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**Ageless Workplaces Innovation Grant**

**National Innovation Challenge (NIC) on Active and Confident Ageing**

PROJECT ABSTRACT SUBMISSION TEMPLATE

May 2016

2016

Organised by:
**Ministry of Health Singapore (MOH)**

Supported by:

**Tripartite Committee on the Employability of Older Workers**

**National Research Foundation (NRF)**

Authority of Singapore (IDA)

# ImportanT notes to pROJECT teams

1. Capitalized expressions used without definition shall have the meanings assigned to them in the Public Document for the Ageless Workplaces Innovation Grant and its Annex A unless otherwise expressly stated.
2. For the avoidance of doubt, all Participants are assumed to have fully read and understood the Public Document for the Ageless Workplaces Innovation Grant and the important notices set out in its Annex A.
3. The Principal Investigator/Project Team Lead should submit only one (1) Project Abstract on behalf of all Members of the Project Team, duly completed using this template as follows:
	1. The Declaration Form in Part I must be signed by the authorised representatives of each and every Member in the Project Team. Members who are individuals not representing any Organisation are still required to endorse Part I in their personal capacity.
	2. Part II shall be completed with the relevant information of each and every Member in the Project Team, and the Principal Investigator/Project Team Lead shall consolidate and submit all the information on behalf of the Members in the Project Team.
	3. Part III shall be completed and submitted by the Principal Investigator/Project Team Lead on behalf of the Project Team. Part III should not exceed **five (5) pages**.
	4. Other supporting details
4. Principal Investigators/Project Team Leads shall submit **two (2)** hard copies of the Project Abstract and any supporting documents to MOH by **22 July 2016, 5:00pm** to the following address:

National Innovation Challenge (NIC) on Active and Confident Ageing Programme Office

Ministry of Health

College of Medicine Building (COMB)

16 College Road Singapore 169854

1. Principal Investigators/Project Team Leads shall also email soft copies of the Project Abstract and any supporting documents to MOH at NIC\_Ageing@moh.gov.sg, with the subject title “Project Abstract for Ageless Workplaces Innovation Grant”.
2. Principal Investigators/Project Team Leads shall ensure that the Project Abstract addresses the challenge statement set out in Clause 4.2 of the Ageless Workplaces Innovation Grant Public Document.
3. Project Teams shall furnish all necessary information and documents as indicated in the template. All assumptions used should be stated clearly in the Project Abstract.
4. The following submissions of the Project Abstract will not be considered:
	1. Incomplete submissions of the Project Abstract, e.g. missing evidence of literature review, missing documents, missing signatures, sections left blank and missing CVs, etc.; and
	2. Inappropriate template used.
5. Shortlisted eligible Project Teams will be asked to flesh out their Project in greater detail.
6. MOH reserves the right to reject late submissions of the Project Abstract.
7. Enquiries regarding submissions of the Project Abstract should be emailed to NIC\_Ageing@moh.gov.sg.

# PART I – DECLARATION FORM

1. We have read and understood the requirements and notices in the Public Document for the Ageless Workplaces Innovation Grant and its Annex A issued by MOH in May 2016 and this Project Abstract is submitted in response thereto.

2. We acknowledge that the submission of this Project Abstract does not impose any obligations on or constitute the acceptance of any terms and conditions by MOH.

3. You are entitled to reject our Project Abstract if it is inconsistent with or it contradicts or derogates from anything in the Public Document for the Ageless Workplaces Innovation Grant and/or its Annex A.

4. We hereby declare that all the information submitted in this Project Abstract is accurate, true and complete.

5. We further undertake to give you any further information which you may require.

6. Our Principal Investigator/Project Team Lead represents and warrants that he/she is the duly authorized Principal Investigator/Project Team Lead of the Project Team and that he/she has the necessary authorization and approvals to submit this Project Abstract on behalf of the Project Team.

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| **Principal Investigator/Project Team Lead** |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Company, Official Stamp and DateSignature of Principal Investigator/Project Team Lead  |

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| **Other Participants in Project Team***Note: Please add rows as necessary.* |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Company, Official Stamp and DateSignature of Member/Member’s authorisedrepresentative  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Company, Official Stamp and DateSignature of Member/Member’s authorisedrepresentative  |
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|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Company, Official Stamp and DateSignature of Member/Member’s authorised ***(Implementation Partner)***representative  |

# PART II – Project team INFORMATION

1. **Host Organisation**

Please furnish details of the Host Organisation. MOH will correspond with the Host Organisation for the administration and management of the Grant.

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| Name of Liaison Person |  |
| Host Organisation  |  |
| Designation & Department |  |
| DID |  | Fax |  |
| Mobile No.  |  | Email  |  |

1. **Contact Details of Principal Investigator/Project Team Lead**

Please furnish the details of the PI/TL in the Project Team for future correspondence with MOH.

|  |  |
| --- | --- |
| Name |  |
| Organisation  |  |
| Designation & Department |  |
| DID |  | Fax |  |
| Mobile No.  |  | Email  |  |

1. **Project Team Composition**

Please furnish the details of each Member in the Project Team who will be contributing towards the design and implementation of the Project. In the case of individuals not representing any Organisation, they are required to complete this section in their personal capacity.

*Note: Please add more rows as necessary.*

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| --- | --- | --- | --- |
| **S/N** | **Name of Investigator/Member** | **Role of Member in Project Team**  | **Main contribution(s) in Project e.g. redesign of processes, oversight for financial sustainability etc.**  |
| 1 |  |  |  |
| 2 |  |  |  |
| **S/N** | **Name of Implementation Partner** | **Role and Main contribution(s) in Project e.g. redesign of processes, oversight for financial sustainability etc.**  |
| 3 |  |  |

# PART III – PROJECT ABSTRACt

Information provided in this section must be self-contained so that it can serve as a complete, succinct and accurate description of the Project. This section must be no longer than **5 pages**. References and other supporting documents may be attached as an annex to this Project Abstract and will not count towards the page limit.

* 1. Objective(s) of the Project

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| *<< Provide an overview of the objective of the Project and how the Project intends to overcome the challenges with improving the productivity of older workers aged 65 years and above and/or increasing the employment of workers aged 65 years and above by 50%.>>*  |

* 1. Literature Review (Project Teams are to note that this sub-section is a mandatory requirement)

*<< Provide a summary of supporting evidence from literature for the intended objective(s) of the Project and the evidence/basis for Project. >>*

* 1. Key Components and Innovations of the Project

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| *<< State the key components and innovations of the Project. Project Teams may also look to other industries, sectors or countries for innovative ideas.>>* |

* 1. How the Project addresses the challenge statement

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| **This Project seeks to address the challenge statement by looking at ideas: across sector or focus on <<name of sector here >> sector. Underline where appropriate.** *<<Describe how the proposed innovation can transform the workplace into an ‘ageless workplace’ that can enable a 50% improvement in the productivity of older workers aged 65 years and above and/or increase the employment of workers aged 65 years and above by 50% or more, both compared to sector and company specific benchmarks.>>* |

* 1. Summary of Project implementation as well as deployment plan, timelines and milestones

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| *<<Describe how the Project Team will work together on the development and implementation of their proposed solutions, and include a schedule of the dates for the major Milestones and deliverables. How will the Project Team or the implementation partner ensure long-term scalability of the proposed solutions to other users after the funding period (i.e. within 36 months, or such other period, from the time of award of the Grant).>>* |

* 1. Summary of Project Evaluation Framework and Key Performance Indicators (KPIs) to track

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| *<<Describe how the Project Team intends to evaluate the progress of the Project and the KPIs to be tracked. State any assumptions used to qualify the proposed deliverables and outcomes outlined. Also include any conditions needed in order to ensure the success of the Project.>>* |