



Mauritius Research Council

**Unsolicited
Research Grant Scheme**

Guidelines to Applicants

**MRC-URGS
March 2011**

PRIVACY STATEMENT

The information requested on these proposal forms is solicited under the authority of the Mauritius Research Council Act No. 10 of 1992, in pursuance of the coordination and promotion of research and the commercialisation of research outputs. It will be used in connection with the selection of qualified proposals and may be disclosed to specialist reviewers and MRC staff as part of the review process, award decisions, or the administration of awards.

Note: Proposals not meeting the content requirements listed and explained in this document will be returned to the submitting body.

CONTENTS

1. INTRODUCTION	2
1.1 TERMINOLOGIES	2
2. OVERVIEW OF THE SCHEME	2
2.1 THE PROPOSAL	2
2.2 WHO MAY SUBMIT PROPOSALS	2
2.3 WHEN TO SUBMIT PROPOSALS	3
2.4 HOW TO SUBMIT PROPOSALS	3
3. PROPOSAL PREPARATION	3
3.1 CONFORMITY WITH INSTRUCTIONS FOR PROPOSAL PREPARATION	3
3.2 FORMAT OF THE PROPOSAL	3
3.2.1 Cover Sheet	3
3.2.2 Project Summary	3
3.2.3 Project Justification	3
3.2.4 Project Description	4
3.2.5 Project Activities, Cost Components and Milestones	4
3.2.6 Validation and Dissemination of Results	4
3.2.7 Prior Research Work	4
3.2.8 Results from Previous MRC Support	4
3.2.9 References cited	5
4. METHOD OF SELECTION AND EVALUATION CRITERIA	5
4.1 ADMINISTRATIVE SCREENING	5
4.2 MERIT REVIEW	5
4.3 SELECTION FOR AWARD	5
5. PROJECT IMPLEMENTATION	6
5.1 PAYMENTS AND MONITORING PROCESS	6
5.2 PROGRESS REPORTS	6
5.3 DISSEMINATION OF RESULTS	6
6. GENERAL CONDITIONS OF GRANT ADMINISTRATION	6
6.1 CONTRACTING PARTIES	6
6.2 OBJECTIVES	7
6.3 PAYMENT AND REALLOCATION OF FUNDS	7
6.4 FINANCIAL TRANSACTIONS	7
6.5 EQUIPMENT AND MOVEMENT OF PROJECT PERSONNEL	7
6.6 REPORTING	7
6.7 DISSEMINATION OF FINDINGS, DATA AND OTHER RESEARCH OUTPUT	8
6.8 ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER	8
6.9 RELEASE OF INFORMATION	8
6.10 LEGAL RIGHTS TO INTELLECTUAL PROPERTY	8
6.11 SUSPENSION OR TERMINATION OF GRANTS	8
APPENDIX A	- CHECKLIST FOR PROPOSAL PREPARATION
APPENDIX B	- PROPOSAL FORMS KIT
APPENDIX C	- PROGRESS REPORT: TECHNICAL
APPENDIX D	- FORMAT OF FINAL REPORT

1. INTRODUCTION

The Mauritius Research Council (MRC) is an apex parastatal organisation established in 1992 by an Act of the National Assembly (*Act No. 10, 1992*). The activities of the Council are focused on the main objective of promoting, coordinating and exploiting research with a view to sharpening the competitive edge of industries for sustainable economic and social growth. To that end, the Council operates a number of Research Grant Schemes. In particular, this brochure details the **Unsolicited Research Grant Scheme (URGS)** whereby research ideas and proposals on all aspects of Mauritius industrial, business, economic and social sectors may be forwarded to the Council for funding consideration.

1.1 TERMINOLOGIES

Principal Investigator (PI): The PI is the single individual, designated by the provider institution in a grant application, who is responsible for the scientific and technical direction of the project.

Research: Any activity which is a systematic, intensive study directed toward greater knowledge or understanding of the subject to be studied or a systematic study directed specifically towards applying new knowledge to meet a recognised award.

Development: a systematic application of knowledge towards the production of useful materials, devices, systems, processes or methods, including design and improvement of prototypes to meet specific requirements.

Research Institution: Any organisation involved in research and/or teaching and/or training at post-secondary level. This includes all the tertiary institutions, polytechniques, government and private research institutions and all post-secondary training institutions registered with the Industrial and Vocational Training Board (IVTB).

Provider Institution: The institution through which a research proposal is channelled or through which the research will be undertaken. It is normally the institution where the Principal Investigator (PI) is employed. The Head of the provider institution and the PI are signatories to the contract with the MRC and have responsibilities that are detailed in the section on General Conditions of Grant Administration.

2. OVERVIEW OF THE SCHEME

The URGS is essentially a bottom-up approach to the promotion and exploitation of research, whereby the

Council, invites researchers and research institutions to submit proposals in their own areas of interest. Proposals that are multi-disciplinary and involve inter-institutional or inter-departmental collaboration are particularly encouraged. Proposals are selected for funding based on their potential research value and strategic importance.

2.1 THE PROPOSAL

A proposal should present the:

- objectives and scientific or other significance of the proposed work;
- suitability of the methods to be employed;
- qualifications and experience of the PI and the provider institution;
- impact of the activity on the sector or the country; and
- amount of funding required.

It should describe the merits of the proposed project clearly. There should be sufficient information, prepared with the care and thoroughness of a paper submitted for publication, so that reviewers are able to evaluate the proposal in accordance with the merit review criteria established by the Council.

A **checklist for proposal preparation** is provided at Appendix A to ensure that proposals are complete before submission to MRC.

2.2 WHO MAY SUBMIT PROPOSALS?

Individuals or teams usually initiate proposals which are then officially submitted through their employing organisations (provider institution). Under this scheme, graduate students are not encouraged to submit research proposals but can serve as research assistants. In exceptional circumstances, the Council may consider a proposal submitted by an individual with no institutional support.

Before preparing a formal submission, prospective applicants may discuss their project ideas with MRC staff. This will enable them to verify the relevance of their research proposal with the MRC's areas of priority/interest as well as to ensure its originality.

In principle, any individual may submit a proposal, but preference will be given to proposals that are supported by the following institutions/organisations:

- the University of Mauritius, other Tertiary Institutions, and Polytechnics;
- any Technical or Training Institutions registered with the IVTB;
- government and non-governmental organisations; and
- private companies.

2.3 WHEN TO SUBMIT PROPOSALS

Proposals may be submitted at any time to the MRC. Processing will normally require a minimum of six weeks and a maximum of 3 months. However, there may be cases where, because of the complexity of a proposal, more time may be required for processing. Funding will be subject to the availability of resources and other considerations explained below.

2.4 HOW TO SUBMIT PROPOSALS

Proposals should be submitted on **prescribed forms** located at **Appendix B** of this document. Applications can be sent to the address below either by post or delivered to the Council on weekdays, except on public holidays, between 8.45 a.m. and 4.00 p.m.

THE EXECUTIVE DIRECTOR
MAURITIUS RESEARCH COUNCIL
LEVEL 6, EBENE HEIGHTS
34, CYBERCITY
EBENE
MAURITIUS.

Tel: (230) 465 1235
Fax: (230) 465 1239
e-mail: mrc@intnet.mu

Application forms can be made available on soft copy or by e-mail on request. The guidelines for preparing a research project proposal are explained in the following section.

3. PROPOSAL PREPARATION

3.1 CONFORMITY WITH INSTRUCTIONS FOR PROPOSAL PREPARATION

It is important that all proposals conform to the instructions provided in this section and **the Proposal**

Forms Kit at Appendix B. Proposals that are not consistent with these instructions will need to be amended before consideration by MRC.

3.2 FORMAT OF THE PROPOSAL

Proposals in A4 paper must be stapled in the upper left hand corner or have a simple binding. The type size must be clear and readily legible in standard size, preferably 10 to 12 points. All the pages of the proposal should be numbered and the proposal must be assembled in the sequence given in the **Proposal Forms Kit**. The proposal must follow the format outlined in **Forms 1010 and 1015** of Appendix B.

3.2.1 Cover Sheet

Cover sheet (Form 1010) is available on soft copy. This gives basic information on the project. The title of the project should not exceed thirty words, be scientifically or technically valid, intelligible to a scientifically or technically literate reader and suitable for use in the public press. MRC may edit the title of a project before making an award.

The proposed duration for which support is requested should be consistent with the nature and complexity of the proposed activities. Grants are normally awarded for up to three years under this scheme.

Specification of a desired start date for the project is important. However, requests for specific dates may not be met except in special situations. Requested effective dates should allow at least 3 months from the date of submission for review, processing and decision by MRC.

3.2.2 Project Summary

The proposal must contain a summary of the proposed activity, of not more than one page in length. The summary should be a self-contained description of the activity written in the third person and include a statement of objectives, methods to be employed and the potential impact of the project. It should be informative to other persons working in the same or related fields and understandable to a scientifically or technically literate lay reader.

3.2.3 Project Justification

Make a clear statement of the specific research problem or opportunity to be addressed and its importance. Describe the overall background and technical approach to the problem or opportunity and how the proposed research will provide the anticipated results. Highlight the innovativeness and originality of the research. State the anticipated results and potential commercial

applications (if any) should the research be successful, including the significance of the research base to attract follow-up investment, and stimulate or achieve innovation. Indicate if any clearance or authorisation is required before undertaking the research.

3.2.4 Project Description

This should be the main body of the proposal and should state clearly the work to be undertaken. It must include: objectives of the proposed work, relation to the present state of knowledge in the field; relation to longer-term national goals and to work in progress elsewhere. The statement should outline the general plan of work, including the broad design of activities to be undertaken, an adequate description of the methodology or procedures to be adopted. Each item of information should be typed with an appropriate heading.

Any substantial collaboration with individuals/institutions should be documented with a letter from each collaborator, describing his or her contribution to the project. The letter is to be provided as supplementary documentation. Brevity will assist reviewers and MRC staff in dealing effectively with proposals. The description may not exceed 15 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation.

3.2.5 Project Activities, Cost Components and Milestones

The proposal shall include a detailed justification and breakdown of activities over the duration of the project together with the various items of expenditure (cost components). Project milestones will have to be identified for reporting and monitoring purposes. These are more fully described below.

(i) Activities and cost components

The PI will be required to split the proposal into a maximum of 10 activities representing the critical steps of the project. The duration of each activity will normally be from one month to six months.

The total cost associated with any activity must be broken down into a maximum of ten predefined cost items. Full justification for each item of expenditure should be provided.

The **Project Scheduling and Cost Breakdown Form** (Form 1020) should be used to summarise activity details and cost components. In case the project is jointly funded, each activity must be funded by only one funding agency.

(ii) Milestones

For monitoring purposes, project milestones will be finalised by the Council in consultation with the PI prior to the approval of the project and will be part of the contract. Each milestone will correspond to a period of time and will consist of a set of activities. The milestones of the project will be presented according to the format of Form 1030: **Project Milestones**.

A period may last from 1 month to six months and must include at least one and a maximum of 3 activities. At the end of each milestone, the PI will be required to submit:

- (i) A progress report covering the activities undertaken during the milestone period and the findings of the research; and
- (ii) A statement of actual expenses and a request of funds for the next milestone period, if any.

3.2.6 Validation and Dissemination of Results

The proposal should contain an outline of how it is proposed to validate and/or disseminate the results of the research. It should identify the main stakeholders likely to participate in the process. An indicative costing may be given but this should not form part of the total cost of the project.

The authorisation of the Council should be requested in writing before results of the research are made public.

3.2.7 Prior Research Work

The PI should describe his experience relating to the proposed research work and any related work already in progress at the institution or at collaborating institutions.

The PI should, as far as possible, ensure that the proposed research does not duplicate work in progress or done elsewhere. A literature review or a patent search report may be included. In some cases, the MRC may assist prospective PI to make state of the art search report through Foreign Patent Offices.

3.2.8 Results from Previous MRC Support

Previous support received by the PI from the MRC in the past five years must be detailed. The following information should be provided:

- a. the MRC award number, if any, amount of funding and period of support;
- b. the title of the project;

- c. a summary of the results of the completed work, including, for a research project, the utilisation made of the results; and
- d. any publication resulting from the MRC award.

If the proposal is for renewed support, a description of the relation of the completed work to the proposed work is required. Results may be summarized in fewer than five pages, which would give the proposer the balance of the 15 pages to describe the new project.

3.2.9 References Cited

Reference information is required. Each reference must include the title, name of authors in the same sequence in which they appear in the publication, book or journal, volume number, page numbers and year of publication. PI's should be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal.

4. METHOD OF SELECTION AND EVALUATION CRITERIA

The following section describes the selection process and the criteria that will be used to evaluate project proposals.

4.1 ADMINISTRATIVE SCREENING

MRC will review each proposal to determine if it satisfies the requirements laid down in section 3. If the information provided is insufficient, a request for further information will be sent to the PI or a meeting may be convened to discuss the proposal.

When all information is available a preliminary internal assessment is carried out by the MRC. The MRC will also have recourse to external assessors, either foreign or local to ensure the originality and feasibility of the research.

4.2 MERIT REVIEW

Independent assessors in the appropriate field will evaluate duly completed applications in a process of merit review. Reviewers will be from Universities, Government, Research Laboratories and Industry, both local and overseas. Reviewers will remain anonymous to the PI's but all pertinent comments will be shared with them.

In all instances, proposals will be handled on a confidential basis and care taken to avoid conflict of interests. Evaluation will be confidential to the MRC and to the PI's.

For the merit review process, approximately equal weight will be given to each of the following five criteria:

(i) Intellectual Merit

What is the scientific, engineering or other quality of the proposed research? How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields. What is the degree of innovativeness of the proposed activity? How well conceived and organised is the proposed activity?

(ii) Relevance to National priority

To what extent will the research produce benefits to Mauritius? Who are the potential users and customers and how will they benefit? Does the activity address a current problem area or urgent issue? Does the activity explore areas of strategic interest to the country? How will the project contribute to industry growth and competitiveness, and promote social harmony?

(iii) Manageability

What is the ability of the research team to carry out the activity within the time frame and budget? What are the qualifications of the PI, and other key staff, including the strength of their commitments? Is there sufficient access to resources? Is the provider institution capable of supporting the research?

(iv) Potential for Application

What will be the benefits of the proposed activity to society? Are there any potential commercial partners? What is the local ability to exploit the results? Will the results be disseminated broadly to enhance scientific, technological and other understanding?

(v) Capacity Building

To what extent will the activity enhance the infrastructure for research? Will there be technology transfer and training? Will the activity foster synergy between institutions?

PI's are requested to take the above into account when drafting their proposals to facilitate the selection and evaluation processes. They should submit full details as requested in the forms in Appendix B as well as CV's of not more than two pages each for the PI and other team members.

4.3 SELECTION FOR AWARD

Once external assessments are received, a selection meeting is held at the Council where, if applicable, the

internal assessment is compared with the assessor's evaluation. This may lead to one of the following recommendations to the Board of the Council:

- (i) Approval for full funding
- (ii) Approval for partial funding
- (iii) Not approved.

In case of partial funding, the PI is convened to a meeting at the Council to explore the feasibility of carrying out the project within the funding proposed by the MRC. The PI will have to submit a revised proposal along the lines of any agreement reached.

In case of full funding, there may be an optional meeting to discuss the modalities of implementation and funding. In case there are modifications to the original proposal, the PI will be requested to resubmit a detailed proposal.

When MRC is not able to fund a research project, the PI may be informed of the reason(s) thereof.

5. PROJECT IMPLEMENTATION

The project is initiated by signature of a **contract** between the Council and the Head of the provider institution and the PI.

5.1 PAYMENTS AND MONITORING PROCESS

A first installment is paid upfront by the MRC to enable the mobilisation of resources. The provider institution shall be responsible for the management of all funds provided by the MRC.

After the first milestone of the project, the PI must submit a progress report constituting a comprehensive technical record of the tasks undertaken and results achieved.

The Council may resort to external assessors for evaluation of the technical progress report. The management of the Council may at any time during the project convene the PI and team members for a meeting at the Council or at the provider organisation to monitor progress of the research.

The 2nd instalment is released by the MRC if the progress report is considered satisfactory and all expenditures incurred are certified correct and relevant supporting vouchers submitted by the provider institution.

5.2 PROGRESS REPORTS

The PI must submit a progress report at the end of each milestone.

Progress reports should be submitted in pre-defined formats as detailed in Appendix C and would consist of 2 sections:

- (i) **Technical achievement report (Form 1035)**
- (ii) **Details of expenditure (Form 1040)**

The technical achievement report should consist of at least five typed A4 sheets.

Monitoring of progress is based on activities and the progress report should focus on activities during the period under review.

At the end of the project, the PI must submit a final report as well as a layman's summary in prescribed formats as at Appendix D: **Final report and Form 1050.**

Together with the final project report, a layman's summary of between 5 and 20 A4 pages typed paper should be submitted to MRC. This summary may be published as a public document.

Apart from the periodic progress report, a summary progress report is required in August each year for the MRC's Annual Report. This should be in a non-technical format and between 150-200 words.

5.3 DISSEMINATION OF RESULTS

On completion of a project, the PI is convened for a meeting to discuss possible follow-up actions. Depending on the type of project, there may be one or more of the following actions to diffuse the findings of the research.

- (i) A public seminar;
- (ii) A workshop with stakeholders who may benefit from the research; and/or
- (iii) Publication of a summary for wider diffusion.

6. GENERAL CONDITIONS OF GRANT ADMINISTRATION

The administration of grants is governed by the general conditions laid down below.

6.1 CONTRACTING PARTIES

6.1.1 The contract will be signed between the MRC represented by the Executive Director on the one side, the provider institution represented by its Head and the PI on the other side. The provider institution shall ensure the smooth

implementation of the research project. The PI shall provide the technical leadership for the project.

6.1.2 The contract will be in the form of an exchange of letters between the contracting parties. All Annexes are deemed to be part of the contract.

6.1.3 The offer of funding by the MRC will automatically lapse if it is not signed within six (6) months of its despatch from the MRC. Likewise, if no activities have been undertaken within the first 6 months after signature of the contract by the contracting parties, any advance payment made shall be returned to the MRC and the project cancelled unless an acceptable justification for the delay is given.

6.2 OBJECTIVES

6.2.1 The objectives of the project are as laid down in the agreed project document.

6.2.2 Provision is made for revising the objectives of the research project if special circumstances dictate subject to the approval of MRC.

6.3 PAYMENT AND REALLOCATION OF FUNDS

6.3.1 Once the contract is signed, a start up or first instalment amounting to the sum indicated for the first period will be paid upfront upon request. This is followed by subsequent instalments on agreed dates usually at the beginning of each period, subject to receipt by MRC of a satisfactory progress report, and a statement from the provider institution certifying the correctness of expenditures incurred.

6.3.2 In exceptional cases, it may be possible to reallocate funds from one period to another and from one item to another subject to formal approval by the MRC.

6.4 FINANCIAL TRANSACTIONS

6.4.1 All financial transactions must be carried out in accordance with the accounting and audit procedures of the provider institution. This includes tender procedures.

6.4.2 No purchases may be made of items other than those agreed upon unless there is formal agreement between the contracting parties.

6.5 EQUIPMENT AND MOVEMENT OF PROJECT PERSONNEL

6.5.1 All equipment purchased under MRC grant scheme remains the property of MRC unless otherwise decided. Overseas travelling, recruitment of Research Assistants and travelling of foreign researchers to Mauritius are subject to authorisation by the MRC and the provider institution.

6.5.2 If a PI plans to leave an organisation during the course of a project, the provider institution has the prerogative to nominate a qualified replacement PI or request that the grant be terminated. Replacement PI's are subject to MRC's approval.

6.5.3 In those cases where a particular PI participation is integral to a given project, and the PI's original and new organisations agree, MRC may arrange for the transfer of the grant and the assignment of the remaining unobligated funds to the PI's new organisation.

6.5.4 Upon transfer of the grant to the new organisation, any monetary discrepancies must be resolved between the provider institution and new grantee. MRC reserves the right to resolve the situation in case its interests are affected by such discrepancies.

6.6 REPORTING

6.6.1 At the end of each milestone the PI will submit to the MRC a progress report constituting a comprehensive technical record of the tasks undertaken and the results achieved.

6.6.2 These reports will be used by MRC as the basis for assessing the level of achievement of the objectives and the project as a whole. They will also be used in any independent in-depth review the MRC may decide to conduct from time to time in order to check the authenticity and quality of the work undertaken.

6.6.3 In the event of an unsatisfactory report, MRC will discuss the issue with the PI to resolve matters, failing which MRC reserves the right to stop further disbursement of funds.

6.6.4 Assessment of and comments on all reports will be made available in writing to the PI.

6.6.5 A draft final report must be submitted within one month of completion of the project. This

final report should constitute a substantive record of the whole project. The draft final report will be supplemented by a layman's summary of a maximum of 20 pages. This layman's summary may be published as a public document.

6.6.6 The final project report should contain the technical information needed by MRC for informing government and the public about the results of the activities it supports.

6.7 DISSEMINATION OF FINDINGS, DATA AND OTHER RESEARCH OUTPUT

6.7.1 MRC advocates and encourages open scientific communication. Wherever applicable, MRC expects significant findings from supported research to be promptly submitted for publication with authorship that accurately reflects the contributions of those involved. The MRC may also publish research results in its newsletter.

6.7.2 The MRC also encourages grantees to share information regarding software and inventions, once appropriate protection for these has been secured. Otherwise it will ensure that the innovations they embody are widely useful and usable.

6.7.3 Any request for a summary of a completed project must be made through a formal written request. Full copies of final report are normally not made public but are available for consultation at the Council.

6.8 ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

6.8.1 An acknowledgement of MRC support and disclaimer must appear in publications (including World Wide Web pages) of any material, whether copyrighted or not, based on or developed under MRC supported projects.

6.8.2 All final reports must carry the following acknowledgement on the cover page:

This material is based on work supported by the Mauritius Research Council under award number

Any opinion, findings and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the MRC.

6.9 RELEASE OF INFORMATION

6.9.1 A proposal that results in an MRC award can be made available to the public upon a written request, except for privileged information or material that is personal, proprietary or otherwise exempt from disclosure under law. Such confidential information should be clearly identified in proposals.

6.9.2 Such information will be withheld from public disclosure to the extent permitted by law. Without assuming any liability for inadvertent disclosure, MRC will seek to limit disclosure of such information to its employees and to outside reviewers when necessary for merit review of the proposal.

6.9.3 Information contained in unsuccessful proposals will remain the property of the PI, but MRC will retain file copies of all proposals.

6.10 LEGAL RIGHTS TO INTELLECTUAL PROPERTY

6.10.1 According to the MRC Act, all intellectual property arising out of Council resources shall be vested in the Council.

6.10.2 The intellectual property belonging to the Council may be made available for use by the PI and the provider institution organisation on such terms as may be agreed.

6.11 SUSPENSION OR TERMINATION OF GRANTS

MRC grants may be suspended or terminated in accordance with procedures contained in the contract. Grants may also be terminated by mutual agreement.

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

CHECKLIST FOR PROPOSAL PREPARATION

Does the proposal meet the following requirements?

- Cover sheet is complete []
- Project summary is included (not to exceed 1 page) []
- Project description in 15 pages or less conform to page size and type []
- Project scheduling and cost breakdown form is complete []
- Project milestone details form is complete []
- CV of PI and all Team Members are included []
- Project duration does not exceed 3 years []
- Written clearances/authorisations and agreement from head of institution is included (Where applicable) []
- List of references is included []
- Three copies, including the original of the proposal are submitted []

PROPOSAL FORMS KIT

Section

1	Cover Sheet	Form: 1010. Notes have been included under relevant headings in the softcopy to facilitate the submission of required information
2	Project description	Form: 1015
3	Project scheduling and cost breakdown	Form: 1020. Notes have been included under relevant headings in the softcopy to facilitate the submission of required information
4	Project Milestones	Form: 1030. Notes have been included under relevant headings in the softcopy to facilitate the submission of required information
5	Format of CV	Use the established norm in preparing CV's

PROJECT MONITORING FORMS

1	Progress Report: Technical Achievement Report	Form : 1035
2	Progress Report: Details of Expenditure	Form : 1040

MAURITIUS RESEARCH COUNCIL
Unsolicited Research Grant Scheme
COVER SHEET

(FORM 1010)

DATE RECEIVED	FOR MRC USE ONLY	
	DATE ACKNOWLEDGED	
MRC PROPOSAL NUMBER	ASSIGNED TO	
PROJECT TITLE		
REQUESTED AMOUNT	PROPOSED DURATION Months	
PRINCIPAL INVESTIGATOR NAME	TITLE: MR/MRS/DR/PROF/MISS	
ADDRESS	TEL: FAX: E-MAIL:	
OTHER TEAM MEMBERS	TITLE: MR/MRS/DR/PROF/MISS	
ADDRESS	TEL: FAX: E-MAIL:	
OTHER TEAM MEMBERS	TITLE: MR/MRS/DR/PROF/MISS	
ADDRESS:	TEL: FAX: E-MAIL:	
NAME OF INSTITUTION:		
ADDRESS:		
TEL:	FAX:	E-MAIL:

FORMAT OF PROJECT DESCRIPTION

1. Project Summary

This should be a technical abstract of the proposal not to exceed one page.

2. Project Justification (see paragraph 3.2.3)

To attach proofs of clearances/authorisation to undertake the research, if any.

3. Project Description

To insert a maximum of 15 pages. Each relevant item of information should have appropriate headings (e.g. objectives, issues to be addressed, scope of work, methodology, relevance to national objectives, current state of knowledge in the field, output expected, etc).

4. Project Activities, Cost Components and Milestones

Use forms 1020 and 1030 to give the requested information. Provide detailed information and justification for all items of expenditure under this heading.

5. Validation and Dissemination of results

Give an indication of how this will be done and who will be involved.

6. Prior Research work undertaken by PI

Experience of the PI relating to the proposed research project.

Related work already in progress at the institution or at collaborating institutions

7. Result of previous work financed by MRC, if any

8. Referees

(Give 2-3 names and addresses of referees)

9. Has this project proposal or a similar one, been submitted to any other organisation for either full or partial funding?

If yes please state the organisation, the level of funding sought and the response. Also indicate for what particular component of the project is MRC funding being sought.

10. Facilities, equipment and other resources. (Identify the facilities to be used at each performance site listed and as appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project).

- Computer
- Software
- Laboratory equipment:
- Office
- Other

PROJECT SCHEDULING AND COST BREAKDOWN

Project Title:											Award No.:									
PI:											Starting date:			Projected Completion date:						
ACTIVITIES^{*1}	YEAR^{*2}																			
	MONTH^{*3}																			
1	Literature survey																			
2	Problem identification																			
3	Equipment identification/familiarisation																			
4	Trials/Field tests																			
5	Analysis of results																			
6	Report writing																			
7																				
8																				
9																				
10																				
COST BREAKDOWN FOLLOWING COST COMPONENTS FOR EACH OF THE 10 ACTIVITIES ABOVE			ACTIVITIES										TOTAL PER ITEM							
			1	2	3	4	5	6	7	8	9	10								
1	Consumables																			
2	Equipment																			
3	Salaries (e.g R.A or technician)																			
4	Local travel																			
5	Overseas travel (exceptionally)																			
6	Documentation/publications																			
7	Computing services																			
8	Consultancy (exceptionally)																			
9	Others (specify)																			
TOTAL PER ACTIVITY																				
FUNDING SOURCE																				
													MRC	OTHERS						
REMARKS																				
1. A set of 10 activities maximum can be freely defined for a project.																				
2. The cost breakdown for each activity should be carried out following the predefined cost components.																				
Approval by MRC:					Date:					Approval by PI:					Date:					

*1. This list is indicative. Type in the activities relevant to the project.

*2. Type in the years

*3. Type in the first letter of the month

PROJECT MILESTONES

PROJECT TITLE:						Award No.:	
PI:						Starting date:	Project Completion date:
MILESTONE PERIOD	DURATION (MONTHS)	STARTING DATE	MILESTONE: (PROGRESS REPORT DUE DATE)	ACTIVITIES (LISTED IN FORM 1020 TO BE CARRIED OUT DURING THE PERIOD)	MRC FUNDING	FUNDING BY OTHERS	REMARKS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
	Total Duration			Total Number of Activities	Total MRC Funding	Total Funding Others	
Approval by MRC:			Date:	Approval by PI:			Date:

PROGRESS REPORT**TECHNICAL ACHIEVEMENT REPORT**

Note: Please use the following format and ensure that the report is not less than 5 pages.

PI:	AWARD NO.:	STARTING DATE:	PROJECTED COMPLETION DATE:
TITLE:			

Please include the following information:

1. RESEARCH OBJECTIVES:

A list of detailed activities in the period under review

2. WORK COMPLETED:

A report on the progress to date and their relationship to the general goals of the grant. This section should include full details like designs and questionnaires, summary of new data collected.

3. OUTSTANDING WORK:

A brief summary of the activities of the next period and how the activities of the period under review link to the next period.

4. PROBLEMS ENCOUNTERED BY PI

A brief account of the problems encountered to achieve the set objectives

I certify that to the best of my knowledge (1) the statements herein (excluding scientific hypotheses and scientific opinions are true and complete (2) the text and graphics in this report as well as any accompanying publications or other documents, unless otherwise indicated are the original work of the signatories or individuals working under their supervision.

PI signature:

PROGRESS REPORT : DETAILS OF EXPENDITURE

Project Title:								Award No.:					
PI:								Starting Date:		Projected Completion Date:			
Period No.:		Activities in Period			Total Amount Budgeted			Actual Amount Spent					
ITEM		ACTIVITY:			ACTIVITY:			ACTIVITY:			TOTAL FOR PERIOD		
		Budgeted	Actual *	Balance	Budgeted	Actual *	Balance	Budgeted	Actual *	Balance	Budgeted	Actual *	Total Balance available
1	Consumables												
2	Equipment												
3	Salaries (e.g R.A or tecnicoian)												
4	Local travel												
5	Overseas travel												
6	Documentation/publications												
7	Computing services												
8	Consultancy												
9	Dissemination												
10	Others (specify)												
TOTALS													
FUNDING SOURCE													
Request for next period:			Activities concerned:			Total Amount requested:		Amount approved for carry forward:		Amount not approved for carry forward:		Actual payment for next period:	
FOR MRC USE ONLY			Date received:			Checked by:		Approved by:			Remarks:		

*NOTE:The provider institution is required to certify the appropriateness and correctness of all expenditure items and provide all relevant vouchers for expenses incurred and purchases effected.

PI Name and Address

--

MAURITIUS RESEARCH COUNCIL FINAL REPORT

PART I- PROJECT IDENTIFICATION INFORMATION

1. Type the name of the MRC Scheme under which grant is made

2. Award Dates (MM/YYYY) From: To:

3. Organisation and Address

4. Award Number:

5. Project Title

Mauritius Research Council

MRC Grant Conditions require submission of a Final Report to the MRC no later than 30 days after the expiration date of the award. Final Reports for expired awards must be received before new awards can be made.

Use this format to provide a summary of the completed projects and technical information. Be sure to include your name and award number on each separate page. See below for more instructions.

PART II - SUMMARY OF COMPLETED PROJECT (for public use)

The summary (about 200 words) must be self-contained and intelligible to a scientifically or technically literate reader. Without restating the project title, it should begin with a topic sentence stating the project's major thesis. The summary should include, if pertinent to the project being described, the following items:

- The primary objectives and scope of the project
- The techniques or approaches used only to the degree necessary for comprehension
- The findings and implications stated as concisely and informatively as possible

PART III - TECHNICAL INFORMATION (for program management use)

List references to publications resulting from this award and describe in full primary data, samples, physical collections, inventions, software, etc., created or gathered in the course of the research and, if appropriate, how they are being made available to the research community. This section should be limited to 30 pages.

I certify to the best of my knowledge (1) the statement herein (excluding scientific hypotheses and scientific opinion) are true and complete, and (2) the text and graphics in this report as well as any accompanying publications or other documents, unless otherwise indicated, are the original work of the signatories or of individuals working under their supervision. I understand that willfully making a false statement or concealing a material fact in this report or any other communication submitted to MRC is a criminal offense.

Principal Investigator Signature:	Date:
-----------------------------------	-------

Mauritius Research Council,
Level 6, Ebène Heights,
34 Cybercity,
Ebène

Tel: (230) 465 1235

Fax: (230) 465 1239

Email: mrc@intnet.mu

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