KENYATTA UNIEVRSITY
DIRECTORATE OF GRANT WRITING AND MANAGMENT

SAMPLE 1 - GUIDELINES FOR WRITING RESEARCH GRANT PROPOSALS

The following are guidelines for writing a proposal [tailored along the specifications for RUFORUM]. Ideally, the complete proposals (with exception of CVs and covering letters) should be a maximum of 10 typed A4 pages, single spaced. The CV where attached - should be brief at most 2 pages of the most relevant information.

1. **Cover page:**
   a. Title of the proposal;
   b. Call ID (e.g. KU VC research grants fund 2013 or other grant call details);
   c. Names of Principal Investigator and departmental/ school affiliation with full addresses including email, telephone;
   d. Names of participating researchers and their departments/ schools or institutions (if from outside KU) with full addresses including email, telephone and fax;
   e. Project start date and duration;
   f. Total Budget requested in Ksh.

2. **Short specific abstract** outlining the research to be carried out (*not a problem statement*)

3. **The Problem:** Provide background information that leads you to identify the problem your research will address. Include the focus, rationale and expected contribution of your proposed research to resolving the problem**.** What is the problem that this research specifically addresses and why is it important? (*Hint: do not provide very general background – ensure that what you cover directly links to what will be researched).* Demonstrate the importance of the issue to the needs of community/ society, consider where to put more focus, e.g. more on the poor and vulnerable communities/ households and indicate how they will be involved in the research. What is the relevance to KUs strategic thrusts? How do the issues and concerns you have targeted relate to the local, regional and global development context?

4. **Associated Project:** Where relevant, provide details of any project this research will be closely associated with, which it complements, or which it develops from. Indicate very clearly how your student research projects fit into the broader research programme, showing the value added by this project.

5. **The Literature Review:** Show, using relevant literature, how your research relates to existing knowledge, research and development needs. In particular outline earlier research that underpins what you will be doing. The literature review needs to be focussed to the specific

research addressed in this proposal and provide evidence of understanding of the main issues to be researched, and of the current research methodologies used to address them.

6. **Research Approach and Conceptual Framework:** Outline how you will approach the problem, where the students, stakeholders and partner agencies are involved and in particular identify the main concepts that underpin your approach to carrying out the research, relating this to the literature review.

   Specifically outline which part of the research problem framework each student will address. In the following sections, you can specify the hypotheses, objectives and methods separately for each student – or you can specify them all for the project and then indicate which student will carry out which aspect. In most cases all team members are involved in support of the students, but in some instances, team members may also intend to directly undertake some of the research or dissemination. Indicate where this is applicable.

7. **Objectives:** What are the overall and specific objectives of your proposed research against which success or failure can be assessed? **Each objective should be described in one sentence.**

8. **Hypotheses to be tested:** The grants awarded could be to enable students to carry out their graduate research in close association with communities. It is important that some general hypotheses are stated in your research grant proposal.

9. **Methodology:** This section should focus on how the research (may want to detail for each student) will be carried out to test the hypotheses and achieve the research objectives. You need to indicate to selectors a good grasp of available methodologies. In addition if not clearly articulated above indicate how will you engage and involve stakeholders in the research. What multi-disciplinary approaches will be adopted? How will gender and other cross cutting issues be addressed?

10. **Dissemination and communication:** Indicate how the results of your research will be disseminated to the various stakeholders. Where you are involved in action research with communities, any ongoing workshops to discuss research management and results from on-farm trials need to be included in the budget. You need to indicate here the expected academic publications, policy briefs, pamphlets, radio broadcasts etc. Be realistic and not overambitious.

11. **Budget:** Give the anticipated cost of your project, with explanatory notes as necessary - some items need no additional notes. The budget, broken down on an annual basis should be submitted in an Excel spread sheet, usually as a separate attachment. Applicants must observe the institution's procurement procedures. Indicate co-funding, if any. Contact Grants office if you would like guidance on the suggested budget lines.

12. **Project Management:**

a. **Monitoring and evaluation:** How will the project's achievements be monitored and evaluated to ensure proper management and enable early corrective action where necessary? Indicate clear milestones that will demonstrate progress.
b. **Results and logical Framework:** you may be asked to provide a Results or logical Framework to enable effective monitoring and evaluation for your research.
c. **Faculty support:** make sure to observe the requirements regarding approvals for the proposal at the Dean or departmental levels.
d. **Team organization and qualification:** How do you propose to organize your team in order to achieve your project objectives? The role of each team member must be clearly demonstrated. In addition usually t**he PI** provides a two page summary CV that includes the following information:
   1. Academic qualifications (starting with the most current, list all degrees and diplomas).
   2. Work experience (list positions held, starting with the current).
   3. Funded projects.
   4. Publications (list key relevant publications and reports)
   Check and be sure if full CV is needed and whether for some or all team members.