



Research Leadership Grants (RLG)

Guidelines for Applicants

1. *Capacity Strengthening through Research Leaders in Health Research*

With the increased global recognition for the critical need for evidenced based decision-making targeted at addressing complex challenges in the provision of better health, there has also been a corresponding need for strengthening national health research systems to enhance the production and utilization of research knowledge. The formation of the Consortium for National Health Research (CNHR) in Kenya addresses this strategic function of building and retaining national health research capacity. An important focus in building the needed capacity is the promotion and support for attractive career progression for emerging researchers who want to eventually become leaders in health research and contribute directly to the integration of research with policy and practice in the national health system. This strategic focus is one of the programme pillars of CNHR.

2. *National Call for Applications*

Starting from early 2009, the Consortium will be putting out calls for Research Leadership Grants (RLG) to strengthen research-for-health capacity. The calls target research leaders working in national teaching and research institutions, and currently engaged in high quality, relevant research aligned to the country's development goals.

The successful applicants (Principal Investigators, referred to as **Research Leaders'** in these calls) will be in two categories:

- Senior Researchers (SRs), with proven track record of mentoring and undertaking funded, (preferably) collaborative multidisciplinary research for health research evidenced by consistent publications in international peer reviewed, high impact factor-rated journals;
- Junior Researchers (JRs or young postdoctoral researchers), who have already embarked on a health-related research career, and who are committed to being mentored and in turn, mentoring promising young researchers to eventually become research leaders in their own right. These young researchers will need to identify a senior researcher who will be available to provide professional guidance during the proposed project period.

The Research Leaders may make applications singly, but preferably in collaboration with others as part of a multidisciplinary research groups. Research Leaders are expected to be the main applicants in only one proposal, but can be listed as a co-researcher by other

research teams. It is envisaged that not more than six new such research groups will be supported per year under the RLG scheme.

Broadly, the roles of the Research Leader(s) are to:

- a) Clear the research pathway by coming up with new but relevant ideas for research, and transform these into fundable research projects;
- b) Lay down, in consultation with relevant institutions, clear career pathways for trainees within the research projects;
- c) Look for resources to carry out the research; and
- d) Systematically guide (“pull”) young trainees along the established career pathways to a point where they (the trainees) are able to stand on their own as independent researchers.

2.1 Research Support through Capacity Strengthening

Since the RLG is for capacity strengthening, the successful research leader applicant needs to demonstrate commitment to provide mentorship¹ in the research and training at postgraduate level (Masters, Doctoral and Postdoctoral) of young talented Kenyans. Research Leaders are invited to propose to undertake a research project that describes:

- a) The research to be undertaken;
- b) The type of capacity-strengthening training for young **Kenyans** as a component of the research; and
- c) Infrastructure upgrading necessary to support the proposed research and training.

The Research Leaders should be prepared to assist the trainees advance in their work as leaders in the execution of research, or in the application of research for better health policy and health-system management, along well-defined career pathways. All these should converge on an overall strategy for building a critical mass of researchers through professional and career development specifically designed to strengthen the young trainees’ technical expertise, leadership abilities, partnership skills and other qualities.

2.2 Sourcing of Research Trainees

The capacity strengthening component of the project has the broad aim of seeing successful RLG applicants quickly establish the foundation upon which to anchor the training of a critical mass of researchers at institutional level over the next three of years. Hence, depending on the structure and strength of the proposed research area (multidisciplinary/multi-institutional), current supervision load, etc., SR applicants in 2009 may request for up to two (2) PhD/DPhil/Doctor of Medicine (MD) or equivalent clinical research trainees. **JRs are not eligible to request for research trainees** although they will be expected to assist with mentoring of postgraduate trainees under the overall

¹ A 3-5 day leadership and mentorship training will be provided to all successful RLG applicants under this initiative.

guidance of SRs. Please note that **no Masters-level trainees will be supported in 2009, but will be considered in subsequent calls.**

The application will need to explain in detail, the proposed research areas for each research trainee requested and how they fit in the overall research programme being undertaken. Research support will be provided to the applicant based on number of research trainees awarded and the scope of research to be undertaken. Since the award is for research capacity strengthening, all the trainees under this scheme must have well-defined career pathways either in Universities, teaching hospitals, other sectors of government or private institutions or research institutions. All the training positions will be filled competitively through a separate national call for Kenyan postgraduate research trainees to be advertised later in the year. The postgraduate trainees will be provided with basic foundation courses (even if some of the courses are subsequently covered in more detail in the respective institutions on training), before they embark on their training.

2.3 Funds available for the Programme

The value of the grants awarded is dependent on the number and category of students requested as well as type of multidisciplinary research proposed. A maximum total of **Kenya Shillings (Ksh) 30million** is available per application over a three-year period. This figure is only provided as a guideline, as in many instances a smaller budget will be deemed more appropriate, taking into consideration the proposed research and training programme, the framework for collaboration and the experience of the applicant, among other considerations.

2.4 Infrastructural Support for Successful Research Leaders

In addition, and based on the research type of the projects proposed, additional funding worth up to **Ksh 4 million** per successful RLG application will be provided. The infrastructure support needs to be aligned to the proposed research and training activities described in the proposal, and may include equipment, or any other shared infrastructural support. It is expected that the home institutions will also contribute towards infrastructure upgrading to complement that to be undertaken with CNHR support. To encourage quality mentoring for the research trainees, a modest mentoring allowance will be provided depending on the number of trainees being directly mentored in the research-training programme supported by CNHR. To enhance quality, where applicable, assistance will be provided to facilitate access to the necessary technical and human resources within the country. Eventually, all research and training activities will be expected to take place within a Center of Research Excellence (CoRE)².

3. Areas of Research Focus

Research activities funded through CNHR are largely guided by national priorities in health sector plans. For 2009, applicants are requested to address health related researchable issues that are highlighted in the Government's strategic plans for the health sector, or related to the Millennium Development Goals (MDGs) 4, 5, and 6 as well as the

² Centre of Research Excellence is defined as “ a place or group of individuals that brings together a set of essential functions or skills that would provide the framework for high quality multi-institutional collaborative research, with a strong component of mentorship and special training, contribute to institutional capacity strengthening and deliver quality products (including health services) for the consumption of the Ministries of Health (i.e., Ministry of Medical Services and Ministry of Public Health and Sanitation).

Vision 2030. Proposals that are designed to take on multidisciplinary competencies, and show potential for collaboration across institutions will have an advantage.

4. *Eligibility:*

4.1 *General considerations on eligibility*

To be eligible, the application must meet all of the requirements for the applicant, research focus, and institutional affiliation as outlined below.

Applicants, administering institutions and other partners are required to demonstrate that the proposed work has undergone ethical review and received approval from their institution or an ad hoc ethics review committee in accordance with national and international guidelines before they can receive funds from CNHR.

This programme encourages a systems approach to research and its integration with policy and practice. A range of professionals undertaking health research related work in social, policy, advocacy and health systems are therefore encouraged to participate.

4.2 *Specific considerations on eligibility for the applicant*

Applicants to this programme must fulfill the following requirements:

- Be bonafide employee of a public or private health research and/or teaching institution;
- Have a good and strong record as a scientist/researcher with evidence of quality peer reviewed publications;
- Have proven capability/potential of research leadership; and
- Demonstrate motivation for capacity strengthening evidenced by a track record of successful supervision of postgraduate students.

In addition:

Senior Research applicants need:

- a) PhD/DPhil qualification in a biomedical field, clinical or a complementary discipline contributing to health research. Clinical researchers with a Doctor of Medicine (MD)/FRCP or equivalent qualification and with five years of experience are eligible. Applicants should hold a senior position equivalent to Senior Lecturer, Senior Research Fellow, Associate Professor or Professor.

Junior Research applicants need:

- a) To be a Kenyan citizens;
- b) Hold a PhD/DPhil/MD qualification in a biomedical field, clinical or a complementary discipline that contributes to health research; and holding a senior position equivalent to Lecturer; and
- c) Identify a Senior Researcher who will be available to oversee and guide the implementation of the programme.

4.3 Considerations on the Administering institution

All applicants must have an ongoing appointment with an institution, which fulfills the following criteria (unaffiliated candidates are ineligible for awards under this programme):

- Is a not-for-profit organization based in Kenya, with a health research focus;
- Has legal status and capacity to administer and manage the funds awarded;
- Commits to employing the applicant and supporting her/his proposed program of work and its integration within its broader institutional plans for a minimum period equal to the proposed duration of the award plus a minimum of one year supported directly by the institution and/or partners (a letter of support must be provided with the application); and
- Commits to providing infrastructure support to facilitate the work of the applicant including allocating time for the applicant to pursue the activities and objectives of the proposed programme of work, which includes mentorship of research trainees.

5. *Instructions on completion of the Research Leadership Application Form*

CNHR's Research Leadership Grants supports projects, which combine multidisciplinary research with capacity building within a framework of partnership and collaboration. It is expected that applicants will diligently cover these different areas in their Application, including the scientific, ethical, quality, management and budget aspects.

These instructions are designed to step by step help the applicants answer all questions in the application. The Research Leadership Grants Application Form can be obtained from the CNHR website www.cnh Kenya.org, in two parts: [Application Form for RLG- Part A: Proposal](#) and [Application Form for RLG- Part B: Indicative Budget](#). Copies of the forms will be sent as an email attachment, on request, to those unable to download the form.

The RLG application form consists of three main sections:

PART I: Administrative Information

PART II: Description of the overall Research Project

PART III: Description of the Training Research Project/s

PART IV: Infrastructure Assessment

PART V: Indicative Budget

5.1 *General Instructions*

Applications must be prepared in accordance with the instructions and guidelines given in this document. Please read all sections carefully before completing the application form.

The application must be written in the English language.

All sections of the application form must be completed, and the page limits imposed for the various sections must be strictly adhered to. To permit efficient processing of your application, please do not write on the back of any page of the application form, nor on the back of any pages attached to it. Number any additional pages as instructed in the form itself.

The summarised *curriculum vitae* of the Research Leader must be attached as Annex 1. Please also attach the *curricula vitae* of any named researcher, who would be involved in the research or in mentoring of the research trainees in the programme, but must not exceed the maximum page limitation of one page per individual. Please note that a complete list of publications is not required: ONLY the five most important publications over the last five years should be listed.

Please use Arial font type size 10 pt for filling the application form. Please note that any information that is supplied on a separate sheet (unless specifically required) or that is listed on pages additional to the specified maximum will not be reviewed.

5.2 *Specific Instructions*

5.2.1. *Administrative Information (Part 1 of the application)*

Note: Some information from this section may be made available to the general public if this application is selected for funding.

- 1.1 Research Leader (or Principal Investigator): First name(s) should be spelt out in full. Please write the address at which you intend to receive your professional correspondence, which may not be necessarily be the same as the sponsoring Institution's address given in Item 1.6 of the form. Please note that CNHR supports programmes and projects operational within institutions in Kenya, led by Kenyan researchers as well as researchers of other nationalities who have valid working permits. In addition, CNHR aims at gender diversity in the projects it supports.

The summarized curriculum vitae of the Research Leader, and co re-researchers must be included in the application as annex in the format suggested.

- 1.2 Research Advisor: In case of Junior Research applicants, they will need to identify a senior researcher who will be available to offer guidance on the proposed research project.
- 1.3 Research Collaborators: Provide the names of all co-research collaborators coming from other institutions. The collaborators need to provide a letter of acceptance to participate in the research programme endorsed by the heads of their institutions.
- 1.4 Total Budget for the Research Programme: Applicants need to provide the indicative budget for the research programme, including both training and infrastructural support components. Proposed contribution to the budget should also be indicated.

- 1.5 Declaration of Acceptance of General Conditions by the Research Leader: Applicants will need to sign to signify their acceptance to abide by the with the regulations of the grant, which includes agreeing to **devote at least 40%** of their working time in participating in the project.
- 1.6 Institution: Provide the name of the institution, contact details, type of organization, and legal status (private/public).
- 1.7 Institutional Endorsement: The application must be endorsed by the responsible administrative authority of the institution (an official of the Institution fully empowered to enter into contractual arrangements on behalf of the Institution) where the project will be conducted. This individual should not be the Research Leader. In most cases the authority should be the Director α Vice Chancellor (CEO) of the organization, or a designated deputy such as Deputy Director or Deputy Vice Chancellor (Academic/Research). **Note: if the Research Leader is not a full-time employee of the institution, the Responsible Administrative Authority should attach a signed statement specifying clearly the Research Leader's relationship with the Institution, and indicating the source of their salary.**

PART II: Description of Research Project

2.1 General Description of the Project

- 2.1.1 Title of the research Project: Provide the full title of the proposed research project that represents the essence of the research activity. This title should NOT be confused with the titles of researchable areas being proposed for the research trainees under Part III.
- 2.1.2 Period for which support is being sought: State the duration (in months) for which funding from CNHR is being requested. In the case of senior research applicants who are eligible to request for postgraduate trainees, this project duration should be adequate to enable them complete their thesis research work. Projects that will include PhD trainees should be of three-year durations.
- 2.1.3 Proposed start date: Applicants are requested to suggest their preferred start date of the project.
- 2.1.4 Summary of the proposed research project: This section should **be no more than 200 words** and should contain an executive summary of the research project to be undertaken. The summary should provide brief information on the rationale/ justification for the programme, the objectives and the expected outcome.

2.2 Scientific Basis of the Project

- 2.2.1 Clearly state the problem to be addressed in the proposed project In ½ a page, briefly state the main problem and indicate how this fits within national health priorities. Give some background as to why the proposed research project is important and specify which current national health priorities are being addressed through this application.

- 2.2.2 State the main research question(s) to be addressed: In not more than $\frac{1}{4}$ a page, indicate the major scientific research question that this study will resolve.
- 2.2.3 *Give a detailed background to the project including justification. Also point out which aspects of the work will form the framework for the proposed training:* In $1\frac{1}{2}$ pages, give some background as to why the proposed research project is important and specify which current national health priorities are being addressed through this application. Clearly identify which are the researchable areas that will form the research training topics for the postgraduate students to be recruited into the project.
- 2.2.4 *Give a detailed description of study methodology/methodologies:* Provide description in not more than $1\frac{1}{2}$ pages of aspects of the research project such as the study site, population, inclusion criteria, exclusion criteria, exit criteria, sample size calculation, sample collection, storage, processing and analysis; statistical analysis, study monitoring. Note: for clinical studies, samples of the Informed Consent Documents should be attached as an annex).
- 2.2.5 *What are the ethical issues and how will they be addressed?* If the proposed project will involve conduction of research involving human subjects, please identify and describe, in $\frac{1}{2}$ a page, the potential ethical issues and describe how you intend to address the relevant ethical and safety related issues. If you propose to perform a clinical study in children or other vulnerable subjects, please provide ethical justification for the application.
- 2.2.6 *If an ethical clearance document is not attached, please explain when ethical approval is likely to be granted:* Where ethical documents are not provided, there is need to give indication on the likely dates for the obtaining the ethical approval.
- 2.2.7 *Describe the overall project management:* In not more than a page, describe how the project will be managed including mentoring of students, communication with co-investigators, financial management and reporting. It is important to provide, in a summary form, the key dates, activities and milestones.
- 2.2.8 *Describe how the proposed project will be integrated into the host institution's current research capacity strengthening activities:* In a paragraph of not more than $\frac{1}{4}$ a page, describe how the proposed work complements existing work within the host institution. Show how the work contributes to institutional capacity building (as opposed to mere training of individuals).
- 2.2.9 *State the number of research trainees currently under your supervision and expected year(s) to completion:* It is important to clearly state what supervisory load you currently hold, as it will comment on your ability to take on additional students and offer appropriate levels of mentoring.
- 2.2.10 *Describe the role of each named co-investigator and proposed research trainee:* In this section list the names and institutional affiliations of all proposed co-investigators or collaborators and describe the expected role of each partner linking with the research project. Include links with industrial groups (if any). Indicate both the potential and need for such collaboration

within the project, and describe the type of collaboration envisaged. This may include direct collaboration with researchers and institutions in other countries. In answering this question, please consider that: (i) there should be a clear role for each collaborator or co-investigator in the proposed project, (ii) that each investigator has the requisite qualifications for the assigned role, and (iii) that the roles are complementary.

2.2.11 *Describe the plan for knowledge utilisation and dissemination [KNUD] arising from this project:* You need to give a clear description of how knowledge generated from the project will be synthesized, packaged and disseminated to various audiences, and indicate some timelines.

2.2.12 *References:* Provide full sources of all references cited.

PART III: Description of the Training Research Project/s

3.1 *Brief Description of PhD Training Projects*

The information required is based on the researchable area that each research trainee is expected to work on. It needs to be understood that it is the responsibility of the successful postgraduate scholars recruited into the programme to develop the researchable area proposed into full research proposal as part of their fulfillment of registration in Kenyan Universities. Hence detailed literature review, description of the population to be studied, projected sample size determination, statistical analysis of expected results and methods to be used in assembling the study data information on data management are not required.

Please note that research topics proposed by successful RLG applicants will be advertised widely, throughout Kenya to attract competitive applications from qualified and motivated young researchers. It is expected that the young researchers would join the programme as from 1st September of each year, or soon thereafter. The prospective trainees will need to make their applications in response to the call for postgraduate research trainees. The support will be for fresh entries into postgraduate programmes. Scholars who have already embarked on a postgraduate programme are not eligible.

Please complete separate parts for each trainee being requested. *All information on this section should be confined to the page limit stipulated on the form and presented using the format of the Application form. Please note that any information that is supplied on a separate sheet (unless specifically required) or that is listed on pages additional to the specified maximum will not be reviewed.*

3.1.1 *Title of the proposed PhD research training project:*

3.1.2 *Name of the Kenyan University and Department being proposed for registration of the research trainee:* Required since the research trainees will be registered in one of the public universities.

3.1.3 *Provide name of the University supervisor who will co-supervise the trainee:* Where the research leader applicant is not from the registering University, please specify the name of the university supervisor who co-supervise the trainee, and take lead in all matters relating to the university.

3.1.4 *As a research topic, indicate what is innovative about the proposed project and indicate how it will contribute to science:* In not more than ½ a page explain what is innovative about this project, its potential contribution to science. This is extremely important for postgraduate thesis projects since they need to show the potential of meeting the requirements of the University's Board of Postgraduate Studies.

3.1.5 *Specify the required qualification/experience of research trainees to be recruited:* State the specific qualifications and experience etc. required of the research trainee. This is important, as it will be used in the call for postgraduate research trainees.

3.1.6 *Describe how the proposed research training project will contribute to the development of research leadership of the trainee:* This CNHR-sponsored programme essentially targets professional and career development specifically designed to strengthen the candidate's technical expertise, leadership abilities, partnership skills and other

qualities -- to help the research trainee advance in their work as emerging leaders in the execution of research, or in the application of research for better health policy and health-system management. In not more than a page, please comment on:

- Extent to which the proposed programme of work complements the research trainees current capacities and can contribute to his/her long-term career directions and emergence as a leader in the selected field;
- Extent to which the award will allow the research to pursue a career development path that would otherwise not be possible; and
- Clarity and focus of long-term career plan of the research trainee and how it would fit within a broader development plan of her/his home institution.

3.1.7 *Provide information on the acquisition of additional skills that might be necessary for the research trainee and the proposed strategy for ensuring the research trainee acquires them:* Indicate if there are specific skills that the research trainee may require to acquire in order to be able to competently undertake their research work. Do also indicate how you have planned to have the trainee gets the skills in time to competently finish the research project.

PART IV: Infrastructure Assessment

4.1 General considerations on Infrastructural needs

CNHR is committed to seeing a well-developed research infrastructure within the country to support high-quality research and research training at a level that can ensure researchers remain productive. As part of this call, CNHR is providing up to a maximum of Ksh 4 million for upgrade of research facilities including purchase of major research equipment that can be utilised as a shared research resource.

In part IV, the applicants are being asked to provide information of the available infrastructure within their institutions where they propose to undertake the research and training activities. It is in this context that they need to make strong justifications for purchase of major equipment and for other infrastructural upgrade which will be supportive to their overall projects.

4.2 The Site Visit

A site visit undertaken by an independent mission to make an infrastructure assessment of the successful applicants before equipment and infrastructural grants are awarded. The objective of the site visit is to help identify capacity gaps within the institutional infrastructure that may impede successful implementation of the project. The mission will work with the institutions in assessing the research support services and administrative framework of the institution, capability of undertaking high-quality collaborative research, the place and status of the Research Leader within the research decision-making matrix in the institution and identify areas of weakness that need to be strengthened for successful implementation of the overall project. Given the capacity building context of the grant, the assessment should consider the potential of a research career for the Research Leader, partner co-investigators and collaborators as well as the research trainees within the

institution. The assessment will also gauge the commitment and the level of institutional support being pledged by the institution.

Among the issues the visit will look into are:

- **Laboratory space:** The objective is to assess how much laboratory space will be available for the proposed research and training activities, especially if there are other research activities, which may compete for space and facilities.
- **Research support staff:** The objective is to assess the level and quality of support staff / technicians available to work on the awarded project and their expected time commitment.
- **Laboratory management structure:** Gauge the delineated lines of authority, responsibility and reporting as well as quality control checks.
- **Source of research materials / samples:** Especially relevant where biological systems will be used - cell lines, parasite clones / strains, animal strains / breed etc.
- **Standard Operating Procedures (SOPs):** Check if SOPs available and are being used to guide ongoing activities in the laboratory.
- **Computing and data management facilities:** Assess the availability of functional computing facilities and existence of data management support systems.
- **Availability of relevant research equipment:** The objective is to assess the availability and quality of basic laboratory equipment such as freezers, refrigerators, chemical balances, spectrophotometers, etc.
- **Record keeping:** Establish whether practice proper record keeping is in place (e.g. Laboratory notebooks, equipment use and maintenance logs etc.).
- **Archival, storage and retrieval:** Establish if systems of information backups, access to and security of materials, records, data etc.
- **Evidence of institutional support:** Gauge if there is there is a sense of commitment and support for the project by the host institution/s.
- **Financial/ accounting/HR systems:** Assess the efficiency of the systems in place and check whether there is separation of grant accounting and if relevant experience is available for managing funds from research grants.

PART V: Indicative Budget

5.1 Co-funding:

As part of the application, you are required indicate the amount of funds you require to undertake the project. This indicative budget is composed of what is specifically being requested from CNHR (referred to as `CNHR component`) and what is already available (or is expected and when) from other sources e.g. the host institution, national authorities or other funding agencies (national or international). This information should be

summarized and presented under 1.4. Please note that candidates who are short-listed will be required to show evidence (e.g. copy of grant contracts) of the contribution from other donors.

5.2 Technical Limitations

Indicate general limitations your research team and or department currently face that are a serious impediment to the implementation of the project. Explain how you have planned to use the resources that will be available to cost-effectively address the limitations.

5.3 Indicative Budget

The details of the CNHR component of the budget should be itemized under the **Indicative Budget** provided as an Excel Spreadsheet title [Application Form for RLG- Part B: Indicative Budget](#). Please note that it is expected that the costing for year 1 will be as accurate as possible, while those of the second and third years are realistic estimates. The summary of the Indicative Budget needs to be reflected by completing the Budget Summary provided under 5.3 in the [Application Form for RLG- Part A: Proposal](#). The applicant Research Leader and head financial officer of the institution must sign the Budget Summary as indicated page to confirm that the proposed project is possible within the requested budget. The original signed copy of the budget must be sent by courier to CNHR along with the administrative pages of the application form (pages 1 & 2).

5.3.1 Currency

The budget must be submitted in Kenya Shillings (Ksh). Applications with budgets in other currencies are not acceptable and will not be processed. If any budget line requires funds in any other currency, this should be converted to Ksh for the budget tables. The original currency and the conversion rate used may be described under "Budget justification".

5.3.2 Budget Lines

The budget should relate directly to the planned activities and the costs of the resources required for carrying out these activities. For example, a drug or vaccine trial could include visits to the subjects' homes to obtain better follow-up. Data analyses will also be needed. Such activities may be budgeted on a per patient basis by adding the sub tasks and averaging the cost per patient. Costs, especially for laboratory-oriented research, could be broken down into rental or purchase of equipment and its maintenance, purchase of supplies and chemicals, patient costs, transport for follow-up home visits, purchase of animals and their maintenance, etc. If additional rows and space is needed to list the budget items, please expand and increase the number of rows in the Excel budget tables and explain the basis for need of each cost item in the "Budget justification".

Within the major budget line categories, the following needs to be noted:

- a) **Research Personnel.** In general, CNHR will **not** provide funds to pay salaries of research staff. It is expected that technical staff supporting the project such as technicians and research assistants will be part and parcel of the institutional

contribution. However, for the trainees recruited as part of this project, CNHR is committed to provide for the following costs:

- Mentorship/supervision allowances: This allowance will be provided based on the % of total time spent in mentoring trainees by each listed collaborating member of the supervisory team. This is considered to be based on the protected time the supervisors commit to mentor the trainees. The amount of mentorship allowance paid will also depend on the number of postgraduate trainees under supervision. The CNHR rate has been arrived after reviewing supervision allowances paid by public Universities and currently stands at Ksh 120,000 per research trainee per year payable to mentors committing at least 40% of their working time to the project (note section 5.2.1).
- University fees: CNHR will provide funds to cater for university fees for all categories of postgraduate research trainees. It must be understood that this will depend on the actual fees at the institutions they have been registered in.
- Stipend and other personal support for research trainees: CNHR will provide monthly stipends for the research trainees as well as provide medical cover. The current applicable CNHR rates for stipend are as follows:
 - PhD – Ksh. 80,000 per month
 - Postdoctoral research trainee – Ksh 160,000 per month

These figures are provided as a guideline and are subject to review by the Consortium. The actual figures will be worked in the contracts offered to the research trainees.

b) *Research Supplies and Services*: Costs of/and related to research animals, patient costs of hospitalization e.g. drugs, transport, costs of expendable items such as reagents, field supplies, should all be indicated here. List separately the costs of the various categories of expendable supplies (e.g., laboratory reagents, glassware, field supplies). The amount for imported supplies to be ordered locally should include, if applicable, 20% for packing, freight and insurance (PFI) charges.

- ***For laboratory animals***: specify species, number, purchase costs and costs of maintenance.
- ***Patient Costs***: Explain the nature of the costs (e.g., transportation, drugs for field trials) and method of calculation. Please note that CNHR does not support payment to patients as inducement to participate in research programmes, nor does it provide support for the costs of normal medical care of patients participating in the studies.

c) ***Travel***: This line covers local field travel and field research expenses necessary for carrying out the proposed research; travel costs to attend conferences; specialized training courses within and outside the country; costs related to the use of institutional field vehicles. List separately the costs of transportation, *per Diem* (indicate *per diem* scale paid by the Institution) and any other costs (specify)

- d) **Minor Equipment:** In contrast to the Infrastructure Upgrading component of the budget (Item 9 in the Excel spreadsheet), the line on minor equipment covers purchase of relatively small/minor and inexpensive equipment; e.g. weighing scales, heaters, humidifiers etc. These items will need to be justified in relation to the project proposal being submitted. The total amount for this budget line should not exceed KShs. 0.5 million per year.
- e) **Research Support:** Provides for the cost of office supplies, library, and subscription to e-journals and communications costs. List each separately.
- f) **Other Training:** Specialized courses needed for the research trainees to complete their research projects. Note that costs pertaining to travel and accommodation to attend these courses need to be budgeted within the travel line indicated under (c) above.
- g) **Dissemination:** This line covers e.g. conference/workshop registration, development of technical dissemination material such as posters, handouts etc. It does not cover cost of travel and accommodation to conferences as this is covered under travel line (c) above.
- h) **Other Expenditure:** This includes all distinct items of expenditure that are not included in the major categories specified in the budget and which are required for the proposed research work. Note that contingency or miscellaneous amounts are not allowed.
- i) **Institutional costs (administrative costs):** This amount of money will be provided to support the host institution's finance and administrative function for the purpose of providing support to your research in order to fulfill the financial and administrative requirements of the grant. Such support services will include (but will not be limited to) the timely preparation of financial reports in prescribed formats, preparation of and explanations to variance reports, accounting for funds and administrative services such as procurement. CNHR allows a charge of up to 10% as institutional costs.
- j) **Infrastructure Upgrade:** This line covers major pieces of laboratory equipment, etc. The limit for this section is kshs. 4 million. Since this is provided as an additional to the main research grant, you require to provide the details of the needed upgrade or equipment purchase

5.4 Budget Justification

The budget should clearly reflect the planned activities and the costs required. Each budget line should be explained in detail. In the budget narrative, justify each and every budget line, stating how the cost figures were derived in relation to the activities to be undertaken. Pay particular attention to major or unusual items. Use a *maximum* of two additional pages, if necessary, writing on *one side only* and numbering them as instructed on the Application Form.

5.4 Institutional Practices in Management of Research Grants

The financial management structure in institutions, which host successful applicants, will require some understanding. It is quite conceivable that the Consortium may suggest

some improvements or changes required in managing funds provided through these grants. Substantive discussions will therefore need to be held with the institutions concerned during the site visits that have been described under 4.2.

6.0 Checklist

6.1 *Is your Application eligible?*

The CNHR criteria for eligibility for review by the Expert Scientific and Advisory Committee (ESAC) includes:

- Submission of the application before the **deadline** in Word (*.doc) format.
- Completeness of all the sections of the Application Forms and include all the annexes.
- Compliance with the rules stipulated in these guidelines.
- Compliance with the page limits stipulated on the form and in this document.
- Submission of the Application in the English language.
- The legal status and nationality of the main applicant being Kenyan.
- Research Projects should have a predefined duration provided (3 years).

Lack of meeting the above will lead to applications being considered incomplete and therefore not meriting further processing.

6.2 *Are all annexes included?*

These are the same as indicated at the end of the Research Leadership Grants Application Form. Please keep the numbering of the annexes the same as below:

- Annex 1: Curricula vitae in the requested format of the Research Leader and co investigators and other collaborators, labeled as 1(a), 1(b), 1(c) etc.
- Annex 2: Letters of Support from Collaborators in PDF format.
- Annex 3: Endorsement of the Responsible Administrative Authority of the Institution where the project will be conducted confirming that they are willing to take on the Sponsor task. If the Principal Investigator is not a full-time employee of the Institution, the Responsible Administrative Authority should attach a signed statement specifying clearly the Principal Investigator's relationship with the Institution, and indicating the source of the Principal Investigator's salary.
- Annex 4: **Budget Summary** signed by the applicant Research Leader, and **endorsed by the head financial officer of the institution.**
- Annex 5: samples of the Informed Consent Documents where applicable.

7.0 Submitting your Application

Completed application forms with the relevant annexes and scanned letters of support, must be submitted through email attachment as a "Word" (*.doc) file to rlg2009@cnhrkenya.org, to be received by CNHR before the **deadline: end of working day 17.00 hrs, Friday 17th April 2009**. In addition, pages for endorsement in the [Application Form for RLG- Part A: Proposal](#) (pages 1, 2 and Summary Budget) should be printed, signed and stamped and the originals sent to CNHR Nairobi office by courier to the address provided.

8.0 Evaluation of Applications

8.1 *Registration & Acknowledgement of receipt*

- All applications received will be registered in the CNHR database. Every application will receive a unique Project Identification number, which will be quoted in all correspondence with the applicant Research Leader. All future correspondence will contain this unique ID, which facilitates prompt processing of documents by CNHR.
- CNHR will acknowledge receipt of applications within one week of the deadline for submission of Applications. Acknowledgement will be sent by e-mail.
- Research Leaders who do not receive an acknowledgement within one week after the deadline should contact CNHR. Please note that the sending of an acknowledgement of receipt does not imply that an application is eligible for evaluation.

8.2 *Eligibility check*

CNHR will check whether applications meet the eligibility criteria as stipulated in the call and these guidelines. Applications may be excluded from further processing when they fail to meet any of the eligibility criteria. Applicants will receive a letter on the outcome of the eligibility check within two weeks after the deadline for submission.

8.3 *Procedure for Evaluation of Proposals*

A scientific committee (the Expert Scientific Advisory Committee - ESAC) will evaluate and recommend candidates for support. Recommendation will be based on merit, applying principles of transparency, equal treatment and ethics. The final decision to support/ fund an application will be subject to approval by the Board of Management of CNHR.

Each eligible application will be assigned to two ESAC members for review, using a standard grant assessment form. Each application will be ranked for scientific merit and capacity building content. Members of the ESAC are internationally recognized researchers/scientists in their fields and have expertise in the research areas they will be assigned to review.

All applications will be considered confidential until they are approved for funding, at which point the abstracts, objectives, names of applicants and their institutions, and budgets will be put in the public domain.

8.4 Award of Grants to successful applicants

Applications that are recommended for funding will be sent to the Board of Management of CNHR for final approval. The decision of the Board is final. Applicants that are ratified by the Board will receive notification of the award and will be provided with detailed Letters of Offer of Contract for their consideration and signing. The contract letters will specify, among others, the following details:

- Plan for monitoring progress of funded projects (e.g. disbursement of funds, when and how, regularity of progress reports etc.);
- Process for contract renewal and termination;
- Publication and Dissemination (acknowledgement of CNHR funding in reports and papers, submission of electronic and hard copy of reports to the Consortium etc.);
- Ownership of equipment and related property after project completion; and
- Intellectual property issues.

It is also expected that the successful Research Leader applicants will be called upon from time to time to serve on expert panels constituted by CNHR to recruit postgraduate research trainees at various levels.

For further information on the RLG programme, please contact CNHR through: programmes@cnhrkenya.org.
