GUIDELINES FOR THE COMPLETION OF THE TETFund NATIONAL RESEARCH FUND (NRF) GRANT APPLICATION FORM

These guidelines are meant to assist applicants in completing the Application Form for the National Research Fund (NRF) grant under TETFund. Please read the guidelines carefully as a guide to completing the form.

0.1   **Research Project Category/Thematic Area**: The categories and specialized subject areas being supported by TETFund under NRF are as tabulated below. Select the most appropriate category and thematic area to which your research belongs. Researchers must clearly identify their research category/thematic area to avoid their proposals being sent to the wrong thematic group for assessment.

CATEGORY	THEMATIC AREA
A. Humanities and Social Sciences	1. National Integration and National Security 2. Education and Training 3. Economic Development 4. History, Culture and Religion 5. Languages, Literatures and Media 6. Social Development and Welfare 7. Population Studies 8. Politics, Law and Governance 9. Tourism 10. Sports and recreational Development 11. Gender, Equity and Social Inclusion
B. Science, Engineering Technology and Innovation	1. Agriculture and Food Security 2. Health and Social Welfare 3. Transport 4. Energy and Power 5. IT, Computing& Telecommunications 6. Space Science and Technology 7. Geosciences 8. Engineering 9. Water & Sanitation

C. Cross Cutting	1. Environment, Housing & Urban Development
	2. Entrepreneurship & Wealth Creation
	3. Resource Governance
	4.Science and Technology Innovation System Management
	5. Cross-Cutting Issues in Sustainable Development Goals

0.2 **Project Title**: Give the title of the project. The title should not be more than 20 words.

0.3 **Executive Summary**: Provide a summary of the research project paying due attention to the short and long term goals of the research, the problems and opportunities the project will help to address, the methodology to be adopted, and the estimated project budget. [Maximum of 600 words]

0.4 **Keywords**: Provide a minimum of 3 and a maximum of 5 keywords that describe your research project.

0.5 **Project Duration**: How long will the project last? Research projects are not expected to be more than 24 months.

1.0   GENERAL BACKGROUND OF THE RESEARCH PROJECT

1.1 **Background of the Research Project**: Provide the general background of the research project as well as justification for the conduct of the research with respect to the developmental needs of Nigeria.

1.2 **Research objectives**: State clearly the main objective (general aim) and the specific objectives of the project. The objectives must be SMART (Specific, Measurable, Achievable, Realistic and Timebound)

1.3 **Statement of the Problem**: State clearly the problems to be addressed, including the scope of the research project. This can be in terms of research questions.

1.4 **Conceptual framework of the Study**: Provide the general framework for the conduct of the study geared towards addressing the research problems.

1.5   **Research Outputs and Outcomes**: Provide a summary of the research outputs (immediate results) to be realized as well as the expected outcomes (short term benefits) of the project.

1.6   **Project Impact**: Applicant(s) should provide information on broad and long-term impacts of the project within the context of social, economic and technological benefits. Indicate the direct beneficiaries of the project.

2.0   RESEARCH DETAILS

2.1   **Literature Review**: Provide detailed review of recent related works so as to properly situate the proposed research in the knowledge space in the field.

2.2   **Research Methodolo**gy: Please provide sufficiently detailed description of the methodology of your proposed research. Describe the approaches to sampling and sample preparation, the appropriate procedures and equipment, and the data collection and analysis methods you will use to achieve the desired outputs of the project.

2.3   **Research Activity/Output indicators**: TETFund Research Grant is expected to deliver results. All outputs are expected to contribute to the achievement of the overall objectives of the project. Identify the major activities of your project and the output expected at the end of each activity.
2.4   **Time Frame**:   How long will the project last? Present clearly the various activities/tasks using a Gantt Chart template as presented in the Application Form.

2.5   Key Performance **Indicators:** Researchers are expected to state clearly the indicator for each activity. These indicators will form the basis of the assessment by the Monitoring and Evaluation (M & E) Committee of progress being made by the research team after the award.

2.6   **Monitoring and Evaluation Mechanism**: State clearly the evaluation mechanism to be adopted in achieving the stated objectives of the project.

2.7   **Dissemination Strategies:** Indicate the steps you will take to ensure the project outcomes are brought to the attention of key stakeholders. This can be through seminars, journal or other forms of publications, workshops, conferences, etc.

3.0 COMPOSITION OF THE RESEARCH TEAM AND COLLABORATION PROFILE

3.1   **Composition of the Research Team**: Provide contact details of all the members of the research team. Indicate clearly who the Principal Investigator (PI) is. The PI must be of at least a Senior Lecturer Grade in a university or a Principal Lecturer in a polytechnic/college of education. The grant is also a platform for mentoring young researchers through their involvement with field studies and other activities as research assistants. Of interest are the: Quality of Research Leadership; Quality of Research Team; Potential for Mentoring; gender balance and Multidisciplinary nature of participation.

3. 2   Provide an abridged version of the profile of each member of the Research Team as it relates to the proposed research project with greater emphasis on relevant research outputs. Explain any previous working relationship as a group by any members of the Research Team. (Not more than 600 words)

3.3   **Research Works to Date:** List all your relevant publications to the research project. Also, list not more than three relevant on-going research works.

3.4   **Previous Research Grants**: Please provide a short summary of the grants won at the national, international or both levels within the last five years. Include names of grantors, amount, date, duration and present status.

3.5   **Group Research**: For group research, applicants are encouraged to consider gender, age and disciplinary representation. They should provide details about the roles and responsibilities of each member. Graduate students may be involved as research assistants/mentees but NOT to be funded from the grant towards the award of postgraduate degrees. Such funding is available under the capacity building window of funding by TETFund.

4.0   THE HOST INSTITUTION

4.1 Office and Lab Space: The research project is expected to be located in a recognized public institution with the responsibility for providing space and the required support. Clearly specify what the host institution will provide in terms of office and laboratory space for the research project.

4.2 Equipment/Materials: Indicate all available equipment and materials that are functioning and available on the ground at the host institution for the use of the research project.

4.3 Support from Nearby Institutions: Indicate other equipment and materials that are available from

nearby institutions that are available to support the project.

4.4 Other Technical Support: Indicate all other forms of technical support expected from the host institution

5.0 FINANCIAL ASPECTS OF THE PROJECT

5.1   Project Budget: The grant from NRF is primarily intended to cover the cost of:

- ✓ Personnel
- ✓ Equipment
- ✓ Laboratory consumables
- ✓ Data collection and analysis
- ✓ Travels related to the research activities. International travels will be funded only when absolutely necessary
- ✓ Report writing
- ✓ Dissemination of results, involving reports, validation workshops with stakeholders and journal publications.

Applicants are expected to provide detailed budget requirements for the project through the specification of the amount against each budget line provided in the Application Form.

Please note that not more than 25% of the total budget may be spent on Equipment, not more than 20% on Personnel Cost (with the PI taking not more than 40% of the total allocation to personnel), and not more than 3% on Dissemination. Travels: NRF encourages collaboration among researchers both locally and internationally. Such collaboration may, in some special cases, involve travels outside the country but the financial commitments to such travels are to be minimized, leading to the maximum allocation of 5% of the total budget. It is however pertinent to note that such travels are different from the normal field trips by researchers in the process of executing some categories of projects.

The coordinating institution is expected to make contributions in monetary terms and also in kind towards the project implementation. This must be clearly stated and there must be letters of proof of such contributions. However, it does not include any salaries or other emoluments paid to staff members.

5.2 **Budget Justification**: This is to provide an opportunity to establish the basis of the budget estimates. It is however pertinent to note that there should be no attempt to go beyond the stipulated budget limits, based on the total expected contribution by TETFund, for items such as Equipment (not > 25% of the budget), Personnel Costs/Allowances (not > 20% of budget), Travels (not >5% of total) and Dissemination (not > 3% of budget).For example, request for equipment in excess of the stipulated maximum of 25% of the expected total contribution by TETFund may be interpreted as a lack of institutional research infrastructural capacity to execute the proposed research project.

5.3 **Additional Source(s) of funding**: Provide full details of additional source(s) and amount of funding support. NRF encourages collaborative funding while insisting on its disclosure. Provide the proofs of such additional sources as attachments to the proposal.

6.0   COMMITMENTS

Researcher(s) and their institution(s) must commit themselves to the successful implementation of the project.

6.1 **Researcher(s) Declaration**

It is the responsibility of the PI to ensure that the information provided in the Application Form is to the best of his/her knowledge complete and correct. The Research Partners must also commit themselves through signing the Declaration.

6.1 Approval by the Ethics Committee, if required.
Certain research projects that require the use of animal and human subjects have to get the approval of the Ethics Committee of the institution.

6.2   **Declaration by the Head of the Host Institution**

Approval must be given by the head of the host institution to:

i.   Confirm that the researcher(s) are staff of the institution and collaborating institution(s) where appropriate.

ii.   The institution will provide space for the successful conduct of the research.

iii.   The institution will guarantee the proper usage of the TETFund grant for project execution in line with the approved budget. The head of institution must sign and stamp the application form in the space provided.

PROPOSAL ASSESSMENT TEMPLATE

Parameter	Comments	Max Score	Actual Score
Title and Summary		**(5)**	
Project Title, Thematic Area &	Title and keywords should be apt (Title must be ≤ 20 words),	2	
Executive Summary	Summary of the research project including estimated budget (≤ 600 words)	3	
Project Profile (20)			
Introduction	Details and Justification of Research Background, and relevance to Nigeria's Development.	3	
Aim and Specific Objectives	SMART objectives leading to procedure(s) and Outcome(s). Intermediate steps to main goal of research.	6	
Statement of the Problem	Problem description, clarity and scope	3	
Conceptual Framework	Description of the theoretical basis of the Research Problem and methodology.	3	

Project Goals and Impact	Expected outputs, outcomes and impact	5	
Strategies for Implementation (30)			
Literature Review	Brief review of recent related works to properly situate the proposed research in the knowledge space in the field	5	
Research Methodology (a) Sampling & Sample Preparation (b) Appropriate Procedures & Equipment	Description of the approaches and methods or procedures for achieving the desired outputs of the project.	4 7	
(c) Data Collection and Analysis	Appropriate method of Collecting and analyzing variables for measurable results.	4	
Project Activities and Outputs	Activities and expected results	2	
Time Frame	Timeline of Major Activities	2	
Key Performance Indicators	Activity Indicators	2	
Monitoring & Evaluation	Inbuilt strategies for M & E	2	
Dissemination Strategies	Means and Strategies	2	
Research Team	**(15)**		
Team Composition	Right mix of Seniority, Gender Balance, Interdisciplinary, and Mentoring.	3	
Team Profile	Relevant Experience of the Research Team	3	

Research Work to date	Relevant Team Publications and three ongoing research projects	3	
Previous Research Grants	Grants won & managed in the past 5 years.	3	
Working relationship as a group	Roles and responsibilities	3	
Host Institution Support	**(10)**		
A. Space			
Research Project Space	Availability of adequate space for the research project	3	
B. Equipment/Materials			
Available on ground and functioning	Available in the Institution to support project	3	
Accessibility to other facilities within the vicinity	Availability within the vicinity to support the project	2	
C. Technical			
Support facilities Available	Available Technical facilities	2	
Budget		**(20)**	
Compliance of the Budget	Compliance of the budget to recommended format and funding ceiling.	4	
Budget Justification	Justification of the individual items of the budget.	8	
The overall appropriateness of the proposed budget for the project	Are all the items of the budget needed for the research project? Is the project achievable with the stated budget? Is the total budget sum reasonable based on the expected benefits?	3	
Additional Sources of Funding	Full details of other sources of support and amount	5	

Commitment & Approval			
Researchers' declaration	Commitment of the PI and Senior Researchers		
Ethical Clearance	Evidence of ethical clearance where applicable		
Declaration by Head of Institution	Approval by the PI's Institution.		
TOTAL		**100**	

Reasons to Disqualify a Full Proposal

1. Budget is not in the range N2m to N50m

2. No signatures from the PI and the Senior Co-Researchers in the Team

3. No endorsement from the Head of the Coordinating Institution