



# CONTENT:

INTRODUCTION .....	4
RISPRO INTERNATIONAL RESEARCH COLLABORATION .....	4
PROPOSAL GUIDELINES .....	5
PRE-SUBMISSION INFORMATION .....	5
WHO MAY TO SUBMIT PROPOSAL .....	7
HOW TO SUBMIT PROPOSAL.....	9
WHEN TO SUBMIT PROPOSAL.....	9
PROPOSAL PREPARATIONS INSTRUCTIONS.....	10
FOR PRINCIPAL INVESTIGATOR (PI) & ORGANIZATIONS .....	10
FOR REVIEWERS.....	10
PROPOSAL TEMPLATE.....	11
REQUIRED ATTACHMENTS .....	11
REFERENCES.....	11
FIGURES AND TABLES .....	11
CURRICULUM VITAE .....	12
LETTER OF RESEARCH GROUP MEMBERSHIP AGREEMENT .....	12
LETTER OF RESEARCH GROUP PRINCIPAL INVESTIGATOR AGREEMENT .....	12
LIST OF PUBLICATION(S).....	13
INSTITUTIONAL LETTER OF SUPPORT .....	13
COST PRINCIPLES .....	13
UNALLOWABLE COST.....	14
BUDGET TEMPLATE .....	15
PROPOSAL PROCESSING & REVIEW.....	21
MERIT REVIEW PRINCIPAL AND CRITERIA .....	21
SELECTION OF REVIEWER .....	22
COST ANALYSIS & NEGOTIATION.....	22
APPLICATION TIMELINE & PROCESS.....	23

GENDER EQUALITY AND SPECIAL NEEDS INCLUSION .....	25
HUMAN SUBJECTS, ANIMALS SUBJECTS, HEALTH, AND ENVIRONMENTAL PROTECTION.....	25
CHILD PROTECTION .....	25
TIMELINE.....	26

# INTRODUCTION

## RISPRO INTERNATIONAL RESEARCH COLLABORATION

The general service agency to managing endowment fund for education or known as LPDP (Lembaga Pengelola Dana Abadi Pendidikan) has initiated new research financial scheme; its call RISPRO International Research Collaboration (RISPRO-KI).

The objective of the scheme is:

- a. To increase international publication with the standard Q1 and Q2, intellectual property right, and social engineering model (policy recommendation);
- b. To increase the quality and productivity national's researchers

The inevitable outcome of this scheme is 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 open system and flexible of financial support for scientific research, this scheme 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.

This scheme will fund 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. The scheme will also fund technology innovation research that can contribute to the national economic growth.

This scheme will award scientific research grants up to 3 years. Proposals will be selected on an open merit and competitive basis, through a peer-reviewed selection process. This Call for Proposal Guidelines highlights the eligibility criteria, grant types, selection and application process for RISPRO-KI research grants.

# PROPOSAL GUIDELINES

## PRE-SUBMISSION INFORMATION

### FUNDING AREA

#### **A. LIFE SCIENCE/HEALTH**

Health problems are a fundamental issue for all countries especially under developing or developing countries, and becoming a national priority in order to produce healthy and productive human resources. this focus area is expected to contribute also to the achievement of national SDG's program. there are still a lot of issues in health that need technological solution. the scope of research proposal can cover basic research, applied to development/engineering research that will become the forerunners of innovation. focus areas of the life science/health are:

- Genomic (Genome sequence big data, Machine learning algorithm, Genome mapping for cancer, Molecular epidemiology, Molecular pathology, Genotypes and phenotypes existing diseases, precision medicine, personal medicine, etc.)
- Cell therapy (Stem-cell bank, Regenerative therapies, Therapies for diseases treatment such as cardiovascular disorders, other health, aging, etc.)
- Digital Health (telemedicine, device development and sensor monitoring, big data/integrated health data, artificial intelligence, robotic doctor for Disease diagnosis, health system development, software development and smart devices)
- Stunting (nutrition, etc.)
- Neglected diseases (HIV/AIDS, Tuberculosis, Malaria, Dengue and chikungunya fever, etc.)

## **B. ADVANCE MATERIAL/NANOTECHNOLOGY**

Advance material or nanoscience and nanotechnology are highly interdisciplinary and cut across industrial and commercial sectors to research and create new materials and devices with remarkable properties and functions. To name but a few, nanotechnology is being used in medicine, electronics, food, manufacturing and materials or water purification. Despite the fact that the technology has a high potential for Indonesia national industries, research and innovation program in nanotechnology has still a high untapped potential. The scope of research proposal can cover basic research, applied to development/engineering research that can support the strengthening of supporting industries or creating new products. Focus area of advance material/nanotech are:

- Nano medicine
- Nano electronic
- Biomineralization, bio nanotechnology (Nano cellulose)
- Nano Electromechanics
- Super paramagnetic material
- Supra molecular chemistry
- Passive nanostructure, active Nano devices, complex Nano machine, Nano system
- Nano pillar, Nano particles

## **C. MARITIME**

Indonesia has an area of 5.8 million square kilometers — including the exclusive economic zone — with the second longest coastline in the world, and over 17,504 islands stretched. How can the oceans contribute to Indonesia economy development and civilization now and in the future? How far can we make use of marine, biological and non-biological resources, for people's welfare? Thousands of species in the sea can be a healthy source of food to meet the needs of proteins, carbohydrates, fats (fish oil, omega-3), vitamins, and other minerals. The resources of marine species is potentially developed into various types of drugs, cosmetics, and biomaterials — including biofuels. Water luxuriance and species resources are part of a very important ecosystem for a variety of charismatic species, such as turtles, dolphins, and ornamental fish. The scope of research proposal can cover basic research, applied to development/engineering research. Focus area of maritime are:

- Marine biodiversity

- Marine biotechnology
- Deep sea
- Marine products development
- Under water vehicle including unman vehicle
- Wave /current energy
- Coral reef, etc.

## WHO MAY TO SUBMIT PROPOSAL

RISPRO-KI welcomes proposals on behalf of all qualified scientists, engineers, and educators. RISPRO-KI strongly encourages women, minorities and persons with disabilities to participate fully in its programs. In accordance to RISPRO-KI regulations and policies, no person on grounds of race, color, age, sex, origin, or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving financial assistance from RISPRO-KI, although some programs may have special requirements that limit eligibility.

Scientist, engineers, and educators should initiate proposals that are officially submitted by their employing organization. Graduate students are not encouraged to submit research proposals, but should arrange to serve as research assistants to faculty members.

Proposals may be submitted by public legal RTD (Research and Technology Development) entities, such as:

- I. *Universities*
- II. *Public Research and Development Institutions*
- III. *Higher Education Institutes (Private Universities)*
- IV. *Private sector /Non –Government Organization with R&D Capabilities*
- V. *Companies/industries*

The participation of SMEs, industries and clusters in consortia is encouraged.

## APPLICANT QUALIFICATION

Except where a program solicitation establishes more restrictive eligibility criteria, individuals and organizations in the following categories may submit proposals;

- a. PI has to be qualified on a Doctoral (S3) education, not currently in advanced study or other academic activities.

- b. PI must have an organizational affiliation with educational, research or application of research based. Such affiliation maybe with single or multiple organizations, government or private, for-profit or non-profit. Affiliation has to be proved by the MoU, agreement, or any relevant document.
- c. PI has the international partner which is written in the cooperative agreement.
- d. PI can only submit one application at a time, multiple applications are not accepted.
- e. The research proposed must have a preliminary study in the form of at least 3 scientific articles from the chair of the research proponent as the main author relevant to the research topic and has been published in international scientific journals of at least Q2 Scopus Indexed.

## 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 or scientific publications but submit proposal ideas that meet RISPRO-KI merit criteria maybe considered.

RISPRO-KI scheme's goal is to promote science and research activities in Indonesia, therefore grant will be given to Indonesian nationals and research activities conducted in Indonesia. For this research call, PI's applying for the grants are required to be Indonesian nationals and based in Indonesia. Domestic and international collaboration between researchers and their institutions are encouraged.

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

- Principal Investigator has to be an Indonesian nationality, who lives in Indonesia, under the auspices of the Research Institution which is located in Indonesia.
- Grantee/Research Institution must provide in-kind contribution such as laboratory as an appreciation to their Principal Investigator who get the research grant.

## INELIGIBLE ORGANIZATION

Without prior written consent, RISPRO-KI may not award a grant to:

- Any Indonesian entity which is a "Private Voluntary Organization" (PVO) but has not registered.
- Any "Public International Organization" (PIO);

- Any foreign researcher/PI;
- Any foreign government;
- Any governmental agency (e.g, Pemerintah Daerah);
- Any entity affiliated with the Contractor or any of its directors, officers, or employees;
- Any political party organization;
- Any government sponsored cooperatives;
- Individuals.

## HIGH RISK GRANTEES

In case RISPRO-KI Partner evaluates the financial management capabilities of a grantee and determines that they are limited or deficient, RISPRO-KI Partner will classify them as high-risk organizations. RISPRO-KI Partner Program Officer will report the findings to the Executive Director to be discussed with recommendation to not make an award or make a special award with the following conditions:

- 1) additional financial reporting detail or frequency; and
- 2) providing technical assistance to the grantee.

This option may be used only for such a period of time until the potential recipient can correct any institutional deficiencies, but not for the life of the award.

## HOW TO SUBMIT PROPOSAL

Project proposals has to be submitted electronically to:

**Link:** <https://risprolpdp.kemenkeu.go.id/>

## WHEN TO SUBMIT PROPOSAL

- Online proposal submission begins February 17<sup>th</sup>, 2020.
- The deadline for proposal submission is May 30, 2020, at 5.00 PM Jakarta time (WIB)
- All proposals must be written in English only.

# PROPOSAL PREPARATIONS INSTRUCTIONS

## FOR PRINCIPAL INVESTIGATOR (PI) & ORGANIZATIONS

Principal Investigator (PI) may not personally lobby RISPRO-KI Partner staff, referees, or members of science, peer review panels and committee. PI may not submit additional information in support of an application after the original submission date, unless requested by RISPRO-KI Partner. To do so may result in disqualification of the proposal. Grant administration officers of RISPRO-KI Partner ensure fair and unbiased assessments of proposals by peer review<sup>1</sup> members, RISPRO-KI Partner panel/board members/officers.

The overall review process is **confidential (blind review process)** to ensure that sensitive information is protected as best as possible. Reviewers' identities are based on a strict observance of **anonymity**.

## FOR REVIEWERS

Reviewers names and/or their reviews should never be shared with applicants by RISPRO-KI Partner, the review him/herself, or another reviewer. Reviewers should ensure to not disclose aspects of their own research in candidate's assessment correspondence and documents such as they may be identified. 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 possible 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>1</sup> Peer Review = Fair, equitable, and objective examinations of applications based on an evaluation of scientific or technical merit performed by experts (Peer Reviewers) in the field. Peer review is intended to provide guidance and recommendations to RISPRO-KI panel or scientific council and/or individuals responsible for making award decisions.

Disclosure of potential conflict of interest<sup>2</sup> and adherence to RISPRO-KI Partner standards of ethics and scientific integrity is declared by a signing a pre-meeting and a post-meeting Conflict of Interest Certification form indicating that reviewers have read and understand the confidentiality rules for RISPRO-KI 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.

## PROPOSAL TEMPLATE

For RISPRO-KI Proposal Application form for online proposal submission shown in Annex A.

## REQUIRED ATTACHMENTS

In addition to the completed proposal form, please also upload the following items in your proposal submission (your application will not be complete and cannot be submitted without these attachments).

## REFERENCES

Please include your references (literature citations), figures, and diagrams (if any) in a single document and refer to them in your project description (for example, Figure 1 in Appendix, etc.). It is strongly encouraged to include a list of references.

## FIGURES AND TABLES

Please do not exceed five figures/tables combined and do not include additional project narrative in this document. (Upload limit: 4 MB, JPEG or PDF files only)

---

<sup>2</sup> Conflict of interest = Conflict of Interest is competing personal interest that could affect an individual's judgment and impartiality to be questioned.

## CURRICULUM VITAE

Please submit curriculum vitae (CVs) for all key personnel as previously described. 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. Consultants and post-doctoral researchers should be included if they meet this definition, as well as any other significant contributors.

Please save all CVs for all personnel listed in a single file (using the format provided) and attach to your application submission. 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. All the CVs must be uploaded in one 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.

## 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.

## LIST OF PUBLICATION(S)

You should list at least has three authored research paper published in international scientific journals (With minimum. Q2 Scopus indexed) as a 1<sup>st</sup> author.

## INSTITUTIONAL LETTER OF SUPPORT

An institutional letter from an official at the principal investigator'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 support letter from each. The letter must be signed and written on official institutional letterhead. (Upload limit: 4 MB).

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

Once you have filled out all the sections of the application and uploaded your attachments, please scroll down to the section below to acknowledge that you have read and understood the review process and criteria before submitting your application.

## COST PRINCIPLES

All costs associated with this Grant shall conform to the Cost Principles that determine allowable costs.

The following factors shall be considered for all costs under the grant:

1. Allowable: Costs are allowable when they are:
  - Reasonable and Allocable (see below)
  - Are adequately funded
  - All supporting documents and supporting evidence are well documented
  - Occurs within the research grant period
  - Directly related to the objectives of research funding
2. Reasonable: Costs are reasonable if they do not exceed that which would be incurred by a prudent person, and:
  - Is of an ordinary and necessary amount for implement of the award

- Adheres to general sound business practices, arms-length bargaining, local laws, regulations and customs
  - Does not deviate from established practices of the organization
  - reasonable and accountable properly
3. Allocable: Costs shall be allocated among funding sources in accordance with the relative benefits received. If a good or service will be used for the benefit of the research and at the same time other activities (outside the scope of this award), the cost of the good or service shall be allocated among these various funding sources.

## UNALLOWABLE COST

- Purchase of land, buildings and fixed assets, vehicles (trucks, cars, motorcycles, etc.),
- heavy equipment and heavy machinery or similar;
- Financing related to military activities, law enforcement, or surveillance equipment;
- Cost of entertainment and promotional expenses with no clear purpose for the program;
- Gifts, gratuities, donations;
- Any expenditures to politically-affiliated organizations or parties, as well as costs associated with political campaigns;
- Alcoholic beverages and tobacco products;
- The cost of sanctions or fines;
- International travel expenses not related to the program. Ticketed travel costs should be maximized by traveling only via economy class;
- Repayment of existing implementing obligations prior to signing of the Cooperative Agreement,
- Compensation costs for media;
- Unreasonable payroll / honorarium payments or those without a clear attendance list and supporting documents;
- Advertising costs and public promotions made for promotional purposes of the implementing organization and not / not related to the completion of the program;
- The cost of legal courts;
- License fee;
- School and university tuition and fees;

- Costs related to unlawful activities in Indonesia.

## BUDGET TEMPLATE

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

*(Upload limit: 2 MB)*

For proposal budget please see **Annex A**.

## PROPOSED BUDGET TOTAL

Within the framework of the RISPRO-KI Call, funding can in general be applied for:

- Personnel costs
- Equipment and consumables (project-related miscellaneous expenses and project-related larger equipment)
- Mobility costs (exchange research visits between Europe and Southeast Asia. Travel costs, living expenses and visa costs are eligible for funding.
- Other costs (Costs which cannot be classified under the previous cost items but are required for the project implementation, such as costs related to dissemination, intellectual property, demonstration, market search, management, organizational and subcontracting costs)

The Funding proposal should follow the following structure:

The research call will fund research proposal based on the Indonesia Government standard or approved institution standard or LPDP's standard. The grant may cover partial or full cost of the project, both direct and indirect cost as follows:

## DIRECT COST

Covers the expenses incurred by the implementing institution in executing the project with the total of 95% of the total project cost, such as:

Direct Cost for Personnel (30% of total project cost)

- Consist of salaries or stipend of Indonesian researchers.

Direct Cost for NON-PERSONNEL

- Supplies, material, Consumables, or instrument cost
- Rental equipment (purchasing, buying small equipment can be covered if its project related need is clearly demonstrated)
- FGD/capacity building/training, survey, socialization, seminar, dissemination
- Mobility expenses:
  - Local traveling
  - Travel abroad (maximum 2 time in a year and maximum 250 million IDR or 15.750 Euro)
- Scientific event or project meeting (salary/honorarium of field staffs, resource person, surveyor, observer, respondents, experts)
- Registration fee for IPR, research permit, etc.
- Registration fee for scientific publication
- Photocopy, Printing and Binding

## INDIRECT COST (5% FROM TOTAL COST)

Cost used to cover:

- the internal monitoring, administration cost, institutional cost, and
- management fee for RISPRO's Partner (2.5%).

### ADDITIONAL NOTE:

- Project cost should include taxes and other cost need in the execution of the project
- Project cost cannot be used for purchasing land, operational car, building construction, guarantee or loan, social grant to community and other expenses that not related with the project achievement
- Final project cost based on final review by RISPRO's Partner and/or LPDP

SCOPE OF EACH BUDGET COMPONENT are as follows:

## EQUIPMENT AND SUPPLIES

No.	DESCRIPTION
1	RISPRO-KI grant can be used to cover for rental fee of research equipment. It <u>can</u> be used to purchase research equipment with specific requirement. Research groups are expected to leverage on existing equipment in Indonesia. Proposals which include use of equipment located abroad must provide clear and solid justification which will be assessed and reviewed prior to approval.
2	RISPRO-KI grant can be used for purchase of consumables (materials & supplies) required for the research. The research organisation is responsible for an accountable, transparent and well documented procurement process of said items, including making sure that it receives highest value for money
3	RISPRO-KI grant <u>cannot</u> be used to purchase any capital good including computer, laptop, camera, refrigerator, etc. without guarantee from institution toward the maintenance cost, and idle condition.
4	If the existing institution has lack of computing and technical data infrastructure, the RISPRO-KI grant can be used to rent those needed infrastructures.
5	All of the rental fee and purchasing good should be used the price reference from equipment rental companies or good purchasing companies. This reference has to be sent in the attachment of proposal budget.

## SALARIES AND STIPENDS

No.	DESCRIPTION
1	Each individual personnel must allocate <u>at least 2 day a week</u> for the proposed research activity. Salaries are then calculated based on the specific time allocation over the span of the research period.
2	<b>Total budget for salaries and stipends is maximum 30%.</b> The standard of salaries and stipends should be in accordance with the regulation of Ministry of Finance ( <i>Peraturan Menteri Keuangan RI no. 33 tahun 2016 tentang Standar Biaya Masukan Tahun Anggaran 2017</i> ), internal standard salary sign by President of Univ./CEO, or standard LPDP salary.
3	PI should provide a list of the positions to be supported and the role each will play in the project, including the amount of time allocated for the research project (Work Breakdown Structure/WBS). If the project requires staff other than the team of investigators, their details should also be entered on WBS.
4	The number of researchers have to be draw in Work Breakdown Structure (WBS).
5	The research team can hire the graduate student to conduct the research. In this case, the graduate student will work as research assistant.
6	RISPRO-KI grant <u>cannot</u> be used to cover for fees of studentships/ scholarships (e.g. PhD or postdoctoral bench fee/ tuition or living costs).

## TRAVEL

No.	DESCRIPTION
1	RISPRO-KI grant can be used to cover domestic travel which are solely for the purposes of research activities. (ex. gathering research data, paper presentation, as a requirement for journal publication).
2	International travel for conference or workshop is allowed twice a year for 1st author / speaker and total amount of IDR 250 million.
3	Budget for daily allowance is in accordance with the regulation of Ministry of Finance.

4	RISPRO-KI grant <u>cannot</u> be used to cover the foreign researcher, foreign invited speaker, meeting fee, etc.
5	PI should provide the travel plan which consist of the traveler name, time to travel, purpose, target, number of traveler, etc. in the attachment of this proposal budget

## OTHER DIRECT COSTS

No.	DESCRIPTION
1	In the case of lack of lab infrastructure for a spesific lab research activities, RISPRO-KI's grant can be used to rent foreign lab, to support joint lab activities, and sharing resouce activities. The scheme of costs of analysis can support those activities. However, PI should provide the information about the rental foreign lab or the breakdown of activities and cost for that purpose and attach in the attachment of this proposal.
2	Publication is expected to be published in the open access international journal. Any grant needed for the publication should be described the name of the journal and the used of the grant. The grant can be used for the journal fee, but not for the others.
3	Research target output will be recorded in the funding agreement (ex. name of international journal & publication total target).
4	RISPRO-KI's grant can be used to cover costs for holding workshops & conference directly relevant to research activities (ex. Focus Group Discussion for gathering data). FGD can be held one year (ex. for expert adjustment). Workshops, conference and/or FGD should be conducted in appropriate location in Indonesia considering the funding principle. RISPRO-KI grant <u>cannot</u> be used to conduct workshops, conference, and/or FGD abroad.  PI should provide workshops, conference, FGD plan in the attachment of the proposal.
5	RISPRO-KI grant <u>cannot</u> be used to cover subcontracted work. RISPRO-KI Partner expect PI institution to build joint research facilities with other institution.

6	RISPRO-KI's grant <u>cannot</u> cover computer services, facilities, management fees, and institutional fees.
7	RISPRO-KI grant can be used to register and/or process the intellectual property right in the Indonesia Paten office.

## INDIRECT COSTS

No.	DESCRIPTION
1	Management fee for RISPRO's Partner (2.5%)
2	RISPRO-KI's grant can be used for office supplies or other general purpose related with the research activities.
3	2 person for clerical & administrative staff can be supported.
4	RISPRO-KI's grant can be used for internal monitoring and institutional development in regard to research activities.
5	RISPRO-KI grant <u>cannot</u> be used to cover electricity and other utilities. These item should be part of the institution commitment to support the research.
6	If PI have secured a commitment from another organisation or funding body (other than the country partner) to provide additional resources for this project, the details of that support should be entered here. A letter of support from partner organisation confirming the level of support specific to the proposal must be included as an attachment.

# PROPOSAL PROCESSING & REVIEW

## MERIT REVIEW PRINCIPAL AND CRITERIA

A merit based scientific evaluation and review process lies at the foundation of RISPRO-KI 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 RISPRO-KI scientific review panel (Scientific Council) 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 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, cultural, religious, or socioeconomic status.

### SCIENTIFIC MERIT CRITERIA 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? To what extent do the merits of scientific output of the research proposed give leverage in propelling future scientific investigations?
2. **Innovative / Novel Approaches:** Does the proposed research provide novel approach to the questions being asked, hypotheses tested and knowledge gap addressed? Can the project sustain itself past the award life-time?
3. **Human Capacity Building:** Do aspects of the investigator's and researcher's background and experiences suggest that his/her ability to conduct the proposed research will be successful? 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?
4. **Broader Impacts:** To what extent will the proposed research increase the profile of Indonesia in international research endeavor? 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 government and society?

## SELECTION OF REVIEWER

RISPRO-KI Partner will convene special 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 feedback.
- 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.

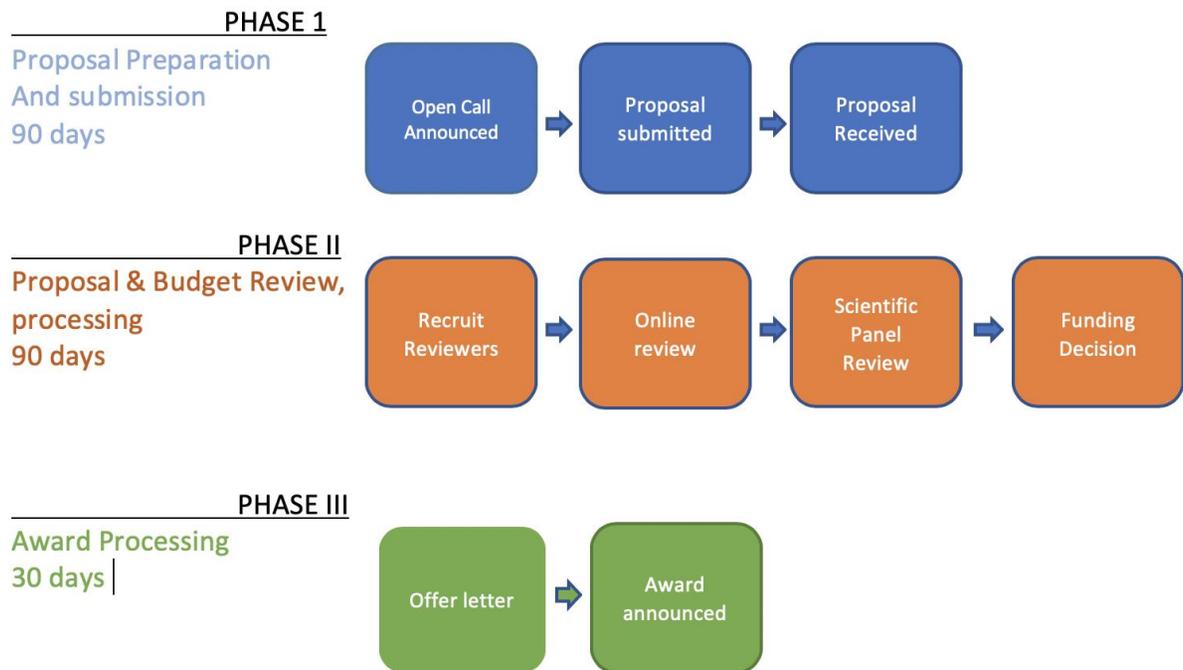
Other measures during the review process include:

- Relevance to RISPRO-KI's priority and focus areas, as stated in the solicitation;
- Availability of funds.

## COST ANALYSIS & NEGOTIATION

RISPRO-KI Partner will conduct cost analysis each applicant after the proposal gone to panel review/scientific council meeting, cost analysis will be conducted by RISPRO-KI Partner finance officer according to its financial guidelines. Each proposal with potential to fund will be analyze & negotiate with Principal Investigator through an email, phone or WhatsApp sent by finance officer.

# APPLICATION TIMELINE & PROCESS



The overall review process is confidential to ensure that sensitive information is protected.

## 1. Open Call Announced

There are various channel this scheme announced, such as ; DIPI website (dipi.id) LPDP website (<https://risprolpdp.kemenkeu.go.id/>) social media (instagram & twitter or emails directly from LPDP or DIPI).

## 2. Proposal Submitted

RISPRO KI Grant Manual provides detailed information on pre-submission information. Specifics include types of organizations who may submit proposals, when to submit, and how to submit. Information on proposal preparation and submission (including formatting and content requirements) is in RISPRO KI user's manual.

## 3. Proposal Received

Submissions of full proposals are first screened by RISPRO-KI Partner (DIPI) Screening Committee. In this process, the Screening Committee examined all submitted proposals for completeness, fulfillment of basic eligibility criteria, and the responsiveness of proposed research to the call. Proposals that were

incomplete, ineligible or not responsive to the call were not forwarded to the next stage of the application process.

#### 4. Online Review

Proposals that pass the Initial Screening process were reviewed by at least 3 External Peer Reviewers, who are experts in the specific area(s) of the proposed research. To take advantage of global scientific expertise, reviewers were recruited both from Indonesia and around the world. Reviewers rate proposals' alignment to basic Scientific Merit Criteria and provide comments to the proposals. The highest ranked proposals were forwarded to the Grants Panel Evaluation/Scientific Council Meeting.

#### 5. Scientific Panel Review

In this stage, Panelists evaluated the proposals based on the External Peer Review recommendations, and the alignment to focus areas. A separate Panel was convened for each focus area, each Grant Panel consisted of senior researchers who are experts in fields related to the focus areas. Panelists reviewed the written external peer reviewers' evaluations, and discussed the strengths and weaknesses of each proposal. Proposals were scored by the Panel, and scores were compiled into rankings.

#### 6. Budget Review

Proposals with the highest rank were forwarded to the next stage, Budget Review. Budget review consisted of 2 stages, 1st by RISPRO-KI Partner Program Team and 2nd by Lembaga Pengelolaan Dana Pendidikan-LPDP (Indonesia Endowment Fund for Education).

#### 7. Funding Decision

Final funding decisions are made based on the order of ranking, dependent on programmatic needs, up to the number of proposals that can be accommodated by funding availability. Research proposals are presented or reported to LPDP for final approval for funding.

#### 8. Offer letter

LPDP through its delivery partner (DIPI) after approval for funding will sent the

#### 9. Award

Any passing selection on the review process is determined based on the recommendations of at least 3 reviewers collectively and collegially (without any differences in recommendations) with a passing score of at least 75 percent of the maximum value.

RISPRO-KI Partner ensures a fair and unbiased assessment process of proposals by Initial Committee, Peer Reviewers, Scientific Panel, and LPDP.

## GENDER EQUALITY AND SPECIAL NEEDS INCLUSION

The Indonesian PI and Research Institution shall enact the Research Activities in accordance with the principle of equality of women's roles in Research Activities. No gender-based discrimination is permitted in the implementation of Research Activities. In addition, the Indonesian PI and Research Institution shall enact the principle of protection for persons with special needs. No discrimination against participation and roles for persons with special needs in Research Activities is permitted.

## HUMAN SUBJECTS, ANIMALS SUBJECTS, HEALTH, AND ENVIRONMENTAL PROTECTION

It is the responsibility of the Indonesian Principal Investigator and the Research Institution to ensure that appropriate ethical approval is granted for this study and adhered to, and that no research requiring ethical approval is initiated until it has been granted. The relevant Indonesian laws include: 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 for 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 Indonesian principal investigator must notify RISPRO-KI Partner if a regulator or a research ethics committee requires amendments that substantially affect the research question, methodology or costs to the extent that the project is no longer the same as that approved for funding by RISPRO-KI Partner.

The Indonesian Principal Investigation and Research Institution must be prepared to furnish RISPRO-KI Partner with a copy of ethical approval, and any correspondence with the committees, if requested by RISPRO-KI Partner.

## CHILD PROTECTION

Any Research Activity that may involve children is required to ask for permission from the child's legal guardian and the child must be accompanied by his or her guardian or his or his appointee.

## TIMELINE

<b>PROGRAM</b>	<b>TIME SCHEDULE</b>
<b>PRE-ANNOUNCEMENT OF THE CALL FOR PROPOSALS</b>	<b>BEGINNING FEBRUARY 2020</b>
<b>LAUNCH OF THE CALL FOR PROPOSALS</b>	<b>17 FEBRUARY 2020</b>
<b>DEADLINE FOR PROPOSAL SUBMISSION</b>	<b>30 MAY 2020</b>
<b>ELIGIBILITY CHECK</b>	<b>1 - 7 MAY 2020</b>
<b>ONLINE EVALUATIONS</b>	<b>8 – 20 JUNE 2020</b>
<b>REVIEW BY SCIENTIFIC COUNCIL</b>	<b>20 – 10 AUG 2020</b>
<b>PANEL MEETING</b>	<b>15– 30 AUG 2020</b>
<b>BUDGET ANALYSIS</b>	<b>END OF JULY – BEGINNING OF AUGUST 2020</b>
<b>OFFERING LETTER</b>	<b>10 – 17 SEPTEMBER 2020</b>