

Nanyang Technological University (NTU) Co-Funding Guidelines for Imperial Connect Fund Collaborative Projects

CALL DOCUMENT AND GUIDANCE FOR NTU APPLICANTS

Context and Purpose

The Imperial Global Connect Fund (<https://www.imperial.ac.uk/about/global/>) supports the development of impactful collaborations with global partners through Imperial's international hubs and aims to: (1) support interdisciplinary research consortia, (2) develop innovation and enterprise activities, and (3) enhance education and student experience. Within this framework, Imperial College London (Imperial) and Nanyang Technological University (NTU) have established a bespoke stream under the "Enhancing education and student experience" aim to support collaborative education projects involving NTU, with a focus on a small number of priority areas of strategic interest to both institutions.

These guidelines set out the arrangements for NTU co-funding of selected projects submitted through Imperial's Global Connect Fund process.

The NTU co-funding scheme is managed by NTU's Institute for Pedagogical Innovation, Research & Excellence (InsPIRE) – Teaching, Learning and Pedagogy (TLP), and administered by the EdeX Grant Administration Team.

Applications for NTU co-funding are **by invitation only**. NTU collaborators from projects shortlisted by InsPIRE–TLP will be invited to submit proposals for consideration.

1. Types of Projects

- 1.1 Projects should foster substantive collaboration between NTU and Imperial and deliver clear benefits to students and staff at both institutions.
- 1.2 NTU applicants should explain how the NTU co-funding will be used to benefit NTU's education and student experience, complementing the information provided in the Imperial Global Connect Fund application about the collaborative benefits.
- 1.3 Projects which support development in the following areas are encouraged:
 - 1.3.1 Environmental Sustainability in Education

Projects may include:

- Projects that aim to deeply integrate a sustainability theme (aligned to the UN Sustainable Development Goals) or UNESCO SDG competency (e.g., systems thinking, anticipatory thinking, collaboration, critical thinking) into disciplinary pedagogies.
- Projects that allow students to develop sustainable ways of engaging with their discipline in the laboratory. This may include creating energy efficient algorithms or processes that only use benign materials and move away from toxic substrates. Focus could be on lab practice and/or wider themes. These should go beyond recycling and reuse of equipment.
- Development of capstone projects that allow students to make a positive environmental or social impact through the application of their disciplinary science, including interdisciplinary work.

1.3.2 AI in Education

Projects may include:

- Integrating AI tools to enhance learning, teaching, or student support (e.g., feedback generation, formative tutoring, accessibility).
- Building on existing Imperial or NTU initiatives.
- Measuring the impact of AI on students and staff.
- Going beyond tool pilots to explore curriculum level innovations that foster critical thinking and student agency in an AI rich environment, producing reusable assets designed for scaling across Imperial and/or NTU.
- AI-enabled assessment design and delivery (e.g., authentic tasks, academic integrity support)
- Use of AI to democratise access to information and widen participation.

1.3.3 Assessment and Feedback

Projects may include:

- Developing scalable formative feedback approaches (e.g., dialogic feedback, peer assessment, programmatic assessment).
- Trialing new feedback modalities or turnaround improvements that enhance student engagement and learning.
- Developing systematic approaches to reviewing and rationalising assessment.
- Identifying or investigating innovative solutions to discipline-wide assessment and feedback challenges.
- Working collaboratively with students for a common understanding of assessment & feedback.
- Developing fair and transparent assessment and feedback for all students and how EDI issues interact with assessment and feedback Governance and Compliance.

Notes

- Projects can be either curriculum based or extracurricular.
- Curriculum based opportunities must have approval from relevant committees / faculty.

- 1.4 Proposals to support existing partnerships should clearly state how this fund would add value to the relationship and funding that is already in place and how the funds would enable the project to become sustainable beyond the project period with the activity becoming embedded into the educational delivery at both institutions.

2. Applicant Eligibility and Application Process

- 2.1 Imperial staff interested in developing a collaborative project with an NTU partner should first reach out to NTU staff to develop a project idea, and vice versa. The collaboration should be established before submission to the Imperial Global Connect Fund.
- 2.2 The nature of the collaboration, including the respective academic roles, project responsibilities and working arrangements between the Imperial and NTU collaborators, may be determined mutually by the project partners. For administrative purposes, the Imperial project lead will submit the application to Imperial, while any approved NTU co-funding will be administered through the NTU project lead.
- 2.3 Both the NTU and Imperial project leads must be named on the Imperial Global Connect Fund application form. The application is submitted to Imperial by the Imperial project lead through Imperial's internal application process.

- 2.4 At NTU, the lead applicant must be a full-time faculty member. For applicants on fixed-term contracts, the contract end date must last at least as long as the project they are applying for.
- 2.5 After the Imperial application deadline, Imperial will share with InsPIRE–TLP the list of submitted proposals that involve NTU collaborators. The Associate Vice Provost (Education Transformation) of InsPIRE will review these proposals and shortlist those that fall within the areas identified for NTU support.
- 2.6 NTU applicant may only apply for NTU co-funding **by invitation** and only if they are named collaborators on Imperial-led proposals that have been shortlisted by InsPIRE–TLP.
- 2.7 Invited NTU applicant is required to complete the Forms in **Annex A**. Invited NTU applicants are required to complete the forms in Appendix A and email the completed proposal to EdeXGrant@ntu.edu.sg for an initial administrative check. Applicants will be advised when they may proceed to submit their application via RISE (<https://fibi.ntu.edu.sg/>) in accordance with the timelines provided in Section 7.
- 2.8 RISE will route your application to your School's Research Support Office (RSO), then to the HOD/ACR for approval before it reaches the Grant Manager (GM) from the EdeX Grant Administration Team.
- 2.9 A new research account will be created for new grant holders for the disbursement of grant money upon completion of the Data Management Plan. Please contact your school's RSO for more information on this process.

3. Funding

- 3.1 NTU funding is intended to support the NTU component of collaborative education projects between NTU and Imperial and is separate from any support awarded by Imperial under the Imperial Global Connect Fund.
- 3.2 NTU funding will be provided only for selected projects involving NTU collaborators that have been shortlisted by InsPIRE–TLP and approved for NTU co-funding.
- 3.3 NTU co-funding per project will normally be provided on a matched basis, up to the value of the Imperial award, subject to a maximum of GBP 8,000 (approximately SGD 13,840¹).
- 3.4 Funds may be used only for activities that fall within the purpose of this call. Applicants must itemise and justify their proposed budget using the tables in the application form.
- 3.5 The actual amount awarded to each project will depend on the nature, scope and justification of the proposed NTU activities, and on the availability of funds. NTU reserves the right to award the full amount requested, a reduced amount, or no funding.
- 3.6 Once approved, the application grant quantum cannot be increased. Hence, applicants are advised to prepare their budgets carefully.
- 3.7 As funding is limited, we encourage early applications. The scheme may close

¹ The SGD equivalent is based on an indicative exchange rate of 1 GBP = 1.73 SGD as at May 2026 and is provided for reference only. The final SGD amount may be determined using the prevailing exchange rate or the rate adopted by NTU for administrative purposes.

4. Budget Proposal and Management

- 4.1 Indicate the breakdown of the proposed budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.
- 4.2 The applicants also declare that the grant award will not be used for any item(s) funded or pending funding from other sources.
- 4.3 For details of eligible cost items, please refer to Appendix B.
- 4.4 All monies will be disbursed upon award of the grant. NTU applicants are responsible for managing the money allocated to their project account in accordance with the budget committed in the accepted application.
- 4.5 Eligible costs:

NTU	
Cost	Eligible / Not eligible
EOM (Manpower)	Eligible
OOE (Materials & Consumables) OOE (Subject/Volunteer Payment)	Eligible, Research consumables are allowable only if directly related to the project and should normally not exceed 10% of the total project budget.
OST (Travel, accommodation and subsistence)	Eligible, pegged at 20% of total project direct costs awarded to each NTU awardee.
OOE Related Expenses (Other Miscellaneous cost)	Eligible
Indirect and estate, IT equipment, personal productivity communication tools	Not eligible
Teaching release	Not eligible

- 4.6 Travel expenses must be directly related to the approved project and comply with NTU's prevailing travel and financial policies. Requests for international travel funding must also be fully justified, clearly aligned with environmental sustainability (including consideration of online or hybrid alternatives where feasible), and demonstrate clear added value for project networking and the sharing of best practice.
- 4.7 All NTU-funded activities must be completed by 31 July 2027, in line with Imperial's requirement that awarded funds be spent by the end of the relevant Imperial financial year. As the NTU co-funding is tied to the corresponding Imperial-funded project, **no extension beyond 31 July 2027 will be permitted.**

5. Review and Selection of Applications

- 5.1 Following submission of applications to the Imperial Global Connect Fund, Imperial will share with InsPIRE–TLP the list of proposals that involve NTU collaborators. The Associate Vice Provost (Education Transformation) of InsPIRE, will review these proposals and shortlist those that fall within the areas identified for NTU support.
- 5.2 Only NTU collaborators named on Imperial-led proposals that have been shortlisted by InsPIRE–TLP will be invited to submit an application for NTU co-funding.
- 5.3 Invited applications will be reviewed by a panel comprising NTU faculty members from various Schools.
- 5.4 The panel will assess co-funding proposals only after Imperial has confirmed the award of the corresponding project under the Imperial Global Connect Fund. This ensures that NTU co-funding is provided only for projects that will proceed under Imperial's scheme.
- 5.5 The panel will assess applications based on:
 - Importance, creativity, and impact: Importance, creativity, and potential impact of the activity, with an emphasis on building education and student experience opportunities with Imperial which offer sustainable long-term benefits.
 - Scale up potential: Potential for new education and student experience projects that advance [NTU's 2030](#) goals by developing future ready, AI ready graduates and strengthening NTU's global reputation for research and innovation led education.
 - Wider institutional benefits: Wider institutional benefits, including the value the Imperial-NTU partnership or network will bring to other departments, faculties, centres, students, and staff by fostering networks between Imperial and NTU.
 - Engagement with the Imperial Global network: The extent to which the NTU component has been designed in close partnership with Imperial, complements and strengthens the Imperial-funded activities, and focuses NTU funding on genuinely joint work rather than standalone NTU activities.
 - Value for money: The extent to which the NTU-funded component delivers meaningful outcomes for NTU through efficient and appropriate use of the requested funds.
- 5.6 Based on the panel's recommendations, InsPIRE–TLP will make decisions on NTU co-funding. Approval of a project by Imperial does not guarantee NTU co-funding; NTU's decision on the provision and level of co-funding is final.

6. Obligations of Fund Awardees

- 6.1 All successful grant holders will be expected to submit a Final Report and a Financial report at the conclusion of the funded project to NTU.
- 6.2 A project showcase which may include peer-reviewed publications, books, journal, newsletters, brochures, posters, online artefacts (such as reflection pieces, blogs or work samples), conference materials, webinars, case studies or reports. The aim is to maximise the educational impact of the funded projects.

7. Important Dates

NTU will operate two rounds per academic year aligned to Imperial's Global Connect Fund deadlines.

Stage	First round	Second round
Imperial deadline for submission of proposal (by Imperial project lead)	Friday 19 June 2026	Friday 9 October 2026
Shortlisting for NTU co-funding (InsPIRE–TLP)	Wednesday 24 June – Friday 17 July 2026	Wednesday 14 October – Friday 6 November 2026
Invitations to NTU project leads to submit proposals	By Friday 17 July 2026 (Tentative)	By Friday 6 November 2026 (Tentative)
Deadline for invited NTU project leads to submit NTU proposals via RISE (upon Imperial award notification)	Monday 3 August 2026 (Tentative)	Friday 20 November 2026 (Tentative)
Indicative notification of NTU funding decision (to NTU project lead)	By September 2026	By January 2027
Funds to be spent by	31 July 2027	31 July 2027

8. Support Available

- 8.1 Further details and full scheme guidance is available on the NTU Co-Funding for Imperial Connect Fund Collaborative Projects webpage (https://www.ntu.edu.sg/education/inspire/CTLP/grants-and-awards/ntu-co-funding-for-imperial-connect-fund-collaborative-projects#Content_C018_Col00).
- 8.2 Applicants may refer to the [Imperial Global Connect Fund webpage](https://www.imperial.ac.uk/about/global/imperial-global-connect-fund/) (<https://www.imperial.ac.uk/about/global/imperial-global-connect-fund/>), and relevant case studies webpage for examples of previously funded projects to help shape and refine their own project ideas (<https://www.imperial.ac.uk/about/global/imperial-global-connect-fund/case-studies/>).
- 8.3 NTU staff who are interested in collaborating with Imperial are encouraged to use the below links to find possible collaborators at Imperial and to approach them directly to discuss a project idea. It is also recommended to ask colleagues about existing collaborations with Imperial as that may suggest avenues for exploring education collaborations.
- Imperial:
- Learning and Teaching Strategy: <https://www.imperial.ac.uk/about/education>
 - Departments and Faculties: <https://www.imperial.ac.uk/faculties-and-departments/>
- 8.4 NTU staff can also share an outline of a proposed project with Imperial's International Relations Office (globalseedfunds@imperial.ac.uk) who will share the information with appropriate contacts at Imperial. If a potential collaborator is found, you will be connected for a conversation.

Please note, it is not guaranteed that it will be possible to identify a potential collaborator.

8.5 For queries about the Imperial Global Connect Fund call, NTU applicants may contact:

InsPIRE–TLP

Nanyang Technological University, Singapore

50 Nanyang Avenue

S3-B2A-04

Singapore 639798

EdeXGrant@ntu.edu.sg

8.6 NTU applicants who wish to contact Imperial directly regarding the Imperial Global Connect Fund call may contact:

International Relations Office

Imperial College London

Faculty Building Level 2

London, SW7 2AZ

United Kingdom

+44 (0)20 7594 2533

globalseedfunds@imperial.ac.uk

Annex A: Nanyang Technological University (NTU) Co-Funding for Imperial Connect Fund Collaborative Projects Application Form (By Invitation Only)

This form must be completed using 11pt Arial font. Margins must not be adjusted. Where the form has been adjusted or incorrect font used, the proposal will be returned to the applicant without further assessment. (Remove all words in blue when you submit your application).

Please send the completed application form to EdeXGrant@ntu.edu.sg. This application is by invite only and deadline will be informed via the invitation email.

Part (I): SUBMISSION DECLARATION FORM

1. Lead NTU Applicant

Title (e.g. Mr/Ms/Dr/Prof etc.):	
Name:	
Email:	
Position:	
Department & Faculty:	
Total requested:	SGD <i>Please ensure this matches the total in your budget table</i>
☐ I confirm I have read the NTU Co-Funding Guidelines for Imperial Connect Fund Collaborative Projects in full.	
☐ I confirm that the proposed NTU project timeframe is aligned with the timeframe of the corresponding Imperial-funded project.	
☐ I acknowledge that all NTU-funded activities must be completed by the project end date, and that no extension beyond this date will be permitted.	

2. Imperial collaborator details

Please provide the details of the Imperial project lead as stated in the Imperial Global Connect Fund application.

Name of Imperial project lead:	
Position:	
Department & Faculty:	

3. NTU Co-applicants

Please give details of any co-applicants internal to NTU. You may duplicate the table if you have more than two co-applicants.

Name:	
Email:	
Position:	
Organisation:	
Department & Faculty:	

4. Timeframe

Proposed start date:	DD/MMM/YYYY
Proposed end date:	DD/MMM/YYYY

(The NTU project dates must match the project timeframe approved under the corresponding Imperial Global Connect Fund application and must fall within the overall period permitted under the NTU Co-Funding Guidelines)

Part (II): Project Details for NTU Funding

5. Case for Support (Please keep this section to not more than 3 pages. Please ensure you address all parts of this section.

a. Project title	<i>Please use the same title as in the corresponding Imperial Global Connect Fund application.</i>
b. Priority area	<i>Please refer to Section 1.3 of the NTU Co-Funding Guidelines for Imperial Connect Fund Collaborative Projects for details on each priority area. You may select more than one option, if applicable.</i> ☐Environmental Sustainability in Education ☐AI in Education ☐Assessment and Feedback
c. Project Goals and Impact	<i>What are the goals and objectives of the NTU-funded component of your project?</i> <i>What impact will it have at NTU, in collaboration with Imperial?</i>
d. NTU activities and collaboration	<i>How will you carry out the NTU-funded component of the project in collaboration with Imperial? Please describe the key tasks and activities at NTU, how they relate to your goals, objectives and timeline, and how they connect with the activities led at Imperial.</i>
e. Alignment with broader strategies	<i>How will your project align with the bespoke stream of the Connect Fund to support collaborative education projects involving NTU and Imperial?</i> <i>How does the NTU-funded component support NTU 2030's Education pillar?</i> <i>Please refer to Section 5 of the 'Review and Selection of Applications' in the NTU Co-Funding Guidelines for Imperial Connect Fund Collaborative Projects.</i>

f. Outcomes:	Discuss how you will know if the collaborative project has been successful in achieving the intended outcomes.
g. Sustainability	How do you hope to achieve long-term impact, beyond the end date of the project?
h. Dissemination of project	Please outline how the completed project will be disseminated within NTU to communicate results, outcomes and potential for others to adopt and adapt.

6. Overall Budget. Please fill in Appendix A: Details and Justifications of Proposed Budget for a detailed breakdown of the items.

Funding cannot be used for capital items, leased items (e.g. PCs) or payment for relief of teaching responsibilities. Please check with your school's finance office to ensure that the items are budgeted. You may refer to Appendix B for the recommended budgeting guidelines.

Item	Budget Requested	Total *(SGD\$)
i) EOM		
ii) OOE – Materials and Consumables		
iii) OOE – Training/Other Miscellaneous Cost		
iv) OST – Overseas Travel		
Total budget		

* Specify the exchange rate and the date (e.g., 1 GBP to ?? SGD as of MMM/YY).

Appendix A: Details and Justifications of Proposed Budget

*PIs are reminded to check with your school's Research Support Office to ensure that items budgeted are permitted and within the appropriate category. Any changes in category requires the submission of a grant variation and is subject to approval by the Head/Director of InsPIRE-TLP and the Associate Vice Provost (Education Transformation) of InsPIRE. Please see **Appendix B: Guidelines on Budgeting** for the recommended budgeting guidelines.*

i) EOM

Staff Category	Justification	Cost per head	Quantity and Cost Estimation	Total (S\$)
Subtotal				

* Please consult with your school's research office on the hiring process to ensure proper budgeting. Most PIs encounter problems when hiring staff due to administrative issues.

* We strongly discourage hiring full-time staff due to the grant duration and lengthy hiring process involved. If you wish to hire a full-time staff, please provide strong justification.

ii) OOE – Materials & Consumables – GST to be included, where appropriate

Please provide justification for each category. Any item above \$2,000 requires a strong justification. If a vendor/speaker is proposed to be engaged, kindly provide a quotation. You may use the table below to list the activities associated with the budget request for OOE.

Item	Justification	Quantity and Cost Estimation	Total (S\$)
Subtotal			

iii) OOE – Other Miscellaneous Cost

Item	Justification	Quantity and Cost Estimation	Total (S\$)
Subtotal			

iv) OST – Overseas Travel

Item		Total (S\$)
Country	Justification	
Subtotal		

Note:

- Total funding for overseas travel (including accommodation and subsistence) will be capped at 20% of the total direct project costs awarded to the NTU lead, and will be subject to InsPIRE-TLP approval. Any exceptions to this cap must be specifically and robustly justified.**
- Applicants must justify in-person travel by explaining why it is necessary for the project and how it supports sustained educational or partnership benefits.**

Appendix B: Guidelines on Budgeting (For NTU)

EOM (Manpower)

Student Assistant (Degree) - SGD 10/hour

Student Assistant (Masters) - SGD 15/hour

OOE (Materials & Consumables)

Items or services (e.g., reference materials, subscriptions) are allowable only if these are directly related to the project.

Research consumables (up to 10% of the total budget).

Grant awardees should consult with their respective Schools and/or the university on the availability of such items/services to ensure that amount funded are utilise appropriately.

OOE (Subject/Volunteer Payment)

Surveys - SGD 5 - SGD 10 / per survey

Individual Interviews or Focus Group - SGD 10/hour

We generally do not recommend reimbursement for transport / food allowance unless strong justification is provided.

OST (Travel)

The Grant Awardee has to ensure that: (i) all travel expenses are in line with the consistently applied travel policy on business travel at NTU; (ii) the purpose of the travel should be directly relevant to the project and necessary to accomplish the project objectives, and (iii) to provide a breakdown of travel costs (e.g., destination, airfares, number of nights of accommodation and rate per night, and any other major travel-related items).

The total funding for travel and subsistence will be pegged at 20% of total project direct costs awarded to each NTU awardee.

Applicants must justify any in-person international travel by explaining why it is necessary for the project and how it will contribute to sustained educational or partnership benefits. Such requests should be clearly aligned with environmental sustainability, including consideration of online or hybrid alternatives where feasible, and must demonstrate clear added value for project networking and the sharing of best practice.

OOE Related Expenses (Other Miscellaneous cost)

Networking events

Reasonable costs for project-related networking events, such as workshops, training academies and seminars that foster collaboration and develop new links, may be supported where these are clearly justified and directly relevant to the approved project.

Project related equipment

Allowable, if specifically budgeted for the project and the equipment is used extensively for the benefit of the project.

The period of maintenance funded should be restricted to the duration of the project. For new equipment, maintenance should not be budgeted for the duration the equipment is under warranty (e.g. Year 1) and quotations for maintenance contract must be included.

Professional services fees

Allowable, if deemed necessary, specifically justified and provided for in the fund application/variation request.

The proposal must show how the required professional service contribute to the project and why the work cannot be performed by the project team. To include credential of the service provider(s) and fee breakdown.

Not fundable

Teaching Release

Undergraduate tuition support

Purchase of IT equipments (i.e. computer equipment, and printers) and personal productivity tools communication expenses (i.e. smartphones) are generally not allowed unless they are deemed essential to the project and have been approved by approving authority.