



GUIDELINES: Applying for an IFS Individual Research Grant

APPLICATION SECTION Section 1 - Project Overview

1.1 Title of your research project

Keep the title of the project short and simple, but informative. The title should clearly describe the basic objectives of the proposed project and be understandable by a scientist who is not an expert in your field. Do not use acronyms.

1.2 Short summary of the project

Give a short summary (maximum 250 words) of the proposed project, sufficiently informative for other scientists who are not necessarily in your field of expertise. The summary should contain an overview of the project, including a short background description, the objectives and a brief description of how these will be accomplished, and expected outputs. Considerable attention should be given to the preparation of this item. It is suggested that you write this item last.

1.3 Duration

Enter the expected total duration of your project in months (minimum 12 months, maximum 36 months), not including the writing of your report.

APPLICATION SECTION Section 2 - Institutions

If the administering institution is the same as your home institution, check the little box. We will then take the information from your account

2.1 If different than your home institution, enter information on the institution that will administer your IFS grant (this must be in an eligible country).

Provide details if your IFS grant will be administered by an institution/organization other than your home institution.

2.2 If you will be carrying out the research at a different institute than above, please enter information below (country must be eligible.)

For example, you may be carrying out your research at a field station away from your home institution, or you may carry out part of your sample analysis at a laboratory that has access to more advanced scientific equipment.

2.3 If you will spend time during the planning, implementation and completion stages of your IFS project at any additional academic Institution, provide details.

Provide details if you are temporarily staying at another research institution for further academic studies. For example, you may be enrolled in a sandwich PhD programme at a foreign university. Describe for what purpose, when and at which stage(s) of your project you will be linked to this Institution.

APPLICATION SECTION Section 3 - Skills

3.3 Please select from the drop-down list what best describes your skills in English and French, the two official languages of IFS.



Provide information about your most recent scientific education, especially courses and degrees you have obtained since the time of your previous application. Besides the name and country of the Institutions, also give the dates of the courses, the name(s) of your supervisor(s), and full information about the academic degrees you obtained during these periods. Also give information about any fellowships you have received.

4.1 List your academic degrees. Please start with the most recent degree.

4.1.1 Enter the start date, using the calendar

4.1.2 Enter the end date, using the calendar

4.1.3 Name and country of educational establishment

Please give the name and country of the Institution. Give the following details: Department, Faculty or Institution, University, City, Country. **DO NOT ABBREVIATE OR USE ACRONYMS FOR INSTITUTION NAMES.**

4.1.4 Degree

Here you should choose the degree you received at this educational establishment from any of the drop down lists. If the degree you received is not listed here, but is equivalent to one listed as an English, French or Spanish degree, choose that. If you do not know what your degree is equivalent to regarding English, French or Spanish degrees, use section 4.4.

4.1.7 Subject of your degree

Please indicate the scientific field of your degree. For example: "microbiology", "political sciences", "integrated control of crop pests". Also give the title of your thesis.

4.1.8 Scientific Supervisor

Please provide name and contact details of your scientific supervisor(s) for this degree.

4.1.9 Fellowship / Study grant

Give information about any fellowships or study grants you received to get this degree.

4.2 – 4.3 Older Degree

Enter information about your older degrees according to the instructions in 4.1

4.4 Other degree not equivalent to any of the above

If you do not know which English, French or Spanish degree your degree is equivalent to, enter the information according to the instructions in 4.1, and then the name of the degree here.

4.5 Other studies and training courses

Enter information on any other courses or training programmes you have attended in the field of the proposed research project. Give year, place, duration and subject title.



5.1 Your present position

Provide information about your present position at your Institution; starting date, if permanent or temporary, end date. If you are not employed by your organisation, please specify the precise relationship you have with it.

Be as specific as possible regarding the research areas you are working in and about your responsibilities. Describe how many people in the listed categories you supervise, and how you would distribute your time (in percentage) if your proposal is approved as an IFS grant.

5.2 Your previous positions

Provide information about your previous positions.

6.1 Provide full details of your own publications. Group them as journal publications (including manuscripts in preparation), conference papers, posters, reports and degree theses. Start with the most recent ones for each group.

List all your major publications, especially those related to your proposed research project, giving author(s), year of publication, title of the article, name of journal or book and page numbers. Also give all information available about articles in press, in particular to which journal they have been submitted. List also the title(s) of your thesis/theses. You may include reports; mark them with an "R".

6.2 Summarize your research experience demonstrating your scientific competence, relevant to the proposed research.

Provide information about the scientific experience you have obtained which prepares you to carry out the proposed research project

6.3 Describe ongoing research at your Institution focusing on the capacities (e.g. skills, experience and capacities of your colleagues) which you could call upon for your project.

Provide information about any scientific work at your Institution related to the proposed research project, indicating possible institutional back-up you may receive during your project.

6.4 Already established scientific contacts.

Provide details of scientific contacts already established by you who could provide advice on your project. Give name, field of specialization, institutional affiliation and e-mail address, and (if applicable) the specific role in this IFS project.

6.5 Additional scientific contacts you would like to establish.

Provide details of additional scientific contacts you would like to establish, in addition to those you already have. Give name, field of specialization, institutional affiliation and e-mail address. You can also mention scientific areas in which you would like to establish links with senior scientists.

7.1 What is/are the problem(s) your research project seeks to address? Provide a background and justification for your research. Identify relevant stakeholders and potential beneficiaries for your proposed project. Formulate your problem statement and support it with facts, citing references. For example: "Vitamin A deficiency affects 63% of children under the age of five in the X region of country Z (Smith et al., 2009)".

7.2 What is the current state of scientific knowledge that your research is building on (globally as well as locally)?

Provide a short and up-to-date summary of the present status of scientific knowledge relevant to the research you propose. A critical analysis of the scientific literature should help you to identify existing knowledge gaps. Make reference to local and world-wide literature (e.g. Johnson et al., 2008).

The summary must show how your research is built on previous knowledge and how it is innovative, in the way that it represents the next step.

There are several free scientific literature databases available on the internet. You may also want to contact your librarian for assistance in finding relevant scientific publications.

7.3 Publications/literature quoted in sections 7.1 and 7.2 (provide full details of references). Make a list of references, providing full details of the most important references which support the information in 7.1 and 7.2. Please make the list in a format used by major scientific journals, so that the original publication can be traced. (Author(s), year, title, journal/book, volume/publisher, pages). For example: "Smith A, B Jones and C Brown. 2009. Effects of vitamin A deficiency in country Z. Journal of Examples, 3(1): 6-12".

7.4 State the research objective(s) of the project. State the objectives of your research which will contribute to filling (some of) the knowledge gaps you identified in section 7.2. Your objectives should be as specific as possible. Avoid generalisations.

7.5 State your scientific hypotheses or research question(s). You should formulate your research question(s) in such a way that it/they can be tested and ultimately either confirmed or rejected through the proposed experiments or observations. A good hypothesis does not predict a general or obvious outcome. An example of a poor hypothesis would

be: “Does the addition of manure increase crop yields?” This is already known or a near-certainty. A better hypothesis would be: “Can addition of manure XX be competitive with current fertilizer regimes for maize production in region Y with regard to economic feasibility and environmental sustainability?”

7.6 State the expected outputs of the project (its deliverables, i.e. what will be achieved at the end of the project).

Describe what you expect to be achieved through the activities of your project (in contrast to outcomes, see 7.7 below).

7.7 State the outcomes of the project. How will your research results be relevant to society? Might your research results be put into use, and if so how? How might the outputs of your project lead to potential outcomes? Outcomes are the consequences of your project which may lead to e.g. awareness raising, changes in behaviour or actions of stakeholders. Usually, outcomes are beyond the reach of the research project itself.

7.8 Research design and data analysis. Applicants are strongly advised to contact a statistician/biometrician during the planning stage of the research project in order to make sure that the project design permits appropriate statistical analysis and reliable interpretation of the data that will be generated. Indicate whether you have contacted such a person, and if yes, enter his/her name and institution.

7.9 Describe your project design, making reference to the literature from which you take your methodologies for experimental design, sample collection and data analysis, or for qualitative research and case-study approaches

Summarize and make reference to literature regarding, the experimental design or plans for trials and observations, case-studies, etc, that you will use in your project. Also describe the statistical method(s) to be used to analyse the data. Refer to any software you will be using

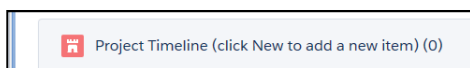
7.10 Your research plan - describe clearly the structure and organization of your research project

The research plan is an important part of the proposal. This section describes specific details of the work you will carry out (observations, surveys, experiments, etc). Make sure it covers all objectives listed in 7.4. It should cover the entire duration of your IFS research project (1-3 years). Describe in detail what will be done. Present a logical sequence of the research activities. Do not simply provide a list of activities. The description of techniques and methodologies used must be detailed enough so that other researchers could repeat your work, if so desired.

Describe where the research will be carried out, give criteria for choosing sites and samples, sampling methods and sample sizes. Latin names must be provided of all species studied, where known. Provide detailed references for any special methodologies used (there is no need to describe methodologies which are well known by researchers in general, e.g. nitrogen analysis by Kjeldahl).

- **If you use a questionnaire in your research, you are required to upload a copy in the “files” section of your application.** In some cases you may also wish to upload a diagram of e.g. your field trial design or special experimental protocol. If you do, please refer to that diagram in this space.

IMPORTANT! If you will solicit information from human subjects (using interviews, questionnaires, etc), or are working with or producing genetically-engineered organisms, dangerous products, or are carrying out experiments that may otherwise raise ethical issues – e.g. regarding the care and use of experimental animals – you should state how confidentiality regarding information gathered from respondents will be guaranteed and if and how safety regulations and international standards will be adhered to.



In the section “Project Timeline” we expect you to list each significant project activity chronologically, e.g. relevant details on the timing and duration of the activities listed and methodologies described in more detail under 7.10. Indicate when each activity will take place and how long it will last. For example a sampling period may last from month 1 until month 5, partly overlapped by chemical analysis which may last from month 3 until month 12.

This is an example of what it may look like;

When you have entered activities, there will be a list, looking like this:

PROJECT TIMELINE	EXPECTED START DATE	EXPECTED END DATE	DURATION
1 Sample collection from the field	01/01/2017	01/02/2017	2
2 Experimental field trials	01/03/2017	31/05/2017	3
3 Laboratory analysis	01/04/2017	31/05/2017	2
4 Data analysis	01/06/2017	30/09/2017	4
5 Preparation for final report	21/09/2017	30/11/2017	3

APPLICATION SECTION
Section 8 - Facilities and Funding

8.1 List facilities available at your Institution. List facilities including equipment, etc, necessary for your project which will be provided by the Institution where the work will be carried out. This is important for a proper evaluation of the application. Spare parts or accessories for these apparatus may be requested in the budget if they are necessary. The use of equipment included in this list must be agreed upon by the Head of Institution; this is implicit in his/her signature of the first page.

8.2 List any other funds for your project that you or your Institution have obtained or applied for. State funding organisation, time frame for funding and amount.

8.3 If you have co-funding for your research, please give details of why IFS support is needed to complement your other support. IFS permits co-funding of projects, but it must be clearly explained what the funds requested from IFS will be used for in relation to the funds available for the same project (or elements thereof) from other donors.

This section is only for renewal applications

9.1 Provide the actual starting and ending dates of your previous IFS supported research project. These dates should correspond to when the actual research work was carried out.

9.2 In your previous application to IFS you outlined a number of objectives that your project should achieve. Compare the results of your research project with your initial objectives. If there were differences, explain what they were and why they occurred. Do the differences have implications for the current proposal? Explain.

For all applications

In the section “**Budget**” you can enter requested items. How to do that technically is explained in the document “How to fill in your Application”.

The total budget should not exceed USD 12,000.

The budget should cover the complete project period (12-36 months). It is **not an annual** budget.

The budget items must be relevant to the proposed research plan and should be justified.

Vehicles cannot be purchased from the IFS grant. IFS DOES NOT FUND INSTITUTIONAL OVERHEADS, SALARIES OR HONORARIA.

In the “**Budget justification**” space provided for each item, give details on the purpose and function, and explain why they are needed in the project in relation to the activities mentioned in the workplan. Give explanatory details and calculations for amounts requested.

More detailed information about the **different budget types** follows below:

Equipment. List each item of equipment for which you request funding that have an individual cost of USD 500 or more and an expected life span of more than 3 years. Specify and describe each item, and give to the best of your knowledge: manufacturer, model/type, accessories if needed. Give a realistic estimate of the cost for each item. Include freight charges, insurance, and taxes for items to be imported. Consult, if possible, a senior technician for advice on the most appropriate equipment for your project.

Please remember that IFS must follow all international trade agreements and trade embargos. In practice, this means that IFS does not purchase and transfer equipment or materials between countries when such transfers are restricted by one or both countries.

Expendable supplies. List categories and significant items of expendable supplies (glassware, solvents, feed, reagents, test kits, etc) and give a cost estimate for each. Include freight charges, insurance and taxes for items to be imported.

Literature, documentation, information. List categories of literature (e.g. books, reprints, and photocopies) or documentation, and give a cost estimate for each category. If you intend to purchase books, provide details. Literature searches may be considered. IFS accepts a total standard cost of USD 500 for these items. If your estimation of the costs exceeds this amount, it must be specified and well explained. (**Costs for publishing scientific work** should not be included here. This kind of support is applied for separately.)

Local travel. Give your estimation of the actual costs for your local travel (accommodation, food, tickets, fuel, etc). Please note that only costs related to local travel (sample collection, field visits, participant observation, surveys etc) may be requested under this item. If the project requires a driver, interpreter etc, don't forget to include their travel costs under this point. You **must** explain the need for local travel, with a detailed calculation of the costs. If sites are far away from your institute, the reason why they are selected has to be explained.

Example of calculation for travel cost: you are undertaking a household survey in a district 100 km away from your home institution. “Calculation: 100 x 2 (return) x mileage (USD/km) x number of visits = sum requested in the budget.”

Unexplained or insufficiently explained items may be cause for failure of the application or reduction of the approved budget. (**Costs for travel to conferences**, scientific meetings, etc should not be included here. This kind of support is applied for separately.)

Field work/Manpower. Extra manpower costs must be specified and explained. They should only include manual labour costs which are necessary for the execution of **the IFS project**; labourers for field work, animal care, translators, guides, etc. The applicant cannot be subsidised with an honorarium, salary, etc.

Other. Any other costs not mentioned above which are necessary for the IFS project.