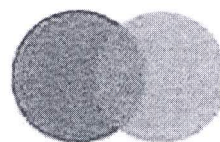




UNIVERSITY of
RWANDA



mastercard
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Application Guidelines for Research Grants, Conferences and Publications

September 2019

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GENERAL INTRODUCTION

MasterCard Foundation will partner with the University of Rwanda through College of Education (UR-CE) in the implementation of the Leaders In Teaching (LIT) initiative project to strengthen teacher training on Rwanda's Competency-Based Curriculum (CBC), provide quality practicum opportunities to help student teachers put theory into practice, promote the integration of ICT in teaching and learning and support academic staff to strengthen research skills.

The program will assist UR-CE in building academic staff and pre-service teachers' capacity through a set of activities under four core objectives:

- **Objective 1:** Strengthen the College of Education's capacity to provide pre-service teacher training on Rwanda's Competency-Based Curriculum (CBC) through needs-Based training for academic staff;
- **Objective 2:** Pilot new practicum opportunities for student teachers to allow them to put theory into practice and strengthen the mentorship and support they receive from UR-CE academic staff;
- **Objective 3:** Strengthen the integration of ICT in teaching and learning, providing training in the use of Smart Classroom technology and supporting the development of digital content for online and blended courses; and
- **Objective 4:** *Support academic staff to strengthen their research skills through tailored training, academic exchange and opportunities to undertake research on secondary education themes through competitive research funding.*

These grant application guidelines specifically focus on enhancing the achievement of **Objective 4**.

Grant Objectives

In order to achieve objective 4, UR-CE academic staff shall require grants to conduct the following activities:

- Conduct educational research;
- Present and publish quality educational research;
- Advance knowledge in the areas of basic, applied and innovative educational research; and
- Contribute to national research capacity building.

The applicants shall follow these guidelines when applying for funds to conduct the aforementioned activities.

What is expected from the Applicants?

Any applicant for grant shall be expected to:

- Apply for the research, conference participation, publication;
- Respect the parameters and other grant requirements;
- Develop quality research grant proposals;
- Effectively and efficiently implement research projects;
- Disseminate research outputs;
- Promote research collaboration and multidisciplinary.

RESEARCH GRANT APPLICATION PROCESS

Call for Research Proposals

Proposals and applications shall always be called from UR-CE academics/ researchers. This shall be in respect with LIT project annual and financial plan.

The UR-CE Principal shall invite candidates to apply through announcements which should be posted on UR-CE websites, with copies to Deans, Heads of departments and other academic units.

Eligibility

Funding will be given to projects:

1. Led by a Principal Investigator(PI) who is a UR-CE Academic Staff, holding a Doctoral Degree with proven evidence of research activeness, based on good publication record in the past 10 years; the volume of projects carried out successfully in the past 5 years would be an added value. In case of absence of the qualified PI within UR-CE as per this requirement, a senior academic staff with a PhD can be considered; or the latter can have a qualified co-PI from any other HLI in Rwanda;
2. Involving a minimum of three researchers in a team. A balance of senior staff and junior staff in the team is encouraged in order to enhance knowledge and skills transfer to the young academic staff;
3. That match the priority needs of Rwanda as given in the National strategy for transformation (NST 1);
4. That reflect gender balance in team membership and within the research content;
5. That can be executed within the limitation of the available funds.

Non-eligibility

Projects led by a PI who has not completed or abandoned a research project funded by UR-CE or any other funded research are not eligible.

Project duration:

The project execution period shall be set in the call for grant applications.

Projects implementation follow up

The research projects at UR-CE shall be monitored by LIT Team in collaboration with the Directorate of Research and Innovation.

Selection process

The UR-CE research committee shall review the applications. This committee shall submit the selection report to UR-CE Principal for approval with copy to UR-SPIU coordinator, LIT project Coordinator and LIT project Academic Lead.

NB: If a committee member is one of the applicants, he or she will not be a member of the committee that will be reviewing his/her application.

Evaluation criteria

Evaluation of projects shall be based on the key criteria below:

- The quality of the proposed research based on Title, Project Summary, Problem and outputs, Methodology and Contribution to new Knowledge or practice;
- The relevance with UR-CE and Rwanda research agenda (Expected users, policy and practice implications, dissemination plan);
- PI research merits and potential for successful completion of the research elicited from CV and letters of recommendation (publications record, record of coordination of research projects, record of successful completion of research projects);
- Gender Dimension (gender balance in team membership and within the research content);
- Mentorship and capacity building: inclusion of junior staff in the research team;
- Multidisciplinarity: distribution of team members across disciplines.

Budget items

The budget items shall include funds to carry out some of the following items but not limited to:

- ***Data collection related activities*** shall include: laboratory costs, field work costs, acquisitions (purchase of minor equipment, laptop);
- ***Data processing activities*** shall include: data entry costs, data analysis costs and other operational costs;
- ***Capacity building activities*** shall include: specialized training (e.g. in equipment and lab procedures, etc.)

- **Dissemination of research results:** conference attendance, journal publication fees payments, or other dissemination media such as policy briefs production and policy communication events, etc.

Deadlines

LIT project team shall always set deadlines for any grant call, submission and selection in line with LIT project annual activity plan.

How to apply

Applicants shall write an application letter addressed to the UR-CE Principal with copies to the LIT Academic Lead and LIT project Coordinator.

The application should include the following:

- A research Concept note of maximum 10 pages (excluding the appendices);
- Current CVs of all team members;
- Recommendation letters from at least 2 referees working for recognized academic and research institutions;
- Certificates of successful completion of research projects (if applicable).

Mode of application

All application files shall be submitted online. Details shall be provided in the call for applications.

CONFERENCE GRANT APPLICATION PROCESS

Introduction

Facilitating UR-CE academic staff members with grants to support them to present research papers at international peer reviewed conferences aims at providing them with networking opportunities and get peer critique of their research findings.

Funding conditions and eligibility

In line with its annual activity plan, LIT Project shall receive applications from Academic staff whose abstracts or full papers have been accepted for oral presentation, and who meet the following criteria:

- Being a UR-CE academic staff member;
- Application letter for conference grant;
- Acceptance of the abstract or full paper for oral presentation.

N.B.:

- Only applications that can be supported within the budget limitations will be funded;
- Partial funding is also possible provided proof is given to cover the remaining expenses;
- Posters are not eligible for funding;
- Keynote speeches that are not based on research findings are not eligible as well;
- Supported applicants will submit a follow up report of the mission to the UR office with copy to UR-CE Principal, UR-SPIU Coordinator and the LIT project coordinator.

Required Application documents

The following documents should constitute the application file:

- Application letter addressed to UR-CE Principal with copy to LIT Project Academic Lead and LIT Project Coordinator
- Copy of the abstract or full paper;
- Proof of abstract or full paper acceptance;
- Detailed programme of the conference;
- Invitation letter from conference organizers;
- Air ticket booking with itinerary;
- Budget of the conference (i.e. registration, attendance, travel and accommodation costs).

Selection Process

The UR-CE research committee shall review the applications. This committee shall submit the selection report to UR-CE Principal for approval with copy to UR-SPIU coordinator, LIT project Coordinator and LIT project Academic Lead.

NB: If a committee member is one of the applicants, he or she will not be a member of the committee that will be reviewing his/her application.

PUBLICATION GRANT APPLICATION PROCESS

Introduction

Publication grant offer aims at facilitating UR-CE academic staff to publish their research and academic works in referred books and peer reviewed journals.

Funding conditions and eligibility

UR-CE Academic staff request for grant for publication shall be based on the following:

- An applicant must be UR-CE academic staff;
- The work must have been accepted for publication by a reputable publisher;
- For co-authored publication, only one person is allowed to apply for fund.

When to apply

Applications shall be received all year round. Any applicant who meets the criteria will be supported but due to the possibility of many applicants, the first come first serve criteria may be followed.

How to apply

Applicants are required to write an application letter to the UR-CE Principal with copies to the LIT Project Academic Lead and LIT Project Coordinator.

The following documents should be attached to the application letter:

- Copy of the work for publication;
- Proof of acceptance for publication;
- A letter from the publisher indicating the publication fees.

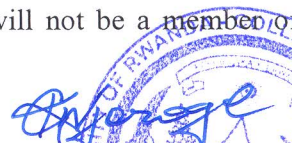
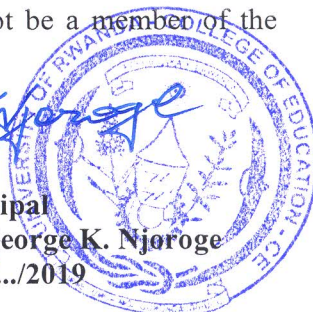
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NB: If a committee member is one of the applicants, he or she will not be a member of the committee that will be reviewing his/her application.



Validated by UR-CE Research Committee
Signed by Chairperson
Assoc. Prof. Ndabaga Eugene
On 5th September 2019

Approved by
UR-CE Principal
Assoc. Prof. George K. Njoroge
On 24/09/2019