



**ACCRA TECHNICAL UNIVERSITY (ATU)
DIRECTORATE OF RESEARCH, INNOVATION, PUBLICATION
AND TECHNOLOGY TRANSFER (DRIPTT)**

ATU RESEARCH AND INNOVATION FUND (ARIF)

2024/2025 APPLICATION FORM

Carefully read the eligibility guidelines and general instructions contained in this form before filling

1. The main applicant or Principal Investigator (PI) must be a full time active (not on study or sabbatical leave) member of staff at Accra Technical University (ATU).
2. Applicants must have no research ethics disciplinary record
3. The project must be within the priority areas of focus for the 2020/2021 call in-line with the University's Vision and Mission, as well as ATU's research agenda: TVET for Sustainable Development.
4. The proposed research must be original and innovative in nature plagiarism is highly discouraged (Turn-it-in Report is to be attached to the application).
5. A researcher is eligible to submit only one application for funding in any given call. A researcher whose name appears in other applications will not be considered in subsequent applications.
6. Applicants should have relevant qualifications and competence in the subject area of the proposed project.
7. All members of a research team must sign the research proposal before submission, to signify their consent to participate in the research project.
8. Delete and add rows in tables where necessary.
9. Applications should be submitted in softcopy to riptt@atu.edu.gh on or before the deadline, late submissions will not be considered.

(Expand the spaces provided in this form to fit you content. The proposal should not exceed **15 pages** (Arial 12, single spacing) excluding relevant appendices.

Title of Research Project:

Thematic Area: (as per the call)

Estimated Project Budget (Gh¢):

Estimated Period for Project:

Abstract/Executive summary: (About 150-200 words)

1.0 Background to the Research *(Provide a background defining the problem to be addressed and justification of your research. Identify relevant stakeholders and potential beneficiaries for your*

proposed research. Formulate the problem statement(s), and provide adequate up-to-date scholarly knowledge, citing adequate references on the proposed research area).

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2.0 Objectives and Expected Outcomes (The objectives must be **Specific, Measurable, Achievable, Relevant, and Time-Bound** and inclusive of relevant research and capacity building objectives whereas the expected outcomes should be realistic, quantifiable and clearly linked to the objectives of the research).

	Objectives (in SMART format)	Expected Outcomes (the impact or changes in the area that the research will have contributed to)
1.		
2.		
3.		
4.		

3.0 Key Deliverables and Success Indicators (This section should answer the question “What needs to be done to achieve the objectives?” List up to three deliverables to be realized (e.g. research evidence, prototype, new strategic approach, policy briefs, strengthened network, etc.). For each deliverable, provide one indicator of achievement and its target date. Milestones are events that mark progress towards the achievement of an objective. List one or two milestones per deliverable and per year, add as many rows as necessary).

Deliverables List	Deadlines
Deliverable 1:	
Activity 1.1	By:
Activity 1.2	By:
Success Indicator 1:	By:
Deliverable 2:	
Activity 2.1	By:
Activity 2.2	By:
Success Indicator 2:	By:
Deliverable 3:	
Activity 3.1	By:
Activity 3.2	By:
Success Indicator 3:	By:
Deliverable 4:	
Activity 4.1	By:
Activity 4.2	By:
Success Indicator 4:	By:

4.0 Methodology (Describe the design and the methods to be used, both for research and for capacity

building objectives. These sections should answer the question “How will the project generate the deliverables?” Describe the activities that will take place and explain how they will generate each planned deliverable).

5.0 Results Uptake and use; Sustainability

Explain the approach envisaged to facilitate the application and use of the project results to make a change (i.e. contribute to an outcome). Explain how the outcomes are expected to become sustainable.

6.0 Budget

(A clearly Itemised and realistic budget to be provided in terms of specific activities and key deliverables stated in section 3.0 above. The budget item lines must also be in line with your research methodology).

ITEM	ACTIVITY DESCRIPTION	ARIF BUDGET					
		No. of persons	No. of days /person	Unit cost/ person (GHC)	Total Amount (GHC)	Grant required (GHC)	Applicant's contribution (GHC)
1	Deliverable 1/Results 1:						
2	Activity 1.1:	10	5	200.00	10,000.00		10,000.00
3	Activity 1.2:						
4	Subtotal				10,000.00	-	10,000.00
5	Deliverable 2/Results 2:						
6	Activity 2.1:	2	10	400.00	8,000.00		8,000.00
7	Subtotal				8,000.00	-	8,000.00
8	Deliverable 3/Results 3:						
9	Activity 3.1:	2	1	134,822.20	269,644.40	269,644.40	-
10	Activity 3.2:	1	1	20,000.00	20,000.00		20,000.00
11	Activity 3.3:	1	1	34,818.00	34,818.00	34,818.00	
12	Subtotal				324,462.40	304,462.40	20,000.00
13	Deliverable 4/Results 4:						
14	Activity 4.1:	4	45	200.00	36,000.00		36,000.00
15	Activity 4.2:	4	10	200.00	8,000.00		8,000.00
16	Activity 4.3:	2	7	200.00	2,800.00		2,800.00
17	Subtotal				46,800.00	-	46,800.00
18	Deliverable 5/Results 5:						
19	Activity 5.1:	20		175.00	3,500.00		3,500.00
20	Activity 5.2:	2	5	3,000.00	30,000.00		30,000.00
21	Activity 5.3:	20	1	300.00	6,000.00		6,000.00
22	Subtotal				39,500.00	-	39,500.00
23	Other Costs:						
24	1.	1	1	1	8,840.00	8,840.00	

8.0 Project Team

List the project team by filling in the table below, State clearly the specific roles of each team member in the project. Add as many lines as needed. The percentage of time allocated to the project must also be calculated. For example, on a 40-hour work week, working two hours five days a week is equivalent to 25% full-time equivalent (FTE).

Please provide as appendix CVs/Short Profiles for each of the team members. Each CV/Short Profile should be maximum two (2) pages long, with the exception of PI's CV which can be a full CV.

	Team Members	Department	Expertise	Role in the Project	% of FTE
1.	Principal Investigator				
2.	Team Member 2				
3.	Team Member 3				
4.	Team Member 4				
5.	Team Member 5				

9.0 References (*List bibliographic references included in the proposal*)

10.0 Appendices:

The following documents MUST be submitted as a separate attachment to your application form.

- *Truncated CV (CVs for each of the team members. Each CV should be maximum three (3) page long, with the exception of PI's CV which can be a full CV.*
- *Project team endorsement page (duly signed by all members of the team, template provided see below)*
- *Turn-it-in Report From ATU's University Library*

11.0 Team Members' Endorsement *(Attach the sign sheet as an appendix)*

*All members of a research team **must sign** the research proposal before submission for consideration to signify their consent to participate in the research project*

Team Members	Name	E-Mail Address & Telephone Number	Signature & Date
Principal Investigator			
Team Member 2			
Team Member 3			
Team Member 4			
Team Member 5			