

# MUNI UNIVERSITY

## SMALL RESEARCH GRANTS PROGRAM

### POLICY ON APPLICATION FOR RESEARCH SUPPORT FROM THE RESEARCH FUNDS POOL

#### Introduction

The Small Research Grants Program (SRG) will support small research projects that can be carried out in a short period of time (within a given financial year for which the SRG application is made) with limited resources. The objective of the SRG is to provide funds for start-up research projects for staff at Muni University.

#### Scope of Support

The SRG will provide limited funding to Muni University staff for a short period of time. Grants not exceeding UGX 5,000,000 (to be reviewed regularly) will be awarded to successful project proposals. The types of research projects that the SRG will support include the following:

- Pilot or feasibility studies
- Local economic development studies
- Small, self-contained research projects
- Development of new research technology

Applications for SRG should fall within the University's research priority and cross-cutting thematic areas, which are as follows:

#### Research priority themes

- Research capacity development
- Innovation systems development
  - Food security and agricultural technology
  - Clustering
  - Renewable and sustainable energy
  - Indigenous knowledge preservation
- Environmental and natural resource management
- Health Sciences
- Education (pedagogy/andragogy)

#### Cross-cutting themes

- Information and communications technology
- Entrepreneurial development
- Gender
- HIV/AIDS and Hepatitis
- Governance
- Management

The SRG will support proposals that show promise of contributing new knowledge or understanding that may contribute to improvement of educational thought or practice.

The SRG will not support proposals for capital funds, operating or on-going project expenses, direct support for staff pre-service or in-service training, funds for developing tests, curricula, or programs, or funds for conducting program evaluation.

## Eligibility and Restrictions

- Applicants must be full-time employees of Muni University
- Applicants must have earned masters or doctorate degree in an academic discipline or professional field
- A masters or doctoral student who is a member of staff may apply for SRG support for pursuing thesis or dissertation research if the research area is within the scope of the SRG program
- Applicants may apply for only SRG support at a time in a given financial year. Simultaneous submissions for SRG support are discouraged
- Applicants may request a project period of up to one (1) year and support for direct costs not exceeding UGX 5,000,000 (subject to regular review)
- SRG support for a project will be awarded only once, and is non-renewable

## How to Apply

- Proposals may be submitted throughout a financial year subject to the availability of funds. A Request for Proposals (RFP) will be published by the Office of Research following confirmation of availability of funds
- Proposals may be submitted electronically or in hard copy to the Office of Research during a submission window following the publication of RFP
- No preliminary data are required but may be included if available
- Proposals should not exceed 10 pages

## Review Criteria for Proposals

Proposals will be reviewed by a proposal review committee. The criteria for reviewing proposals will include:

- Significance of the proposed action in terms of its contribution to knowledge creation and technical ability improvement
- Innovativeness of the proposed action
- Appropriateness of the overall strategy, methodology, and analyses of the research design to accomplish the specific objectives of the research project
- Likelihood for the project to exert sustained influence on the research field(s) involved
- Replicability of the study beyond the project's specific location or research sites

The review of proposals submitted by the deadline will take approximately 2 months. It is recommended that your start date be no sooner than 2 months following the deadline.

## Award Process

Following review of proposals, the review committee will determine whether an award will be made, if special conditions are required, and what level of funding is appropriate.

In the event that an award is made, the successful applicant will be notified in writing, of the award, and that funds may be requested from the Office of the University Secretary.

## Accepting the Award

A successful applicant accepts an SRG award and its associated terms and conditions in writing to the Office of Research and by requesting funds from the Office of the University Secretary.

## Accountability Requirements

Grantees are required to account for funds awarded under the SRG program over the course of the funding period. Accountability should be provided through cash expenditure reports and regular project progress reports.

## Monitoring Requirements

Grantees are responsible for managing the day-to-day operations of their grant. To fulfill their role in regard to the SRG award, the Office of the University Secretary together with the Office of Research will monitor grants to identify potential problems and areas where technical assistance might be necessary. Monitoring is accomplished through review of progress reports and correspondence from the grantee, expenditure reports, site visits, and other information available to the responsible offices.

The SRG program permits flexibility with respect to re-budgeting. However, it is expected that the rate and types of expenditures be consistent with the approved project and budget and may question or restrict expenditures that appear inconsistent with these expectations.

## Reporting Requirements

All recipients of SRG support are required to submit a final scientific and financial report at the end of the award period. All reports must be submitted on time (within the financial year when the SRG was awarded).

## Output Requirements

Recipients of SRG support are expected to present and publish findings of their studies for knowledge sharing and dissemination.

## Review of Policy

This policy will be reviewed annually subject to the availability of funding for the Small Research Grants Program