**THE PASET AFRICA REGIONAL SCHOLARSHIP AND INNOVATION FUND**

**MOZSKILLS SUB-PROJECT**

**Project Proposal Template**

**Institutional Innovation Capacity Building Program (ICBP) Award**

**Closing date: 15 November 2021, Midnight CAT**

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | |
| **Project Acronym** |  | |
| **Name of Project Leader (Lead Applicant)** |  | |
| **Name and address of Mozambican University** |  | |
| **Name of authorized representative of Mozambican University** |  | |
| **Project Duration** |  | |
| **Project Budget (Funded by RSIF/MOZSKILLS Sub-project)** |  | |
| **Partners (Name and Address) *(where applicable)*** | **Name**  1. | **Address** |
| 2. |  |
| **Team Composition *(where applicable)*** | **Name** | **Title/ Affiliation** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

# Dear Applicant,

Please, read these instructions carefully as you begin to write your proposal.

1. **General guidelines**
   1. The proposal should not exceed 15 pages including references written in English or Portuguese.
   2. Use Times New Roman, font size 12, single spacing, normal margins, portrait orientation
   3. The following documents must be attached in the online application system:
      1. A complete project proposal
      2. Project result matrix and workplan (Template is provided)
      3. Project Budget (Template is provided)
      4. Official letters of support and financial commitment from the Vice Chancellor or Head of a Mozambican University (in kind contribution is acceptable)
      5. An official support letter from a private company (or other partner) indicating their commitment and support for the project.
      6. A Certificate of registration for private sector firms, Business Incubators, accelerators, or Tech hubs.
      7. CVs for the lead applicant and all partners.
      8. A completed environmental and social impact pre-screening form.
   4. The deadline for submission of proposals is Midnight November 15, 2021, CAT. Please note that late applications will not be accepted.

# **Guidelines for a collaboration**

Mozambican Host Universities as lead applicants may establish collaborations with either local business incubators, accelerators, technology hubs in Mozambique or legally registered private sector entities in Mozambique. RSIF International partner institutes (higher education or scientific research institutions) may be involved in the project to provide relevant expertise in fields such as innovation development, technology transfer and commercialization of knowledge.

1. **Budget guidelines**

RSIF Budget Contribution

1. Specify the budget items using the template provided in a more detailed manner. Please, note that inappropriate costs may be a reason for rejecting a proposal, even if it is scientifically excellent.
2. For this grant, the maximum contribution from RSIF is $70,000

Matching Funding

1. Please, note this grant encourages additional funding from other sources. Applicants are advised to provide a guarantee of matching support (such as letters of financial commitment or other documentation) along with the proposal.
2. In-kind resources are defined as the fair value of non-cash contributions of goods and services calculated using the fair market price. In-kind contributions necessary for the success of the project are eligible as matching support.

Non-Permissible costs

1. Purchase of motor vehicles, motorcycles, motorboats
2. 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 Mozambican University 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%. The University is encouraged to provide overheads as part of their in-kind contribution to the project. |

# Project Overview

# *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 during the evaluation process and in various communication platforms such as RSIF website, among others. It should not contain confidential information****.*

# Background

*Describe the motivation and focus of the proposed project. Include information about any recent developments globally and the relationship of this proposal to similar ongoing work. Analyze the context of the problem and gaps to be addressed. (Max 1 ½ pages)*

# Developmental Objective

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

# Alignment with Mozambique country strategies and overall socio-economic impact

*How will the proposed project result in economic, environmental and/ or social benefits for Mozambique as well as contribute to the country’s strategic agenda for science and innovation or relevant strategies related to the thematic area? (Max 1 Page)*

# Expected Outcomes and Outputs

*Describe the expected outcomes and outputs of the proposed project. How will the results be potentially applied? (NB: The outcomes should be measured quantitively). (Max 1 Page)*

# Description of activities

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

# Methodology

*Outline the design, tools, and methods to be used to execute the proposed project and if they are adequately developed, well integrated and appropriate to the aims of the proposed project. (Max 1½ Pages)*

# 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. (Max ½ Page)*

# Gender Considerations

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

# Risk Analysis

# *Describe the potential physical, environmental, political, economic and social risks that may be encountered during project implementation and proposed mitigation plans. This should be submitted. (Max 1 Page)*

# Partnerships

*Briefly explain the composition of your project team including collaborative partnerships with private sector firms or other similar entities in the proposed project. Explain the role and specific contribution of each partner listed in this project. (Max 1 Page)*

# Budget and Matching Support

*Indicate the total proposed budget, clearly highlighting the matching funds. Use the detailed budget template provided.*

# Matching Support

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

# References

*List the references. (Max 1 Page)*