



APPLICATION FOR AN IDRC RESEARCH GRANT

NOTE: THIS FORM 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 (Attachment A) must be agreed to and are an integral part of this grant application.

Section A (page 1) is a checklist to ensure that you have included all necessary documents.

Section B (page 2) provides a summary of your proposed research project.

Section C (page 4) includes the actual research proposal.

Section D (page 5) 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 of an IDRC Research Grant](#) (Attachment A)

PROPOSAL NUMBER:

(for IDRC use only)

PROP020911E

The logo for the Government of Canada, featuring the word 'Canada' in a serif font with a small Canadian flag above the letter 'a'.

SECTION A: CHECKLIST		
PROPOSED RESEARCH		
	Completed application form	<input type="checkbox"/>
	Abstract of research proposal (maximum 250 words)	<input type="checkbox"/>
	Research proposal (should not exceed 20 single-spaced pages, excluding appendices)	<input type="checkbox"/>
PROPOSED BUDGET AND OFFICIAL REQUEST		
	Completed Workbook (for each collaborating institution)	<input type="checkbox"/>
	Consolidated budget (if applicable)	<input type="checkbox"/>
	Signatures of project leader and authorized legal signatory for each collaborating institution (official request)	<input type="checkbox"/>
BANK INFORMATION		
	Complete the: Bank Information Form	<input type="checkbox"/>
RESEARCH TEAM		
	Personal information for all members of research team	<input type="checkbox"/>
	Curriculum vitae of project leader	<input type="checkbox"/>
INSTITUTION		
	Institutional Profile Questionnaire (only required if this is first application for IDRC funding)	<input type="checkbox"/>
CORPORATE DOCUMENTS		
	<p>In order 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 is capable of contracting 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>For private institutions</p> <ul style="list-style-type: none"> • letters patent, • articles of incorporation, • articles of association, • certificates of incorporation, • certificates of registration, or • récipissé <p>issued by government authorities for private sector/non-governmental organizations; or</p> <p>For public institutions</p> <ul style="list-style-type: none"> • legislation (acts of a legislature) <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"/>
GOVERNMENT APPROVAL		
	Letter of approval from government authority (if required)	<input type="checkbox"/>

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, the Institutional Profile Questionnaire must be completed. 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):

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 page 16).

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 the 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)

Blank area for the abstract of the research project.

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). Additional details on how to prepare a research proposal are available on the [IDRC website](#).

RESEARCH PROBLEM AND JUSTIFICATION: archive.idrc.ca

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 with regard to 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.

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.

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.

SECTION D: PROPOSED BUDGET AND TIMETABLE

A Microsoft Excel 2007 macro-enabled [Workbook](#) is to be used to facilitate the data capture of a proposed budget.

The [Workbook](#) must be submitted along with the application for an IDRC Research Grant after the preliminary project idea has been approved by IDRC.

Software requirements

The [Workbook](#) is developed with Microsoft Excel 2007. In order for the [Workbook](#) to function it must be used with Microsoft Excel 2007 or a later release. If the requirements are not met, please contact [IDRC \(info-fw@idrc.ca\)](#).

A [user guide](#) is available with instructions on the [Workbook](#).

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

The sheets below are for reference – please use the [Workbook](#) 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 [Workbook](#).

Please note: IDRC policy is to make a contribution to your project, but not to provide 100% of the cost. Therefore, it is important that you record 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 Attachment C of the Grant Agreement, following IDRC's internal approval.

This 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 seen it; and
- That the line items (items of expenditures) within each category correspond to accounts used in your institution's budget controls.

PROPOSED BUDGET AND TIMETABLE

Project working currency (currency used in books of accounts of institution):

Duration of research project (in months):

BUDGET SUMMARY (based on the attached detailed budget forms completed in project currency)

Budget category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel						
Consultants						
Evaluation						
Equipment						
International travel						
Training						
Research expenses						
Indirect project costs						
Total in project currency						
Total in Canadian dollars						

OFFICIAL REQUEST

We hereby certify that this budget proposal and all its accompanying detailed budget submission forms, correctly and fairly reflect the financial plan of the proposed project, and more specifically the portion proposed for IDRC support. We further certify that our institution will administer the grant as per IDRC's terms and conditions (which are appended to this application as Attachment A) if the grant to the project is within 10% of the amount requested above.

Name of principal researcher:

Job title:

Signature:

Name of person authorized to sign for institution:

Job title:

Signature:

Date:

DETAILS OF BUDGET SUBMISSION: PERSONNEL (in project currency)

Includes all remuneration, allowances, and benefits paid to staff and advisors hired for a specific project. Project advisors are people hired for long periods (more than 1 year) and paid on a regular basis. The payment of replacement salaries (to release academics from teaching commitments) or of core salaries (i.e., of existing staff) must be justified in the context of research capacity building. As a general rule, IDRC does not pay salary supplements, i.e., honorarium for full-time employees in addition to their regular salaries or higher salaries than the institution would normally pay.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Personnel (report on page 6)							

DETAILS OF BUDGET SUBMISSION: CONSULTANTS (in project currency)							
<p>Consultants provide expert professional advice and usually work on a fee-for-service basis. Compared with project advisors (see Salaries), consultants are contracted for shorter periods to work on specific assignments. Payments to consultants include all expenses related to the services of a consultant for a specific activity within the project. Please use a budget note to: (1) indicate the daily rate used to calculate the consultant's fee; (2) estimate travel costs (if applicable); and (3) list other related consultant costs.</p>							
Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Consultants (report on page 6)							

DETAILS OF BUDGET SUBMISSION: EVALUATION (in project currency)

Includes the systematic assessment of a project, program, policy, or strategic issue to assess either progress toward achieving objectives or the quality and effects of IDRC-funded activities. Evaluation may occur during an activity or after its completion. Evaluation costs can include: consultant fees; travel expenses; and dissemination of the evaluation findings. In projects where evaluation is the primary objective, costs may also include: research expenses; training; and salaries and benefits for personnel directly involved in the evaluation. Please use a budget note to: (1) indicate the daily rate used to calculate the consultant's fee; (2) estimate travel costs (if applicable); and (3) list other related consultant costs.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Evaluation (report on page 6)							

DETAILS OF BUDGET SUBMISSION: EQUIPMENT (in project currency)

Includes equipment that has a useful life of more than 1 year and costs more than CAD 5,000 per item. Costs may include the basic purchase price, related Canadian sales taxes (net of government rebates), freight costs, and other costs associated with purchasing the equipment. IDRC does not pay foreign taxes, import duties, or equipment insurance after delivery. The recipient institution is responsible for all subsequent insurance coverage, and IDRC does not assume responsibility for any losses after delivery.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Equipment (report on page 6)							

DETAILS OF BUDGET SUBMISSION: INTERNATIONAL TRAVEL (in project currency)

Includes all costs related to international travel incurred by project staff. Allowable costs include ground transportation, accommodation, meals, airfare, departure taxes, and other related expenses. Daily costs cannot exceed IDRC per diem rates (see http://www.idrc.ca/ev_en.php?ID=57092_201&ID2=DO_TOPIC)

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for International travel (report on page 6)							

DETAILS OF BUDGET SUBMISSION: TRAINING (in project currency)

Includes a trainee's registration and tuition fees; living and other allowances; research and training expenses; and travel costs during the trainee's participation in degree or diploma programs, short courses, student field work, postdoctoral training, or other scholarly activities. The training budget should be reported in four sub-categories based on the type of training being supported: PhD — study leading to a PhD degree; Masters — study leading to a Masters' degree; Short Course — study leading to a diploma or certificate; or Other — all other scholarly activities (e.g., field work or postdoctoral study). Training for project staff that relates to the implementation of research activities should be shown under Research Expenses. Please use a budget note to: (1) estimate travel costs (if applicable); and (2) list other related training costs.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Training (report on page 6)							

DETAILS OF BUDGET SUBMISSION: RESEARCH EXPENSES (in project currency)

Includes services and materials required to carry out the research. Costs include remuneration of persons who gather data and information or provide casual labour, maintenance and operation of project vehicles, consumable goods and non-capital equipment, computer services, training for project staff for implementation of research activities, in-country travel, reference materials, rent paid for land or premises used in a research activity, and translation of project-related documents.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Research expenses (report on page 6)							

DETAILS OF BUDGET SUBMISSION: INDIRECT PROJECT COSTS (in project currency)

Includes administrative costs not directly related to the research. Costs may include clerical, accounting, or secretarial help, general office expenses, office rental and utility charges, non-capital office furnishings, communications costs, and photocopying. IDRC expects the recipient to absorb the indirect or administrative costs of a project as part of its local contribution. In exceptional cases, IDRC will consider a contribution towards indirect costs. The maximum contribution is 13% of all recipient-administered costs, including capital equipment.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Totals for Indirect project costs (report on page 6)							

FINANCIAL CONTRIBUTIONS BY OTHER DONORS					
Please provide the details of financial contributions that will be made to the project by other international funding agencies (or foundations).					
Date of signed or expected contract (dd/mm/yy)	Signed Yes or No	Pledged in signed or expected contract		Donor name (or acronym if well known)	Donor contact (person name)
		Amount	Currency		

ESTIMATES OF LOCAL CONTRIBUTIONS TO PROJECT

Local contributions represent cash amounts expended by the recipient from its own resources, from private grants, or from grants received from local, provincial or national authorities for the purpose of the project. In-kind contributions such as salaries of regular staff, equipment, infrastructure and overhead costs should not be included.

	Estimated amount (and currency)
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Total for project	

CONSOLIDATED BUDGET SUMMARY (ONLY TO BE USED FOR JOINT APPLICATIONS FOR RESEARCH GRANTS)

This summary must be completed by the project leader when more than one institution will receive IDRC funds for the same collaborative research. Each collaborating institution must complete their own set of budget forms (Section D). This form summarizes the budget of each institution over the life of the project. Only one narrative project proposal needs to be submitted.

Budget category ↓	Institution 1	Institution 2	Institution 3	Total
Name of institution →				
Currency of institution †				
Personnel				
Consultants				
Evaluation				
Equipment				
International travel				
Training				
Research expenses				
Indirect project costs				
Total in project currency of institution				
Total in Canadian dollars*				

† Currency of project used by institution — will vary when collaborating institutions are in different countries.

* To be determined by IDRC.

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.

