**Makerere University Research and Innovations Grant Guidelines and Request for Proposals (RFP): Supported by the Government of the Republic of Uganda**

**APPLICATION FORM**

**SECTION 1: BACKGROUND INFORMATION**

Title of the Research/Innovation project:

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**Principal Investigator (PI)**

First Name:

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Last Name:

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Highest qualifications: *(Drop down list: PhD/Clinical Fellowship/Master’s Degree/Bachelor’s Degree/Other)*

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Sex of PI: *(Drop down: Male/Female)*

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Designation of PI *(Drop down list: Prof. /Assoc. Prof/Sen. Lecturer/Lecturer/Ass. Lecturer/Sen. Research Fellow/Research Fellow), Other – please specify*

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College or Administrative Unit: *(Drop down list: All Colleges and the School of Law)+(The following university Administrative Units: (Library, Gender Mainstreaming, Quality Assurance, and the Directorate of Research and Graduate Training (DRGT))*

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School: *(Drop down list: All Schools within each college) (Obtain a list of schools for each College and include them as a sub-list; when a person selects ‘College X, only its schools should appear; however, the option should not appear for those who select any of the admin units because they do not necessarily have schools or departments)*

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Department: *(Drop down list: All departments within each school) (Obtain a list of departments for each school and include them as a sub-list; when a person selects ‘School Y, only its departments should appear; however, the option should not appear for those who select any of the admin units because they do not necessarily have schools or departments)*

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E-Mail of PI/Primary point of contact

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Telephone number of PI/Primary point of contact

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Category of grant applied for: *(Drop down: List categories of grants: (Category 1, Category 2, Category 3, Category 4a, Category 4b)*

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Project summary: *A concise summary of what the project is about:* **(200 words Maximum)**

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Type of project: *(Drop down list: Primarily Research-based/Primarily Innovation-based/A hybrid of both Research and Innovation/Primarily capacity-building based)*

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Is it a single year or multi-year duration project? *(Drop down: Single Year/Multi-Year(2 Years)/Multi-Year(3 Years)/Multi-Year(More than 3 years))*

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**SECTION 2: MAIN APPLICATION**

***1. Problem and solution***

**What is the problem you are trying to address?** Clearly articulate the problem i.e. the knowledge gap (for research-based projects) or the stakeholder need (for innovation-based projects) or the ecosystem/capacity need (for ecosystem enhancement-based projects). (**200 Words Max.)**

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**What is the proposed solution?** Provide a summary of the proposed solution to address the problem described. This could be a research or innovation or R&I ecosystem-building idea. **(200 Words Max.)**

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**Relevance:** Clearly articulate the relevance of your proposed solution to national or sectoral priorities or the SDGs. **(200 Words Max.)**

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**Innovativeness:** What is the innovation in your idea? What is the uniqueness of your proposed idea compared to the way things are currently being done? **(200 Words Max.)**

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***2. Methods***

**Objectives:** What are your research/innovation/ecosystem enhancement objectives? The objectives should be SMART and stated in action format. **(200 Words Max.)**

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**Description of the Methods:** Describe the methods you will use to achieve the set objectives.

For research-based projects, describe with sufficient detail but concisely stated: The (1) study entities/population, (2) Study design, (3) Sample size and Sampling considerations if any, (4) Data collection methods and tools, (5) Variables to be assessed, (6) Analysis to be conducted.

For innovation based projects, describe with sufficient detail but concisely stated: The (1) the stakeholder population, (2) Stage of the solution (ideation/ development/ testing/ piloting/ transitioning to scale/ scaling (3) Utility of the solution (usability/usage/usefulness), (4) Approach to development of the solution at the stated stage, (5) Approach to evaluation of the solution at the stated stage.

For research/innovation ecosystem enhancement projects, describe (1) The type of capacity to be built (Specialised training OR equipment), (2) Description of the content of the ecosystem enhancement activities (i.e. specialized training activities OR specialised equipment to be procured, its installation, specialized training in its use), (3) Utility of the capacities to be built/equipment to be procured after it has been installed, (4) How the research ecosystem and services will change as a result of the specialised capacity-building/equipment (Note: Training in basic research skills or procurement of simple equipment that is routinely needed for research shall not be considered unless it is part of a holistic system upgrade; graduate training is also excluded).

The methods should be feasible, scientifically plausible and technically strong. **(750 Words Max.)**

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**Outcomes/Impact/Outreach:** State the primary (Direct) and secondary (Indirect) beneficiaries of this project. State the anticipated outputs of the project (the immediate outputs of the activities of the project) and the outcomes (the outcomes of achieving the results). State the anticipated impact of the project (Note: Impact might not be achievable in one year in which case your one year project only contributes to it). **(250 Words Max.)**

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**Translation/Dissemination plan:** Clearly articulate the knowledge management and dissemination plan for your project. Briefly describe the anticipated knowledge products/solutions to be developed from the project. For capacity enhancement projects, describe how the installed capacity will translate into increased/improved research services. **(200 Words Max.)**

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**Potential impact on policy or programs**: Briefly state the potential impact of your project on policy or how programs are implemented or how research is conducted. **(200 Words Max.)**

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**Scalability:** Describe the potential for scalability of your solution (either scalability as a social venture or public good, a policy, a technical approach, a technology for use, or a commercial product). Describe the scaling plan and potential up and out-scaling partners (linkage to industry, implementing partners and target user communities or how such linkages will be forged and expanded). Commercial Potential and anticipated patentability (for solutions that lead to commercial products) or ability and clear incentive for wide social/policy impact (for projects that do not lead to commercial value). Scaled research services and outputs for ecosystem-enhancement projects **(200 Words Max.)**

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**Sustainability:** If your project requires multi-year funding (beyond 1 year) or maintenance of equipment, indicate how the funding will be sustained after the initial year of funding. **(150 Words Max.)**

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**Gender Considerations**: Briefly explain how your project will address gender issues and gender balance at all stages. **(150 Words Max.)**

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**Ethical implications/Environmental Impact:** Does your research involve human subjects? In what ways are human participants involved? What ethical issues are likely to arise from the study and how will they be addressed or monitored? What protections are available for vulnerable groups? What certifications do you intend or have you attained? If your research involves animal subjects, in what ways are animal subjects involved and how will the animals be protected? How will animal welfare be ensured? For research that involves changes to the physical environment, researchers should explain the measures to ensure minimal damage to the environment, and to monitor and act on such damage. **(200 Words Max.)**

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**SECTION 2: THE RESEARCH TEAM**

**Team composition:** For up to 4 other team members other than the PI, state their names, designation, and role on the team

**Team Member 1:**

First Name

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Last Name

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Highest qualifications: (Drop down list: PhD/Clinical Fellowship/Master’s Degree/Bachelor’s Degree/Other)

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Sex: (Drop down: Male/Female)

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Designation (Drop down: Prof. /Assoc. Prof/Sen. Lecturer/Lecturer/Ass. Lecturer/Sen. Research Fellow/Research Fellow/Master’s student/Bachelor’s student/Research Employee/ other - specify

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Role on the team **(100 Words Max.)**

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**Team Member 2:**

First Name

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Last Name

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Highest qualifications: (Drop down list: PhD/Clinical Fellowship/Master’s Degree/Bachelor’s Degree/Other)

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Sex: (Drop down: Male/Female)

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Designation (Drop down: Prof. /Assoc. Prof/Sen. Lecturer/Lecturer/Ass. Lecturer/Sen. Research Fellow/Research Fellow/Master’s student/Bachelor’s student/Research Employee/Other-specify

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Role on the team **(100 Words Max.)**

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**Team Member 3:**

First Name

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Last Name

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Highest qualifications: (Drop down list: PhD/Clinical Fellowship/Master’s Degree/Bachelor’s Degree/Other)

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Sex: (Drop down: Male/Female)

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Designation (Drop down: Prof. /Assoc. Prof/Sen. Lecturer/Lecturer/Ass. Lecturer/Sen. Research Fellow/Research Fellow/Master’s student/Bachelor’s student/Research Employee

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Role on the team **(100 Words Max.)**

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**Team Member 4:**

First Name

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Last Name

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Highest qualifications: (Drop down list: PhD/Clinical Fellowship/Master’s Degree/Bachelor’s Degree/Other)

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Sex: (Drop down: Male/Female)

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Designation (Drop down: Prof. /Assoc. Prof/Sen. Lecturer/Lecturer/Ass. Lecturer/Sen. Research Fellow/Research Fellow/Master’s student/Bachelor’s student/Research Employee

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Role on the team **(100 Words Max.)**

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**Provision for capacity building:** Describe briefly whether and how your project will build capacity for your unit or team members **(150 Words Max.)**

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**Declaration of conflict of interest:** Declare if there are any competing interests or conflict of interest. Describe the sources of conflict if any. If there is no conflict of interest, indicate: ‘None’. **(150 Words Max.)**

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**SECTION 4: OTHER TECHNICAL INFORMATION**

**Budget:** Provide estimates for the following key budget items

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| **Cost category** | **Amount** | **Brief Justification** |
| 1.0 Personnel, salaries and wages |  | **(150 Words Max.)** |
| 2.0 Travel |  | **(150 Words Max.)** |
| 3.0 Supplies and services |  | **(150 Words Max)** |
| 4.0 Equipment |  | **(150 Words Max)** |
| 5.0 Program activity costs |  | **(150 Words Max)** |
| 6.0 Dissemination |  | **(150 Words Max)** |
| **Total** |  |  |

You will be requested to attach a detailed budget for the financial year at the end of this application.

**Time plan:** Provide a list of key activities, milestones, and their anticipated dates. Provide no more than 10 activities.

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| **No** | **Activity** | **Milestone or Output** | **Date start** *(Calendar feature)***dd/mm/yyyy** | **Date end***(Calendar feature)***dd/mm/yyyy** |
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**References:** List any key references used **(250 Words Max)**

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**Proposed Reviewers:** Please nominate up to two competent reviewers (one internal and one external) who you would recommend to review your application. The proposed internal reviewer should be a member of staff in Makerere University with technical expertise in the proposal discipline but should not be associated with your project. The proposed external reviewer should not be a member of staff at Makerere University. He/she should come from a reputable research or academic institution (within or outside Uganda), with a respectable research/innovation record, and with the minimum of a Doctoral degree qualification/Clinical Fellowship or equivalent. Note: The GMC is NOT obliged to assign your proposal to the reviewers you have appointed. The GMC will evaluate the profiles of all proposed reviewers and will select from the pool of reviewers who to assign different proposals. Under the cross-sectoral review approach, other reviewers from other sectors might also be assigned to your application.

**Proposed Internal Reviewer:**

Title: Prof./Assoc.Prof./Dr./Mr./Other

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First Name:

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Last Name:

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Designation:

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Institution:

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E-Mail:

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Telephone Number (Include country code)

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**Proposed External Reviewer:**

Title: Prof./Assoc. Prof/Dr./Mr./Other

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First Name:

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**Attachments:** Attach the following supporting documents

**Attachment 1:** **Letter of support:** <Attach Letters of support> One from your Head of Department or School or College (any one of these will suffice); One from each partnering/collaborating institutions for up to TWO additional attachments. (MS Word or PDF)

**Attachment 2:** **CV of PI:** <Attach short form CV of PI (See CV Template – embedded link should lead to CV format)> (MS Word or PDF)

**Attachment 3:** **Detailed Budget:** <Attach detailed Budget and Budget Justification> (See Budget/Budget Justification Template – embedded link should lead to Budget Template) (MS Excel)