



**OFFICE OF THE DEPUTY VICE CHANCELLOR
(RESEARCH & EXTENSION)**

**MOI UNIVERSITY RESEARCH FUNDS
ANNUAL RESEARCH GRANT APPLICATION FORM**

NOTICE: Please read and fill this form in accordance with Guidelines for Application which is attached to this form. Incomplete forms or applications in any other format shall not be processed.

PART A

Official Use Only	Ref. No.:	Date Received
1. Research Title		
2. Theme of Application (Tick one)	<input type="checkbox"/> Food Security <input type="checkbox"/> Natural Resources <input type="checkbox"/> Health & Nutrition <input type="checkbox"/> Environmental Conservation <input type="checkbox"/> Community Development <input type="checkbox"/> Gender <input type="checkbox"/> Education <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Socio-Cultural Issues <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Legal Issues <input type="checkbox"/> Others (specify)	
Category of Funding	<input type="checkbox"/> Junior Research Grant <input type="checkbox"/> Senior Research Grant <input type="checkbox"/> Extension and Outreach <input type="checkbox"/> Others (Specify)	
Type of Research	<input type="checkbox"/> Basic <input type="checkbox"/> Applied	
Type of Funding	<input type="checkbox"/> Sole Source of Funding <input type="checkbox"/> Supplementary Funding <input type="checkbox"/> Seed Money <input type="checkbox"/> Complementary Funding	

3. Personal details of the Principal Researcher	Name: Highest qualification: Department: Office Tel: Fax: Cell phone: E-mail:		
PART B			
4. a) Funds requested (Ksh.) (<i>maximum 1 year</i>)	b) Expected date of commencement c) Expected date of completion		
Equipment and facilities	Consumables	Travel	Personnel and other costs
5. Collaborating Researcher(s)			
Name	Position & Institution	Research Area	Relevant research experience
Students	Level and year of study	Registration & Department	Proposal title (attach abstract)
6. Background to the research (Precise introduction and statement of problem) (maximum 150 words)			
7. Research hypothesis			
8. Research objectives (clearly give the specific objectives of this research)			
9. Significance and justification (maximum 150 words).			
10. Research design and execution (itemize how the research objectives will be achieved and indicators of research impact-logical matrix)			
PART C			
11. Indicate intellectual property: list and indicate relevant action taken			
12. Indicate ethical issues: Where applicable.			

13.Details of Expenditure			
i) <i>Equipment</i>			
Item	Quantity	Unit Price	Total (Ksh.)
-	-	-	-
Other Expenses			
ii) <i>Consumables</i>			
Item	Qty	Unit price	Total (Ksh.)
a)			
			Total (Ksh.)
iii) Personnel and other costs			Total (Ksh.)
14.Expected Outputs			
15.Socio- economic impact of proposed research (<i>if applicable</i>)			
16.Dissemination of research findings (<i>include the mechanisms to be used- i.e How the finding will be disseminated to end users</i>)			
17.Bibliography/References (Maximum Five)			

18. List of relevant publications by researchers for the past five (5) years and not more than five (5) papers per researcher (*Author(s), (Year) Title, Journal/Publisher, Volume, Pages, City (if Book or Monograph)*)

19. Abstract (One Page)

DECLARATION

Submitted by the Principal Researcher

Signature

Date

Head of Department

Signature

Date

Chair of IREC (*where applicable*)

Dean of School

Signature

Date

Instructions for completing Moi University Annual Research Grant (ARG) application

Background to ARG

The ARG is a component of the Moi University Research Fund as set out in the Moi University Research Policy, Section 2.2.2 (i). The Grant is to support i) Training junior staff, ii) Support competitive research for senior staff, iii) funding The moi University Annual International Conferences, iv) Funding refereed journal published by Moi University, v) Funding extension and outreach activities. Normally students cannot apply on their own, but may participate as collaborators.

Filling of the form

The form contains Part A, B and C.

Under Part A, Category of Funding, the others are:

- i) Support to Moi University Based Refereed Journals
- ii) Funding Moi University Annual International Conferences
- iii) Inaugural Lectures
- iv) Minor Equipment Maintenance and Repair Fund
- v) Fostering Research and Industrial Collaborations
- vi) Campus Wide Research Workshops
- vii) Public Lectures
- viii) Facilitation
- ix) Office Operations
- x) Research & Extension Awards
- xi) Publication Awards
- xii) Innovation Awards
- xiii) Research Grant Awards

Eligible applicants are Moi University staff, Departments or Schools/faculties. All listed participants MUST have specific function in proposed set of activities. Such activities shall not include “Deputizing the PI” or just “supervision” of any kind.

Proposals must aim at increasing capacity of the participating researchers and promote the transfer of know-how at the University level, Institutional capacity building in support of policy, management, planning and administrative capacity, academic level, maximization of academic relevance, and research and technology capacity building; extension and community service.

The duration of proposed projects should be a minimum of 6 months and a maximum of 12 months. Proposals shall be nominated for award by the School or equivalent Research Committee, and successful proposals shall be awarded not more than KES 500 000.

Proposals will be evaluated with regard to their quality and relevance by the School or equivalent Research Committee. The final decision on selection of projects for grant financing will be the responsibility of the Graduate Studies, Research and Extension Committee, subject to approval by Moi University Senate

A call for proposals and its evaluation is a competitive process. Only the best 3 may finally be selected, because of the limited amount of funding available. Therefore you cannot afford any weakness in your proposal.

In filling in the Application Form, strictly respect the rules. Do not leave out or add any sections or change their sequence. Above all, respect the limitations to a certain number of pages that are indicated for some sections.

Make a thorough analysis of the background of your project to lay the foundation for the action you propose. It must identify the essential problem areas; define target groups and stakeholders, and links and complementarities with other initiatives in such a way that the activities you plan to undertake and the solutions you propose follow logically from the analysis. If you start the preparation of your proposal with the Logical Framework, as we strongly suggest, you will automatically be led to performing this background analysis.

Identify clear objectives, methods, and results to show that you have a clear idea of your project; that you know exactly what to do, how to do it and why. Again the Logical Framework Analysis will help you to structure your ideas and check their logic.

Develop a well-structured work plan Show in your work plan that you have a realistic view of the sequence and timing of the activities to be undertaken in the performance of the project, the inputs required at each point and the results you expect to achieve. Be honest about possible constraints; and make appropriate provision for them in the work plan. Make sure to have an appropriate project cycle management, with properly defined OVI for ease of monitoring & Evaluation

The budgeted project costs must be reasonable and realistic. Start from realistic considerations regarding the activities needed to successfully carry out the action and then translate them into cost. Avoid the impression that your budget was artificially inflated in order to obtain the maximum possible grant!

The form should be filled in softcopy in Microsoft Word font 12 and hard copy printed for submission.

Appendix I: Logical Framework Analysis

	Intervention Logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	What is the overall broader objective to which the project will contribute?	What are the key indicators related to the overall objective?	What are the sources of information for these indicators?	
Project Purpose	What are the specific objectives which the project shall achieve?	What are the quantitative or qualitative indicators showing whether and to what extent the project's specific objectives are achieved?	What are the sources of information that exist or can be collected? What are the methods required to get this information?	What are the factors and conditions not under the direct control of the project which are necessary to achieve these objectives? What risks have to be considered?
Expected Results	What are the concrete outputs envisaged to achieve the specific objectives? What are the envisaged effects and benefits of the project? What improvements and changes will be produced by the project?	What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?	What are the sources of information for these indicators?	What external factors and conditions must be realised to obtain the expected outputs and results on schedule?
Activities	What are the key activities to be carried out and in what sequence in order to produce the expected results?	Means: What are the means required to implement these activities, eg personnel, equipment, training, studies, supplies, operational facilities, etc	What are the sources of information about project progress?	What pre-conditions are required before the project starts? What conditions outside of the project's direct control have to be present for the implementation of the planned activities?