



# **IFS Application Guidelines**

**For Basic and Renewal Grants**



## 1. CONTENT GUIDELINES: Applying for an IFS Research Grant – Basic or Renewal

These content guidelines describe what you should include in each section of your application. Please follow them carefully. At the end, you will find an *Applicants Checklist* which summarises all the information in the guidelines. Go through the checklist to ensure that you have included all the necessary information in your application. For technical instructions on how to complete your online application please see the document called "[How to fill in your Application \(technical\)](#)" which is also available on the IFS Community.

### 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. Do not include citations in your summary.

#### 1.3 Duration (in months)

Enter the expected total duration of your project in months (minimum 12 months, maximum **24 months**), not including the writing of your report.

### APPLICATION SECTION Section 2 - Institutions

Information on your home institution has been uploaded from your person account. If this is **not** the institution that will administer your IFS grant, please enter the correct information in 2.1.

#### 2.1 Administering Institution

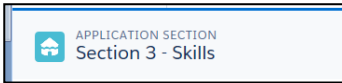
**If different than your home institution, enter information on the institution that will administer your IFS grant (this must be in an eligible country).** Provide details if your IFS grant will be administered by an institution/organization other than your home institution.

#### 2.2 Research Institution

**If different than your home institution, enter information on the institution where you will carry out your project (this must be in an eligible country).** 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.

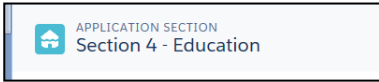
#### 2.3 Other Institution Involved

**If you will spend time during the planning, implementation and completion stages of your IFS project at any additional research institution, provide details.** Provide details if you are temporarily staying at another research institution. 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.



### 3.1 Your Academic Language

Indicate if you use English or French as your main academic language. If you use a different language as your main academic language, please select “other”.



Please provide information about your PhD degree and other relevant scientific education that you have attended. 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 PhD Degree

**4.1.1** Enter the start date, using the calendar.

**4.1.2** Enter the end date, using the calendar. For PhD students, enter the expected end date.

**4.1.3 Name & Country of Univ/Inst**

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

**4.1.4 Degree**

Choose the degree (or English degree equivalent) you received at this educational establishment from any of the drop down lists.

**4.1.5 Subject of your degree**

Indicate the scientific field of your degree. For example: “microbiology”, “political sciences”, “integrated control of croppests”. Also give the title of your thesis.

**4.1.6 Scientific Supervisor**

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

**4.1.7 Fellowship or Study grant From**

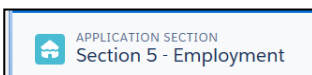
Give information about any fellowships or study grants you received to get this degree.

#### 4.2 – 4.3 Older Degree

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

#### 4.4 Other Studies and 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; include a start date, if your position is permanent or temporary. If temporary include an 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 work you do in research, teaching and admin and specify 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.

**Note that after completing Section 5, you should receive an email from IFS with additional files (see p. 8 for details).**



### 6.1 Full Details of Your Publications

**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, and DOI if available. 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".

Character limit: 5000

### 6.2 Summary of Your Research Experience

**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.

Character limit: 5000

### 6.3 Ongoing Research at Your Institution

**Describe ongoing research at your Institution focusing on the capacities (e.g. skills and experience) 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.

Character limit: 3000

### 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.

Character limit: 3000

### 6.5 Scientific Contacts 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. State their potential contribution in relation to your project. You can also mention scientific areas in which you would like to establish links with senior scientists.

Character limit: 3000

### 6.6 Special Circumstances (optional)

**If relevant, briefly share any special circumstances that you feel may have significantly impacted your track record (for example, caring responsibilities, birth of a child, disability, long-term sickness, etc.) and indicate the month(s)/year(s) it applies to.** If you provide any information it will be considered internally and will not be shared outside of IFS. It will not be included in your application PDF.

Character limit: 3000



### 7.1 Problem(s) to Address

**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)".

Character limit: 3000

## 7.2 Scientific Knowledge to Date

### **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 steps. There are several free scientific literature databases available on the internet, e.g. Research4Life <https://www.research4life.org/about/>. You may also want to contact your librarian for assistance in finding relevant scientific publications.

Character limit: 3000

## 7.3 Publications/Literature Quoted Above

### **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 cited 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, and DOI if available). 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. doi: 10.3329/zzzz.v11i2.20205".

Character limit: 6000

## 7.4 Research Objectives

### **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. State your overall research objective, followed by specific research objectives. Avoid generalisations.

Character limit: 1500

## 7.5 Scientific Hypothesis

### **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 research question would be: "Does the addition of manure increase crop yields?" This is already known or a near-certainty. A better research question 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?"

Character limit: 1000

## 7.6 Expected Outputs

### **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).

Character limit: 1000

## 7.7 Expected outcomes and contribution

### **7.7.1 Expected Outcomes**

**State the expected 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.

Character limit: 1500

### **7.7.2 Indicate which UN Sustainable Development Goals your research project will address.**

List max 3-5 goals that are most related to your project

<https://www.un.org/sustainabledevelopment/sustainable-development-goals>

### **7.7.3 Select a Gender Marker which best explains the gender dimension of your IFS project.**

Gender markers are used by IFS to monitor what aspects of gender are considered in IFS projects. Please select one of the three statements which best describes how your project relates to gender.

### 7.8 Contact for Design & Analysis

Applicants are strongly encouraged to seek advice from 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 Project Design

**Describe your project design and data analysis, give 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 your 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. When writing the summary, cite the relevant literature on which your design and data analyses are based on and provide the list of references at the end of your summary. Refer to any software you will be using.

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### 7.10 Research Plan

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

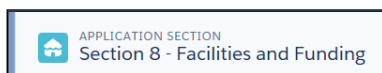
The research plan is an important part of the proposal. This section describes specific details of the work you will carry out (observations, surveys, experiments, etc). Make sure it covers all objectives listed in 7.4. It should cover the entire duration of your IFS research project (1-3 years). Describe 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. Describe any special methodologies used and cite the literature on which they are based on. Provide a list of references (providing DOIs where available) at the end of your plan (there is no need to describe methodologies which are well known by researchers in general, e.g. nitrogen analysis by Kjeldahl).

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- **Additional files: If you use a questionnaire in your research, you are required to upload a copy in the “files” section of your application. You may also upload other figures associated with your research.** In some cases, it can be very helpful for evaluators of your project to see a map or diagram of your study site or experimental design. Refer to any uploaded additional files in section 7.10.

**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 how safety regulations and international standards will be adhered to. See the Research Ethics Checklist in Additional Files below.



### 8.1 Facilities Available

**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.

Character limit: 1500

## 8.2 Funds Obtained or Applied for

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. If you have not obtained or applied for additional funding, please state this here, e.g. “No additional funding has been obtained or applied for”.

**For PhD Students:** If you are enrolled in a PhD, clarify what aspect of your PhD studies the IFS funding is intended to cover. For example:

- Will it cover all of your PhD study? If so, confirm that you have no other funding sources.
- Will it cover a specific aspect of your PhD studies? If so, specify how other aspects are funded.
- Will it cover none of your PhD study? If so, explain how your PhD study relates to the IFS project. If your PhD finishes before your IFS project starts, specify when you expect to finish your PhD and where you will be employed when the IFS project is intended to start.

Character limit: 1000

## 8.3 Available Co-funding

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.

If you do not have co-funding, please state this here, e.g. “No co-funding obtained”.

Character limit: 1000

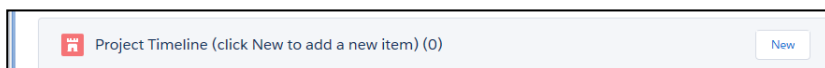
**IMPORTANT!** If your project is co-funded or part of a larger project or PhD, please ensure that your IFS proposal focuses on the aspects of the project which will be covered by IFS funding. You should describe how the IFS proposal is connected with your larger project or PhD studies, but you should ensure that your IFS proposal focuses on the IFS funded aspect of the research.



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.



**Project Timeline** For information on how to fill in your project timeline on the online application see the document called “How to fill in your Application (technical)” which is available on the IFS Community.

In the “Project Timeline” section 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. Ensure you decide on a realistic start date for your project, taking into consideration when the results for the IFS call will be announced, which can be a few months after the deadline for application submissions. The expected date for the announcement of IFS proposal results is given on the website when the call is announced. Also consider that it can take a month or more after the results are announced to finalise the grant documents, purchase and receive any items you may need to start your project.

This is an example of how it may look like:

When you have entered activities, they will be shown in a list:

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

**Budget** For information on how to fill in your budget on the online application see the document called “How to fill in your Application (technical)” which is available on the IFS Community. **In the section “Budget” you can enter requested items.**

Please watch IFS Budget Tutorial Videos on preparing a Research Budget here:

Part 1: [https://www.youtube.com/watch?v=OEwEE\\_y0VCA&feature=youtu.be](https://www.youtube.com/watch?v=OEwEE_y0VCA&feature=youtu.be)

Part 2: <https://www.youtube.com/watch?v=zH0gojMMhbQ&t=2s>

**Please note the following budget rules when preparing your project budget.**

- For a Basic Grant the total budget should not exceed USD 15,000.
- For a Renewal Grant the total budget should not exceed USD 12,000
- **It is not an annual budget.** The budget should cover the complete project period (12-24 months).
- 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.
- IFS supports the involvement of stakeholders, especially at the early stages of project design, before the application is prepared and budget costs for projects using participatory research can be supported. However, budget items that are associated with the dissemination of research results cannot be approved at this stage, as results have yet to be achieved and peer-reviewed. Therefore the Basic and Renewal Grant does not cover publication costs, poster production, leaflet production, workshop costs, conference attendance, etc. If dissemination is an integral part of the project proposal, we recommend that you find additional funding to cover this activity.



**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.

**Unexplained or insufficiently explained items may be cause for failure of the application or a reduction of the approved budget.**

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. In “*Budget Justification*” specify and describe each item, and give to the best of your knowledge: manufacturer, model/type, accessories if needed. Include a catalogue number/product code or a website link, if available. 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, reagents, test kits, etc) and give a cost estimate for each in “*Budget Justification*”. 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) in “*Budget Justification*”. If requesting a per diem or allowance, please indicate what actual costs these are intended to cover and what you base the rates on. Please note that only actual 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, do not 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:  $100 \times 2$  (return)  $\times$  mileage (USD/km)  $\times$  number of visits = sum requested in the budget.” (**Costs for travel to conferences**, scientific meetings, etc should not be included here. This kind of support is applied for separately once your project has ended.)

**Field work/Manpower.** Extra manpower costs must be specified and explained in “*Budget Justification*”. 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 cost per hour or day should be given. The applicant cannot be subsidised with an honorarium, salary, etc.

**Other.** Any other costs that do not fall into the budget types mentioned above and which are necessary for the IFS project.



**Uploading Additional Files** For information on how to upload additional files to your online application see the document called “How to fill in your Application (technical)” which is available on the IFS Community.

**The Files section can be used to upload additional files.**

**IMPORTANT!** After completing *Section 5: Employment*, you will receive the research ethics checklist, the PhD timeline (for enrolled PhD students to complete), and the signature page sent to you by email from IFS. Please follow the instructions on the email to complete, upload, and submit these files together with your application. If you have not received an email from IFS with the files after you have completed *Section 5: Employment*, first check your emails’ spam folder. If you are still unable to find the email with the additional files, please contact [applications@ifs.se](mailto:applications@ifs.se) to request a copy of the email. Please quote your application number in all email correspondence with IFS.

When naming your files, use short but descriptive filenames by first stating the application number followed by the document title “112\_A\_123456\_PhD\_Timeline.xlsx” or “112\_A\_123456\_Questionnaire.docx”. Check the quality of any uploaded files before submitting your application to make sure they are clear and readable.

Additional files that are submitted with the application can include the following:

- Figures
  - You may upload figures, tables, diagrams, maps that you would like to include in your proposal.
- Interview questions or questionnaires
  - If you will be conducting interviews/questionnaires, you must upload copies of these with your application.
- [Research Ethics Checklist](#)
  - All applicants must submit a completed ethics checklist form.
- [PhD Timeline](#)
  - All applicants that are currently enrolled in a PhD must submit a completed PhD timeline and a signed copy of the timeline.
- [IFS signature page](#)
  - All applicants must submit an IFS signature page that is signed by the head of your institution. The signature page also includes more information for your head of institution on policy documents which will be sent to your head of institution if your application is approved for funding.
- Response letter to previous comments
  - If you are submitting a revised proposal and have received comments from IFS and/or reviewers on a previous application, you must submit a response letter to comments. Carefully consider the concerns raised by reviewers when revising your project. The response letter should include a copy of the comments on your previous proposal and a point-by-point response to each comment. For each comment, if you have made changes to your proposal, explain in detail what these changes are. If you have not made changes, explain why. Ensure that you respond to all the comments, including the comments you may disagree with. If you are submitting a proposal on a new research area, explain why you have decided to do so. Applications with an incomplete response letter that does not address all the comments or does not explain the reasons for any changes made in the application may be rejected.

### Applicants Checklist for IFS Basic and Renewal Grants

Your application should follow the advice given above. This checklist was created to help applicants ensure that their proposal complies with the IFS guidelines and other criteria. Before submitting your application online, go through each of the actions below and tick the boxes to ensure that you have completed each task.

Section	Action	
ALL	Checked that you fulfil the eligibility criteria for the current call (available on the call announcement on the website and at <a href="http://www.ifs.se/ifs-programme/new-eligibility-criteria.html">http://www.ifs.se/ifs-programme/new-eligibility-criteria.html</a> ).	<input type="checkbox"/>
ALL	Checked that your IFS proposals falls into the <a href="#">Research Areas Funded by IFS</a>	<input type="checkbox"/>
ALL	Followed the <b>IFS Application Content Guidelines</b> when preparing your proposal.	<input type="checkbox"/>
ALL	Followed the <a href="#">IFS Application Technical Instructions</a> when filling in your application.	<input type="checkbox"/>
ALL	Written the proposal in English.	<input type="checkbox"/>
ALL	Proof-read your proposal and checked the spelling/grammar.	<input type="checkbox"/>
ALL	If the IFS proposal is part of a larger project or PhD programme, you have ensured that your IFS proposal focuses on the IFS funded aspect of the project.	<input type="checkbox"/>
1.1	Provided a clear and concise title, without acronyms.	<input type="checkbox"/>
1.2	Written or finalised your summary after finishing your proposal.	<input type="checkbox"/>
1.2	Written your summary in a style so that other scientists who are not necessarily in your field of expertise can understand it.	<input type="checkbox"/>
1.2	Provided a short background description, the objectives and a brief description of how these will be accomplished, and expected outputs.	<input type="checkbox"/>
1.3	Stated the duration of your project in months (excluding report writing).	<input type="checkbox"/>
2.1	Provided all the requested details of an eligible administering institution.	<input type="checkbox"/>
2.2	If you will be doing your research at a different institution, you have provided details of the research institution in an IFS eligible country, including the purpose of your stay and the dates for when address is valid.	<input type="checkbox"/>
2.3	If you will be doing your research at other foreign institutions (e.g. for a sandwich PhD programme), you have provided details of the research institution including the purpose of your stay and the dates for when address is valid.	<input type="checkbox"/>
3.1	Stated your academic language.	<input type="checkbox"/>
4.1	Given a start and end date for your PhD Degree.	<input type="checkbox"/>
4.1	If you are currently enrolled in a PhD, you have given an expected end date.	<input type="checkbox"/>
4.1	Given the name and Country of your University/Institute for your PhD degree, without acronyms.	<input type="checkbox"/>
4.1	Given the subject of your PhD degree and thesis title.	<input type="checkbox"/>
4.1	Given contact details for your PhD supervisor(s).	<input type="checkbox"/>
4.1	Stated any fellowships or studygrants from your PhD degree.	<input type="checkbox"/>
4.1	Stated the degree (or English degree equivalent).	<input type="checkbox"/>
4.2	Provided information on your previous degree and stated the degree (or English degree equivalent).	<input type="checkbox"/>
4.3	If applicable, provided information on another previous degree and stated the degree (or English degree equivalent).	<input type="checkbox"/>
4.4	Provided information on other courses or training programmes in the field of your research project.	<input type="checkbox"/>
5.1	Provided information about your present position, including start date, whether it is permanent/temporary.	<input type="checkbox"/>
5.1	If temporary, provided an end date for your position.	<input type="checkbox"/>
5.1	Described your relationship to your organisation, the work you do and your responsibilities, and the name of your supervisor.	<input type="checkbox"/>
5.1	Indicate how you plan to allocate your time to Research, Teaching, or Administration during the IFS project.	<input type="checkbox"/>
5.1	Indicated the number of people you supervise, if any.	<input type="checkbox"/>
5.2	Provided details about previous positions, if any.	<input type="checkbox"/>
6.1	Provided details of publications that you have authored/co-authored, including journal articles, manuscripts in preparation, conference papers, posters, reports and degree theses.	<input type="checkbox"/>

6.1	You have presented the following details in your list of publications; author(s), year of publication, title of the article, name of journal or book, volume, page numbers, and DOI if available.	<input type="checkbox"/>
6.2	When stating your research experience, you have described how it prepares you to carry out the proposed research project.	<input type="checkbox"/>
6.3	Described ongoing research in your institute related to your research project.	<input type="checkbox"/>
6.3	You have identified the skills and experience of your colleagues that are relevant to your project and which you could call upon for your project.	<input type="checkbox"/>
6.4	Listed the scientific contacts that you are already in contact with.	<input type="checkbox"/>
6.4	Given your contacts name, field of specialization, institutional affiliation and e-mail address.	<input type="checkbox"/>
6.4	If your contacts will contribute to your IFS research project, you have explained what role they will have.	<input type="checkbox"/>
6.5	Listed the scientific contacts that you have not yet been in contact with.	<input type="checkbox"/>
6.5	Given your contacts name, field of specialization, institutional affiliation and e-mail address.	<input type="checkbox"/>
6.5	For each contact, you have explained why you have chosen them and what their potential contribution is in relation to your project.	<input type="checkbox"/>
6.6	If relevant, you have declared any special circumstances that have affected your track record	<input type="checkbox"/>
7.1	Formulated a problem statement and clearly described what problems your research seeks to address.	<input type="checkbox"/>
7.1	Given information on the background of your research.	<input type="checkbox"/>
7.1	Given a justification for your research.	<input type="checkbox"/>
7.1	Included information on the relevant stakeholders and others who may benefit from the results of research project.	<input type="checkbox"/>
7.1	Provided evidence and cited references for any statements in the text. Listed the corresponding full reference for each citation in section 7.3.	<input type="checkbox"/>
7.2	Described the current state of scientific knowledge that your research is building on.	<input type="checkbox"/>
7.2	Discussed recent advances and cited recent literature in your field.	<input type="checkbox"/>
7.2	Cited local and world-wide literature in the text.	<input type="checkbox"/>
7.2	Provided a critical analysis of the scientific literature	<input type="checkbox"/>
7.2	Identified existing knowledge gaps and indicated how your research will bridge these gaps.	<input type="checkbox"/>
7.2	Provided evidence and cited references for any statements in the text. Listed the corresponding full reference for each citation in section 7.3.	<input type="checkbox"/>
7.3	Listed all the full references cited in 7.1 and 7.2.	<input type="checkbox"/>
7.3	Presented your references in a format used by major scientific journals, including details on author(s), year of publication, title of the article, name of journal or book, volume, publishers, page numbers, and DOI if available.	<input type="checkbox"/>
7.4	Stated an overall objective of your project.	<input type="checkbox"/>
7.4	Stated specific objectives of your research, which are detailed and avoid generalisations.	<input type="checkbox"/>
7.4	Identified how your objectives will bridge some of the knowledge gaps in section 7.2.	<input type="checkbox"/>
7.5	Formulated testable hypotheses that can confirm or reject your proposed experiments or observations.	<input type="checkbox"/>
7.5	The hypotheses are detailed and clearly describe how they predict a specific outcome.	<input type="checkbox"/>
7.5	The hypotheses are linked to the objectives but are <u>not</u> simply direct translations of the objectives.	<input type="checkbox"/>
7.6	Specified outputs/deliverables of the project.	<input type="checkbox"/>
7.7.1	Described the outcomes of the project, like the relevance of your research and how your results might be put into use.	<input type="checkbox"/>
7.7.1	Discussed how the outputs listed in 7.6 might lead to certain outcomes.	<input type="checkbox"/>
7.7.2	Selected 3 to 5 UN Sustainable Development Goals that are related to your project.	<input type="checkbox"/>
7.7.3	Selected a gender marker which best describes the gender dimension of your research.	<input type="checkbox"/>
7.8	Consulted a statistician/biometrician during the planning stage of your project (this is strongly recommended).	<input type="checkbox"/>
7.8	Declared the name of the statistician/biometrician and their institute, if applicable.	<input type="checkbox"/>
7.9	Summarised your project design, giving details on either your experimental design, plans for trials/observations/sample collection, case-studies, etc.	<input type="checkbox"/>

7.9	Given details on how you will analyse the data collected and the statistical method you will use.	<input type="checkbox"/>
7.9	Give details on software you plan to use.	<input type="checkbox"/>
7.9	Cite the literature that your methods are based on in the summary.	<input type="checkbox"/>
7.9	At the end of your summary of your project design, you have listed the references which you have cited in text.	<input type="checkbox"/>
7.10	Prepared a sufficiently detailed research plan, not a list of activities.	<input type="checkbox"/>
7.10	Described what you will do in your project and how it is structured.	<input type="checkbox"/>
7.10	Ensured that the research plan covers all the objectives listed in section 7.4.	<input type="checkbox"/>
7.10	Structured your research plan so that it presents a logical sequence of activities.	<input type="checkbox"/>
7.10	Described the techniques and methodologies used in detail and cite the relevant literature.	<input type="checkbox"/>
7.10	Described where the research will be done (e.g. give details of your study site).	<input type="checkbox"/>
7.10	Given details of criteria used to select samples or sites.	<input type="checkbox"/>
7.10	Given reasons why you have chosen certain sampling methods and sample sizes.	<input type="checkbox"/>
7.10	Provided Latin names for all species studied.	<input type="checkbox"/>
7.10	Referred to any additional figures, diagrams, tables, questionnaires that are uploaded as additional files with the application.	<input type="checkbox"/>
7.10	If applicable, explained how any ethical issues have been taken into consideration.	<input type="checkbox"/>
8.1	Facilities available at your institution that are necessary for your project are listed.	<input type="checkbox"/>
8.1	Confirmed that the head of your institution has agreed that the equipment listed can be used for the IFS project.	<input type="checkbox"/>
8.2	Declared any other funds that you or your institution has obtained or applied for.	<input type="checkbox"/>
8.2	If no additional funding has been obtained or applied for, you have declared "No additional funding has been obtained or applied for".	<input type="checkbox"/>
8.2	If you are currently a PhD student, you have clarified what aspect of your PhD studies the IFS funding is intended to cover.	<input type="checkbox"/>
8.3	Declared any co-funding received.	<input type="checkbox"/>
8.3	If co-funded, explained why IFS support is needed and what the IFS funds will be used for in relation to other co-funded projects.	<input type="checkbox"/>
8.3	If the IFS funding will be used to support a PhD programme, explained what aspect of the PhD programme is funded by IFS.	<input type="checkbox"/>
8.3	If no additional funding has been obtained or applied for, you have declared "No co-funding obtained".	<input type="checkbox"/>
9.1	[Does <u>not</u> apply for Basic Grant applications] If this is an application for a Renewal Grant, you have provided the start and end dates of your previous IFS project.	<input type="checkbox"/>
9.2	[Does <u>not</u> apply for Basic Grant applications] Discussed the results you received from your previous IFS project, and evaluated whether you have met all the original objectives stated in your previous application.	<input type="checkbox"/>
9.2	[Does <u>not</u> apply for Basic Grant applications] If needed, given clear reasons why any original objectives from the previous research project has not been met, and what implications they have for the current proposal.	<input type="checkbox"/>
Project Timeline	Listed a detailed break-down of your planned project activities.	<input type="checkbox"/>
Project Timeline	Listed each project activity in chronological order.	<input type="checkbox"/>
Project Timeline	Provided the timing and duration for each activity mentioned in section 7.10.	<input type="checkbox"/>
Project Timeline	Provided a realistic start date for the commencement of project activities, which takes into consideration the announcement of the results for proposals by IFS.	<input type="checkbox"/>
Budget	Watched the Budget Tutorial Videos Part 1: <a href="https://www.youtube.com/watch?v=OEwEE_y0VCA&amp;feature=youtu.be">https://www.youtube.com/watch?v=OEwEE_y0VCA&amp;feature=youtu.be</a> Part 2: <a href="https://www.youtube.com/watch?v=zH0goiMMhbQ&amp;t=2s">https://www.youtube.com/watch?v=zH0goiMMhbQ&amp;t=2s</a>	<input type="checkbox"/>
Budget	Ensured that the maximum budget does not exceed 15000 USD for Basic Grants, or 12000 USD for Renewal Grants.	<input type="checkbox"/>
Budget	Budget items do not include the purchasing of vehicles, institutional overhead, salaries, honoraria, or costs for the dissemination of results like publication/posters, conference, or workshop costs.	<input type="checkbox"/>

Budget	Given details on the purpose and function for each budget item.	<input type="checkbox"/>
Budget	Explained why each item is needed and indicated the project activities they will be used for.	<input type="checkbox"/>
Budget	Provided a clear calculation for each item, so that it is obvious how you have reached your total cost.	<input type="checkbox"/>
Budget	Estimated a reasonable cost for each item.	<input type="checkbox"/>
Budget	Where needed, included any shipping/freight costs, import tax, customs charges, insurance costs together in the cost for that budget item.	<input type="checkbox"/>
Budget	Ensured that all budget items comply with international trade agreements and trade embargos.	<input type="checkbox"/>
Budget	Consulted a senior technician for advice on <b>Equipment</b> needed for your project.	<input type="checkbox"/>
Budget	<b>Equipment</b> costing more than 500 USD and with an expected lifespan of more than 3 years are listed as separate budget items.	<input type="checkbox"/>
Budget	For <b>Equipment</b> , information on manufacturer, model/type, accessories (if needed), catalogue number/product code, or website link is given, if available.	<input type="checkbox"/>
Budget	Grouped <b>Expendable supplies</b> in appropriate categories (e.g. glassware, solvents, reagents, test kits, etc).	<input type="checkbox"/>
Budget	Grouped <b>Literature, documentation, information</b> in appropriate categories (e.g. books, reprints, and photocopies).	<input type="checkbox"/>
Budget	If the total cost for all <b>Literature, documentation, information</b> exceeds over 500 USD, a detailed explanation and justification for each item is provided.	<input type="checkbox"/>
Budget	For <b>Local travel</b> , costs are presented as <u>actual</u> costs (e.g. accommodation, food, tickets, fuel, etc).	<input type="checkbox"/>
Budget	For <b>Local travel</b> , requested per diems or allowances are described in <u>actual</u> costs (e.g. accommodation, food, tickets, fuel, etc) and an explanation of what the rates are based on and how they were calculated is given.	<input type="checkbox"/>
Budget	Ensured that per diem given under <b>Local travel</b> does not differ between people, if they are requested for the same task or time period.	<input type="checkbox"/>
Budget	For <b>Local travel</b> , travel costs for any additional people involved in the project (e.g. driver, interpreter, etc) have been requested.	<input type="checkbox"/>
Budget	The need for <b>Local travel</b> is explained under each budget item and if sites are far away, the reason for selecting these sites are given.	<input type="checkbox"/>
Budget	For <b>Local travel</b> , a break down of your calculation is given so that it is clear how the final cost was calculated.	<input type="checkbox"/>
Budget	The cost per hour or day is given for any <b>Fieldwork/Manpower</b> costs.	<input type="checkbox"/>
Budget	Ensured that <b>Field work/Manpower</b> costs are only for outsourced labour. People hired by the institute/university cannot be paid since their salary is already covered by the institute/university.	<input type="checkbox"/>
Budget	Any <b>Other</b> costs have been explained in detail with a clear justification of why it is needed for the project.	<input type="checkbox"/>
Keywords	You have selected up to 10 keywords for your application.	<input type="checkbox"/>
Additional Files	File names state the application number followed by the document title e.g. "112_A_123456_Questionnaire.docx"	<input type="checkbox"/>
Additional Files	Completed and uploaded the <a href="#">Research Ethics Checklist</a> . If you have answered YES to any questions, you have provided an explanation on how you will deal with ethical issues in section 7.10.	<input type="checkbox"/>
Additional Files	The <a href="#">IFS signature page</a> has been signed by your head of institution and uploaded.	<input type="checkbox"/>
Additional Files	For PhD students, you have uploaded the excel files with your complete <a href="#">PhD Timeline</a> and a copy of your PhD Timeline signed by your PhD supervisor.	<input type="checkbox"/>
Additional Files	For applicants using questionnaires or interview questions, a copy of these have been uploaded.	<input type="checkbox"/>
Additional Files	For applicants submitting a revised application, a point-by-point response to comments received on your previous IFS application is uploaded.	<input type="checkbox"/>
Additional Files	If applicable, any additional diagrams, figures, maps, tables that you would like to include in your applications have been uploaded. Ensure that these are referred to in section 7.10.	<input type="checkbox"/>
Submit	Ensured that you have checked the PDF file for any mistakes.	<input type="checkbox"/>

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