

**BAYERO UNIVERSITY, KANO**

**OFFICE OF THE DEPUTY VICE-CHANCELLOR (R&D)**

**SMALL RESEARCH GRANT APPLICATION FORM TEMPLATE**

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| **THEMATIC AREA** |  |

**PROJECT TITLE:**

**RESEARCH TEAM:**

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| --- | --- | --- | --- |
| **S/N** | **FULL NAME** | **AFFILIATION** | **DATE & SIGN** |
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**MONTH, YEAR**

**EXECUTIVE SUMMARY**

(Not more than 500 words)

**1.0 GENERAL INTRODUCTION**

* 1. **Background to the Research** [Provide a general background (not more than 250 words) of the situation and justification leading to the proposed research project]

**1.2 Statement of the Problem** [Research concern; condition to be improved; difficulty to be eliminated; and challenges to be understood]. Statement of the problem should be presented in not more than 150 words.

1.3 **Objectives of the Research** [State, in not more than 100 words, the general and specific objectives of the project]

**1.4 Project Outcomes** [Provide a summary of the short-, medium-term and long-term outcomes of the project]. The project outcomes should be presented in not more than 100 words.

**2.0 PROJECT DESIGN AND METHODOLOGY**

* 1. **Literature Review [**Provide detailed but concise review of recent related works to properly situate the proposed research in the knowledge space in the field. The review should not exceed 600 words.]

**2.2 Conceptual Framework** [Briefly describe the system of concepts, assumptions, beliefs and theories as well as the relationships among them, that defines what the research will include]. The conceptual framework should not exceed 200 words. However, figures may be attached as appendix if necessary.

**2.3 Research Methodology [**Describe, in not more than 1000 words, the methodology of the proposed research project**]**

**2.4 Project Work Plan: [**Provide a timeline for the major activities of the project in the form of a Gantt chart (template downloadable together with the application form). Activities should be listed according to objectives and/or outputs. The work plan should be attached to the proposal as an Appendix in PDF format]

**2.5 Project Logic Model** [Briefly describe, in not more than 100 words, the project logic, and attach the logic model as an Appendix in PDF format.]

**2.6 Data Management and Analysis** [Describe, in not more than 200 words, the methods and tools to be used in the analysis of collected data]

**2.7 Ethical and Safety Considerations** [Describe the measures and approvals necessary to ensure compliance with ethical and safety requirements]. Ethical clearance may be attached, if available. (Maximum 200 words)

**2.8 Monitoring and Evaluation Plan [**Clearly describe, in not more than 150 words, the monitoring and evaluation mechanism you will adopt in achieving the stated objectives. The M&E Plan should be done in MS Excel and attached to the proposal as an Appendix in PDF format]

**2.9 References** [Present 10-15 key references]

**2.10 Dissemination Strategies** [Describe, in not more than 100 words, the dissemination strategies you will take to ensure the project outcomes are brought to the attention of stakeholders.]

**3.0 PROJECT HUMAN AND MATERIAL RESOURCES**

**3.1 Project Budget: [**Provide detailed activity-based budget requirement for the implementation of the research project. Indicate the amount to be allocated to each element of the project as provided in the template below.] The budget should be done in MS Excel template provided and attached as an Appendix.

Fundable activities and items may include data collection and analysis, project consumables, minor equipment, project-related travels, and project M&E. Personnel costs shall be in compliance with the Bayero University Effort Reporting and Compensation Policy. The grant should not be used to purchase computers, printers, or any laboratory/field equipment costing more than N500,000.00. Any other expenses that are generally regarded as unfundable should be avoided.

**3.2 Budget Justification** [Briefly describe, in not more than 500 words, the justification for the funds requested to implement the project]

**4.0 THE RESEARCH TEAM**

Briefly describe the project team members’ competencies, their roles and expertise relevant to the project. An abridged CV of key members (not more than 2 pages each) should be attached to the proposal as an Appendix in PDF format.

**5.0 COMMITMENTS**

**5.1 Letter of Support from Head of Department, Dean/Director**

The Principal Investigator is expected to get a letter of support from Head of Department or Dean/Director of their Department or School/Centre/Institute as the case may be, indicating their commitment to supporting the project. The letter should indicate alignment with the School/Centre/Department research agenda and potentials to contribute to Bayero University mission. The letter should be attached to the proposal as an Appendix in PDF format.

**5.2 Letter of Support from collaborating organizations**

If the project is to be implemented in collaboration with another organization outside Bayero University, the PI shall obtain a letter of support head of such organizations. The letter should indicate institutional commitment to the successful implementation of the project. Human and/or material resources that could be leveraged upon in the implementation of the project should be identified. The letter should be attached to the proposal as an Appendix in PDF format.