GUIDELINES FOR THE COMPLETION OF 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 TETFundunder 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. Social Welfare 5. Population Studies
B. Science, Technology and Innovation	1. Agriculture and Food Security 2. Health and Social Welfare 3. Transport 4. Energy and Power 5. ICT & Telecommunications 6. Space Science
C. Cross Cutting Themes	1. Environment, Housing & Urban Development 2. Entrepreneurship & Wealth Creation 3. Resource Governance 4. Science and Technology Management

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? State clearly the commencement and completion date of the project

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1.0   GENERAL BACKGROUND OF THE RESEARCH PROJECT

1.1   **Background and Problem Statement:** Provide details on the project, including definition of research problems, scopeand coverage of the research project as well as justification for the conduct of the research with respect to developmental needs of Nigeria.

1.2   **Research objectives**: State clearly the main and specific objectives of the project.

1.3   **Statement of the Problem:**State clearly the problems to be addressed by 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   **Project Goals:**   Provide a summary of the short and long term goals of the project. Indicate clearly the problems the project will help to address. This will serve to determine the scope of the project.

1.6   **Project Impact:** Applicant(s) should provide information on broad and long-term impact 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 Methodology**   Please provide sufficiently detailed description of the methodology of your proposed research. Describe the approaches and methods youwill 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. Clearly state the indicator(s) of each major activity of the project.

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   **Activity 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) Committeeof progress being made by the research team after the award.

2.6   **Study Location**: The research project is expected to be located in a recognized institution with responsibility for providing space and the required support. Most importantly, the institution will be responsible for ensuring that the project is implemented in accordance with the approved budget.

2.7   **Data Management and Analysis**: Provide an overview of how data will be collected and managed to safeguard the interests of the key stakeholders.

2.8   **Ethical and Environmental Considerations**: Each institution is expected to have an ethics policy in addition to a designated unit or committee with responsibility for handling ethical issues that may arise in the conduct of the research. Typical examples of such research projects are those involving human and animal specimens. The adopted procedures of such projects must be critically examined and approved by the ethics committee.
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2.9   **Monitoring and Evaluation Mechanism:**State clearly the evaluation mechanism to be adopted in achieving the stated objectives of the project.

2.10   **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 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 Researcher(PR) is. Include an
abridged C.V. of each member with greater emphasis on relevant research outputs.
The PR must be of at least a Senior Lecturer Grade in a university or a Chief 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; and
- ➢ Multidisciplinary nature of participation

3.2   Research Works to Date:
- ✓ List all your **relevant** publications to the research project
- ✓ List not more than three relevant on-going research works

3.3   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.

3.4   Group Research: For group research, applicants are encouraged to consider gender,
age and disciplinary representation.They should provide details about roles and
responsibilities of each member and also previous working relationship as a group.
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   FINANCIAL ASPECTS OF THE PROJECT

4.1   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.

> Please note that not more than 25% of the total budget may be spent on Equipment, not more than 20% on Personnel Cost, and not more than 3% on Dissemination.
> Provide detailed budget requirement for the project. Indicate the amount against each budget line provided in the Application Form.

> The coordinating institution is expected to make contributions in monetary terms and also in kind towards the project implementation. This must be clearly stated.

4.2   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 for items such as Equipment (not > 25% of budget), Personnel Costs/Allowances (not > 20% of budget) and Dissemination (not > 3% of budget).For example, request for equipment in excess of the stipulated maximum of 25% of budget may be interpreted as a lack of institutional research infrastructural capacity to execute the proposed research project.

4.3 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.

5.0   COMMITMENTS

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

5.1   Researcher(s) Declaration

It is the responsibility of the PR 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.

5.2   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.