**Annex A**

**AI Centre for Educational Technologies**
**Request for Proposals**

**Application Forms**

Please complete and submit the proposal form(s) to AICET at ask-aicet@nus.edu.sg.

You are reminded that there are two stages to the submission process:

**STAGE A**: Submit **Form A** by **28 Feb 2025**

*Not Ready* for STAGE B

*Shortlisted* for **STAGE B**

**(You will be notified by 7 Mar 2025)**

*Apply in AY 2025/26, Semester 1*

*Submit* ***Form B*** *by* ***21 Apr 2025***

*Selected Projects will be notified in due course*

Please submit Form A by 28 Feb 2025. You will only have to submit Form B if your project meets our shortlisting criteria. We will also provide potential PIs with feedback for their submissions with Form B.

**FORM A (Submission Deadline: 28 Feb 2025)**

1. **Applicant(s)**

| **Title & Name** | **\*Role in project** **(e.g., Lead PI, Co-Investigator, Collaborator)** | **Department and****Faculty** | **Staff No.** | **Email (NUSNET ID) and Contact Number** |
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1. **Project Description**

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| **Project Title**  | *Provide a concise and descriptive title for your project.* |
| **Summary**  | *Provide a summary of your project.*  |
| **Course(s) Involved** | *Indicate the course code(s) and title(s) that will be impacted by your project. Include the academic year, semester, and, if possible, projected enrollment figures.* |
| **Proposed Duration**  | *Project involving NUS courses:*[ ]  AY25/26 Sem 1: Aug 2025 – Dec 2025​​​[ ]  AY25/26 Sem 2: Jan 2026 – May 2026*Project following alternate timelines, please specify precise dates* ​​[ ]  Proposed period: \_\_\_ to \_\_\_ |

**(3) Project Rationale**

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| **Current Practice** | * *How do you currently teach the topic or course? Include details about the student profile(s), as well as methods, tools, and materials used in the instruction, and the thinking behind them.*
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| **Learning Objectives** | * *What are the learning objectives of this topic or course?*
* *What are your current strategies, if any, to achieve the learning objectives?*
 |
| **Challenge(s)/****Problem(s)**  | * *Describe the challenge(s)/problem(s) that prevent you from achieving the learning objectives.*
* *With reference to the four RFP themes (Self-directed Learning, Cognitive Skills, Affective and Behavioural Skills and Efficiency), explain the significance of the challenge(s)/problem(s).*
* *What are you currently doing, if any, to address the challenge(s)/problem(s), and what are the current outcomes?*
 |
| **AI Solution(s)**  | * *How will the use of AI be integrated into the module/teaching? What AI solution do you have in mind? Be specific regarding platforms, applications, and/or LLM models.*
* *Explain how the AI solution will be leveraged to solve the challenge(s)/ problem(s).*
* *How would the AI solution assist you to teach better, and the students to learn better?*
* *How would the AI solution help you to achieve the learning objectives?*
 |
| **Potential Impact of Project**  | * *What are your success criteria i.e. how will you know if improvements in teaching and learning are because of the AI solution? How will you measure the attainment of these success criteria?*
* *In what ways is the project scalable or transferable?*
 |

**FORM B (Submission Deadline: 21 Apr 2025)**

**(NB FORM B is meant to complement Form A)**

**(1) Applicants**

| **Title & Name** | **\*Role in project** **(e.g., Lead PI, Co-Investigator, Collaborator)** | **Department and****Faculty** | **Staff No.** | **Email (NUSNET ID) and Contact Number** |
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**(2) Project Timeline and Deliverables**

We are keen to understand the project timeline and deliverables for the project you proposed in Form A.

You are expected to indicate:

* Phases, with specific activities (linked to the learning objectives and/or RFP themes) and deliverables;
* Start and end dates of each phase;
* Support/Resources required for each phase;
* What success looks like in each phase;
* Possible risks to the success of each phase;
* Contingencies to tackle risks. In the event of unforeseen challenges, we will request an amended timeline.

You may use the affixed template as a reference.

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| --- | --- | --- | --- | --- | --- | --- |
| **Phase**  | **Start/End Dates** | **Activities** | **Support/Resources Required**  | **What does success look like?** | **Possible Risks** | **Contingencies**  |
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