

# SEA DREAM

Developing Research Excellence  
and Mentorship in Southeast Asia

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***DREAM 4 Health Call for Proposals 2026***

***Full Application Submission:***

***Orientation Session***

**22 & 25 May 2026**



# AGENDA.

09:30 – 09:40 **Welcome, Introduction, and Housekeeping**

09:40 – 10:20 **Full Application Submission Orientation**

- *What to prepare for your full application?*
- *How to manage the application portal?*

**Mr Ansgar Schaefer**

*Head of Programme, SEA DREAM*

10:20 – 10:55 **Moderated Question and Answer (Q&A)**

10:55 – 11:00 **Closing**

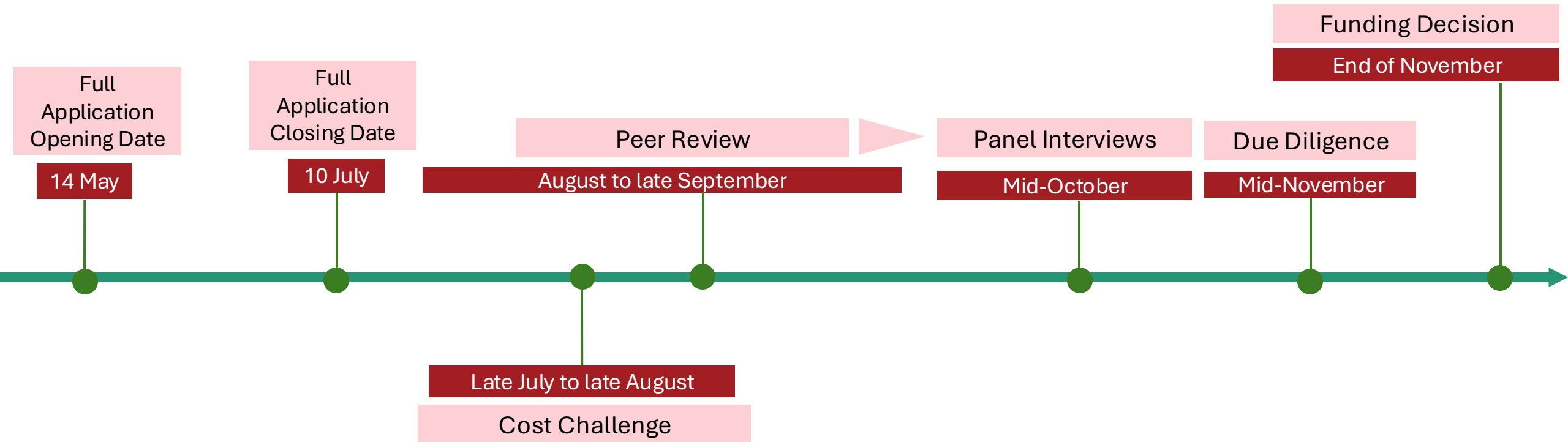
*ICT / GMT+7*

# HOUSEKEEPING.

## *How to engage?*

- Throughout the townhall, please use the Q&A panel to submit your questions or comments.
- Participants may send questions at any time, including during the discussion session.
- Please use the upvote function (**clicking the upward arrow**) for questions that are posted which you agree with or would like to echo.
- A representative from SEA DREAM will address the questions in the Q&A panel as well as during the Q&A session.
- Any questions not answered in the chat will be raised by the moderator during the live Q&A portion for response from SEA DREAM's Head of Programme.

# Full Application Timeline



Domain	Domain Components	Weightage
<b>Generating impactful Research</b>	<ul style="list-style-type: none"> <li>• <b>Relevance:</b> The proposed activities are informed by and address national and regional health challenges fulfilling a significant gap in the existing science and literature.</li> <li>• <b>Scientific Merit:</b> The proposed activities develop and test concepts, methods and technologies that hold potential to contribute to scientific advancement by leveraging transformative, innovative, ethical, novel, and/or inter-disciplinary approaches informed by the relevant communities and the current evidence base, including consideration of their applicability, replicability and adaptability in LMIC settings.</li> <li>• <b>Impact:</b> The proposed activities include a clear and implementable impact strategy that demonstrates the potential for the research to inform further research, improve practices, inform policy and achieve real-world impact, with attention to sustainability and equitable uptake in diverse settings and resource-constrained contexts.</li> </ul>	<b>25%</b>
<b>Nurturing Research Leadership and Talent</b>	<ul style="list-style-type: none"> <li>• <b>Leadership:</b> The proposed activities focus on leveraging the consortia in developing leaders through expansion of networks, engagement with reputable scientific communities, and attractive and long-term research career opportunities and progression.</li> <li>• <b>Skills Development:</b> The proposed activities demonstrate a comprehensive approach across the consortia to training and mentorship to strengthen holistic research skills and capacity at individual, institutional and ecosystem level that includes research management, grantsmanship, organisational leadership, and engagement with policy making.</li> </ul>	<b>20%</b>
<b>Fostering Regional Collaboration and Programme governance</b>	<ul style="list-style-type: none"> <li>• <b>Equitability:</b> Exemplary plan for equitable and meaningful partnership within consortia, especially Lower Middle-Income countries - in decision making, participation, governance and outputs. Partnerships should be transparent, grounded in mutual respect, and considerate of cultural norms and values. There should be clear evidence of resource sharing, especially for the Lower-Middle Income countries.</li> <li>• <b>Practicality:</b> The applicant has a clear, comprehensive strategy for regional collaboration, with well-defined roles and equitable distribution of resources among partners. There is also evidence of a sustainable partnership plan for continued collaboration post-SEA DREAM Grant period.</li> <li>• <b>Good Governance:</b> The application demonstrates high-level institutional commitment with strong letters of support from partner organisations. It includes a detailed multi-country stakeholder engagement plan and a tech transfer plan with institutional support.</li> </ul>	<b>25%</b>

Domain	Domain Components	Weightage
<b>Strengthening Research Ecosystems</b>	<ul style="list-style-type: none"> <li>• <b>Sustainability and Contribution to Systemic Change:</b> The application demonstrates how the proposed consortium will strengthen the research ecosystem within the partnership itself, including institutional capabilities, research culture, infrastructure and environment, and enhances researchers’ ownership, agency and capability to define and address their development priorities. The application shows credible pathways for sustaining these gains beyond the grant period and outlines potential to contribute positively to national and regional research ecosystems beyond the consortium.</li> <li>• <b>Ethical Practices:</b> The application promotes ethical research practices and upholds integrity, transparency and credibility.</li> <li>• <b>Inclusivity and Equity:</b> The application incorporates a practical and robust approach to Equity, Diversity, and Inclusion (EDI).</li> <li>• <b>Output management:</b> The application includes a fair output management plan that demonstrates and ensures quality, transferability, openness, and sovereignty for research data access for all outputs.</li> </ul>	<b>20%</b>
<b>Qualifications and Operational feasibility</b>	<ul style="list-style-type: none"> <li>• <b>Qualifications and Expertise:</b> The qualifications, skills, and previous research contributions of the applicants will be reviewed to evaluate the experience and expertise of the grantees in: (1.1) Relevant research areas and; (1.2) Specifically within the Southeast Asian (SEA) and national context. And (1.3) The team members are suitably chosen in terms of both number and diversity of expertise, and they have experience with mentorship arrangements. The overall team configuration is designed to support the successful delivery of the project, and (1.4) Responsibilities are allocated reasonably.</li> <li>• <b>Management Experience:</b> The applicant has successfully managed large-scale collaborative projects and grants at a national and/or regional level.</li> <li>• <b>Budget and Resource Allocation:</b> The project’s achievability with the given budget is assessed through a detailed plan for resource allocation and management, including fair distribution between partners. There is a clear and feasible connection between the budget and the proposed activities, outputs, and objectives.</li> <li>• <b>Risk Management:</b> A comprehensive risk management strategy is in place, addressing potential challenges with proactive and innovative solutions. The plan demonstrates an ability to adapt to emerging priorities, including built-in steps to revise the approach throughout the project duration.</li> </ul>	<b>10%</b>

WHAT TO PREPARE FOR YOUR

FULL APPLICATION?



## 1. Application Summary

Review the carried over information from your Preliminary Application.

## 2. Applicant Details

- Information about the PIs, D-PIs, and Co-PIs in relation to their education/training, career history, salary funding sources.
- Past research and environment contributions, including generation of knowledge, development of others, and supporting the wider research community.
- How individuals will contribute to research and consortium activities.

## 3. Consortium Collaborations

Collective experience and capabilities of your consortium:

1. Multi-country research experience
2. Capacity building
3. Regional health research expertise
4. Research culture and equity

Contribution of each consortium member to proposed activities:

1. Collaboration approach
2. Resource sharing
3. Institutional capacity building

## 4. Research Proposal

Provide the following:

1. Proposal summary (Max characters: 1,300)
2. Research background and problem statement (Max characters: 6,500)
3. Aims and objectives (Max characters: 5,200)
4. Approach of research activities and outputs (Max characters: 19,500)

## 5. Research Involving Humans

If applicable

- Provide information if your proposal involves human participants or human biological material.
- Include information on clinical trials.

**Refer to:** SEA DREAM's Research involving human participants' policy.

## 6. Research Involving Animals

If applicable

Provide information if your proposal involves animals or animal tissues such as:

- Non-human Primates
- Cats, Dogs and Equidae
- Genetically Altered Animals

## 7. Research Management and Infrastructure

Provide a staffing plan (e.g., Finance, Research support, evaluation) and proposed physical resources for research management.

Summary of the proposed research management arrangements:

- How the staff supports the successful delivery of the research.
- How new physical resources will complement or build upon existing infrastructure.

Clearly identify the current gaps or unmet needs that they address and how it supports the successful delivery of the research.

## 8. Research Outputs Management and Sharing

Overview of your output management plan together with details on:

- Data and software outputs
- Research materials
- Publication of outputs
- Managing risk and research misuse
- Resources and costs
- Intellectual property

Refer: [How to Prepare the Output Management Plan?](#)

## 9. Research Training and Development

Detail your approach to developing research talent and leadership.

Details on planned trainings (including quantity):

- Formal training programmes (Master, PhD, Post-Doc Fellowships, other fellowships)
- Project-specific skill trainings
- Career-based continual professional development for researchers
- Professional training and capacity development for research support staff

## 10. Timetable and Milestones

Provide breakdown of key milestones with descriptions, categories, and expected delivery dates.

Upload a Gantt Chart.

## 11. Consortium Budget Overview

Enter the Budget Summary into the Application Portal.

Upload the completed Full Application Budget Template in the application portal.

Provide a letter of justification for overheads.

**Note:** All costs must be in USD.

SEA DREAM Funding

Award Year Type Period (Calendar Year)	Y1 Budget 2027						Y2 Budget 2028				
	Lead	CM-1	CM-2	CM-3	CM-4	CM-5	CM-6	Lead	CM-1	CM-2	CM-3
Organisations	-	-	-	-	-	-	-	-	-	-	-
(1) STAFF COSTS	-	-	-	-	-	-	-	-	-	-	-
(2) TRAVEL AND SUBSISTENCE	-	-	-	-	-	-	-	-	-	-	-
(3) MATERIALS AND CONSUMABLES	-	-	-	-	-	-	-	-	-	-	-
(4) EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
(5) TRAINING AND DEVELOPMENT	-	-	-	-	-	-	-	-	-	-	-
(6) DIRECT RESEARCH	-	-	-	-	-	-	-	-	-	-	-
(7) OUTREACH AND DISSEMINATION	-	-	-	-	-	-	-	-	-	-	-
(8) OTHER COSTS	-	-	-	-	-	-	-	-	-	-	-
(9) OVERHEADS	-	-	-	-	-	-	-	-	-	-	-
SUB - TOTAL	-	-	-	-	-	-	-	-	-	-	-
BUDGET %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
SUB-AWARDS	-	-	-	-	-	-	-	-	-	-	-
TOTAL BUDGET	-	-	-	-	-	-	-	-	-	-	-



Read: [Eligible Costs Guidelines](#)

Funds for consortium Members will be shown as sub-awards for the Lead.

Consortium Total		Total per Organisation							
Award Year	Total	Award Year	Lead	CM-1	CM-2	CM-3	CM-4	CM-5	CM-6
Year 1	-	Year 1	-	-	-	-	-	-	-
Year 2	-	Year 2	-	-	-	-	-	-	-
Year 3	-	Year 3	-	-	-	-	-	-	-
Year 4	-	Year 4	-	-	-	-	-	-	-
Year 5	-	Year 5	-	-	-	-	-	-	-
All Year Total	-	All Year Total	-	-	-	-	-	-	-

Please check if the totals on this page align with the total USD budget figure you have provided in other tabs (Lead Consortium Organisation, Consortium Member Organisations 1-6)

# Cost Summary

	Main Cost Categories	Sub-Categories		Main Cost Categories	Sub-Categories
1	<b>STAFF COSTS</b>	1.1 Basic salary and employer contributions 1.2 Visa/work permit/medical 1.3 Disability-related support 1.4 Removal and relocation 1.5 Collaborator expenses	6	<b>DIRECT RESEARCH</b>	6.1 Animal research 6.2 Clinical/Epidemiological 6.3 Fieldwork 6.4 Subject & volunteer expenses 6.5 Communication devices 6.6 Data management 6.7 Ethical approval 6.8 Equipment access charges 6.9 Facility access charges
2	<b>TRAVEL AND SUBSISTENCE</b>	2.1 Travel costs 2.2 Education and Caring responsibility costs 2.3 Subsistence/per diem	7	<b>OUTREACH AND DISSEMINATION</b>	Costs related to all communication activities (publications, public engagement, patient involvement, conferences etc.) that increase public visibility of and involvement in the research, and distribution of the project's results among relevant stakeholders.
3	<b>MATERIALS AND CONSUMABLES</b>	All costs of material and consumables necessary for carrying out research activities including Lab materials, software/licenses, project-specific PPE, printing, questionnaires and workshop materials with itemised justification.	8	<b>OTHER COSTS</b>	Breakdown of the miscellaneous costs requested. Enter costs that do not fall under any other category in this section (e.g., MEL, consultancy fees, health and safety etc.).
4	<b>EQUIPMENT</b>	4.1 Equipment costs 4.2 Equipment maintenance 4.3 Computing costs	9	<b>OVERHEADS</b>	Maximum 20% of total direct costs to cover estates, utilities, IT and institutional support, etc.
5	<b>TRAINING AND DEVELOPMENT</b>	5.1 Continuing professional development 5.2 Master's/PhD/Fellowships			

## 12. Additional Support Opportunities

### Singapore-Southeast Asia Fellowship (S-SEAF)

in partnership with National Research Foundation (NRF) Singapore and the Agency for Science, Technology and Research (A\*STAR) Singapore,

#### What is the S-SEAF?

S-SEAF provides selected fellows with **up to two years of support, including salary, living allowance, and airfare**. There are two modalities under S-SEAF:

**Inbound S-SEAF:** Supports outstanding researchers from Southeast Asia to work on projects at Singapore host institutions

**Outbound S-SEAF:** Supports Singapore-based researchers to work on projects at host institutions in Southeast Asian countries outside of Singapore

#### Who can apply?

- S-SEAF is open to researchers (PhD holders only) who will be **part of a SEA DREAM consortium as a named Individual (Deputy-PI, Co-PI or collaborator)**
- Consortia **with a Singaporean institution (as lead, consortium member, or collaborator)**.
- Proposed research under **S-SEAF must align with the research proposal of their consortium**.
- **Each eligible consortium may apply for up to two (2) S-SEAF awards.**

#### How to apply?

- Applicants must submit a complete application through the SEA DREAM Portal (section 12) in conjunction with their DREAM 4 Health Full Application by the deadline (10 July 2026).
- The DREAM 4 Health Award is not contingent and will be made independently from any S-SEAF awards. However, any S-SEAF awards submitted as part of the DREAM 4 Health proposal are contingent on the DREAM 4 Health award.

Scan for the requirements, application documents and other details:

#### Required documents:

- S-SEAF Application form
- CVs
- Passport page
- Academic transcripts and degree certificates



## 13. Monitoring, Evaluation, and Learning

Outline your plans to:

- Monitor programme activities including development of indicators, data collection mechanisms and identified staff roles
- Evaluate programme outcomes and impact
- Engage stakeholders to assess programme effectiveness
- Planned learning activities based on the results of M&E.

Detail your Theory of Change and Logical Framework.

Approach to ensuring Equity, Diversity, and Inclusion (EDI) across its design, implementation, and governance.

## 14. Public and Policy Engagement

Detail your engagement plans with public and non-academic communities as well as policymakers at a local, national, regional, or global level, including plans how they could inform, use and find value in your research.

## 15. Project Risk Evaluation

Describe your approach to identifying, assessing, and managing project risks, including key processes, responsibilities, and mechanisms for ongoing risk monitoring and escalation.

Upload a risk register (or equivalent) and assess each risk by likelihood and impact on project outcomes.

## 16. Environmental Sustainability

Explain how you will minimise environmental impact across activities and outline consortium practices and selected methodologies to do so.

## 17. Reviewer Suggestions

**Optional**

You may propose reviewers who are suitable to comment on the application .

**Note:** Reviewers must not be employed in the same organisation as the Lead or Co-Applying and must have no conflict of interest.

## 18. Eligibility Information

Update and confirm eligibility related information.

## 19. Certifications

Confirm that all information provided is correct and in agreement with individuals and institutions named in the proposal.

# Summary of Documents Needed

	Document/Upload Requirement	Section	Attachment Naming Convention
1	Letter of Support for PI (from Lead Organisation)	2. Applicant Details	2_ApplicantDetails_PI_LOS.pdf
2	Letter of Support for Deputy PI (from Lead Organisation)	2. Applicant Details	2_ApplicantDetails_DY_PI_LOS.pdf
3	Letter of Support for each Co-PI (from their Employing Organisation)	2. Applicant Details	2_ApplicantDetails_CO_PI_[Number]_LOS.pdf
4	Figures and additional information ( <b>optional</b> , max 2 A4 pages)	4. Research Proposal	4_ResearchProposal_AdditionalInfo.pdf
5	References ( <b>optional</b> , max 2 A4 pages)	4. Research Proposal	4_ResearchProposal_References.pdf
6	Sample size justification as PDF ( <b>optional</b> alternative to text entry)	6. Research Involving Animals	6_ResearchAnimals_NC3Rs_ARRIVE.pdf *
8	Research management and staffing diagrams ( <b>optional</b> , if applicable)	7. Research Management and Infrastructure	7_ResearchMgt_References.pdf
9	Gantt Chart ( <b>required</b> , <b>optional template</b> provided)	10. Timetable and Milestones	10_Timetable_GanttChart.xlsx
10	Full Application Budget Template ( <b>required</b> , <b>template mandatory</b> )	11. Consortium Budget Overview	11_Full_Budget_Template.xlsx
11	Overhead justification letter (if overheads are requested)	11. Consortium Budget Overview	11_Budget_LOJ.pdf
12	S-SEAF Application — One (1) combined file containing: <ul style="list-style-type: none"> <li>Completed S-SEAF Application Form (endorsed by host institution);</li> <li>Details of two referees;</li> <li>Passport;</li> <li>CV;</li> <li>Academic transcripts and degree certificate.</li> </ul>	12. Additional Support Opportunities	12_SSEAF_Application_NameofApplicant (up to 2 applications, max 20 MB each per combined file.)
13	Theory of Change diagram ( <b>required</b> )	13. Monitoring, Evaluation and Learning	13_MEL_TOC.pdf
14	Logical Framework diagram ( <b>required</b> , <b>optional template</b> provided)	13. Monitoring, Evaluation and Learning	13_MEL_Logframe.pdf
15	Risk Register ( <b>required</b> , <b>optional template</b> provided)	15. Project Risk Evaluation	15_ProjectRisk_RiskRegister.pdf

**READ MORE:**

**Developing your full application**

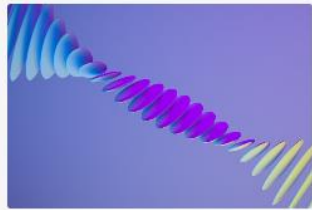
 Guidelines

**Developing your Full Application**



**What to Prepare for Your Full Application?**

A section-by-section walkthrough of the Full Application Form, including character limits, required uploads, and the budget template.



**What to Avoid When Preparing Your Full Application?**

Common pitfalls and compliance issues to review before finalising your Full Application submission.



**How to Format Your Attachments?**

Formatting requirements, complete list of supporting documents to upload, and a pre-submission checklist for your Full Application.



**How to Complete Your Gantt Chart?**



**How to Apply to the S-SEAF through SEA DREAM**



**How to Develop Your MEL Approach?**




**HOW TO MANAGE THE**

**APPLICATION PORTAL?**



# Accessing your application



## Welcome

Enter your username and password to access your account


Username  
xxxxxxxxxxxx@gmail.com

Password  
.....


Remember me [Forgot password?](#)

**Sign In**

[Don't have an account? Sign Up](#)



- Home
- Funding Opportunities
- Applications
- Reviewers
- SEA DREAM Website



## People | Science | Equity

SEA DREAM funds multi-country research that tackles Southeast Asia's most urgent and emerging health challenges.


### INSTRUCTIONS

**Welcome, Seadream!**

This portal is used to manage grant applications and reviews. After logging in, you can access information and tasks relevant to your role using the tabs in the navigation menu above.

**If you are an Principal Investigator & Co-Principal Investigator :**

- Go to the **Funding Opportunities** tab to view details of open or upcoming funding calls.



- Home
- Funding Opportunities
- Applications**
- Reviewers
- SEA DREAM Website

MY APPLICATIONS

**My Applications**

Application Id	Title of Proposal	Funding Opportuni...	Amount Reque...	Proposed Durat...	Proposed Start ...	Name of Lead Orga...	Role	Application Sta...
<b>IA-000000158</b>	Development of an...	DREAM for HEALTH 2099 (DRY RUN)	\$2,000,000.00	48	07/01/2026	kasetsart university	Principal Investigator	Full Application Su...

Log in your account at SEA DREAM Application Portal: <https://grants.sea-dream.org/login>.

**Note:** Alternatively, you can click the log in link in the welcome email.

Click on the tab “Applications,” the “My Applications” list view will be appeared. In this list view, you can see all of the applications created by you.

Click on the full application ID to open and see application's detail.



APPLICATION

IA-0000000158

[Invite Co-PI](#)[Invite Guest Editor](#)[Update/Add Co-PI](#)[Re-invite RO](#)[Edit Full Application](#)[Download Full Application](#)[Submit for RO Review](#)

Title of Proposal

Development of an AI-Driven ...

Proposed Duration (Months)

48

Amount Requested

\$2,000,000.00

Proposed Start Date

7/1/2026



Log in your account at SEA DREAM Application Portal and open your application. In the full application stage, PI can update or add Co-PIs.

Update/Add Co-PI

\* Position: Senior Researcher

\* Co-Principal Investigator Email: example@example.com

Co-Principal Investigator 2

\* Full Name: Dinesh Patel

\* Co-Applying Organisation: Burapa University

Title: Dr

Address of Co-Applying Organisation

Country of Co-Applying Organisation

Type of Co-Applying Organisation

Gender \*

Male

Female

Prefer not to say

Other, please specify

\* Position: Professor

\* Co-Principal Investigator Email: example@example.com

+ Add more Co-Principal Investigator

Cancel

Save Co-PI

# Inviting Co-PIs as Editors

From the application, click “Invite Co-PI”.



Home

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Search...



APPLICATION IA-0000000158

Invite Co-PI | Invite Guest Editor | Update/Add Co-PI | Re-invite RO | Edit Full Application | Download Full Application | Submit for RO Review

Title of Proposal	Proposed Duration (Months)	Amount Requested	Proposed Start Date
Development of an AI-Driven ...	48	\$2,000,000.00	7/1/2026

Progress bar: Full App... | RO Revi... | RO Appr... | Submitt... | Full App... | Peer Re... | Financia... | Panel In... | Due Dili... | Aw...

### Invite Co-PI

#### Send Invitation to Co-PI

Select Co-Principal Investigator

Invite All

Co-Principal Investigator 1 : Khematin Prinya  
Email Address

Co-Principal Investigator 2 : Dinesh Patel  
Email Address

Cancel | Send invitation

Select the Co-PIs you want to invite. If you want to invite all Co-PIs associated with your application, select “Invite All”, and click on “Send invitation”.

**Note:** The registration link in the invitation email is valid for up to 72 hours. If the link expires, the PI must invite the Guest Editor again following the steps above.

# Inviting Guest Editors

Click on “Invite Guest Editor”.

The screenshot shows the SEA DREAM application management interface. At the top, there is a navigation bar with the SEA DREAM logo and links for Home, Funding Opportunities, Applications, Reviewers, and SEA DREAM Website. A search bar and notification icons are also present. Below the navigation bar, the application details for IA-0000000158 are displayed, including the title 'Development of an AI-Driven ...', a proposed duration of 48 months, an amount requested of \$2,000,000.00, and a proposed start date of 7/1/2026. A progress bar indicates the current status of the application, with 'Full App...' highlighted. The 'Invite Guest Editor' button is highlighted with a red arrow. Below the application details, the 'Invite Guest Editor' modal is open, showing a form to add a guest editor. The form includes a label '\* Guest Editor 1 Email Address' and an empty text input field. Below the input field is a green button labeled '+ Add More Guest Editor' and a red note: '\*\*Maximum of 5 Guest Editors per invitation\*\*'. At the bottom of the modal, there are two buttons: 'Cancel' on the left and 'Send invitation' on the right, with a red arrow pointing to the 'Send invitation' button.

Enter the email address of the guest editor. If multiple guest editors will be invited to work on the application, click on “Add More Guest Editors” and enter their email address and click "Send Invitation".

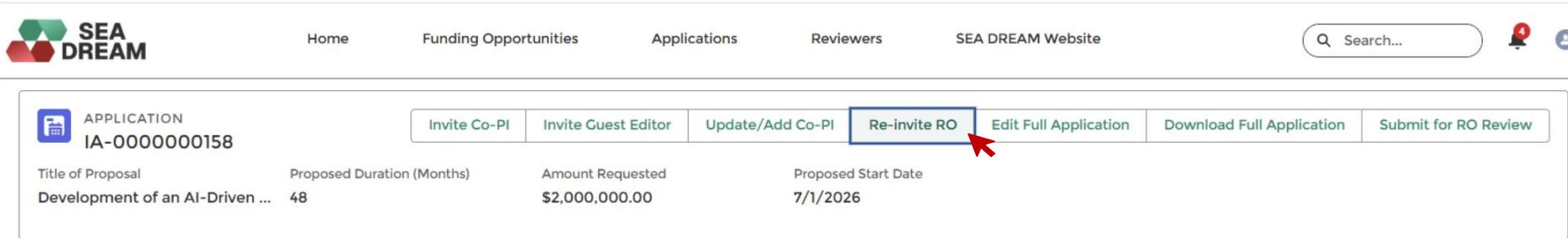
**Note:** You can confirm the Guest Editors currently invited to work on your application at the bottom of the application page.

**Note:** The registration link in the invitation email is valid for up to 72 hours. If the link expires, the PI must invite the Guest Editor again following the steps above.

**IMPORTANT:** Coordinate when editing an application at the same time and double check whether information is saved.

# Re-inviting RO

In case the Research Office (RO) for the full application changed since the preliminary application, or if the RO email address must be updated.



SEA DREAM

Home Funding Opportunities Applications Reviewers SEA DREAM Website

Search...

APPLICATION IA-0000000158

Invite Co-PI Invite Guest Editor Update/Add Co-PI **Re-invite RO** Edit Full Application Download Full Application Submit for RO Review

Title of Proposal	Proposed Duration (Months)	Amount Requested	Proposed Start Date
Development of an AI-Driven ...	48	\$2,000,000.00	7/1/2026

### Re-invite RO

Re-invite RO

The Research Office (RO) account that approved your Preliminary Application has been already assigned to this Full Application. Should you wish to change the RO account assigned to your Full Application, you may enter their new email address below. Only one RO account can be assigned to an application at the same time.

Existing Research Office Email

\*New Research Office Email Address

Send Research Office Invitation

Enter the new RO email address and click “Send Research Office Invitation”.

**Note:** Only one RO account may be assigned to a given application. If the steps above are carried out, the RO account that reviewed your application during the Preliminary Review will lose access to the application.

# Editing the Full Application

The screenshot shows the top navigation bar with the SEA DREAM logo and links for Home, Funding Opportunities, Applications, Reviewers, and SEA DREAM Website. A search bar and notification icons are on the right. Below the navigation is a header for 'APPLICATION IA-0000000158' with buttons for 'Invite Co-PI', 'Invite Guest Editor', 'Update/Add Co-PI', 'Re-invite RO', 'Edit Full Application' (highlighted with a red arrow), 'Download Full Application', and 'Submit for RO Review'. A table below displays application details:

Title of Proposal	Proposed Duration (Months)	Amount Requested	Proposed Start Date
Development of an AI-Driven ...	48	\$2,000,000.00	7/1/2026

**Note:** Fields with a light green background indicate information automatically retrieved from the preliminary application.

This is a duplicate of the screenshot above, showing the 'Edit Full Application' button highlighted with a red arrow.

You may edit information retrieved from your preliminary application.

## SECTION 1 : APPLICATION SUMMARY

You should invite your Research Office (RO) early in the application process to ensure they have sufficient time to complete the mandatory approval of your submission. The RO can only access your application after you formally invite them through the SEA DREAM Application Portal, and your application cannot be submitted SEA DREAM until this approval is received.

Please plan ahead and allow ample time for your RO to provide feedback, request revisions, and approve your application within the GMS.

\* Title of Proposal  152/255 characters remaining

\* Amount Requested (USD)

\* Proposed Duration (Months)

\* Proposed Start Date

### Lead Organisation\*

The Lead Organisation is the organisation responsible for submitting your final application to SEA DREAM and managing the finances of the grant if it is awarded. It must be an eligible organisation that can sign up to SEA DREAM Grant Conditions. The Lead Organisation must be legally authorised to enter into agreements in its own name and of its own account.

More details, please visit our website: <https://sea-dream.org/guidelines>  
The Principal Investigator must be based at the Lead Organisation.

\* Name of Lead Organisation  Country of Lead Organisation

Type of Organisation

The screenshot shows a progress bar with steps: Previous, Application Su..., Applicant Details, Collaborations, Research Prop..., Research Invol..., Research Invol..., Research Mana..., Research, Save, and Save & Next. The 'Save & Next' button is highlighted with a red arrow.

Ensure to click “Save” to record the entered information.

To continue to the next section, click “Save & Next”.

**Note:** You must fill in mandatory fields to move to the next section or go back to previous sections. You can fill in placeholder information and revisit that information later.

# Submitting the application for RO Review



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APPLICATION  
IA-0000000158

Invite Co-PI

Invite Guest Editor

Update/Add Co-PI

Re-invite RO

Edit Full Application

Download Full Application

Submit for RO Review

Title of Proposal  
Development of an AI-Driven ...

Proposed Duration (Months)  
48

Amount Requested  
\$2,000,000.00

Proposed Start Date  
7/1/2026

Submit for RO Review

Submit for RO Review

Comments

Kindly revise

Submit



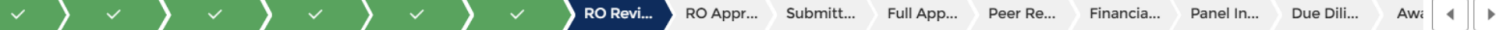
APPLICATION  
IA-0000000158

Title of Proposal  
Development of an AI-Driven ...

Proposed Duration (Months)  
48

Amount Requested  
\$2,000,000.00

Proposed Start Date  
7/1/2026



RO Review (Full application)



Approval History (4)

4 items • Sorted by Is Pending • Updated a few seconds ago

Step Name	Date	Status	Comments
1 RO Review Full	4/20/2026, 11:44 AM	Pending	

Click “Submit for RO Review”.

**Optional:** Enter a comment and click “Submit”.

“Approval History” will be visible, indicating the RO review is still pending.

# Submitting the application to SEA DREAM

The screenshot shows the SEA DREAM website header with navigation links: Home, Funding Opportunities, Applications, Reviewers, and SEA DREAM Website. A search bar and user profile icons are on the right. Below the header, an application card for IA-0000000158 is displayed. The card includes a 'Submit Full Application' button highlighted with a red arrow. Below the card is a progress bar with steps: RO Appr..., Submitt..., Full App..., Peer Re..., Financia..., Panel In..., Due Dili..., and Awi. The 'RO Appr...' step is currently active.

APPLICATION	IA-0000000158	Submit Full Application	
Title of Proposal	Proposed Duration (Months)	Amount Requested	Proposed Start Date
Development of an AI-Driven ...	48	\$2,000,000.00	7/1/2026

1. Click “Submit Full Application”.

The dialog box is titled 'Submit Full Application'. It contains the text: 'Submit this full application', 'Are you sure you want to submit this Full Application?', and 'Once submitted, the application will be locked and no further edits will be permitted. Please ensure all required sections have been completed before proceeding.' A green 'Submit Full Application' button is at the bottom right, highlighted with a red arrow.

2. In the confirmation pop up, click “Submit Full Application”.

The dialog box is titled 'Submit Full Application'. It contains the text: 'Submit Application', 'Your application has been successfully submitted.', and 'Please note that no further changes can be made after submission.' A green 'Done' button is at the bottom right.

3. Click "Done".

**Note:** PIs and RO will receive a confirmation upon submission.

You may download your application as PDF.

# READ MORE:

## How to submit your full application?

Guidelines > Managing the application portal > How to submit your full application?

Guidelines

### How to submit your full application?

[Download: Full Application Submission User Guidance \(PDF\)](#) 



Download 27-page Manual

Upon receiving your invitation to proceed to the Full Application stage, you and your consortium will use the SEA DREAM Application Portal to complete and submit your proposal.

This article provides an overview of how each role navigates the portal. For the full step-by-step walkthrough with screenshots, download the complete user guidance document.

#### Principal Investigators (PI)

As the lead applicant, your Full Application will already be accessible in the portal following your Preliminary Application. Fields with a light green background indicate information automatically carried over from your Preliminary Application.

Before you begin editing, complete the following setup steps:

- Invite your Research Office early. The RO can only access your application after you formally invite them through the portal, and your application cannot be submitted until their approval is received. Click "Re-invite RO" if the RO account needs to be changed from the Preliminary Application stage. Only one RO account may be assigned to an application at any time.
- Update or add Co-PI details. Click "Update/Add Co-PI" to add new Co-Principal Investigators or update any existing information (if needed).
- Invite Co-PIs and Guest Editors. Click "Invite Co-PI" or "Invite Guest Editor" to send collaboration invitations. A maximum of five Guest Editors may be invited per application.

Once your team is set up, click "Edit Full Application" to begin completing the form. Click "Save" to record your progress, or "Save & Next" to move to the following section.

When the application is ready for institutional review:

1. Click "Submit for RO Review." You may add an optional comment to your Research Office (RO).
2. Wait for the RO to approve the application. The status will change to "RO Review (Full Application)" while pending.
3. Once approved, return to the portal and click "Submit Full Application" to complete the final submission.

Please note that once submitted, the application will be locked, and no further edits will be permitted.



# Q&A

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*DREAM 4 Health Call for Proposals 2026*

Updated FAQs



# GET SUPPORT

For questions about the full application or issues with the application portal, please contact:

[grants@sea-dream.org](mailto:grants@sea-dream.org)

For wider questions about SEA DREAM, please contact:

[info@sea-dream.org](mailto:info@sea-dream.org)

Or call us at:

**+66 (0)2 391 0144 ext. 506 (T)**

# SEA DREAM

Developing Research Excellence  
and Mentorship in Southeast Asia

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***DREAM 4 Health Call for Proposals 2026***

***Full Application Submission:***

***Orientation Session***

**22 & 25 May 2026**

