

Dear colleagues,

The call for 2020 applications for TETFund NRF grant is out. The *OAU TETFund Office* in conjunction with the *Central Office of Research (COR)*, has put together below guidelines to assist you with the preparation of applications and vetting of the documents in response to the Call for NRF Concept Notes.

- \* Deadline for submission is **21/07/2020**
- \* Details of full information of the NRF Call are contained in the 112-page (**TETFund NRF 2020 CALL FOR CONCEPT NOTES**) PDF attached.
- \* In particular, pages 85-88 cover all the details including format, guidelines and criteria for evaluation and scoring template for the submission of Concept Notes.
- \* Submission of Concept Notes is through **NRF Portal** at **nrf.tetfund.gov.ng**
- \* To access this portal, you need to create an account at **nrf.tetfund.gov.ng**.
- \* Details of all the navigation at the NRF Portal are contained in the 16-page (**PI\_User\_Guide\_TETFund nrf Portal 2020**) PDF also attached.
- \* Access to the account is via email and password. OAU staff are kindly reminded to use their institutional (OAU) email addresses.
- \* **Word count for the entire Concept Note is 1,500 words**

The OAU TETFund Office and the Central Office of Research are ready to assist with the vetting of Concept Notes before submission to the TETFund Portal. The goal is to improve the overall quality of presentation. For this purpose, Concept Notes can be submitted by email to OAU TETFund Office at [tetfundoffice@oauife.edu.ng](mailto:tetfundoffice@oauife.edu.ng) as soon as possible to enable proper assessment and vetting. Submissions will not be considered after 18<sup>th</sup> of July, 2020.

#### Extra Information

1. Collaboration with colleagues in other Universities with requisite expertise is important. Research teams should have a national spread.
2. Online meetings (via Zoom) are being planned to further create awareness and sensitization among OAU staff about the TETFund NRF 2020 Call for Concept Notes.
3. The following analysis of the **Scoring Template** may guide our preparation of Concept Notes:
  - a. **30%** of the total score go to **Research Methodology** (15%) and **Technical Competence of the Team** (15%)
  - b. **60%** of the total score go to the following: **Title and Background to the Research** (10%), **Statement of the problem and research questions** (10%), **Objectives of the Research Project** (10%), **Potential for scientific breakthroughs, disruptive innovation, start-ups, spinoffs, commercialization** (10%), **Expected Project Impact** (10%), **Budget Estimate – How realistic?** (10%)
  - c. 10% of the total score go to **Literature review** (5%) and **Theoretical Framework** (5%)

For further details, contact

- (a) OAU TETFund Office-(0803 564 2285, [tetfundoffice@oauife.edu.ng](mailto:tetfundoffice@oauife.edu.ng))
- (b) University Research Office URO-(08066581894, [soseni@oauife.edu.ng](mailto:soseni@oauife.edu.ng))

## **FORMAT FOR CONCEPT NOTE - 1,500 words**

- i. Title of Proposed Research (20 words maximum)
- ii. Thematic Area
- iii. Background to the Research
- iv. Statement of the Problem
- v. Objectives of the Research
- vi. Research Questions
- vii. Literature Review
- viii. Theoretical Framework
- ix. Research Methodology
- x. Expected Results
- xi. Innovation: How different it is from other or earlier projects?
- xii. Total Estimated budget, comprising (e.g. Estimated Personnel, equipment, travels)
- xiii. References (not more than 5)
- xiv. Research Team (Name/Rank/Highest Qualification/Area of specialization)

## **GUIDELINES TOWARDS THE PREPARATION OF THE CONCEPT NOTES IN LINE WITH THE FORMAT**

### **1. Title and Background to the Research:**

The *title* of the project should normally not be more than 20 words. The title should reflect the content. *Project Background*: This is expected to contain some details on the project, including definition of research problems, as well as justification for the conduct of the research with respect to developmental needs, as articulated under the thematic area of the project.

### **2. Statement of the problem and research questions**

Applicants are expected to state clearly the problems to be addressed by the research project, leading to the research questions.

### **3. Objectives of the Research Project**

Applicants are expected to provide a summary of the short and long term objectives of the project. Indicate clearly the problems the project will help to address. This will serve to determine the scope of the project.

### **4. Literature review, theoretical framework and research methodology**

Applicants are to provide brief review of recent related works to their research project so as to properly situate the proposed research in the knowledge space in the field. The applicants are also, most importantly, expected to describe the approaches and methods they will use to achieve the desired outputs of the project.

### **5. Potential for scientific breakthroughs, disruptive Innovation, start-ups, spin-offs, commercialization**

A clear statement of what will be new through the project implementation.

### **6. Expected Project Impact**

Applicant(s) should provide information on broad and long-term impact of the project within the context of social, economic and technological benefits, while indicating the direct beneficiaries of the project.

### **7. Technical competencies of the Project Team**

Applicants are expected to provide some details of the members of the research team, clearly indicating who the Principal Investigator (PI) is. The PI must be of at least a Senior Lecturer

Grade in a university or a Chief Lecturer/Principal Lecturer in a polytechnic/college of education. The grant is also a platform for mentoring young researchers through their involvement with field studies and other activities as research assistants. Of interest are the: Quality of Research Leadership; Quality of Research Team; Potential for Mentoring; and Multidisciplinary nature of participation

### **8. Budget Estimate - How realistic?**

The grant from NRF is primarily intended to cover the cost of:

- i. Personnel
- ii. Equipment
- iii. Laboratory consumables
- iv. Data collection and analysis
- v. Travels related to the research activities. International travels will be funded only when absolutely necessary
- vi. Report writing
- vii. Dissemination of results, involving reports, validation workshops with stakeholders and journal publications.

The total budget which must not exceed ₦50 million must be such that not more than 25% of it may be spent on Equipment, 20% on Personnel Cost, 5% on Travels and 3% on Dissemination. Applicants are expected to provide estimates of the total project budget as well as the estimates for personnel, equipment, laboratory consumables and travels.

### **SCORING TEMPLATE OF CONCEPT NOTES**

1. Title and Background to the Research	10
2. Statement of the problem and research questions	10
3. Objectives of the Research Project	10
4. Literature review	5
5. Theoretical Framework	5
6. Research Methodology	15
7. Potential for scientific breakthroughs, disruptive Innovation, start-ups, spinoffs, commercialization	10
8. Expected Project Impact	10
9. Technical competencies of the Project Team.	15
10. Budget Estimate – How realistic?	10
<b>TOTAL</b>	<b>100</b>

Thank you

**OAU TETFund OFFICE / COR**