

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

## RSIF Research Award

### 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 January 6, 2020 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 international partner(s) if possible, scientist from African Scientific Diaspora working in research institutions globally.

International partners could be scientific research institutions or higher education institutions with interest and experience in the research areas aligned to the PASET priority thematic areas.

#### 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.**

- 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. Introduction and problem statement**

*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. Objectives, 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 quantitatively. (1 Page)*

**D. 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)*

**E. Description of activities**

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

**F. Development Gender Considerations**

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

**G. 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)*

**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. 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)*

#### J. Partnerships

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

#### K. 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)*

#### L. 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)*

#### M. 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 \$90,000

#### 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
- iii. Physical Infrastructure

### Cost categories

The following budget categories are applicable to this grant;

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

	<b>Cost Category</b>	<b>Covers</b>
a)	Personnel	<b>RSIF AHU Research team member coordination allowance:</b> The RSIF Research Award will only provide a coordination allowance of up to \$100 per month for the research team members from the RSIF Africa Host 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.