

GUIDELINES FOR WRITING QUISP RESEARCH APPLICATIONS

1. Introduction

These guidelines reflect the objectives and funding criteria of all APPLICATIONS that could potentially be facilitated using QUISP funds. Due to their general nature, some of the sub-categories may not apply in every case.

The guidelines cover the major categories required in a proposal and address some general questions concerning the proposed structure and content of the research.

The proposal should be Of font **12 and** not exceeding **20, double-spaced** pages.

English is the official language for writing the research APPLICATIONS.

2. Project overview

- **Title:** This should be a short phrase describing the subject of the proposal. Be sure to provide the name of the Research institution/individual and name of the Principal Researcher.
- **Budget:** Estimate the total cost of the research project in Uganda currency.
- **Duration:** Indicate how many months (**2 to 3 months**) it will take to complete the entire project, including writing and submitting the final reports.
- **Objectives:** Indicate both the general and specific objectives of the project.
- **Abstract:** Provide a summary of 150 to 300 words of the problem, the research objectives, methodology, the expected results and how they will be used.

3. Administrative Information

- **Principal Researcher:** Name the person(s) who would have the main responsibility for the technical and administrative coordination of the project. Include the Principal researcher's C.Vs, title, address, work and home telephone numbers, cable/telex and fax numbers and email address (if available).
- **Managing Institution/Individual:** Name the **Managing Institution/Individual** that will administer the research funds. The **Managing Institution** must be a recognized legal entity that is capable of entering into contractual arrangements and assuming legal obligations. Include the institution's address, telephone, cable/telex, and fax numbers and email address (if available).
- **Collaborating Institutions:** If desirable, identify any co-submitter(s) of the proposal. Only the **Lead Partner Collaborating Institution (LPCI)/individual** shall enter directly into a contractual relationship with QUISP on behalf of each other and group.
- **Other donor agencies (if any) funding this proposal:** Provide the names and a description of the roles of other agencies and, if known, the amount they will contribute.

- **Other donor agencies** (if any) to whom this proposal was submitted for independent funding: Provide the name(s) of any other agency currently considering this proposal for funding.
- **Supporting administrative documents:** The Head of the Managing Institution should attach a covering letter to support the research proposal. For individual researchers, provide competent referees.

4. **Research Problem and Rationale**

In this section briefly outline the research problem indicating why it is of interest or its importance. This should indicate the research's contribution to enhancing or understanding of issues, etc. Indicate how the research relates to the development priorities of the country's participation in SMCA regional and international meetings. In other words what is the problem and why is it of interest? Include existing knowledge around the subject and why it does not help resolve the current problem or identify gaps that the proposed research is intended to fill.

2. **Objectives**

- The objectives of a proposed research indicate what the research seeks to establish or accomplish or achieve leading from logic of the research outlined above. This is brief and can be presented as questions or in point form.

3. **Methodology**

This is the way of going about the investigation/research as it seeks to find out or answers questions or fulfil objectives. Enough detail should be provided in this section to demonstrate and convince the reader that some thought has been through the research problem. The costs of carrying out research mainly arise from activities of this section. It is important to understand activities involved in the study as a budgeting exercise. The items below will be important components of the methodology

- **Conceptual and theoretical framework:** Research aimed at confirming or analysing phenomenon or occurrences will have to be done within a defined way or framework defining relationships that would guide occurrences.
- **Data Collection:** Outline approaches and methods to be used to collect primary and secondary data (evidence) and information including stages that must be followed. This deals with instruments and methods

- **Data Analysis:** This provides a description of the processes and procedures of transforming data and analysing it in order to extract or arrive at conclusions confirming or refuting expectations.
- **Stakeholder Participation:** Participatory aspects of the project are often important. Indicate whether the stakeholders of the research results were involved in the design of the project and what role they would play in executing the project or in implementing the results.

Be sure to cover all aspects that enhance the research proposal. Issues of interest are participation, interest groups, and associated benefits of the research being carried out.

If survey work is involved, give detailed information on the study area. Include a description of the procedures for selecting the population sample and the sample size. The survey sample should reflect ethical considerations to protect confidentiality and an appropriate gender balance among surveyors or those surveyed.

If laboratory procedures are involved, standardized procedures and protocols must be stipulated (quote relevant references). Describe new or unique procedures in detail and specify the quality assurance procedures that will be followed.

- **Gender Considerations:** State whether gender considerations constitute an important dimension of the project in defining the important relationships of the problem or in data collection, and show explicitly how the methodology will address them.
- **Ethical considerations:** Projects that involve research on human subjects, the collection of private or personal information or the participation of individuals in experiments must be designed in ways that protect the privacy, dignity and integrity of those who are the subjects of research.

For projects involving the collection of corporate or personal information, the proposal should provide details on how informed consent will be obtained and how the information will be kept confidential.

For projects that involve individuals participating in an experiment (such as farmers testing a new farming practice or community members responding to group questioning), provide information on the free consent of participants and how it will be obtained. Outline how research findings will be reported back to the people concerned.

- **Collaborative Arrangements with Institutions:** In the case of collaborative projects, give the reasons for the collaboration and how the cooperation will be organised? What will be the division of labour?

7. Results, findings and dissemination

Begin by defining the major outputs expected from the project, while outlining plans for disseminating or implementing the findings of the proposed research. Examples of outputs include workshops and conferences, reports and publications, new methodologies or technologies, improved research skills, and institutional reinforcement. Show how research results will be communicated to the stakeholders, including decision-makers.

Discuss how research results and findings are likely to be used. Identify the immediate or intermediate users of the results and findings and show how they will be given access to the research results and findings. Who will ultimately benefit if the project results are appropriately used?

The expected impact of research findings can be discussed in reference to some or all of the following:

- Areas of Standards, Metrology, Conformity Assessment and Accreditation (SMCA) and their related implementation;
- Their potential use in other settings;
- Their contribution to existing technical and scientific knowledge in processing, service provision and trade;
- Standards development at the local, national, regional and international levels;
- The needs of specific target populations (**e.g. fisherfolk communities, etc.**).

Discuss any possible obstacles to the execution of the research and to the eventual use of the findings. These may include possibilities of political or economic instability, expected difficulties in securing access to data, the difficulty of coming to categorical conclusions and the partial nature of the findings for addressing specific development problems.

8 Intellectual Property

Research inevitably leads to the creation of intellectual property. QUISP' s policy is that written materials and documentation are owned by their originator, who also holds copyright. However, QUISP seeks the right to disseminate the information so that the benefits of the research will be circulated as widely as possible. If a technology is developed during a project, QUISP' s main objective is to ensure its dissemination and utilization. Where relevant, the recipient will be asked to sign a **Memorandum of Understanding**, which sets out the ownership and royalty regimes that will govern the project.

9. Institutions and Personnel

- **Institutions/Individual:** Briefly describe your research background, including history and objectives. Similarly, provide information on collaborating agencies if any and those institutions/individuals or agencies that have been involved in planning the research, that will be involved in carrying it out, and that will be asked for funds. Highlight the particular strengths or past achievements of the institution/ individual.

Describe previous or ongoing support to the person, unit or institution in the field of research related to the proposal. How might the proposed research complement the Personal /institution's existing programme?

- **Personnel:** List the personnel who will be involved in carrying out the project, their roles and their time commitments. Describe their qualifications, experience or any other relevant information. Include the CVs of the principal professional staff.

10. Timetable

- **Schedule and duration:** Setting the duration of a project has grave consequences in terms of fixing the times for different deliverables and the final report. Planning must be carried out following the most rigorous project management standards.

Indicate the time needed to carry out each phase of the project as well as the project's total duration.

QUISP's trade research duration is upto a maximum of three months.

11. Budget

Eligible Costs

- i. **External Experts and Consultancy Fees:**
Costs for work done by an independent consultant or expert, i.e., a sub-contractor, will only be eligible if the work is essential to the project and costs are reasonable. However, such contracts should be included in the research contracts.

Note: Experts must be nationals from within the EAC.

Per diems paid to researchers and other participants while on travel to gather data or disseminate research results shall not exceed the schedule of the maximum per diems in force at the QUIP and must be in lieu with Government of Uganda standing orders.

- ii. **General or Indirect Costs**
Premises, including rent, heating, lighting and service charges associated with it. This cost must be additional and related directly to the project.
Administrative additional costs: should cover telephone and consumables such as postage, stationery and other office supplies.
- iii. **Promotions and Publications costs** such as designing and production, marketing materials, brochures, etc.
- iv. **Meetings, Conferences and Seminars**, which relates to aspects of organisation and participation in the research process. It includes renting premises, catering and general transportation.
- v. **Other Costs;** should be justified for their relevance.

Note Computers and computer appliances are considered ineligible costs.

Applicants are asked to describe the entire budget for the proposed activities, indicating, where relevant, other sources of funding. Only eligible costs will be funded.

12. Evaluation

Certain projects benefit from more extensive evaluation than that corresponding to normal management and monitoring. Such cases include projects that are particularly innovative or risky, those from which significant lessons can be learned, and those that require a very high level of accountability. Indicate if the project will include an explicit evaluation component. A description of the evaluation component should:

- Identify who will use the evaluation findings and for what purpose(s);
- Focus on a few specific issues that are well defined and relate directly to the project's objectives and activities;
- Specify the methods by which data will be collected; and
- Identify the resources necessary for the evaluation.

13. Appendices

Attach any supporting documents such as maps, the resumes of personnel, or bibliographies.