

# Lupane State University

*Building Communities through Knowledge*

## RESEARCH AND EXTENSION SERVICES OFFICE (RESO)

### APPLICATION PRO FORMAS

#### APPLICATION FOR A RESEARCH GRANT

1. Name of Applicant: .....
2. Faculty: .....
3. Department: .....
4. Position of Applicant (i.e. full-time Lecturer): .....
5. Date of Assumption of Duty: .....
- 6. Amount Requested: Total = .....**
- 6.1 Capital equipment (list of items costing \$.... or more each, prices to include VAT, etc).
- 6.2 Consumable materials (including items of equipment costing under \$..... each prices to include VAT, etc).
- 6.3 Student Research Assistants (period of employment ..... weeks at \$.... per week)
- 6.4 Local Travel and Subsistence .....

#### 7.0 Project Title / Topic

The title should accurately reflect the scope and content of the study. In addition, it should be concise, simple and catchy in not more than 20 words.

#### 7.1 Background / Introduction [Maximum words 800]

This section provides evidence and conditions of the existing situations highlighting the gap(s) to make the reader feel the urgency of the problem, the need to study it in order to solve the problem or contribute to its solution.

##### 7.1.1 Research Problem / Statement of the Problem [Maximum words 300]

- i) Presents the reason behind the proposal i.e. what will change when this research is done or what would happen if the research is not done?
- ii) Problem is an existing negative state not absence of a solution
- iii) Refers to what has been detected and needs a solution in the practical or theoretical world.
- iv) Should clearly state the nature of the problem and its known or estimated magnitude / extent.
- v) Link the problem to the national development priorities/framework, the regional (e.g. AU) and the Global Development Agenda and National Development Plan
- vi) Should be concise and brief (**not more than 1 page**)

##### 7.1.2 Significance / Justification / Importance [Maximum words 300]

This refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings. It should reflect on knowledge creation, technological or socio-economic value to the community.

### **7.1.1 and 7.1.2 can be combined**

### **7.1.3 Aim/Purpose**

Refers to the general intention of the research. Should spell out what the research is supposed to accomplish.

#### **7.1.3.1 Specific Objectives**

These are specific aims / objectives arising directly from the general objective / purpose / aim of the study. For each specific objective you must have a method to attempt to achieve it.

### **7.1.5 Hypotheses / Assumptions / Research Questions**

These are investigative assumptions, which guide the study. In case of hypotheses, they should be testable. (Hypothesis is usually null or alternate, whichever poses the investigative question). Hypotheses can come immediately after Literature Review or Specific Objectives.

## **7.2 Materials and Methods (Methodology) [Maximum words 500]**

This is a detailed description of selected methodology and should be presented in unambiguous terms. The section comprises:

- i) Research design, which describes the nature and pattern the research intends to follow e.g. whether it is qualitative or quantitative, historical, descriptive survey and location.
- ii) Description of the geographical area and where population of the study exists.
- iii) Description of the population from which samples will be selected.
- iv) Sampling strategies, by which the researcher will select representative elements / subjects from the population.
- v) Data collection methods; including instruments and procedures to be used in the research described.
- vi) Data quality control, which refers to reliability and validity of instruments.
- vii) Measurements, which refer to the formulae or scales in the study.
- viii) Data analysis, which involves organisation and interpretation of the data generated.

**Note:** Both raw data and the analysed form to be kept both electronically and hardcopy for further reference later.

## **7.3 References**

This is a list of all works cited in the proposal and should be written according to the approved format. The approved format is APA Fifth Edition.

## **7.4 Appendices**

Comprises the budget, work plan/time framework, explanatory notes and instruments.

### **(i) Budget**

This is the financial plan for implementation of the research. It should be clear, realistic and reasonable (affordable). It should be itemised according to the following:

- Equipment
- Stationery
- Materials e.g. nails, wood, chemicals etc.
- Travel
- Subsistence
- Research Assistance
- Services (Secretarial, photocopying, printing and binding)
- Other purposes (Specify)

**(ii) Time Framework/Work Plan**

This is the schedule / time-table of activities covering the period over which the research is to be implemented with due regard to budgetary consideration as well. It could be presented in tabular form or in a Gantt chart. It is a valuable guide for evaluation of the research progress.

**(iii) Explanatory Notes**

They include research approval letters, maps and lists of areas to be visited.

**(iv) Instruments**

These are details of tools used in the research e.g. equipment, questionnaire, interview schedule, scales and tests.

The following information must be given in all cases:

- 7.5 Brief description and estimate of viability.....
- 7.6 Whether a new project or the continuation of an existing project, in which case a vote number has to be quoted.....
- 7.7 Expected commencement and completion dates. From..... to .....
- 7.8 Whether project is expected to provide material for a higher degree, and if so, for whom: .....
- 7.9 Whether publication is envisaged as direct result of the project. ....

Where appropriate, the following information should also be given to assist the Board.

- 7.10 Relevance of the project to Zimbabwean circumstances: .....
- 7.11 Indication of how the project amplifies current knowledge in the field: .....

8.0 Information necessary for major capital items.

Previous financial support

8.1 Unless specified in a recent Progress Report (in which case the Research Board paper number should be quoted) this should include a list of current research grants made by the Research Board to the applicant in the past 5 years, the following details.

8.1.1 Name of project and grant number: .....

8.1.2 Amount granted and current balance: .....

8.1.3 Publications arising and / or state of progress of the research, with reference to any progress Reports submitted: .....

9.0 Amount of Financial Support Available Accessed: .....

9.1 Details of how the applicant's Block Allocation has been, or will be, spent: .....

9.2 Possibility of any external support: if so, give details: .....

**10.0 Statement by Chairperson of Department (or Dean if appropriate)**

**This must include**

10.1 Comments and recommendations to the Board: .....  
.....

10.2 Certification that none of the requests can be met from existing departmental resources or other sources within the University: .....

10.3 Certification that prices are realistic and economical: .....  
.....

Applicant's Signature: ..... Date: .....

Chairperson of Department's Signature: ..... Date: .....

Faculty Representative's Signature: ..... Date: .....

**NOTE:**

- i. All applications for Research Grants should be set out in the above format
- ii. The application should be typed or printed clearly on not more than five A4 pages.
- iii. Before the closing date for the Research Board meeting, the application should be sent to the Secretary of the Research Board, **AFTER** adequate discussion with the Faculty Representative.

Applications for funds to continue a research project should be set out in the above format, with the word **SUPPLEMENTARY** inserted in the title.