

These instructions are for applications from MicroResearch Workshop collaborating institutions:

Makerere University, Kampala, Uganda
Mbarara University of Science and Technology, Mbarara, Uganda
St Francis Hospital Nsambya, Uganda
Tanzania Training Centre for International Health, Ifakara, Tanzania
University of Nairobi, Kenya

The aim of MicroResearch is to facilitate the development of multidisciplinary community-based research in Africa. Applications will be peer reviewed and judged on:

- Feasibility
- Importance and
- Scientific merit and novelty

Grant applications for MicroResearch research projects usually occur as a result of a project idea initiated during a MicroResearch workshop, by members of the workshop team. Proposals usually occur within twelve months of the workshop.

The expert peer reviewers of grant applications will come from both Africa and Canada and will have a good knowledge of the research field. Reviewers will assess the need for doing the research and whether the team members involved will be able to do it well. Experience is important. That is why the corresponding Project Team Leader must have completed a MicroResearch training workshop and received a Certificate at completion of the session.

The MicroResearch application will be done by email. A member on the team familiar with the internet should prepare the application using Microsoft Word (version 2003 or later).

- First download the application form onto your computer.
- Next review the instructions carefully.
- Next review Chapter 16, “Writing a Research Grant” from the Book on the flash drive (memory stick) you were given during the workshop.
- Then do a rough draft, and discuss it with the team and your coaches.
- **When you are ready to submit, email it as an attachment to microresearch@dal.ca**

Other comments and suggestions follow.

SECTION 1: PROJECT TEAM

Let MicroResearch reviewers know of special skills and accomplishments including research publications by your MicroResearch team members on a topic related to your proposed project (Maximum of 5 in total).

Eligibility:

The Project Team Leader (PLT) for an application must:

- hold a Certificate of attendance at a MicroResearch workshop
(Certificates were issued to all graduates of past workshops (2008-present))

- Exclusion: A PTL cannot apply for a MicroResearch project grant while holding an unfinished MicroResearch project grant
- be affiliated to a MicroResearch Workshop collaborating institution (see above)

Team Members:

- Team must consist of at least 3 members (including PTL)
- At least 2 of the other team members must hold MR Certificates
- Team members (certificate and non-certificate holders) must have a least 3 different professional backgrounds.
- There should be a clear idea of why the person is on the team and what role each person will play. For instance Co-Project Team Leader, coordinator, budget manager, research interviewer, to check medicine, to translate the questionnaire, analyse the results, write the results etc.

NOTE: The PTL may designate another team member who holds a MicroResearch Certificate to be the ‘Corresponding PTL’.

Coach:

You do not need to have a local coach when you apply. However, a local coach can be very helpful. The local coach must be: (1) knowledgeable in the area of research, (2) willing to spend time to assist the team, and (3) accepted by team members for this role. If you know of someone who can fill this role let us know. MicroResearch will determine if the local coach meets criteria 1 and 2, while team members will determine if criteria 3 is met. In order to help MicroResearch determine if a local coach has the appropriate skills, include a CV and description of the coach’s background. Local coaches may be proposed by the team, but MicroResearch will determine the suitability of the candidate based on criteria 1 and 2. The MicroResearch Team will be assigned an international coach if the project is funded who will work with the team and the local coach to help carry through the project successfully. MicroResearch will also assist teams and coaches to use communication tools to complete research plans, and a report or manuscript.

SECTION 2: PROJECT OUTLINE

In this section use everyday language to explain to others why the project is important and how it will benefit Africa. To do this, write a description that is easily readable for people not familiar with Africa or research methods. **(15 lines maximum)**

SECTION 3: BUDGET

Budget Requested

Proposals of up to \$1500 CAD (<http://coinmill.com/> to calculate exchange) will be considered for funding from MicroResearch funds; however the MicroResearch funds may be supplemented by a funding partner (such as an NGO).

Confirmation

When your project has been approved, MicroResearch will request information from your institution on how the grant funds will be monitored.

Personnel & Services

Explain why the identified people in your project proposal will need to be hired, why you need to purchase some services, how the reusable equipment or materials will be used by others during and after your project is done, and why non-reusable items or other expenses are justified.

If you expect support from another funder, please indicate the funds expected and the source.

Some examples:

Personnel: *“We will hire a person to type up the interview discussion so we can use it for analysis. The rate for this is about XX Shillings for an hour of work. We estimate it will take YY hours.”*

Services: *“The hospital will need to do a laboratory test that is not usually done for patients. They will charge XX shillings per test and we will need to do YY tests in our study.”*

Reusable items: *“We will need a tape recorder to record the interviews. There is none available now, but we will give it to MicroResearch for others to use when we are finished. It costs XX Shillings”* or *“We will borrow a recorder to do the project from XX, who have asked us to pay xx Shillings”*. Who else will use it? Where will it be stored? How will others gain access?

Non-reusable Items: *“We will need to buy XX items to do the research. This will be needed in part x of the research and can not be reused.”* e.g. petrol to travel out to villages to do interviews

NOTES:

This MicroResearch grant will not provide funds for scientific poster preparation, travel to an academic meeting, publication costs, etc. However, MicroResearch will consider these items AFTER you complete the project. You may contact MicroResearch at that time for details.

SECTION 4: PROJECT DETAILS

1. There is a maximum of 4 pages (**not** including references) for this application. You may also add up to 1 page of references and 4 pages of important items as an appendix (e.g. table or figure) that will help the judges understand the merit of the project. You may also add items such as a questionnaire or Focus Group Discussion guide as an appendix

2. Use 11 pitch font or larger to type the proposal and leave a margin of 1 inch (2.5 cm) on the sides.

3. The usual format for an application is indicated below. Note that the MicroResearch Curriculum website has a very helpful module that will give you some ideas on how to write a grant proposal (Module # 16). The participants at past workshops have received a flash drive that had the same information (Chapter 16).

Introduction: Explain why the project is important and needs to be done now. This is usually only a few paragraphs or less than 25% of overall text.

Methods of Project: Explain how you will do the project. This is the most important section and usually about 25% to 50% of the text.

Expected results and analysis: Explain the expected results and how you will analyse them. This is important and usually about 25% of the text.

Expected Outcome: Usually about one or two paragraphs.

Knowledge Translation (KT) and health policy development plans: How will the expected outcome change what is done and what you will do to ensure the results are implemented? (Chapter 18 on your flash drive)

SECTION 5: FIT WITH MICRORESEARCH

Projects are encouraged that fulfill the values of MicroResearch www.microresearch.ca. In less than 100 words, explain how your proposal fulfills the values of MicroResearch. Even if it is clear to you, it always helps to explain it to the reviewers.

SECTION 6: FIT WITH UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS (SDGs)

We encourage projects that fulfill the SDGs. (see <https://sustainabledevelopment.un.org/sdgs>)

Check which SDG (s) fit with your proposal and justify your selection SDGs, **in less than 100 words**. How will your project help meet the SDGs?

SECTION 7: INSTITUTIONAL AGREEMENT

MicroResearch must ensure the proposal has the approval of your institution for all aspects of research, including ethics and use of biohazardous material. This is why we need confirmation that your institution has knowledge of and agrees to the project. When your successful MicroResearch project is approved, we will ask you to obtain approval from your Institution.

If humans will be involved, you will need to submit for local university or hospital ethics approval AFTER you receive scientific approval from MicroResearch.