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| **Ref. Code:** |  |

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**CENTRE OF EXCELLENCE CATALYST GRANT (CoE-CG)**

**CHECKLIST FORM**

|  |  |
| --- | --- |
| **PRINCIPAL INVESTIGATOR (PI)** |  |
| **PROJECT TITLE**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Details** | **Please Tick (/)** | **RC Office** |
| 1. | Application form |  |  |
| 2. | The external research grant offer letter |  |  |
| 3. | Agreement document for the collaboration (if applicable) |  |  |
| 4. | Full research proposal approved by the funder |  |  |
| 5. | Budget details for CoE-CG |  |  |
| 6. | Budget details for the external research grant |  |  |

Notes:

1. The Project Leader must ensure all documents in the checklist are submitted. Applications that are not complete will not be processed.
2. Does this research need Biosafety Approval? **(if yes, proof of submission Notice of Intent [NOI] to IBBC must be submitted prior to proposal evaluation session)**.
3. Does this research need Ethic Approval? **(if yes and your application is successful, please be reminded that proof of ethics application must be submitted prior to the activation of research account)**.

**Prepared by Principal Investigator (PI):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

**Date:**

**Checked by (Office use only)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Official stamp:**

**Date:**