



2.1 Signatures

a) Applicant

Project to begin immediately with the signing of the award of offer. Work would be carried out, accounts maintained, and reporting made in accordance with HRF guidelines. The project would be terminated upon proven unsatisfactory performance. Funds relating to unsupported and/of ineligible expenditure will not be refunded. The HRF Steering Committee will be kept informed of any possible applications of the research results and acknowledge HRF in eventual publications.

Signature (Applicant) _____
Date

b) Participating (Host) Institution

This application is approved by the participating (host) institution, including agreement to provide the personnel, facilities, transport, equipment and financial resources indicated in the proposal. Additionally, accounts would be maintained, funds disbursed and project implementation supervised in accordance with HRF guidelines. Funds relating to unsupported and/or ineligible expenditure will not be refunded.

Signature (Head of Institution) _____
Date

c) HRF Steering Committee -----

Special Conditions: _____NO _____YES (if yes, addendum to be signed by all parties to this agreement.

This application is approved and HRF Steering Committee will ensure confidentiality of research results, timely and regular disbursement of funds and payment of overheads. Upon completion of the project, equipment becomes the property of the participating (host) institution, unless otherwise stated in the addendum to this agreement. HCDA reserves the rights to any information, publication, inventions or patents arising from research.

Signature (HRF Chairperson) _____
Date

Contract No.

Approved Budget (Kshs)

3.1 Addendum to HRF Agreement (leave blank pending award decision)

The awards of this HRF is contingent on the following special conditions of funding:-

The signatories to this addendum agree to abide by the special conditions of the research grant award.

Signature
(Principal Investigator)

Date

Signature
(Participating/host) Institution Date

Signature
(HCDA, Managing Director)

Date

Contract No.

4.1 Education (Principal Investigator)

Month/Year From/To	Name and address of tertiary education institution	Degrees/diplomas and area of specialization

4.2 Positions held by Principal Investigator (begin with current position)

Month/Year	Name and address of employer	Position held and responsibility

5.1 Collaborating Researchers (indicate principal co-investigator)

Name	Position held and degree/diplomas	Institutional Affiliation	Responsibility under the research proposal

5.2 Information on related research

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6.1 Publications (list your major publications)

7.1 Background to proposed research

8.1 Rationale

9.1 Objectives and expected outputs

10.1 Research Plan

11.1 Facilities (localities, equipment) available for the project

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12.1 Other funding to the institution for proposed related research (name, funding organization, date of application/approval, amount)

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13.1 Detailed Work plan

Month of Activities	Required inputs and unit costs/rates	Estimated cost (Kshs)

14.1 Summary Budget (Kshs)

Item	Year 1	Year 2	Year 3	Total
1. Wages/fees/allowances				
a) consultants				
b) graduate students/research assistants/technicians				
d) casuals				
e) Others (specify)				
2. Travel				
a) Local				
i) Subsistence				
ii) Transport				
b) International				
3. Equipment				
4. Expendable supplies				
5. Postal/telephone expenses				
6. Literature				
7. Printing/publication				
8. Seminars/workshops				
9. Maintenance equipment/facilities				
10. Miscellaneous				
11. Total Direct Costs (DC)				
12. Contingencies (10% of DC)				
13. Total Costs (TC)				
14. Overheads (10%of TC)				
15. Grand Total				

15. **Institutions Contribution.** This should be 25% of the total budget either in cash or kind.

16. References to Literature cited on the Subject