**Project Code: *for Administration use only*: ………………………………….**



**NATIONAL SCIENCE AND TECHNOLOGY COUNCIL**

**APPLICATION FOR A RESEARCH GRANT UNDER THE STRATEGIC RESEARCH FUND (SRF)**

 **GENDER DIMENSIONS IN SCIENCE, TECHNOLOGY AND INNOVATION IN ZAMBIA**

**PART 1: GENERAL INFORMATION**

**1.1 Research Project Information**

|  |
| --- |
| **Title of Research Project Proposal (Note: The title should be short but must reflect the overall idea of the research proposal that is in conformity with the proposed intervention):**  |
| **Desired Starting Date:** | **Desired Completion Date:** |

|  |  |  |
| --- | --- | --- |
| **Total Budget ZMW:** | **Amount in words** | **Amount if figures**  |
|  |  |

**1.2. Names, Addresses and Institutions of Principal Investigator and Collaborators/research team members participating in the research project**

|  |  |
| --- | --- |
| **Name of Principal Investigator:** |  |
| **Title Prof, Dr. Mr. Mrs. Ms etc.:** |  |
| **Gender:** |  |
| **Name of Institution:** |  |
| **Dept./Faculty:** |  |
| **Type of Institution (Public/Private)** |  |
| **Address:** |  |
| **Telephone No.:** |  |
| **Mobile No:** |  |
| **E-mail:** |  |
| **Signature:** | **Date:** |
| **Name of Institution/Department Head:** |  |
| **Signature:** | **Date:** |
| **Official stamp:** |  |

|  |  |
| --- | --- |
| **Name of Collaborator:** |  |
| **Title i.e. Prof, Dr. Mr. Mrs. Ms etc.:** |  |
| **Gender:** |  |
| **Name of Institution where applicable):** |  |
| **Dept./Faculty:** |  |
| **Type of Institution (Public/Private)** |  |
| **Address:** |  |
| **Telephone No.:** |  |
| **Mobile No:** |  |
| **Fax No.:** |  |
| **E-mail:** |  |
| **Signature:** | **Date:** |

(*Repeat for all Collaborators*)

(**The submitted application form should contain the signature of the submitting Principal Investigator, that of his/her Head of Department as well as all the Collaborators. An application will automatically be disqualified if it does not contain the endorsement of all indicated collaborators**)

**Caution: Applications that contain more than the stated number of words in any particular section will be automatically disqualified**

**PART 2: ABSTRACT**

|  |
| --- |
| A brief outline of the proposal explaining the significance of the proposed research, objectives, anticipated outputs and outcomes and potential benefits of the project. **The Abstract should not be more than 500 words. *(5 points)*** |

(*Extend space if necessary*)

**PART 3: DETAILED RESEARCH PROPOSAL**

A **detailed Research Proposal** should be typed in the spaces below, **describing the proposed work in such a way as to be comprehensible to a non-specialist in the research field**.

|  |
| --- |
| **3.1 INTRODUCTION:** Background to the proposed research **(Not more than 300 words) *(3 points)***(*Extend space*) |

|  |
| --- |
| **3.2 PROBLEM STATEMENT WITH CLEARLY DEFINED RESEARCH QUESTION (S):** (Indicate the problem under investigation and the research question(s) **(Not more than 500 words)** ***(8 points)***(*Extend space*) |

|  |
| --- |
| **3.3 LITERATURE REVIEW** (Critically review relevant existing literature in the same field and identify the knowledge gaps that the proposed research will address). **(Not more than 800 words)** ***(8 points)***(*Extend space*) |

|  |
| --- |
| **3.4 RATIONALE/JUSTIFICATION/SIGNIFICANCE OF THE PROPOSED RESEARCH (Not more than 500 words)** ***(8 points)***(*Extend space*) |

|  |
| --- |
| **3.5 OBJECTIVES** (Concisely outline themain and specific objectives. Please ensure that the specific objectives are measurable and achievable (SMART concept) ***(6 points)***(*Extend space*) |

|  |
| --- |
| **3.6 METHODOLOGY** (Indicate the method(s) to be employed, i.e. how the research will be carried out including design, materials, data collection tools and analysis) **(Not more than 5000 words)** ***(10 points)***(*Extend space*) |

|  |
| --- |
| **3.7 EXPECTED OUTPUTS** (Concisely indicate the expected findings from the proposed research) ***(6 points)***(*Extend space*) |

|  |
| --- |
| **3.8 EXPECTED OUTCOMES** (State the potential benefits of the research, clearly indicating who the beneficiaries of the study will be and how they will benefit). ***(5 points)*** (*Extend space*) |

|  |
| --- |
| **3.9 ASSUMPTIONS AND RISKS (**State the factors that will drive the execution of this research and the potential risks and how they will be mitigated. ***(4 points)***(*Extend space*) |

|  |
| --- |
| **3.10 CAPACITY BUILDING** (Clearly indicate how the proposed research intends to build capacity in both human and equipment resource) ***(4 points)*** (*Extend space*) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.11 RESEARCH COLLABORATION** Clearly indicate the name, role and activities of **each** Collaborator ***(3 points)***

|  |  |
| --- | --- |
| **Name of Collaborator** | **Collaborator’s role and activities** |
|  |  |
|  |  |
|  |  |

(*Extend space*) |

**3.12 DETAILED WORK PLAN *(9 points)***

Outline in a concise manner, a schedule of implementation of the activities planned for the total period of the project and indicate the estimated cost for each activity *(see example below)*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Month** | **Budget (ZMW)** |
| **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |  |
| **Year 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Planning meetings |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
| Needs assessment |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
| Material acquisition  |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
| **Year 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training  |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
| Demonstrations |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
| Dissemination  |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  | **xxxxx** |

**3.13 DETAILED BUDGET *(9 points)***

Provide a **detailed** **activity budget** breakdown; **itemizing** and estimating **all** anticipated costs (do not put lump sum figures)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective** |  **Activity** | **Item** | **Quantity** | **Unit cost** | **Total cost** | **Percentage of total budget** | **Budget justification (Explanatory remarks)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 5% Administrative cost |  |  |  |  |  |  |
|  | 5% M&E |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |

|  |
| --- |
| **3.14 REFERENCES (5 Marks)**Follow the Harvard referencing style(*Extend space*) |

**PART 4: APPENDICES**

**4.1 Summary of Budget (*please indicate only where applicable*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **EXPENSES**  | **Year 1** | **Year 2** | **Total** |
| **1** | Research materials and supplies |  |  |  |
| **2** | Research and Development Equipment and Accessories  |  |  |  |
| **3** | Local travel and transportation  |  |  |  |
| **4** | Special services |  |  |  |
| **5** | Dissemination of results and publications |  |  |  |
| **6** | Administrative cost (5%) |  |  |  |
| **7** | Monitoring and evaluation (5%) |  |  |  |
|  | **Grand Total** |  |  |  |

**4.2 BIOGRAPHICAL AND PROFESSIONAL INFORMATION *(7 points)***

Provide  **an abbreviated Curriculum Vitae** of not more than four (4) pages for the Principal Investigator and for **each** **Collaborator,** showing the relevance of the researchers’ professional backgrounds to the proposed research. The CV should include the following, but citing **only information that is relevant to the proposed research project**: ***Attachment of an entire CV(s) will lead to disqualification of the application***

1. Names and nationality
2. Academic and Professional training relevant to the proposed research project (including names of institutions, years of study, certificates obtained)
3. Professional experience relevant to the proposed research project (indicating names of institutions and companies worked for and the period worked, including roles played at each institution).
4. Selected research areas of specialisation (summary of research in which the researcher has been involved, relevant to the proposed research project)
5. Publications and patents relevant to the proposed research project.
6. Any additional detail relevant to the proposed research project, which may assist in evaluating the professional background of the researcher.