

## APPLICATION FOR AN IDRC RESEARCH GRANT

**NOTE: THIS FORM IS FOR USE ONLY AFTER PROJECT CONCEPT OR IDEA HAS BEEN ACCEPTED BY IDRC**

This form consists of seven sections. Please ensure that all sections are completed fully. **Errors or omissions will delay the processing of your application.** The terms and conditions that cover all IDRC grants (Part 2) must be agreed to and are an integral part of this grant application.

Section A (page 2) is a checklist to ensure that you have included all necessary documents.

Section B (page 3) provides a summary of your proposed research project.

Section C (page 5) includes the actual research proposal.

Section D (page 6) is a breakdown of the budget for your research project.

Section E (page 18) details the qualifications and experience of your research team.

[Standard Terms and Conditions for a Grant Agreement](#)

**PROPOSAL NUMBER:**

(for IDRC use only)

PROP0124E

## APPLICATION FOR AN IDRC RESEARCH GRANT

<b>SECTION A: CHECKLIST</b>	
<b>PROPOSED RESEARCH AND OFFICIAL REQUEST</b>	
Completed application form	<input type="checkbox"/>
Abstract of research proposal (maximum 250 words)	<input type="checkbox"/>
Signature from authorized legal signatory for the institution	<input type="checkbox"/>
Research proposal (should not exceed 20 single-spaced pages, excluding appendices)	<input type="checkbox"/>
<b>PROPOSED BUDGET</b>	
Completed <a href="#">proposal budget</a> (for each collaborating institution)	<input type="checkbox"/>
Consolidated budget (if applicable)	<input type="checkbox"/>
Signatures of project leader and authorized financial signatory for the institution (budget certification).	<input type="checkbox"/>
<b>BANK INFORMATION</b>	
Complete the Tax and Banking Information Form – <a href="#">Canadian Supplier</a> or <a href="#">Supplier Outside of Canada</a>	<input type="checkbox"/>
<b>RESEARCH TEAM</b>	
Personal information for all members of the research team	<input type="checkbox"/>
Curriculum vitae of project leader	<input type="checkbox"/>
<b>CORPORATE DOCUMENTS</b>	
<p>For IDRC to enter into an agreement with your organization, IDRC must be satisfied that your organization has independent legal status (or 'legal personality') and can contract in its own right and name.</p> <p>In the event that you have no prior grants with IDRC and to help us make this determination, please provide a copy of the legal documentation by which your organization was founded or created in the location in which it is based. Such legal documentation obviously varies depending on the location and the type of organization. By way of illustration to assist you in providing the necessary documentation to us, however, such legal documentation may include:</p> <p><b>For private institutions</b></p> <ul style="list-style-type: none"> <li>• letters patent,</li> <li>• articles of incorporation,</li> <li>• articles of association,</li> <li>• certificates of incorporation,</li> <li>• certificates of registration, or</li> <li>• récipissé</li> </ul> <p>issued by government authorities for private sector/non-governmental organizations; or</p> <p><b>For public institutions</b></p> <ul style="list-style-type: none"> <li>• legislation (acts of a legislature)</li> </ul> <p>creating public sector or governmental/quasi-governmental bodies.</p> <p>The documentation provided to IDRC should clearly indicate the name of the institution and should be provided to IDRC in English, French or Spanish. If the original documentation is not available in one of these languages, a certified translation into one of these languages should be provided together with a copy of the original document.</p> <p>A certified translation means the translation is completed by someone who is an external translator (not part of your organization) and who certifies that the translation is accurate to the best of their knowledge.</p>	<input type="checkbox"/>
<b>GOVERNMENT APPROVAL</b>	
Letter of approval from government authority (if required)	<input type="checkbox"/>

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

Project title:

Project duration (in months): Duration must include time necessary for all activities paid with grant funds to take place.

Countries in which research will take place:

**PROJECT LEADER**

Name:

Mailing address:

Building, Suite (optional):

Number and Street or PO Box:

District, City:

Province/State:

Country:

Postal Code:

Telephone number (include country and area codes):

Facsimile number (include country and area codes):

E-mail address:

**PROPOSING INSTITUTION**

The **proposing institution** normally receives and administers the funds. If this institution has not received IDRC funds before, please provide documentation confirming your organizations legal status and ability to contract in its own name, established in its home location. If the funds are to be administered by a third party, please contact IDRC to discuss the arrangements.

Legal Name:

Mailing address:

Building, Suite (optional):

Number and Street or PO Box:

District, City:

Province/State:

Country:

Postal Code:

Telephone number (include country and area codes):

Facsimile number (include country and area codes):

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E-mail address:

**COLLABORATING INSTITUTIONS** (if applicable)

**Collaborating institutions** are those that are jointly proposing research to IDRC in collaboration with the proposing institution and **will each receive funds** directly from IDRC. In this case, each collaborating institution must complete a separate grant application (Section C need only be completed by the proposing institution that will coordinate the project). In addition, the institution coordinating the project must complete a consolidated budget form (see Section D).

**PARTICIPATING INSTITUTIONS** (if applicable)

**Participating institutions** are those that will participate directly in the conduct of the research but **will not receive funds** directly from IDRC. In this case, the proposing institution is responsible for disbursement of funds and for ensuring that all institutions abide by the standard terms and conditions that apply to an IDRC grant.

**PARALLEL FUNDS** (Summary)

Parallel funds are contributions that will be made by other **international funding agencies (or foundations)** to the project. Details must be provided in Section D, page 15.

Donor	Amount	Currency

**ABSTRACT OF RESEARCH PROJECT** (should not exceed 250 words)

Name of legal signatory for the institution:

Job title:

Date:

 Signature: *(Original or Electronic signature)*

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**SECTION C: DETAILS OF RESEARCH PROJECT**

Please attach your proposal, which must be based on the following guidelines. Proposals should not exceed 20 single-spaced pages (excluding appendices).

**RESEARCH PROBLEM AND JUSTIFICATION:**

Normally about one quarter to one half of your proposal, this section should describe the problem that is to be investigated and the questions that will guide the research process. It should also provide a brief overview of the body of research related to the problem and indicate the gaps that the proposed research will fill. To show the importance of the problem, this section should discuss: how the research relates to the development priorities of the country or countries concerned; the scientific importance of the problem; the magnitude of the problem and how the research results will contribute to its solution; the special importance of the project for vulnerable social groups; and the need to build up research capacity in the proposed area of research. If the proposal is for the **second phase** of a project or you have received IDRC funding in the past for similar work, please describe the results of the previous work and indicate why additional research is required.

**OBJECTIVES:**

This short section (no more than half a page) should provide both the general and specific objectives of the research. The general objective should state the development goal being pursued by the research. The specific objectives should indicate the specific types of knowledge to be produced, the audiences to be reached, and forms of capacity to be reinforced. These are the objectives against which the success of the project will be judged. Use only active verbs (no passive).

**METHODOLOGY:**

Explain how each specific objective will be achieved in enough detail to enable an independent scientific assessment of the proposal. This section should show how the research questions will be answered in the most rigorous way possible.

You must be clear about what activities are envisaged to achieve each objective and define the budget in terms of these activities. The methodology should discuss the following details as appropriate:

**Conceptual and theoretical framework.** Define the frame of reference that will guide the research and identify the explanatory and dependent variables.

**User participation.** Indicate whether the ultimate users of the research were involved in the design of the project and how they will participate in the execution of the project or implementation of the results.

**Data collection.** Indicate the approaches and methods that will be used to collect data as well as how the research instruments will be developed. If the research includes studies on human populations indicate how ethical questions related to confidentiality will be achieved. Details must be provided regarding the collection and handling of biological samples, and all laboratory procedures and protocols must be stipulated.

**Data analysis.** Describe the methods of data analysis and modelling to be used.

**Gender considerations.** Indicate whether gender considerations are crucial to the project and how the research methodology will address these issues. (Note: IDRC does not fund research that has a treatment of gender equality and inclusion that could cause harm or adversely affect outcomes)

**Ethical considerations.** All projects that include human subjects must ensure that their privacy, dignity, and integrity are protected. An independent ethical review committee must approve the protocols, and the research proposal must include a copy of this approval. Projects that will collect corporate or personal information must detail how informed consent will be obtained and confidentiality maintained.

**Training.** Indicate how the project might contribute to staff training and whether some staff may need training before or during the project.

**Organizational matters:** Especially for large projects or network initiatives, indicate how organizational matters will be managed.

**Collaboration with Canadian institutions:** For collaborative projects with Canadian institutions, give the reasons for the collaboration and how the collaboration will be organized.

**PROJECT SCHEDULE:**

The activities within the project should be organized according to the specific objectives. The project schedule should include a list of key outputs and milestones (key events or deliverables) that can be related to the items included in the project budget (Section D).

**RESULTS AND DISSEMINATION:**

Define the major outputs expected from the research and how the research findings will be disseminated or implemented. Discuss how the research results are likely to be used, what their expected impact might be, and any obstacles to the execution of the research or the eventual use of the results. Please provide a detailed open access dissemination plan as per IDRC's [open access policy](#)

**INSTITUTIONS AND PERSONNEL:**

Describe the research institution, including its history and objectives, as well as other collaborating institutions. List all personnel, their qualifications, roles, and time commitments. State who will own the equipment during and after the project. Describe any administrative arrangements that may include third parties.

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**SECTION D: PROPOSED BUDGET AND TIMETABLE**

A Microsoft Excel [Proposal Budget](#) is to be used to facilitate the data capture of a proposed budget.

The budget proposal must be submitted along with the application for an IDRC Research Grant after the preliminary project idea has been approved by IDRC.

This section must be completed by the **proposing** institution.

**The sheets below are for reference – please use the budget proposal file for entering and submitting your proposed budget.**

In cases where several institutions are jointly proposing the research project, each **collaborating** institution listed in Section B must complete their own copy of Section D. In addition, the institution coordinating the project must complete a consolidated budget summary within the Proposal Budget.

**Please note:** IDRC policy is to contribute to your project, but not to provide 100% of the cost. Therefore, it is important that you record and provide details on the extent of local contributions to the project as well as the funds that will be provided by other donors.

**Only the approved budget will govern the grant. It will be communicated in Part 3 of the Grant Agreement, following IDRC's internal approval.**

This [Proposal Budget](#) section consists of:

- The proposed budget summary.
- The details of the budget submission for each budget category. You should use the same budget categories used by IDRC. Each budget category must comprise sufficient line items (based on the accounts or details that will be used by your institution's financial administrator to control the project's expenditures) to equate the budget of the proposed plan of work. **Please be sure to include the assumptions or basis for your estimates in the column entitled budget notes and explanations.**
- If applicable, a summary of the financial contributions that will be made by other donors.
- A summary of the local contributions that will be made to the project.
- For projects with several collaborating institutions, a consolidated budget summary prepared by the institution coordinating the project.

**Important:** The budget you submit will serve as reference for financial reporting if your application is approved. Therefore ensure:

- That your finance or accounting department has reviewed and approved it.
- That the line items (items of expenditures) within each category correspond to accounts used in your institution's budget controls; and
- That the budget notes and explanations section provide sufficient information to allow a complete review.

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**SECTION E: QUALIFICATIONS AND EXPERIENCE OF RESEARCH TEAM**
**PROJECT LEADER**

Family name:

Given names:

Job title:

Mailing address:

Building, Suite (optional):

Number and Street or PO Box:

District, City:

Province/State:

Country:

Postal Code:

Telephone number (with country and area codes):

Email address:

Facsimile number:

**LANGUAGE SKILLS:** Indicate competence in all languages used by the research team.  
E = excellent; G = good; F = fair.

Language	Read	Write	Speak	Understand
English				
French				
Other (specify)				

**CURRICULUM VITAE:** Please include an up-to-date curriculum vitae that includes the following information.

**Work experience:** List all positions held, beginning with your current position.

**Academic qualifications:** List chronologically (starting with most recent) all degrees, diplomas, or certificates held or expected.

**Credentials:** List up to six awards, distinctions, or professional designations you have received, and feel are pertinent to this application.

**Funded research:** List up to eight grants or contracts that you have received from IDRC or other sources. List them in chronological order starting with the most recent.

**Publications:** List your relevant professional publications.

**Other information:** Include any other information you feel is relevant to this application.

