



Mauritius Research Council

**Small Scale
Research Grant Scheme**

**General Conditions and
Information to Applicants**

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APPENDIX A: APPLICATION FORM

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1. Introduction

- 1.1 The Mauritius Research Council (MRC) was established in 1992 with the mission of promoting and pioneering research for sustainable development to enhance the quality of life of the people of Mauritius. One of its stated objectives is to develop a research culture in the country.
- 1.2 As part of its efforts to generate interest in research work across the various segments of the community, the MRC is launching a Small-Scale Research Grant Scheme (SSRGS) aimed at those individuals or groups yet to embark on research. This booklet and its accompanying documents are designed to guide you in understanding the basic purpose and concepts of research to help you to draft a proposal to the Council.

2 The Small Scale Research Grant Scheme

- 2.1 If you have an excellent idea for a research project that does not require a high degree of sophistication then the MRC's Small-Scale Research Grant Scheme is what you need. We offer you advice on how to formulate a proposal, direct you to sources of information and help you to establish contact with possible interested partners.
- 2.2 In order to assist you in making use of this innovative scheme, we have prepared for your attention a "**Guide to Small-Scale Research**" which takes you through the various stages of research work. The rest of this document gives an overview of the SSRGS - What is its scope, who is the target audience and how to make an application.

3. Scope

- 3.1 This innovative scheme is designed to give opportunities to individuals and groups to get acquainted to conducting research work in all areas relating to the understanding

of social and economic change and with specific emphasis on issues they are confronted with in their work or living environment. As such, the target areas are not pre-defined thus giving the necessary flexibility to the target audience to identify and develop their own research proposal.

- 3.2 The research should be of general interest and significance and geared towards addressing emerging problems at the grass-root level. It should preferably be of relevance to an audience wider than that of the team or individual undertaking the research.
- 3.3 The research proposal should be presented in a standard format to ensure that the individual or group is clear as to the problem to be solved and objectives to be attained while ensuring that a third party can easily assess the relevance and importance of the proposal.

4. Target Audience

- 4.1 The SSRG scheme is available to all those who are not covered by the existing Research Grant Schemes of the MRC, namely the Unsolicited Research Grant Scheme and the Private Sector Collaborative Research Grant Scheme. Hence, **undergraduates, graduates, teachers, members of the police force, medical and paramedical staff, trade unions, non-governmental organisations and personnel of the public and private sectors**, among others, can apply for grants under the SSRGS. Individual applicants are encouraged to submit proposals in partnership with recognised institutions, public or private, that can give impetus and direction to the proposed research.

5. Duration and Amount of Grant

- 5.1 Research grants will be awarded for a period not exceeding 12 months. Each award shall not normally exceed Rs. **150,000**.

5.2 Grants are not normally available for the following:

- Writing up previous research,
- Travel for general study,
- Organisation of conferences, workshops or seminars,
- Preparation of books and publications, and
- Purchase of computer hardware and software. (Access to computer facilities may be made available by the MRC)
- Academic Studies for self-qualifications

6. How to Apply?

6.1 Applicants are required to present their proposal(s) in a standard format to ensure that (i) the issues to be addressed are properly understood, (ii) the objectives to be attained are well specified, (iii) the methodology to be used is clearly outlined, and (iv) the results of the research can be applied and/or disseminated.

6.2 A model application form together with guidelines for filling the form is at Appendices A and B. You need to prepare your application along the proposed format. Application forms are available at the Reception Desk of the MRC, Level 6, Ebene heights, 34, Cybercity, Ebene. **MRC staff can assist you in completing the form.**

6.3 In addition, the **Guide for Undertaking Small-Scale Research** provides useful tips to prepare your research proposal.

6.4 You must ensure that the research proposal is as well defined as possible to include details of what is to be done, how it is to be done, why is it to be done in this particular way and what is the cost of doing it. Before you submit your application form, make sure that you and the relevant collaborating organisation endorse it.

7. Method of Selection and Evaluation criteria

7.1 Once you have submitted your application on the prescribed form, the MRC will screen your proposal to determine its responsiveness to the specific requirements of the SSRGS. The MRC may also seek the advice of independent assessors who are experts in the field(s) of the research proposal. The following criteria will be used in the assessment exercise.

- Innovativeness of the proposal towards solving a particular problem(s)
- Quality of the proposal in terms of clarity of the objectives and methodology to be used
- Benefits accruing to a particular group or the society at large
- Qualification of the proposer(s) - individual or team
- Financial aspects
- Potentials of the proposal to foster a research culture and develop a synergy among participants.

7.2 The MRC reserves the right to seek further information and/or clarifications from the proposer(s) of a research proposal before reaching a final decision. It may also consider the possibility of promoting joint research between proposers whose projects have similar objectives.

7.3 The MRC will support all meritorious projects to the extent of resources available. However, it is under no obligation to fund any proposal or any number of specific proposals on a given topic.

7.4 The MRC will inform all proposers of the outcome of their proposals. A decision will normally be made within two months of the date limit for submission of research proposals.

8. Project Supervision

- 8.1 Upon acceptance of the proposal by the Council, research guidance may be arranged through a local supervisor, should the need arise.

9. Duration of Project and Reporting

- 9.1 The maximum duration for a Small-Scale Research project is one year subdivided into quarterly periods. At the end of each quarter, a progress report is submitted to the MRC. This progress report should briefly summarise the activities during the past three months, identify any significant research developments, describe any problems encountered and provide any change in activities not previously included in the original proposal.

10. Disbursement of Grant

- 10.1 Once a proposal is approved and a contractual agreement signed, the first instalment amounting to the projected expenditure for the first quarter will be paid upfront. The proposer of the research proposal is required to justify all expenditure incurred (submission of vouchers, statement of account, etc) during the first quarter before a second instalment is released. Payment of the second instalment is dependent upon (i) satisfactory completion of the activities in the first quarter and (ii) all expenses incurred in the first quarter are fully justified.

11. Contract Agreement

- 11.1 On approval of a project by MRC, the rules as specified in this document would form the contractual obligations between MRC and the proposer.

12. Completion of Project

- 12.1 Upon completion of the project, the proposer is required to submit a final report together with an executive summary that will be used for publication and/or dissemination purposes. Depending on the findings, a workshop may be organised to validate/disseminate the findings.

13. Inquiries

- 13.1 For further inquiries on the SSRGS you may contact the MRC, at the following address:

Mauritius Research Council

Level 6, Ebene heights

34, Cybercity

Ebene

Tel: 465 1235

Fax: 465 1239

E-mail: mrc@intnet.mu

Website: <http://www.mrc.org.mu>

The MRC reserves the right to revise and amend the terms and conditions laid down in this guideline as and whenever necessary.

**MAURITIUS RESEARCH COUNCIL
SMALL SCALE RESEARCH GRANT SCHEME
APPLICATION FORM**

A. PROJECT OVERVIEW					
1. PROJECT TITLE:					
2. ESTIMATED BUDGET:					
3. ESTIMATED DURATION:					
4. GENERAL OBJECTIVE:					
5. SPECIFIC OBJECTIVES:					
6. Short Summary of the project (about 100 words)					
B. ADMINISTRATIVE INFORMATION					
1. Name of Project Leader:					
2. Title:			Mr./Mrs./Miss		
3. Address :					
4. Phone		5. Fax:		6. e-mail:	
7. Date of birth		8. Nationality			
D M Y					
9. Name of Institution:					
10. Address:					
11. Phone:		12. Fax:		13. e-mail:	
14. Names of other members of the team and/or partner institution				15. Addresses	

C. BACKGROUND INFORMATION

Description of the nature of problem to be addressed (500 words)

D. METHODOLOGY

Describe the activities to be undertaken in the research

	Activity	Output/deliverable
1		
2		
3		
4		
5		
6		

E. TIMETABLE AND COST

Indicate the time needed to carry out each activity/phase of the project and the respective cost

	Activity	Duration	Cost
1			
2			
3			
4			
5			
6			
Total			

F. DISSEMINATION OF RESULTS/OUTPUTS

Outline plans for validating, disseminating or implementing the findings of the proposed research

G. PROJECT ADMINISTRATION

1. Facilities available or required for the research project

2. Contributions to be made by each institution or party involved

H. SIGNATURES

I/we hereby state I/we will ensure the completion of the project proposal to the best of my/our ability

Project Leader	Collaborating partner/institution
Signature:	Signature:
Name:	Name:
Date:	Date:
	Seal

GUIDELINES FOR FILLING THE APPLICATION FORM

Project Overview

1. The project title should be short, clear and very specific to the proposed research.
2. The budget is detailed in section E. The total estimated cost should be inserted.
3. The estimated duration is the total of each activity described in section E. The duration should not exceed 12 months to the extent possible.
4. The proposal should have one general objective to indicate the eventual outcome of the research. It should be stated in one short sentence or statement. Use verbs such as to identify....., to propose, to assess, etc. Avoid embarking on projects with multiple objectives.
5. The specific objectives follow the same style as 4 above and should be related to the general objective or formulated in a manner so as to attain it. Try to contain your specific objectives to a maximum of three.
6. This should be a summary of section C.

Administrative Information

1. The project leader is the person who has overall responsibility for the research.
9. Name of institution refers to the place of work or study.

Background Information

This section should be concise but will contain all details relating to:

- The background of the proposal
- What problem it seeks to address
- Previous work undertaken in this area and action taken, if any
- The methodology to be used in undertaking the research and/or collecting and analysing data

- How will the results be used
- Give details of any related research work undertaken by you, your institution or your collaborating partner.

Methodology

Give a breakdown of the various activities/stages of your research proposal. You will have to phase each activity in such a manner that each deliverable is clearly identified. This will be used as a basis for monitoring progress in the implementation of the research work.

Timetable and cost

The cost and duration for the different activities identified in section D should be computed. The total cost will be used to prepare the budget for the project.

Dissemination of results/outputs

Indicate how you propose to validate, disseminate or implement the findings of the research work. Will it be through a seminar, workshop or publication? If costs are involved give an estimate. You may wish to note that the MRC may publish an extract of the findings.

Project Administration

1. Indicate what facilities or equipment are required to carry out the research work. Are these available or need to be acquired?
2. What is the level of support you, your institution or the collaborating partner is prepared to provide for the implementation of the project? Give details as appropriate.

