Africa Regional Scholarship and Innovation Fund for Applied Sciences, Engineering and Technology

RSIF Institutional Innovation Capacity Building Grants

Proposal Guidelines and Instructions to Applicants

Dear Applicant,

Please, read these instructions for writing the proposal carefully.

1. General remarks
a. The proposal should not exceed 15 pages including references written in English or French.
b. Use Times New Roman, font size 12, single spacing, normal margins, portrait orientation
c. The following documents must be attached to the online application system:
    i. A complete project proposal
    ii. The Project result matrix (See template provided)
    iii. Budget (See template provided)
    iv. Official letters of support from African Host University and partner organizations
    v. Certificate of registration for private sector firms, Business Incubators, accelerators or Tech hubs
    vi. CVs for applicants
d. The deadline for submission of proposals is Midnight September 30, 2019 EAT. Please note that late applications will not be accepted.

2. Guidelines to establishment of Partnerships
RSIF African Host Universities as lead applicants are expected to establish partnerships with either local business incubators, accelerators, technology hubs in SSA countries **or** a private sector company in the PASET priority area **and** with international partners experienced in innovation development, technology transfer and commercialization of knowledge.

International partners could be scientific research institutions or higher education institutions with experience in innovation development and commercialization of knowledge.

3. Project Proposal
A. Project Information
a. **Project Title**- Provide a short descriptive title of not more than 10 words,
b. **Project Summary**- provide a 1-page summary of the project, keep it simple and avoid technical language (if possible), summarize the project aims and how they will be achieved, significance, expected outcomes and national/community benefits of the project. **This summary may also be used as short description of your proposal in the evaluation process and in communication with potential evaluators and therefore must not contain confidential information.**

The PASET Regional Scholarship and Innovation Fund
PASET — Partnership for Skills in Applied Sciences, Engineering & Technology
An Africa-led initiative to bridge the skills gap in Applied Sciences, Engineering, & Technology

icipe@50
1970 – 2020
Insects for Life

c. **Name of Project Leader** (Main Applicant)- Provide (first name, family, title, email, mailing address, contact)

d. **Team Composition** -Provide names and other requested details of all participants in the proposed project. They all should provide their Curricula Vitae on separate attached forms.

e. **Administering Organization-**Provide details of the African host university, which will administer the project (full name, address, website, name and details of authorized representative).

f. **Duration of the Project**- Enter the duration of the proposed project (Max 24 Months)

g. **Project Budget-** Indicate the total budget requested from RSIF. Upload fully completed budget matrix.

B. Background

Describe the motivation and focus of the proposed project. Include information about the recent international progress in the field and the relationship of this proposal to similar ongoing work. Analyze context of the problem addressed and gap to be addressed. (max 1.5 pages)

C. Developmental Objective

Describe the development objective of the proposed project. Explain how the project is significant and the problem it addresses. (1 Page)

D. Expected Outcomes and Outputs

Describe the expected outcomes of the proposed project and potential applications of the expected results. Provide outcomes that can be measured quantitively. (1 Page)

E. Alignment to country strategies and overall socio-economic impact

Describe how the proposed project might result in economic, environmental and/ or social benefits for the country as well as contribute to the countries strategic agenda for science and innovation or relevant strategies related to the thematic area. (1 Page)

F. Methodology

Outline the design, tools and methods to be used to execute the proposed project, demonstrate that they are adequately developed, well integrated and appropriate to the aims of the proposed project. (1.5 Pages)

G. Description of activities

Describe the main activities to be executed to achieve the expected outcomes and outputs. (2 Pages)

H. Ethical Considerations

Briefly describe the ethical issues that your project is likely to present during implementation, and how you plan to obtain the necessary ethical approvals. (0.5 Page)

I. Gender Considerations

Describe how your project has incorporated gender issues and the likely impact on women and men (1 Page)

J.   Environmental and Social management plan
Describe the potential environmental risks expected from the implementation of the project and proposed mitigation measures. Complete the environmental and social screening form provided and submit it along with the proposal. (1 Page)

K.   Partnerships
Briefly explain the collaborative partnerships within the proposed project. Explain the role and specific contribution of each collaborator. (1 Page).

L.   Budget
Indicate the total proposed budget, clearly highlighting the matching funds. Upload the consolidated detailed budget as per the budget template provided. (0.5 Page)

M. Matching Support
State the matching support (either in-kind or in-cash or both), the sources of the support and how these will benefit or add value to the project. (1 Page)

N. References
List the references. (1 Page)

4. Workplan and Result matrix

a. Workplan
Indicate the planned project activities and the implementation time lines.

b. Result Matrix/ Framework
Complete the results matrix template provided. Please, note that the results matrix may be revised after the project is awarded.

5. Financial Plan/ Budget
Please insert total amounts on the budget template provided. (insert it here)

RSIF Budget Contribution
   i.   Specify the budget items in the template as detailed as possible. Please, note that inappropriate costs may be a reason for rejecting a proposal, even if it is scientifically excellent.
   ii. For this grant, the maximum contribution from RSIF is $50,000

Matching Funding
   i.   Please, note this grant requires additional funding from other sources. Applicants should provide a guarantee of matching support (letters of financial commitment) along with the proposal.
   ii. In Kind resources are defined as the fair value of non-cash contributions of goods and services calculated using the fair market price. Only in-kind contributions necessary for the success of the project are eligible as matching support. To be eligible for RSIF funding, the matching support must be committed in writing by the external supporter with the amount clearly stated and in-kind contribution description provided.

Non-Permissible costs

   i.   Purchase of motor vehicles, motorcycles, motorboats
   ii. Contingency line items

Cost categories

The following budget categories are applicable to this grant;

Direct Costs: RSIF will cover the following cost categories under this grant

	Cost Category	Covers
a)	Personnel	**Coordination allowance to Lead Applicant.** Due to budget constraints the project may not provide an allowance to all research team members. For the ICPB Grant, RSIF will only provide a coordination allowance of up to $200 per month for the lead applicant from the University.
b)	Capital Assets	Minor research equipment necessary for project implementation up to $3,000
c)	Renovations and minor civil works	Minor construction and remodeling of laboratories up to a max of 10% of total budget.
c)	Research Supplies and services	Research consumables, casual labour (wages) and consulting and expertise for special outsourced services
d)	Travel and Subsistence	Travel tickets, ground transfers, accommodation, subsistence allowance (per diem) for project related activities…etc
e)	Operation costs	Workshop Printing, copy, scanning, internet connectivity, bank charges and other direct expenses related to the project
f)	Overhead costs (Indirect costs)	Support to Administering organization responsible for the implementation of a project to cover costs such as non-scientific staff, other non-specific utilities, office services such as photocopy, printing, office stationery etc) calculated as a percentage of total direct costs. Max allowable overhead is 10%. African Host Universities are encouraged to provide overheads as part of their in-kind contribution to the project.