

# **HORTICULTURAL CROPS DEVELOPMENT AUTHORITY**

## **HORTICULTURAL RESEARCH FUND (HRF)**

### **FORM HRF 002 - GUIDELINES FOR PREPARING PROPOSAL APPLICATIONS (USING PROPOSAL APPLICATION FORM)**

Applications are made using the proposal application form (Form HRF 001). Copies, including telefaxed copies will not be accepted. A copy of the form may be used, but the applicant must submit to the HRF Secretariat the original, filled in and signed document. The quality of the document must be good enough to enable the Secretariat to make copies. Applications shall be prepared in English and typed using the guidelines given below.

Applications are accepted by the Secretariat only when the announcement for invitation for proposals has been made. Applicants are informed of decisions at the end of every quarter each year. Applications will not be returned to the applicant.

The following guidelines are to be used in preparing applications. The numbers below correspond to the block numbers in the application form.

1.1 If the duty station is located at a different address from the participating (host) institution give the names and addresses of the participating institution and duty station as indicated in the form.

1.2 Keep the title of the project short and simple (maximum of 120 characters.) The title should clearly reflect the objectives of the proposed project. Give a short summary (maximum of 250 words) of the proposed project. The summary should be sufficiently informative and should contain information given in the background, rationale, objectives and research plan. It is suggested that the applicant writes the summary last. Applicants should ensure area of research has been identified and prioritized by the industry stakeholders.

2.1 An agreement is entered once the principal investigator, head of institution and Steering Committee have signed the application. The HRF Steering Committee signs only after the proposal has been approved for funding.

3.1 If there are special conditions (for example relating to patents or inventions out of a project) then the addendum has to be signed by all parties to the agreement.

4.1 The applicant should give information only on tertiary level education.

4.2 The applicant is required to provide information on positions held starting with the current position.

5.1 Provide information on collaborating researchers indicating the principal co-investigator, institutional affiliation, qualifications (degrees/diplomas), position held and responsibility under the proposed research.

5.2 Provide information on research at the participating institution in the area of the proposed research project, mentioning any present or planned collaborative research with other institutions.

6.1 List your major publications, especially those related to the proposed research project.

7.1 As background to research, provide literature review of key findings and theories relevant to the proposed study, explaining how the proposed study builds on past work in the country. This should be limited to two pages.

8.1 Rationale should be limited to one page and cover the following points:

- What is the scope and nature of the problem that is to be researched?
- Why is the problem important, particularly in a developmental context, and in the context of the priorities established for the award of grants under the HRF?
- How does the problem to be researched lend itself to resolution through the proposed research?

9.1 Present the general (long-term) and specific (short-term) objectives and expected outcomes of the proposed project. The specific objectives should respond to the identified problems and should be directly related to the activities proposed in the research plan (11.1). List what the research activities would seek to achieve in terms of the special focus areas identified for the ARF, for example in terms of developing synergies through collaboration, links with tertiary training institutions.

10.1 The Research Plan is the heart of the proposal, it should be written in full details and should be directed to specialists in the field. The following should be included:

- description of activities to be carried out to meet the stated objectives
- description of how each component of the research plan would be undertaken and what methodologies would be used
- criteria for choosing project sites, if a survey is part of the project, give details of procedures and questions to be asked (attach questionnaire)
- schedule/chart showing the phasing of activities, identifying collaborating researchers and institutions and the contributions/comparative advantage they bring
- describe what next steps would be when the work is completed i.e. how would follow-up work/research be done and what would be the likely funding needs and sources?
- a listing of key indicators against which the progress/achievements of the activity can be evaluated.

11.1 List here equipment and facilities necessary for the work which will be provided by the participating (host) institution or institution where work will be carried out. The use of facilities included in this list must be agreed on by the head of the institution,

12.1 Give full information of any present or pending application for funding (national and international) to your institution in the area of the proposed research project.

13.1 The detailed workplan should give activities to be undertaken on monthly basis indicating the required inputs and unit costs/rates. Disbursement of funds will be done according to the detailed workplan.

14.1 The summary budget gives all costs detailed in the workplan according to the specified items. The budget items must be relevant to the proposal research plan and should be justified in the research plan. The following should be observed with regard to budget items.

- i) **Salaries/wages/fees.** These should cover only modest costs for short-term manpower requirements such as consultants, research assistants, technicians, graduate students and casuals. The HRF does not pay salaries and allowances (medical, house, travel, etc) of

investigators,

**ii) Travel**

- a) Local travel costs should include only costs for the implementation of the project (for sample collection, field visits, etc.). The need for travel costs should be explained in the research plan while specific calculations should be included in the detailed workplan. Travel costs to conferences, scientific meetings, etc, should not be included under this item.
- b) The need for international travel costs should be justified in the research plan while specific travel costs (airfare, accommodation, etc) should be included in the detailed workplan

**iii) Equipment**

Equipment is considered those items which have an individual at cost of USD 500 equivalent or more and a life duration of more than 3 years. Equipment should be justified in the research plan. Specification and description of each item and estimated cost of each item should be included in the workplan.

**iv) Expendable supplies**

Categories of expendable supplies (fertilizers, feed, dregs, reagents, glassware, solvents, etc.) should be listed in the workplan and a cost estimate for each category should be given. Specify only expendable supplies which are either very expensive or requested in large quantities/volumes.

**v) Postal/telephone charges**

Postal/telephone costs (for mailing, telephone calls, fax, etc.) should be within reasonable limits and be related to the implementation of the project

**vi) Literature**

List categories of literature (books, journals, reprints, abstract reviews, etc.) and give a cost estimate for each category.

**vii) Printing/publication**

Printing/publication costs include costs of preparing and printing project reports and costs of publishing (in scientific journals) of papers arising from project results. Costs should be specified in the workplan.

**viii) Seminars/Workshops**

Seminars, workshops and conferences to be attended or organized locally should be relevant to the project and explained in the research plan. Specific costs should be included in the workplan. Travel costs for international workshops and conferences relevant to the project should be included in international travel.

**ix) Maintenance of equipment/facilities**

Equipment/facilities required for the implementation of the project should be explained in the research plan. For each item, estimated maintenance costs should be included in the workplan.

**x) Miscellaneous**

The miscellaneous item is included in the budget to take care of items that may not be specified in advance. The miscellaneous costs should not constitute more than 5% of the budget.

xi) **Contingencies**

The contingency item is included to take care of adjustments in the budget due to inflation and other unforeseen factors. Use of contingency funds has to be justified.

xii) **Overheads**

For the administration of the project, the participating institution will receive 10% of the grant amount.

15.1 Give references to key literature you have cited on the subject.