



Information Technology/Academia Collaboration (ITAC) Program

# Applicant's Checklist

ITAC Collaborative Funded Projects

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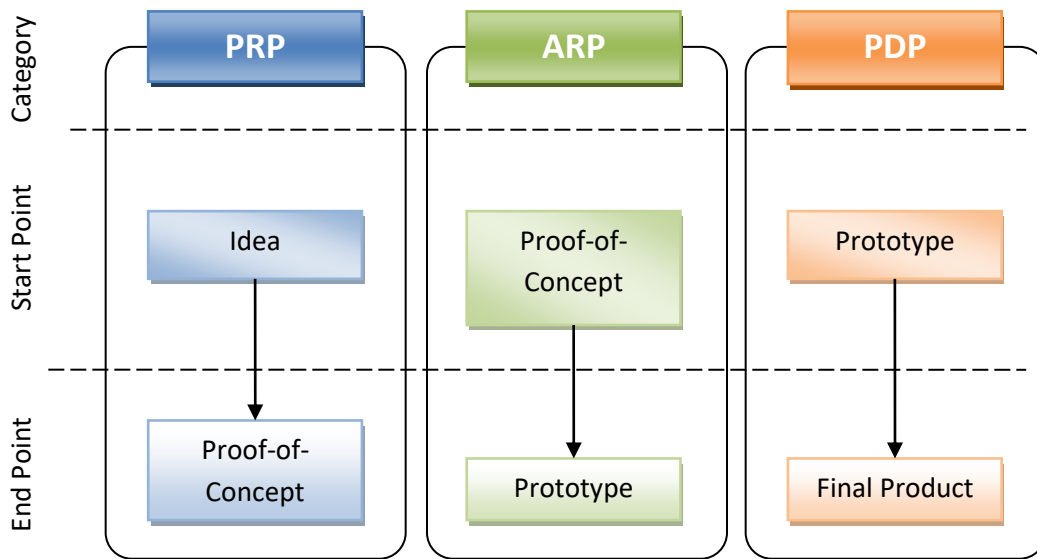
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## 1 Introduction

- The objective of this document is to serve as a checklist for the applicants to the ITAC Collaborative Funded Projects (CFPs) before submitting their proposals.
- The checklist is simply a set of yes/no questions that the reviewers will score the proposals based on, depending on the project category.
- The projects funded by the ITAC fall under the categories shown in the figure below.
- Applicants should read the *Applicant's Guide* and the *Financial Guide* before reading this *Applicant's Checklist*.
- For each of the checklists in the following sections, please check that the answer is "YES" to every question and can be easily found in the content of the proposal to be submitted.



## 2 Checklist for the Preliminary Research Projects

Category	No.	Question Statement
	0	Is the proposal within the areas defined by the ITAC program?
Description	1	Does the Introduction give a concise idea about the project and its output?
	2	Is the proposal well-written and organized?
	3	Are the references credible and reflect recent information?
Team	4	Does the PI/the senior researchers have publications or patents in the project topic?
	5	Does the resume of the PI/senior researchers indicate that they are active, i.e., they have recent publications?
	6	Does the proposal involve an industrial partner with activities/line of products aligned with the topic?
Technology Analysis / Proposal	7	Does the proposal give a clear idea about the history and the state-of-the-art of the topic?
	8	Does the proposal reflect strong knowledge of related technologies?
	9	Does the proposal identify clearly the edge the proposed research will give to the pertinent technology?
	10	Are the overall project objectives clear and realizable?
Proposed Research	11	Is the research problem novel, original, and requires the expertise of the academic team?
	12	Does the research have clear objectives and deliverables?
	13	Can this research project proceed to the prototyping or product development stages?
Methodology and Execution Plan	14	Is the project starting point an innovative idea based on work initiated by the applicants with promising rationale/initial results?
	15	Are the technical methods/algorithms well explained?
	16	Are the technical methods/algorithms well-suited for the proposal problem?
	17	Are the work packages well developed and distributed?
	18	Is the allocated time of the academic team proportional to the work load?
	19	Is the project divided into clear and logical milestones?
	20	Does every milestone have clear measures of success based on clear KPIs?
Resources and Budget	21	Are the required resources reasonable and necessary for the project execution?
	22	Will the required resources be useful to other research groups at the academic institution?
	23	Is the budget distribution over the items provided and reasonable, i.e., no items are exaggerated or unjustified?
	24	Is the budget distribution over the milestones provided and reasonable, i.e., logical distribution of fund over milestones?

### 3 Checklist for the Advanced Research Proposals

Category	No.	Question Statement
	0	Is the proposal within the areas defined by the ITAC program?
Description	1	Does the Introduction give a concise idea about the project and its output?
	2	Is the proposal well-written and organized?
	3	Are the references credible and reflect recent information?
Team	4	Does the PI/the senior researchers have publications or patents in the project topic?
	5	Does the resume of the PI/senior researchers indicate that they are active, i.e., they have recent publications?
	6	Is the project topic aligned with the industrial partner activities/line of products?
Industry Analysis/ Objectives	7	Does the proposal give a clear idea about the history and the state-of-the-art of the topic?
	8	Does the proposal reflect strong knowledge of the market and the competitors?
	9	Does the proposal identify clearly the unique core competence and competitive advantage, which distinguishes the project from existing solutions?
	10	Are the overall project objectives clear and realizable?
	11	Does the proposal include a vision for the marketing strategy?
	12	Does the project target local as well as international market?
Proposed Research	13	Does the proposal have a real research component that requires the expertise of the academic team?
	14	Is the research component essential to the success of the product?
	15	Does the research have clear objectives and deliverables?
Methodology and Execution Plan	16	Is the project starting point a proof-of-concept based on solid work published by the applicants in a journal, a patent owned by the applicants, or promising preliminary results of the proposed research or methodology?
	17	Are the technical methods/algorithms well explained?
	18	Are the technical methods/algorithms well-suited for the proposal problem?
	19	Are the work packages well developed and distributed?
	20	Is the allocated time of the academic team proportional to the work load?
	21	Does the reporting scheme among the project team guarantee proper execution of the project plan?
	22	Is the project divided into clear and logical milestones?
	23	Does every milestone have clear measures of success based on clear KPIs?
	24	Is the SWOT analysis thorough and realistic?
	25	Is the SWOT analysis followed by a mitigation plan to address the threats and/or weaknesses?
Resources Budget	26	Are the required resources reasonable and necessary for the project execution?
	27	Will the required resources be useful to other research groups at the academic institution?
	28	Is the budget distribution over the items provided and reasonable, i.e., no items are exaggerated or unjustified?
	29	Is the budget distribution over the milestones provided and reasonable, i.e., logical distribution of fund over milestones?
Project Viability	30	If a product results from this project, will it find its position in the market?
	31	Is the product time-to-market viable in comparison to the competitive market position?

## 4 Checklist for the Product Development Proposals

Category	No.	Question Statement
	0	Is the proposal within the areas defined by the ITAC program?
Description	1	Does the Introduction give a concise idea about the project and its output?
	2	Is the proposal well-written and organized?
	3	Are the references credible and reflect recent information?
Team	4	Does the PI/the senior researchers have publications or patents in the project topic?
	5	Does the resume of the PI/senior researchers indicate that they are active, i.e., they have recent publications?
	6	Is the project topic aligned with the industrial partner activities/line of products?
Industry Analysis/ Proposal Objectives	7	Does the proposal give a clear idea about the history and the state-of-the-art of the topic?
	8	Does the proposal reflect strong knowledge of the market and the competitors?
	9	Does the proposal identify clearly the unique core competence and competitive advantage, which distinguishes the project from existing solutions?
	10	Are the overall project objectives clear and realizable?
	11	Is the marketing strategy applicable to the market the project is targeting?
	12	Does the project target local as well as international market?
Proposed Research	13	Does the proposal have a real research component that requires the expertise of the academic team?
	14	Is the research component essential to the success of the product?
	15	Does the research have clear objectives and deliverables?
Methodology and Execution Plan	16	Is the project starting point a prototype that is working and has some functional features of the final product?
	17	Are the technical methods/algorithms well explained?
	18	Are the technical methods/algorithms well-suited for the proposal problem?
	19	Are the work packages well developed and distributed?
	20	Is the allocated time of the academic team proportional to the work load?
	21	Does the reporting scheme among the project team guarantee proper execution of the project plan?
	22	Is the project divided into clear and logical milestones?
	23	Does every milestone have clear measures of success based on clear KPIs?
	24	Is the SWOT analysis thorough and realistic?
	25	Is the SWOT analysis followed by a mitigation plan to address the threats and/or weaknesses?
Resources and Budget	26	Are the required resources reasonable and necessary for the project execution?
	27	Will the required resources be useful to other research groups at the academic institution?
	28	Is the budget distribution over the items provided and reasonable, i.e., no items are exaggerated or unjustified?
	29	Is the budget distribution over the milestones provided and reasonable, i.e., logical distribution of fund over milestones?
	30	Is the projected financial plan and income from the product reasonable, showing clearly the ROI, break-even point... etc.?
Project Viability	31	If a product results from this project, will it find its position in the market?
	32	Is the product time-to-market viable in comparison to the competitive market position?