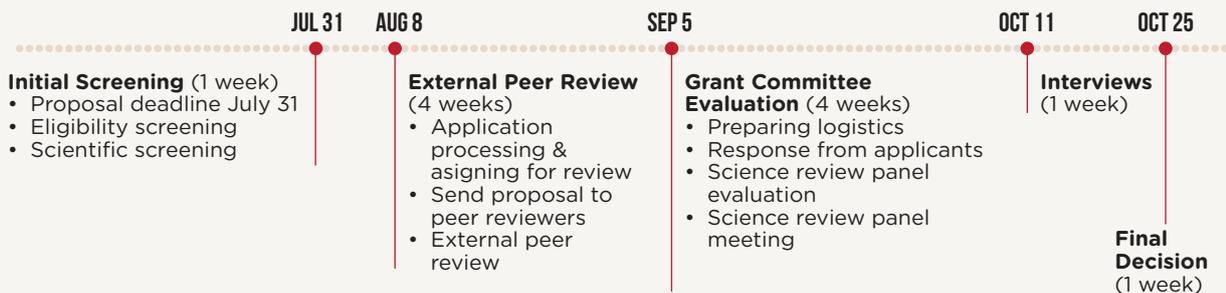
Candidates maybe invited for an interview by DIPI Grant Committee if further clarifications regarding the proposal are necessary.

**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 timeline above are subject to change depending on considerations by DIPI’s Grant Committee during the processing of applications.





Reviewers should ensure not disclose aspects of their own research or any other identifying elements in their evaluation of the candidate's proposal. Reviewers are discouraged from discussing and exposing their role in the public and mass/social media during the selection process. Discussions, application materials (except those in the public domain), and information about conflicts of interest and assignments of individual reviewers to particular applications are strictly confidential.

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,*

*or could appear to affect, an individual's judgment or could cause the individual's impartiality to be questioned*<sup>6</sup>.

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.





# DIPI PROPOSAL APPLICATION FORM

## General Application Data

### Project Name

*(Character Limit: 100)*

### 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)*

### Full 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)*

### Identification Number (KTP or SIM/Driver's License or Passport)

*Choices:*

*KTP*

*SIM/Driver's License*

*Passport*

*(Character Limit: 50)*

### Work Mailing Address

*(Character Limit: 2000)*

### Other Current Professional Affiliation(s)

*(Character Limit: 1000)*

### E-mail of the Principal Investigator

*(Character Limit: 250)*

### Mobile/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 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 to confirm the role of the applicant as responsible for the research group recognized as a legally binding organizational entity.

*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 an additional Letter of Research 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 under figures and tables 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. The 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 the 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*

## Material Transfer Agreements

For research activities involving collection, exchange and transfer of material between collaborating non-Indonesian/foreign/overseas institution(s) and/or national(s), strict compliance with the legislation in effect in both countries is expected.

Research activities involving non-Indonesian/foreign/overseas organization(s) and/or national(s) is governed by PP. No. 41, 2006, Article 17(5) UU No. 18/2002 that regulates the procedures on submission of permits, including requirements that includes the need for institutional guarantor, the reporting of research activities conducted and sanctions to those who violate such requirements.

Article 20(2) prohibits the exchange of samples and/or specimens outside of the Republic of Indonesia except by approval of the Minister of Research Technology as stipulated within UU No. 4/2006 concerning International Treaty on Plant Genetic Resources for Food and Agriculture relating to the procedures for Material Transfer Agreement.

Grantee will be responsible for furnishing required permit(s)/approval(s)/document(s) relating to material transfer prior to the start of research activities.

Will proposed research involve collaborating non-Indonesian/foreign/overseas institution(s) and/or national(s)?

*Choices:*

*Yes*

*No*

Will proposed research involve collection, exchange and transfer of material between collaborating non-Indonesian/foreign/overseas institution(s) and/or national(s)?

*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.

### 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
<b>Equipment Costs Total (I)</b>		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
<b>Salaries and Stipends Costs Total (II)</b>		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
<b>Travel Costs Total (III)</b>		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
<b>Other Direct Costs Total (IV)</b>		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
<b>Overhead Costs Total (V)</b>		Rp0.00	Rp0.00	Rp0.00	Rp0.00
<b>Grand Total Project Costs I+II+III+IV+V</b>		Rp0.00	Rp0.00	Rp0.00	Rp0.00

## 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.

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

## 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 and costs related to intellectual property registration and processing.  
*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. You may use the template provided in Appendix I. 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. Please save all CVs in a single file.

### Letter of Research Group Membership Agreement\*

(SURAT PERNYATAAN PENGIKATAN SEBAGAI ORGANISASI PENELITIAN)

As part of legal documentation, all key personal whereby salaries are requested must submit a SURAT PERNYATAAN PENGIKATAN SEBAGAI ORGANISASI PENELITIAN (Letter of Research Group Membership Agreement) written and signed in Bahasa Indonesia as statement that they are current members of the laboratory group recognized as a legally binding organizational entity. Please use the letter template provided in Appendix III.

### Letter of Research Group Principal Investigator Agreement\*

(SURAT PERNYATAAN PENANGGUNG JAWAB ORGANISASI PENELITIAN)

As part of legal documentation, PI must provide a SURAT PERNYATAAN PENANGGUNG JAWAB ORGANISASI PENELITIAN (Letter of Research Group Principal Investigator Agreement) written and signed in Bahasa Indonesia to confirm role as responsible for the research group recognized as a legally binding organizational entity. Please use as a 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.
- 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 Grant Committee members,

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 ADMINISTERING THIS AWARD, BRIEFLY DESCRIBE THE INSTITUTE STRUCTURES AND PRACTICES FOR PROJECT MANAGEMENT AND FINANCIAL OVERSIGHT, AS WELL AS THE PROCESS BY WHICH THE INSTITUTION COULD RECEIVE GRANT FUNDS}

{BRIEFLY DESCRIBE THE RESOURCES THAT YOUR INSTITUTE WOULD BE MAKING AVAILABLE TO FACILITATE THE PROJECT, FOR EXAMPLE BY PAYING THE SALARY OF THE PI OR OTHER STAFF, PROVIDING SUBSTITUTE INSTRUCTORS TO COVER THE 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 an 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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Jakarta 10110, Indonesia

Facs. +62 21 344 2319

 [www.dipi.id](http://www.dipi.id)

 [info@dipl.id](mailto:info@dipl.id)

 [DIPI\\_Indonesia](https://twitter.com/DIPI_Indonesia)

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

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