

## RESEARCH AND INNOVATION SERVICES OFFICE (RISO)

### 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. **Name of Project (Convenient short title, max 10 words):** .....

.....

### 7. **Amount Requested**

**Total =**

7.1 Capital equipment (list of items costing \$..... or more each, prices to include VAT, etc.)

7.2 Consumable materials (including items of equipment costing under \$..... each prices to include VAT, etc.)

7.3 Student Research Assistants (period of employment .....weeks at \$..... per week)

7.4 Local Travel & Subsistence.

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### 8. **Project**

The following information must be given in all cases:

8.1 Brief description and estimate of viability.....

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8.2 Whether a new project or the continuation of an existing project, in which case a vote number has to be quoted.....

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8.3 Expected commencement and completion dates. From..... to .....

8.4 Whether project is expected to provide material for a higher degree, and if so, for whom.

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8.5 Whether publication is envisaged as direct result of the project.

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

8.6 Relevance of the project to Zimbabwean circumstances.

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8.7 Indication of how the project amplifies current knowledge in the field.

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8.8 Research methodology.

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8.9 Information necessary for major capital items.

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9. Previous financial support.

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9.1 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.

9.1.1 Name of project and grant number.....  
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9.1.2 Amount granted and current balance.....

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

**10. Amount of Financial Support Available Accessed**

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

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

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

This must include

11.1 Comments and recommendations to the Board.

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11.2 Certification that none of the requests can be met from existing departmental resources (including the applicant's Block Allocation) or other sources within the University.

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11.3 Certification that prices are realistic and economical.

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Date

Applicant's Signature

Chairperson of Department's  
Signature

.....

Faculty Representative 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 three 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.