

**KCA UNIVERSITY**

**DIVISION OF RESEARCH, INNOVATION AND OUTREACH**

**VICE CHANCELLOR’S RESEARCH AND INNOVATION GRANT**

**APPLICATION FORM**

1. Carefully read the eligibility guidelines and general instructions contained in this form before filling

2. Applicants are also advised to read the Guidelines for the Vice Chancellors' Research Grant available at: (***Link)***

***Eligibility***

1. The applicant must be a full-time member of staff at KCA University.
2. Applicants **MUST HAVE NO** research ethics disciplinary record.
3. The project must be within the priority areas of focus for the 2023/2024 call.
4. The applicants bear responsibility for any legal disputes that might arise in respect to any ownership claims on the innovative ideas by third parties.
5. The proposal must be original and innovative in nature.
6. An innovator/researcher is eligible to submit only one application for funding in any given call. An innovator/researcher whose name appears in any other applications will be penalized.
7. Applicants must not in any way be involved in the administration of the Vice Chancellor’s Research Grant, including playing an advisory role on the fund.
8. Applicants who have received funds from other sources for the same project must justify their application for the Vice Chancellor’s Research and Innovation Grant.
9. Person(s) applying should have relevant qualifications and competence in the subject area of the proposed project.
10. All members of a research team must sign the proposal before submission to signify their consent to participate in the research project.
11. Applications sent through email will NOT be considered, click [here](https://forms.gle/XscL3Pi6ZJ8oJCqL7) to submit your duly filled PDF Application form.
12. A non-disclosure agreement will be co-signed between the applicants and the University with respect to material nonpublic aspects of their applications.

***NOTE:***

*Expand the spaces provided in this form to fit your content.*

*Project team endorsement page/applicant(s) details page should be separated from the proposal submission form and submitted as separate attachments.*

Identifying information should not appear anywhere within the Proposal application form.

**Title of the Project:**

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**Thematic Area**: (*as per the call*)

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**Estimated Project Budget: Khs.**

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**Abstract/Executive summary**: (*Max* *200 words*)

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**1.0 Background to the Innovation**

Provide a background defining the problem to be addressed and justification of your innovation(*Max* *500 words*)

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**2.0 Objectives and Outcomes**

The objectives must be specific, measurable, realistic, attainable and time bound.

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|  | **Objectives** (*in SMART format*) | **Expected outcomes** (*the impact or changes in the area that the research will have contributed to*) |
| 1 |  |  |
| 2 |  |  |

**3.0 Key deliverables and success indicators**

This section should answer the question “What needs to be done to achieve the objectives?” List up to three deliverables to be realized (e.g., research evidence, prototype, new strategic approach, policy briefs, strengthened network, etc.

For each deliverable, provide one indicator of achievement and its target date.

Milestones are events that mark progress towards the achievement of an objective. List one or two milestones per deliverable and per year, add as many rows as necessary.

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| --- | --- |
| **Deliverables list** | **Deadlines** |
| **Deliverable 1:** |  |
| *Milestone 1.1* |  |
| *Milestone 1.2* |  |
| **Success Indicator 1:** |  |
| **Deliverable 2:** |  |
| *Milestone 2.1* |  |
| *Milestone 2.2* |  |
| **Success Indicator 2:** |  |
| **Deliverable 3:** |  |
| *Milestone 3.1* |  |
| *Milestone 3.2* |  |

**4.0 Prototype Development Process**

Describe the design and the methods to be used, both for collection of inputs, design, development and testing of the prototype. Additionally, include the prototype documentation/ user instructions/setup files and technical specifications*.* (*Max* *500 words*)

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**5.0 Deployment, Scaling/production and go-to-market Strategy**

Explain the approach envisaged to deploy, scale/produce and commercialize the prototype to convert it to a commercially successful product. (*Max* *500 words*)

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**6.0 Risk management**

Enumerate potential risks to the successful achievement of project objectives, along with proposed measures to mitigate those risks.

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|  | **Potential risks identified** | **Proposed mitigating measures** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

**7.0 Budget**

A clearly Itemized and realistic budget to be provided, accompanied with detailed budgetary notes to justify items listed in the budget. The budget item lines must be in line with your research methodology

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| **A. Consumables/Expendable supplies** *(list categories and provide details on the significant items)* | Cost in Kshs. | Quantity | Total | **%** |
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| Sub total |  |  |  |  |
| **B. Equipment** *(specify each item, this grant does not support purchase of computers, laptops, servers)* |  |  |  |  |
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| Sub total |  |  |  |  |
| **C. Local Travel** *(not more than 20% of budget, this grant does not support international travelling costs at all)* |  |  |  |  |
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| Sub total |  |  |  |  |
| **D. Field work** *(List costs of activities or related services etc. Costs related to data Collection and Analysis is NOT Supported)* |  |  |  |  |
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| Sub total |  |  |  |  |
| **E. Personnel Costs** *(Provide details)* |  |  |  |  |
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| Sub total |  |  |  |  |
| **F. Other Costs (***Provide details)* |  |  |  |  |
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| Sub total |  |  |  |  |
| Yearly Budget |  |  |  |  |
| **Total Project Budget** |  |

**7.1 Budgetary notes/justification**

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| *The budget should reflect the planned activities and costs. Justify each budget line stating how the cost figures were derived in relation to the activities to be undertaken*. |
| Consumables/Expendable supplies: |
| Equipment: |
| Travel: |
| Field work: |
| Personnel Costs: |
| Other Costs: |

**8.0 Other funding**

List any other funds obtained from other Donors or applied for the same research

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| **Donor** | **Time frame** | **Amount** |
|  |  |  |
| If you have co-funding for your project, provide details of the funding received and justify why additional funds is needed |

**9.0 Plan of activities: Work Plan**

Chronologically list out the significant project activities and their duration, add as many lines as needed

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| --- | --- | --- |
|  | **Activity** | Specify proposed activities per two months |
|  |  | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
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| 4 |  |  |  |  |  |  |  |
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**10. Project Team**

List the project team by filling in the table below, State clearly the specific roles of each team member in the project. Add as many lines as needed.

*(Please provide as appendix CVs for each of the team members. Each CV should be maximum one (1) page long, with the exception of PI’s CV which can be of maximum Two (2) pages.)*

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|  | **Team Members**  | **Department** | **Expertise** | **Role in the Project** |
| 1 | Principal Investigator |  |  |  |
| *2* | Team member 2 |  |  |  |
| *3* | Team member 3 |  |  |  |
| *4* | Team member 4 |  |  |  |
| *5* | Team member 5 |  |  |  |

**Appendices:**

The following documents MUST be submitted as a separate attachment to your application form.

1. · *Truncated CV (CVs for each of the team members. Each CV should be maximum one (1) page long, except for PI’s CV which can be of maximum Two (2) pages.)*
2. *· Project team endorsement page (duly signed by all members of the team, template provided see below)*

**Team members’ endorsement** *(Attach the sign sheet as an appendix)*

All members of a research team must sign the research proposal before submission for consideration to signify their consent to participate in the research project

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Members** | **Name** | **Email address & Telephone number** | **Signature & Date** |
| Principal Investigator |  |  |  |
| Team member 2 |  |  |  |
| Team member 3 |  |  |  |
| Team member 4 |  |  |  |
| Team member 5 |  |  |  |
|  |  |  |  |