

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA  
EMERGING TECHNOLOGY CENTER  
ETHIOPIAN BIOTECHNOLOGY INSTITUTE

**Research Grant Application Guideline  
for Submission of Full Proposal**

Addis Ababa, Ethiopia

## **Preamble**

Development of Technological Accumulation capability to enable rapid learning, adaptation, utilization and improvement of technologies is envisioned as a strategic issue in the National Science, Technology and Innovation Policy of Ethiopia.

Considering this, government and private research institutes and universities in the country are encouraged and given direction to undertake applied researches that are targeted to solve the country's economic and social problems.

With this need to recognize and support such researches activities, the government of Ethiopia has started granting applied research projects which are problem solving and cross-sectoral in nature starting from the 2007 Ethiopian budget year.

This is, therefore, a guideline for submission of Full Proposal for those Projects for which their Concept Note has been shortlisted. The Documents earlier submitted as a Concept Note will be taken as part of the Proposal and this Full Proposal is intended to give further and detailed information for the Project activities proposed in the Concept Note. Any major diversion from the subjects of the Concept Note is prerequisite for automatic Rejection. However, additional Co-investigators (Co-PIs) and other collaborative institutions relevant to the research work may be added.

### **1. Short Title**

This guideline is entitled as “Emerging Technology Center, Ethiopian Biotechnology Institute, Research Grant Application Guideline for Submission of Full Proposal.”

### **2. Objectives**

The main objective of this guideline is to set out submission guidelines for submission of Full Proposal.

Researches in the National Priority areas that will be finally selected on the basis of their economic and social implication and outputs will receive a Research Grant up to a maximum of Birr Five Million (ETB 5,000,000) to support the research.

### **3. Formats for writing of Full Proposal**

As any other Proposal for huge funding, the Full Proposal should have the following Sections in very much detailed form. Additionally, the information for the different Sections stated in the “Guideline for Submission of Concept Notes” is to be taken as part and Parcel of this guideline for submission of Full Proposal. The Full Proposal has to include, but not limited to, the following Sections:

3.1. Introduction

3.2. Detailed Background of Problem Definition and Justification for conducting the Project

3.3. Research questions

3.4. General Objective and Detailed Specific Objectives

3.5. Methodology

- a. Outline of Research to be Employed
- b. Description of Research Procedures and Instruments
- c. Methodology of Data Collection, Analysis and interpretation
- d. Sampling and sampling procedures, if any
- e. Description of dependent, independent and controlled variables, if any

3.6. Expected outputs and outcomes of the Project, Benefits and Beneficiaries of the Project

- a. Detailed expected outcomes/output to be achieved at the completion of the project
- b. A description of how the research output will enter into the market and how it will be commercialized
- c. The expected economic impact the output may result
- d. The end users of the output
- e. The beneficiaries and the benefits of the project

3.7. Gender, Social and Environment considerations, in Details

- a. Whether the project specifically address women’s needs
- b. Whether it addresses the needs of emerging regions and under privileged sections of the society

- c. Whether it involves environmental concerns or promotes environment friendly approach
- 3.8. References that show relevant scientific and technical publications similar to and supporting the approach to be used in conducting the intended Research.
- 3.9. Give Details if Ethical Considerations are to be required to conduct the research
- 3.10. Give Detailed Human, Physical and Infrastructural facilities available in the Host or Collaborative Institutions to conduct the intended Research. Justifications by the Host and Co-host Institutions are required in writing of the availability of these human, Physical and Infrastructural facilities in their respective institutions to conduct the intended research.
- 3.11. CVs of PIs and Co-PIs and other key researchers are to be included.
- 3.12. Detailed budget requirement in terms of Activity type and in terms of timing for release for funding is to be indicated
- 3.13. Detailed Project Implementation time Schedule indicating activities in terms of time schedule and indicating how much percentage the activities cover against the whole project.
- 3.14. The breakdown of each activity for each three month with their respective physical and financial percentage share against the whole project.

**4. Supporting Documents to be submitted with the Full Proposal, signed and stamped by the Host/Co-Host Institutions/Support Institutions and other concerned organs ( N.B. signatures and stamps should be done by the highest authority of the institution having the power to do so)**

- 4.1. A document testifying that the PI is a permanent employ of the Host Institute and that the Co-PIs are permanent employees of the Host and/or collaborating Institutes. Their detailed CVs are also to be submitted.
- 4.2. That the required human, Physical and infrastructures to conduct the research are available within the possession of the Host and/or Collaborating Institutions, and/or another institution locally. Each institute providing these supports has to justify of its support in writing, and approved by the host institute.

- 4.3. That the Host institute has the required management and financial structure to administer the research budget for the intended research period (up to a maximum of three years)
- 4.4. Support letter from an institute where the research output would be used, tested, piloted, disseminated, or any government institution that would justify the applicability of the research output.

## **5. Rules to be followed while preparing the budget breakdown**

While providing a budget breakdown researchers need to know that the following items will not be covered by the fund/the budget to be funded cannot be spent on the following items.

- 5.1. Purchase of fixed assets, laboratory equipment and materials. However, stationaries, consumables and chemicals to be directly used for the research project could be purchased with the research project fund. Additionally, as part of the project, expenses related to producing test beds, trial platforms and for prototyping and modeling the output of the project may also be covered with the project fund when approved by the host
- 5.2. Salaries of PI and Co-PI and other employees in the host and/or collaborative institutes. However, key experts may be employed on contractual basis for a period not exceeding three months when approved by the host for the very purpose of the research project. These short term contract employees shall be required to be fully engaged on the research activities for the period of their employment and shall not in any way be employed in any public or private institutions during their contractual period with the project. However, experts intending to be employed for the short term duty in the project during their leave (sabbatical or any) shall be required to produce before entering into contract with the project an official letter from their perspective institutions that they are on leave during the intended stay in the project
- 5.3. Purchase of vehicles of any type
- 5.4. Office/house rent
- 5.5. International travels and any expenses thereof by project team members (PI, Co-PI and any local expert).
- 5.6. Any long term and/or short term training

5.7. Any expenses not in line with the standing rules and regulations of the Ethiopian government. The source of this funding is the government treasury and hence all purchases and financial expenditures shall comply to the law of the land. Rates for allowances, travels, accommodations, etc. shall be in accordance of the law.

## **6. Miscellaneous: While submitting the proposal:**

6.1. Applicants need to be sure that their proposal is prepared based on the guideline stated above. A proposal which is not submitted based on the guideline will not be accepted.

6.2. That the applicant should fill the table/ application form for submission of proposal attached herein under before or after their cover page or as their cover page.

6.3. That they have prepared the support letter based on the attached sample support letter. Any support letter in variation of the one attached as a sample will not be acceptable.

6.4. Applicants should submit their full proposal in three printed and bound hard copies and in a soft copy in a PDF format with CD.

6.5. Applicants need to submit their application in person or through their proxy.

6.6. Proposals should be written in Times New Roman Font, 12 Font size and 1.5 line spacing and 1 margin both left and right and should be up to a maximum of 25 pages excluding cover pages, supporting letters, and CVs.

# 7. Attachments

## 7.1 Application Form for Submission of Full Proposal

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA**  
 Emerging Technology Center, Ethiopian Biotechnology Institute

Website: - [www.ebti.gov.et](http://www.ebti.gov.et)

Tel. +251-118-619728

This Application Form is to be filled by the Principal Investigator.  
 Please read the Application Guideline carefully before filling this Application Form

<b>A. TITLE OF RESEARCH PROJECT:</b>																																																									
<p><b>B. PRINCIPAL INVESTIGATOR</b> Male <input type="checkbox"/> Female <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Full Name</td><td></td></tr> <tr><td>Current Position</td><td></td></tr> <tr><td>Physical Address</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>Fax</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table> <p><b>CO-Investigator -1</b> Male <input type="checkbox"/> Female <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Full Name</td><td></td></tr> <tr><td>Current Position</td><td></td></tr> <tr><td>Physical Address</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>Fax</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table> <p><b>CO-INVESTIGATOR -2</b> Male <input type="checkbox"/> Female <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Full Name</td><td></td></tr> <tr><td>Current Position</td><td></td></tr> <tr><td>Physical Address</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>Fax</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table> <p>For each additional Co-Investigators, Please Attach additional Page with same information as above</p> <p><b>C. LEAD HOST INSTITUTION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Name</td><td></td></tr> <tr><td>Physical Address</td><td></td></tr> <tr><td>Telephone</td><td></td></tr> <tr><td>Fax</td><td></td></tr> </table>	Full Name		Current Position		Physical Address		Mobile		Fax		Email		Full Name		Current Position		Physical Address		Mobile		Fax		Email		Full Name		Current Position		Physical Address		Mobile		Fax		Email		Name		Physical Address		Telephone		Fax		<p><b>D. COLLABORATIVE INSTITUTION, IF ANY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Name</td><td></td></tr> <tr><td>Physical Address</td><td></td></tr> <tr><td>Telephone</td><td></td></tr> <tr><td>Fax</td><td></td></tr> <tr><td>Email</td><td></td></tr> <tr><td>Head of Institution</td><td></td></tr> </table> <p><b>E. RESEARCH DURATION</b> _____</p> <p><b>F. TOTAL GRANT REQUEST IN BIRR</b> _____</p> <p><b>G. RESEARCH AREA (SECTOR)</b> _____</p>	Name		Physical Address		Telephone		Fax		Email		Head of Institution	
Full Name																																																									
Current Position																																																									
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**7.2. Support letter template**

**ለ፡- ኢትዮጵያ ባዮቴክኖሎጂ ኢንስቲትዩት**

**አዲስ አበባ**

**ጉዳይ፡- በተቋማችን የቀረቡ የምርምር ፕሮጀክቶችን ስለመለክና**

**አስፈላጊውን ክትትልና ድጋፍ ስለማድረግ፡**

ለሀገራዊ ችግር ፈቅ የምርምር ፕሮጀክቶች ድጋፍ በወጣው የምርምር ሀሳብ ጥሪ መሰረት በአቶ/ወ/ሮ/ወ/ት/ዶ/ር/ፕ/ር-----ዋና/መሪ ተመራማሪነት----- በሜል ርዕስ የምርምር ሀሳብ



ለወደድር አቅርቦት የነበረ ሲሆን ይኸው የምርምር ሀሳብ ተመርጦ ለሁለተኛ ዙር (ለሙሉ የጥናት ፕሮግራም) ማለፊያ ይታወቃል።

በዚህ መሰረት የምርምር ፕሮጀክቱን ሙሉ የጥናት ፕሮግራም በዚህ ደብዳቤ ሸኝነት የላክን ሲሆን ያስገባነው የምርምር ፕሮጀክት ፕሮግራም ተወዳድሮ ቢያልፍ እና የምርምር ድጋፍ ቢያገኝ አስፈላጊውን የምርምር ፋሲሊቲ፣ የቁሳቁስና ማንኛውንም ለምርምር ፕሮጀክቱ የሚያስፈልገውን ድጋፍና ክትትል በማድረግ ወቅቱን የጠበቀ የፕሮጀክቱን የፈዚካልና የፋይናንስ አፈጻጸም ሪፖርት የምናቀርብ መሆኑንና ከምርምር ፕሮጀክቱ የሚጠበቀውን ውጤት ለማምጣት አስፈላጊውን ጥረትና እገዛ የምናደርግ መሆናችንን በአክብሮት እንገልጻለን።

ከሠላምታ ጋር