

SOKOINE UNIVERSITY OF AGRICULTURE



RESEARCH AND INNOVATION SUPPORT (SUARIS)

1st CALL FOR CONCEPT NOTES COMPETITIVE RESEARCH AND INNOVATION GRANTS FOR YEAR 2020/2021 FOR SUA STAFF

1.0 INTRODUCTION

Sokoine University of Agriculture (SUA) is a Public University established by Act of Parliament No. 6 on 1st July 1984, which was repealed by the Universities Act No. 7 in 2005. Following the enactment of the Universities Act, SUA was granted the SUA Charter of 2007. The vision of SUA is “*to be a leading university in the provision of quality knowledge and skills in agriculture and allied sciences*”, which is guided by its mission which is “*to promote development in agriculture and natural resources through training, research and delivery of services*”. Cooperate Strategic Objective No. 2 of SUA is “*to increase the volume and quality of research, publications and innovations*”. SUA ranks the First in the citations among the Tanzanian Universities with the total of 82,220 citations as of July 2020.

To further improve her position in the world, SUA has set aside **TZS 500,000,000** from the Research and Innovation Support (SUARIS) for the 2020/2021 financial year to support research, publications and innovations for young early career researchers. A total of 20 small projects are expected to be supported during the year 2020/2021.

2.0 ELIGIBILITY

1. Researchers and academic members of staff of the Sokoine University of Agriculture.
2. Early career researchers/junior academic members of staff.
3. Academic members of staff not older than 45 years.
4. Staff with a Master or PhD qualification who have acquired such qualifications at least after three years from completion of the Masters or PhD.

3.0 RESEARCH CLUSTERS AND FOCUS AREAS

The research clusters and focus area can be accessed from the SUARIS Guidelines and Procedures.

4.0 BUDGET PREPARATION

Budgets shall be prepared according to the SUA Research Regulations and Guidelines, Fourth Edition of 2019.

5.0 PROJECT DURATION

The maximum project duration shall be twenty four (24) months from the date of signing the agreement. Justification for no-cost time extension will be needed should one require consideration for longer duration after the expiration.

6.0 APPLICATION PROCESS AND DEADLINES

- 6.1 Applicants shall fill and submit a Concept Note Application as prescribed in the attached form latest **Monday, 30th November, 2020**.

- 6.2 Applicants whose concept notes have been approved shall be invited to submit full proposals on a prescribed form. Full proposals are expected to be submitted latest **20th January 2021**.
- 6.3 Successful applicants shall be notified on **26th February 2021** and shall be expected to commence research on **15th March 2021**.
- 6.4 Evaluation of Concept notes and Proposals shall be done as stipulated in the SUA Research Regulations and Guidelines (2019).
- 6.5 The review of the concept notes and proposals will be carried out by a panel of independent (SUA and External) experts in relevant research focus area. Each reviewer shall be required to sign a Confidentiality Statement as provided on this call.
- 6.6 Successful applicants shall be required to submit to the Directorate of Postgraduate Studies, Research, Technology Transfer and Consultancy progress reports on a quarterly basis and the Final Research Report through the Research and Publications Documentation System (RPDS).

HOW TO APPLY

The research concept notes should be submitted via email to the Director, Directorate of Postgraduate Studies, Research, Technology Transfer and Consultancy, Sokoine University of Agriculture (SUA), **E-mail: drpgs@sua.ac.tz**, and copied to **jkashaigili@sua.ac.tz**

This form consists of three sections: Please make sure that all sections are filled in fully.

Section A: is a checklist for ensuring that you have included all the required documentation

Section B: provides a synopsis of your research idea

Section C: provides details of qualification and experience of your research team.

Please, be brief as this point is just a concept note and not the full proposal.

After you have completed this form please save it as “ **Your last name_SUARIS_Concept note_Cluster_x**

Concept notes must be received by the SUARIS secretariat in the DPRTC not later than **30th November 2020**. You will then receive an automatic notification acknowledging receipt of your submission. Principal investigators of projects short listed for development into full proposals will be notified by **January 20th, 2021**.

SECTION A: Checklist for eligibility assessment

PROPOSED RESEARCH

	Tick <input checked="" type="checkbox"/>
Project Leader and his/her official affiliation clearly identified	<input type="checkbox"/>
Idea clearly described	<input type="checkbox"/>
Work plan and tentative budget clearly indicated	<input type="checkbox"/>

RESEARCH TEAM

Abridged and signed CV of Project leader and key members of research team with their CVs signed to indicate consent with.	<input type="checkbox"/>
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FOR OFFICIAL USE ONLY

CONCEPT NOTE NUMBER:

CLUSTER:

ELIGIBILITY CRITERIA:

1. Project has the potential for publications in peer reviewed journals
2. Project leader is an early career researcher/ junior academic member of staff
3. Project has innovative and scalable ideas
4. Project is relevant to the National goals
5. Project has the potential for solving societal problems
6. Project has the potential for commercialization or discovery

SECTION B: SUMMARY OF PROPOSED RESEARCH IDEA**GENERAL INFORMATION**

Research Cluster:	
Research title:	
Location (s) in which research will take place	
PROJECT LEADER	
Name:	
Postal Address:	
Tel. number:	
Facsimile number:	
E-mail Address	
Alternative Email address:	
AFFILIATION	
College/School/Institute:	
Department:	

RESEARCH PROBLEM STATEMENT AND JUSTIFICATION

What is the problem for which funding is being sought, and why is it important? How do the targeted priority issues and concerns relate to Tanzania and/or district, region or zone of intended research site's agriculture and natural resources? How does the project relate to existing knowledge and capacity gaps?

(Insert here; not more than 1/2 page):

OBJECTIVES

(Insert here; not more than 1/4 page):

METHODOLOGY

Outline clearly the study design, methods and approaches of data collection, handling and analysis. The methods should be able to show explicitly how will the project objectives be achieved.

(Insert here; not more than one page):

TEAM COMPOSITION AND ORGANISATION

How will the team be led and organised to achieve the project objectives? How will potential risk be mitigated?

(Insert here; not more than 1/2 page):

OUTPUTS AND OUTCOMES

Clearly outline the outputs and outcomes that the project is expected to generate. Also show how the expected outcomes and outputs contribute to the National goals.

(Insert here; not more than 1/4 page):

DISSEMINATION AND COMMUNICATION

How will the expected outputs be disseminated and communicated to local, regional and international communities?

(Insert here; not more than 1/4 page):

MONITORING AND EVALUATION

How will the project's achievements be monitored and evaluated to ensure proper management and effective and efficient use of resources? What milestones will demonstrate progress and by which verifiable performance indicators?

(Insert here; not more than 1/4 page):

APPROXIMATE BUDGET

State the approximate or anticipated cost of the research. Only a relative magnitude is required at this stage. You will be asked to prepare and submit a detailed budget at a later stage, if the concept note is accepted.

Cost element	% (Maximum allowed)	Total (TZS)
1. Field research Materials and equipment ¹	35%	
2. On Station Research Materials and Equipment ²	10%	
3. Transportation and travel expenses for researcher(s) ³	30%	

¹ Costs for setting up and maintaining research activities **in the field** (outside researchers home station) including procurement of materials and equipment for the project activities, service costs for such equipment and materials, data collection and material analysis expenses. Include budget for establishment and maintenance of multi-stakeholders forums where appropriate. Equipment shall include facilities for collecting, handling and processing data as well facilities for collecting, handling and processing applicable research materials and equipment.

² Equipment and materials for on station research project activities including laboratory and ICT equipment as well as on station demonstration.

4. Project co-ordination. Office expenses and stationery ⁴	5%	
5. Publication and communication ⁵	20%	

PROJECT DURATION & IMPLEMENTATION CALENDAR	1 Year <input type="checkbox"/>	2 Years <input type="checkbox"/>	> 2 Years <input type="checkbox"/>

SECTION C: QUALIFICATIONS AND EXPERIENCE OF RESEARCH TEAM

PROJECT LEADER

Family name:	Given names:
Highest qualification:	Job Title:
Institutional Affiliation:	

Curriculum vitae: (Please include an up-to date CV with the following information – Note more than 1½ pages)

Work experience

(List all positions held, starting with the current position)

Academic qualifications:

(List all degree, diplomas or certificates held including when and where obtained)

Awards:

(List any awards, distinctions of professional designations you have received and which are relevant to this application)

Funded projects:

(List any grants or contracts that you have received/participated in the last five years starting with the most recent including on-going projects indicating your position i.e. whether team leader or not)

Publications:

(List your most recent publications in peer reviewed journals/ books and reports (not more than 3))

Other information:

(Include any other information you feel is relevant to the application; for example number of other concept notes in which you are proposing to be team leader under SUARIS grant)

KEY MEMBERS OF THE RESEARCH TEAM

For each member of the research team include a signed abridged CV of not more than 1 page showing relevance to proposal research.

Family name:	Given names:
Institution:	
Job title:	Highest academic qualification
Role in the Project/Responsibility	Highest qualification:
Family name:	Given names:
Institution:	
Job title:	Highest academic qualification
Project role/Responsibility:	

Note: PLEASE DO NOT CHANGE ANYTHING IN THIS FORM

³ Costs incurred in facilitating movement of researchers to and from research activity areas. These will include transport expenses, vehicle hire, fuel and subsistence costs incurred or paid to researchers and support staff in conformity with approved institution regulations to undertake research activities

⁴ Stationery used for production of research materials, communication expenses used for the project. Other costs in this category will include costs for facilitating collaboration with other institutions (exchange of materials, documents, movements, consultation and communication)

⁵ Costs related to activities for promotion of the project results, e.g. preparation and production of scientific papers, dissemination materials, popular publication, product/innovation orientation seminars/result sharing workshop with stakeholders, and participation in other meetings.

D: Confidentiality Statement

I understand and agree that the screening of concept notes is confidential exercise and all information submitted to me in the process must be kept confidential.

I will therefore ensure the protection of such information is preserved and understand that:

1. Confidential Information will include: Invention description(s), technical and business information relating to research ideas and inventions, ideas, drawings and/or illustrations, research and development, finances and financial projections, regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.

2. I will not disclose the confidential information obtained from the concepts notes/research proposals to anyone unless required to do so by law.

3. If any of the provisions of this statement is breached, administrative measures shall be instituted against me.

Name:

Signature:.....

Date: