

GRANT PROPOSAL WRITING

BY

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INTRODUCTION

Research

- Survival
- Development
- Sustainability of the environment
- Innovation

What is a research grant?

- Non-repayable funds disbursed to the recipient(s) to support research in various areas.
- Contract research; not applicable here

Sources of Research grants

- Government Departments
- Corporation
- Foundation or trust
- Nonprofits organizations
- Educational institution
- Business organizations
- Individual provide grants

Challenges

Paucity of research grant(Local and international)

Local funding

- University funding
- Tetfund is irregular

International

- Corruption and Scam
- Inadequate linkages

Cross-cutting

- Lack of grant writing skills(Minimal interaction with colleagues from other countries to raise level of competence in proposal writing)
- High cost of PG studies
- Inadequate mentoring

OPPORTUNITIES

- Democratized
- Part of Commonwealth and relevant convention signatories
- Current availability of local funds (TETFUND, FOUNDATIONS AND HIGHER INSTITUTIONS)
- Willingness of younger colleagues to do research

Types of proposals

Solicited:

- A research problem must have been identified by the donor
- Makes advert(online, news papers etc) with the conditions for granting the award.

Unsolicited:

- The researcher may identify the research problem and makes an unsolicited application.
- Demand driven

GRANT PROPOSAL WRITING

Solicited or not a grant proposal must be written by the potential recipient to the donor

Study the call carefully

- Institution
- Physical facilities
- Human resources
- Collaboration
- Counterpart funding

APPLYING FOR THE GRANT

- Applying for the grant requires filling out an application form.
- Solicited or none solicited, the general guidelines are as follows.

1. Thematic

Clearly indicate your area of interest and ensure that the title of the proposal is in line with the sub- themes which may be presented as ;

A: Infrastructural Development and Management

B: Social Sciences, Arts and Humanities

C: Science & Technology

D: Cross-cutting Areas

2. Title of the Project

The title of the research project should

- Simple
- Reflect the set objectives of the donor
- Easy to understand without ambiguity.
- This requires a thorough understanding of the interest of the potential donor

3. Contact details of the Lead Researcher / Coordinator:

- Project Leader:
- Institution:
- Department:
- Faculty:
- Telephone:
- Email:

4. Contact Details of the Collaborators

Same as has been done for the project leader. They may be more than five and from different Departments, Faculties and Universities.

5. Priority Area

- The applicants must clearly show an understanding of the problem (the specific area that the project addresses) that the research sets out to solve. Proposal which do not address identified problem in the call cannot win any grant.
- Some may require you to send concept notes

6. Project Location

- The place where the research will be carried out should be clearly stated including travels to analyse data in other laboratories within and outside the country. Should there be need for any inception workshop or pre-proposal workshop, it should be so clearly stated.

7.Objectives

- Describe the impact/ change that the Project hopes to bring about by delivering its results provided certain assumptions hold.
- It should also be presented in summary form or in a log frame.
- This is the reason for the project and should address identified constraint.
- A summary of any significant work already carried out in this area will be added advantage.

8. THE POTENTIAL BENEFITS OF THE PROJECT

- Employment generation
- Entrepreneurship
- Environmental friendly/Reduce waste

8. Duration of the Project and work plan:

- The length of the project must be clearly stated.
- It is clearer to do this in stages or phases and may be presented in tabular form as shown in the example.

9. Time Frame (Provide activity by activity in the form of a GANTT Chart)

		TIME IN MONTHS					
		1-2	3-4	5-6	7-8	9-10	11-12
	ACTIVITY						
1	Visit to Town Planning Unit in Badagry Local Government, Lagos State.						
2	Meeting with Baales and Villagers						
3	Meeting with the focused groups						
4	Reconnaissance visit to Fishing communities						
5	Administration of questionnaires						
6	Identify and Measurement of fishing crafts and gears						
7	Quantitative analysis of fish catches						
8	Assessment and Estimation of Fish Farms						
9	Estimation of Crops Farming						
10	Report Writing						

PROJECT ACTIVITIES, OUTPUTS AND INDICATORS

Activity

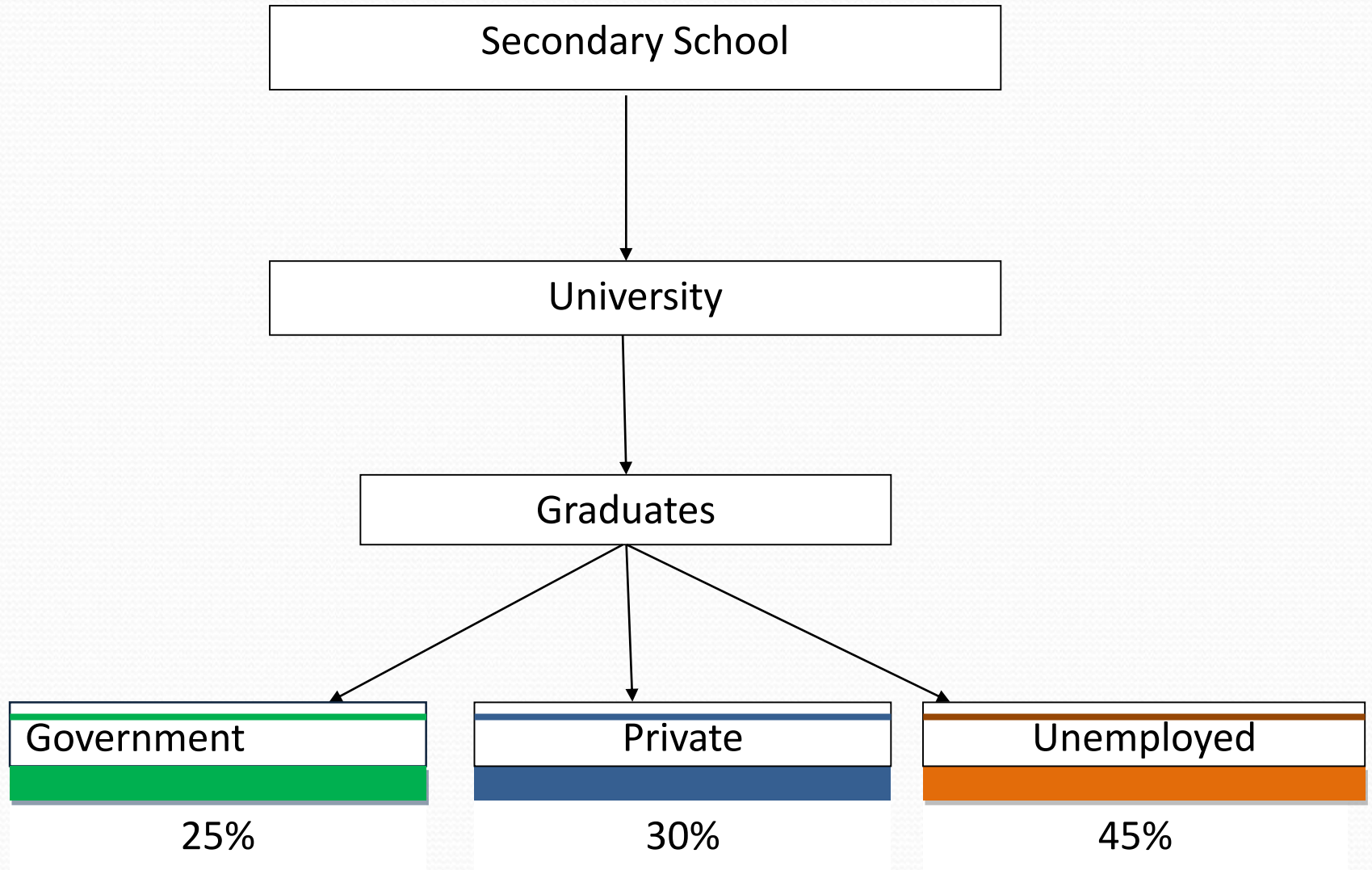
**Expected
Outcome/
Impact**

Indicator

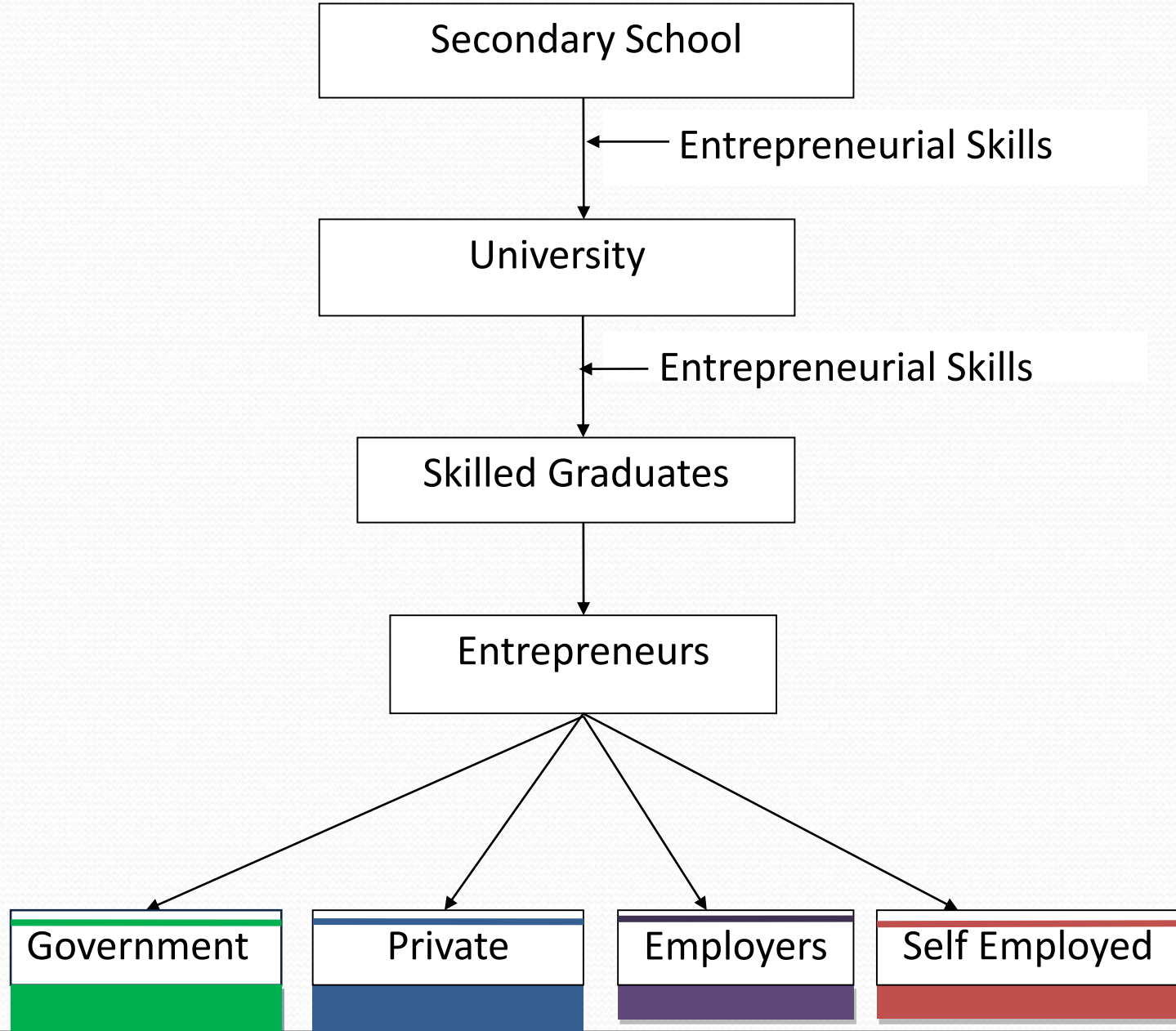
10. Conceptual Framework

- Assist to identify gap and set your goal
- Could be graphs, chart or narrative

WORKFORCE OF UNIVERSITY GRADUATES



SKILLED GRADUATE WORKFORCE



11. THE RESEARCH METHODOLOGY

- Detailed description of how the research will be carried out.
- Where to obtain what, how to get there, what to do there, how to use the product etc

12.THE KEY STAKEHOLDERS, TARGET GROUP AND BENEFICIARIES OF THIS PROJECT

- i. Government
- ii. Researchers
- iii. Universities
- iv. Consumers

13. Social and Environmental Impacts

- Social and Environmental impact of results of the study.
- mitigation measures if any

Assumptions

- Explain Assumptions at each level
- Assumptions are **external** factors over which the project does not have direct, or complete control, but on which the delivery of Results and achievement of objectives depends.

SAMPLE:

- Late release of funds
- National strike

14.BUDGET AND FINANCE

- ❑ **Do not exceed the maximum**
- ❑ **Any item to be purchased must be tied to the project**
- ❑ **Rates for travel and subsistence should be according to norms of donor**
- ❑ **The total of Overheads and Contingency should not exceed 10%, and should be kept to a realistic minimum**

1.5. Budget (Provide a budget break-down by activity/line

item)

	DESCRIPTION OF ITEM	AMOUNT (₦)	TOTAL(₦)
1.0	Stipends for meals on the field		
1.1	Principal Researcher(N1,000/day) (20 days/month) X 8months	20,000	160,000
1.2	Graduate Assistants (3) @ (N400/day/person)(20 days/month)X 8 months	24,000	192,000
1.4	Stipends for communities Liaison officers (N5000/community/day)	65,000	65,000
1.5	Refreshment(Minerals) at Community meetings (Focus Group) Discussion) at an average of 100 villagers/meeting @ N500/person	50,000	650,000
	Sub-Total		1,067,000
2.0	Equipment		
2.1	1No. Printer/Photocopier	135,000	135,000
2.2	Laptop	150,000	150,000
2.3	pH meter	20,000	20,000
2.4	oxygen meter	35,000	35,000
2.5	Measuring rule	2000	2000
	Sub-Total		342,000
3.0	Consumables		
3.1	Papers	55,000	55,000
3.2	Reagents	40,000	40,000
3.3	Cartridges (5)	7,000	35000
3.4	Markers	10,000	10,000
	Sub-Total		140,000
3.0	Transportation		
3.1	Fuelling (20,000 per month) X 12 months	20,000	240,000
	Sub-Total		240,000
4.0	Data Analysis		
4.1	Publication of Results as a Book(500 Copies)	190,000	190,000
	Sub-Total		190,000
	GRAND TOTAL		1,979,000

16. FINANCIAL AND PROCUREMENT MANAGEMENT CAPACITY OF INSTITUTIONS (Credibility)

- ❑ **Banking arrangements**
- ❑ **Accounting and reporting**
- ❑ **Internal Control**
- ❑ **Audit**
- ❑ **Procurement**
- ❑ **Disbursement of funds**

17. Where and when to get administrative supports, need for peer review, etc

- National: FAO, UNESCO, IFAD ETC require that the application goes through the relevant ministry
- Institution: University research grant committee
- International organizations: EU requires 2 institutions from third world and at least one from developed EU countries
- NGOs
- Individuals
- Post doctoral

18. Evaluation of capacity to carry out the planned project

- Pre-proposal conference/workshop

Leg-running: establishing contacts within and outside the financing structure to “defend” the project.

- Make contact soon after you are sure the proposal has been received.
- Make contact with the grant committee chairman/members informally ie send him/some of them your intentions

Alternative funder(s), need for co-finance or additional funders

- It is allowed but must be disclosed eg
 - UNIVERSITY(PHASE 1)
 - STATE GOVERNMENT(PHASE 2)
 - TETFUND(PHASE 3)

Project sustainability and when to start writing the next proposal

- AS SOON AS A PHASE IS GRANTED, ASK FOR THE NEXT BUT WITH A PROGRESS REPORT.
- Stake holders workshop and invite the funder(Budget for this workshop would have been built into the first phase).

Executive summary

- This should carry the title,
- Objective
- Methodology
- Personnel
- Cost
- Output
- Benefits of the output

Cover letter

- Subject matter
- Brief introduction
- Description of the project as in executive summary

Self assessment:

- Assessors Score Sheet

A. Adherence to Research Fund Application Format (20Points)

S/NO	ITEMS	MAXIMUM SCORE
1	Thematic Area	1
2	Project Title	2
3	Aims and Objectives of the Project	4
4	Research Details	3
5	The Research Team	3
6	Financial Aspects	3
7	Project and Activity Indicators	2
8	Project Management	2
	TOTAL	20

B. Significance(40Points)

S/NO	ITEM	MAXIMUM SCORE
1	Conciseness and Clarity	6
2	National Development	8
3	Priority Areas	8
4	Problem solving or Basic Research	8
5	Innovation	10
TOTAL		40

C. Promote Multi – Disciplinary Research(15Points)

S/NO	ITEM	MAXIMUM SCORE
1	Multi – Disciplinary	7
3	Special National/ international Interest	5
TOTAL		15

D. Research Leadership Institution, Competence and Capacity Buildings (25Points)

S/NO	ITEM	MAXIMUM SCORE
1	Research Leadership Relevant Publications to the project itself Attract Talent Open Communication	10
2	Mentorship	10
3	Integrity	5
TOTAL		25

Final touch

- Give to at least two colleagues to edit using the score sheet
- Sign and send
- Place a call when you are sure your application is there

RECOMMENDATIONS

- Strengthening of the institutional capacity
- Train the trainers
- Capacity building of individual
- University grant



Thank you