

SOKOINE UNIVERSITY OF AGRICULTURE



SUA RESEARCH AND INNOVATION SUPPORT (SUARIS)

SUARIS COMPETITIVE GRANT CONCEPT NOTE APPLICATION FORM:

5TH CALL 2025/2026

*Read carefully the guidelines for general instructions and advice pertaining to specific questions before filling the application form. **Do not modify this form from its original format***

This form consists of three sections: Please make sure that all sections are filled in fully. Use Arial font 10.0 pts, single line space to fill the application form.

Section A: is for official use

Section B: provides synopsis of your research idea

Section C: provides details of qualification and experience of your research team.

After you have completed this form, please save it as “Your last name_SUARIS5_Concept Note Cluster No. x”

And submit electronic <https://esb.sua.ac.tz> copy to <suaris@sua.ac.tz> and hard copies to the secretariat in the DPRTC. Proposals must be received by the SUARIS Secretariat in the DPRTC not later than **Friday, 15th August, 2025**. You will then receive a notification acknowledging receipt of your submission.

SECTION A: (FOR OFFICIAL USE ONLY)

PROPOSED RESEARCH TITLE:

CLUSTER:

COMPLIANCE CHECK LIST:

- | | |
|---|--|
| 1. Project Leader and his/her official affiliation clearly identified including age of PI | Tick <input checked="" type="checkbox"/> |
| 2. All sections of the application form are fully completed | <input type="checkbox"/> |
| 3. Indicative work plan and budget | <input type="checkbox"/> |
| 4. A signed CV of project leader and key members of research team, with their CVs signed to indicate consent with. | <input type="checkbox"/> |
| 5. Role of each research team member clearly defined. | <input type="checkbox"/> |

SECTION B: SUMMARY OF PROPOSED RESEARCH IDEA

GENERAL INFORMATION

Research Cluster:
 Research Title:
 Grant Category:
 If applying for PostDoc support, write your PhD research topic:
 Location(s) in which research will take place:

PROJECT LEADER

Name (Last name, First name):
 Date of birth (dd/mm/yyyy):
 Postal Address:
 Tel. number:
 Email Address:

AFFILIATION

College/School/Institute:
 Department:

ABSTRACT

Insert abstract of the proposal here (Not more than 200 words)

1. INTRODUCTION

Describe the background, indicating the scope of the study; existing knowledge about the problem in Tanzania and elsewhere with similar environment showing why the proposed work is not about reinventing the wheel or repeating work which has already been done; What are the significant knowledge gaps that are worth investigating? What is the gap you wish to study Describe them clearly and unambiguously.

Insert here (Not more than ½ page)

2. RESEARCH PROBLEM STATEMENT AND JUSTIFICATION

What is the problem for which funding is being sought, and why is it important? (cause-effect relationship to the core or main problem). How does the project relate to existing knowledge gaps?

Insert here (Not more than ½ page)

3. OBJECTIVES*Main and specific objectives**Insert here (not more than ¼ page)***4. METHODOLOGY**

*This section is KEY. Provide a synopsis related to the study design, methods and approaches of data collection, handling and analysis. The methods should be able to show explicitly how the project objectives will be achieved. How will the research problems be addressed? What **multidisciplinary approaches** will be used? What **methods** will you use to engage and partner with other actors with similar interest to address the issues/problems you intend to research on? Which type of measurable data will be collected and how? How will the data be processed and analyzed? Which research protocols do you intend to use?*

*Insert here (not more than 1 page)***5. EXPECTED OUTPUTS AND OUTCOMES**

Clearly describe the measurable outputs and outcomes that the project is expected to generate. Also show how the expected outputs and outcomes contribute to the National and Global goals.

*Insert here (not more than 1/4 page)***6. RELEVANCE**

What is the relevance of the proposed project to National and Global goals (SDGs)?

*Insert here (not more than 1/4 page)***7. TEAM COMPOSITION AND ORGANISATION**

How will the team be led and organised to achieve the project objectives?

*Insert here (not more than ½ page)***8. DISSEMINATION AND COMMUNICATION**

*How will the expected research findings be disseminated and communicated to end users, policy makers, and the scientific community among others.
How will the research be sustained post project funding period (e.g. research industry/private sector linkage, laboratory capacity building, etc.).*

*Insert here (not more than 1/4 page)***9. APPROXIMATE BUDGET**

State the anticipated cost of the research by activity. Do not exceed the funding category of your choice.

Cost element (Maximum allowed percentage for travel expenses is 30% and minimum allocation for publication and communication is 10% of the total budget)

Percentage %

Total (TZS)

Yr1

Yr2

Total

1. Research materials and equipment ¹				
2. Field and on station research costs ²				
3. Transportation and travel expenses for researcher(s) ³				
4. Project co-ordination, Office expenses and stationery ⁴				
5. Publication and communication ⁵				
TOTAL				

Key

¹ Costs for setting up and maintaining research activities including procurement of materials and equipment for the project activities, service costs for such equipment and materials, data collection and material analysis expenses. Equipment shall include facilities for collecting, handling and processing data as well as facilities for collecting, handling and processing applicable research materials and equipment.

² Cost for field and on-station research activities including trainings and demonstration and casual laborers. This may include students' allowance if applicable, as well as ethical clearance.

³ Costs incurred in facilitating movement of researchers to and from research activity areas. These will include transport expenses, vehicle hire, fuel costs and subsistence allowance paid to researchers and support staff in conformity with approved institution regulations to undertake research activities

⁴ Stationery used for production of research materials, communication expenses used for the project. Other costs in this category will include costs for facilitating collaboration with other institutions (exchange of materials, documents, movements, consultation).

⁵ Costs related to activities for promotion of the project results, e.g. preparation and production of scientific papers, dissemination materials, popular publication, product/innovation orientation seminars/result sharing workshop with stakeholders, and participation in other meetings. Include budget for establishment and maintenance of multi-stakeholders' forums where appropriate.

10. WORK PLAN

Activity	Yr1	Yr2

SECTION C: QUALIFICATIONS AND EXPERIENCE OF RESEARCH TEAM**11. PROJECT LEADER**

Last name:	First, Other names:
Highest qualification:	Job title:
<i>Curriculum vitae: (Please attach an up-to date CV – Not more than 2 pages)</i>	
Work experience	
<i>(List all positions held, starting with the current position)</i>	
Academic qualifications:	
<i>(List all degree, diplomas or certificates held including when and where obtained)</i>	
Publications (if any):	
<i>(List your most recent and relevant publications and reports (not more than 3))</i>	
Other information:	
<i>(Include any other information you feel is relevant to the application). Please note that one applicant is not allowed to submit more than one proposal as a PI; BUT may co-apply in at most one (1) proposal. Thus, no person will appear in more than two proposals. The PIs with the on-going SUARIS projects are NOT ELIGIBLE for this call.</i>	
FOR EFFECTIVE MENTORSHIP, A MENTOR WILL ONLY APPEAR IN NO MORE THAN ONE PROPOSAL.	

12. KEY MEMBERS OF THE RESEARCH TEAM AND MULTIDISCIPLINARITY

For each member of the research team **attach a signed CV of not more than 1 page** showing relevance to proposed research. (Note: You can add more fields to accommodate other team members)

Last name:	First, Other names:
Institution:	
Job title:	Highest academic qualification:
Describe Role/Responsibility in the Project:	
Last name:	First, Other names:
Institution:	
Job title:	Highest academic qualification:
Describe Role/Responsibility in the Project:	
Last name:	First, Other names:
Institution:	
Job title:	Highest academic qualification:
Describe Role/Responsibility in the Project:	

13. REFERENCES

Ensure that only references cited are given here

Insert here (not more than 1 page)

14. DECLARATION

I _____ have read and understood the rules, guidelines and regulations governing the granting of research funds from SUA and undertake to abide by them. I confirm that everything stated in this concept note is correct to the best of my knowledge.

Name: _____ Signature: _____

Date: _____

Note: PLEASE DO NOT CHANGE ANYTHING IN THIS FORM