BAYERO UNIVERSITY, KANO

OFFICE OF THE DEPUTY VICE-CHANCELLOR (R&D)

GUIDELINES FOR ACCESSING SMALL RESEARCH GRANTS

Introduction

Bayero University (BUK) is committed to addressing Africa's developmental challenges through cutting edge research, knowledge transfer and training of high-quality graduates. The University Management is striving to make a giant stride towards achieving its institutional mission. The University Small Grants Committee conducted an analysis of the associated strengths, weaknesses, opportunities, and threats bedeviling the institution. It became apparent that the university is faced with some development challenges internally and in the surrounding host communities. While there are several areas where the University needs to improve, the most significant areas include security, environmental management, crime, drug and substance abuse, municipal services and sanitation, facility management/maintenance, students' academic performance, social inclusion, student support services, community empowerment and entrepreneurship, application of innovation in teaching, learning and university administration.

The challenges mentioned above constitute a serious constraint to the effective growth and ranking of the university. For example, in the 2025 World University Rankings released by the Times Higher education, Bayero University stood at No. 1215th best university globally and 6th best university in Nigeria. It becomes clear, that addressing the internal development challenges can contribute to improved productivity which can lead to overall institutional impact and ranking.

The Grant

The Vice-Chancellor, Bayero University is championing a course for the repositioning of the institution. The goal of the grant is, therefore, to improve the capacity of Bayero University by addressing internal institutional development challenges. The grant is competitive, and application is open to all interested members of the university community. A total of fifteen million Naira (₦15,000,000.00) shall be allocated to fund at least five projects each year. The estimated budget for each project should not exceed three million Naira (₦3,000,000.00). The projects are expected to be completed within six (6) months and must demonstrate how the expected outcomes will contribute to the development needs of Bayero University. The grant shall be managed in accordance with relevant mechanisms on grants management in Bayero University.

Budget elements shall include minor equipment, personnel, data collection, consumable/supplies, and dissemination. While minor equipment is not to cost more than 20%, personnel and dissemination should not cost more than 15% and 10% respectively, of the total budget. The following items are considered as non-fundable items: computers,

printers, scanners, and phones. In addition, the inclusion of miscellaneous in the budget is discouraged.

Eligibility Criteria

The Principal Investigator (PI) must be a staff of Bayero University and not below the rank of Senior Lecturer. Applications must be accompanied with a support letter from the Head of Department or Director/Dean of the implementing Department or Institute/Centre/School as the case may be.

Research Thematic Areas

Applications may be made under any of the following thematic areas:

a) **Municipal Services and Sanitation (MSS):** Focus areas include water supply, energy management, facility management/maintenance, environmental management,
b) **Community Security and Safety (CSS):** Focus areas include security, crime, drug and substance abuse, occupational health and safety,
c) **Academic and Community Services (ACS):** Focus areas include students' academic achievement, student support services, community empowerment and entrepreneurship, application of innovations in teaching, learning and university administration.

Application Process

An interdisciplinary team of researchers with track record of successful project management may apply for the grant. Interested applicants are expected to use the **Small Grant Application Form Template**, which can be downloaded at https://buk.edu.ng/drip_resources_Forms. The proposal (in PDF format) shall be submitted via the link https://forms.gle/g1q1SBF9UncGeN1S8 on or before February 8, 2025 not later than 23:59 Hours.

Elements of the Proposal: The elements of the proposal are presented in the Small Research Grant Application Template

Executive Summary: The executive summary should indicate a justification for the project and a concise alignment with the existing body of knowledge. Brief description of standard and clear strategies required to accomplish the project and achieve the designed deliverables should be presented. Applicants are expected to briefly explain a convincing logic for the project. Projects are expected to be cost-effective; applicants are therefore advised to demonstrate that their projects would be compliant with value-for-money principles. The executive summary should not be more than 500 words.

Innovation: Briefly explain what changes your project will bring in Bayero University and/or its immediate communities. State the intellectual property (patent, copyright, trademark, etc.) that could be generated from the project.

Assessment Criteria and Scoring

Proposals shall be assessed according to the following assessment criteria

SECTION	DESCRIPTION	MAXIMUM SCORE	ACTUAL SCORE
Project Title, Thematic Area	The title should: contain appropriate key words; be specific to the work to be accomplished; not be more than 20 words. A good title is usually a compromise between conciseness and explicitness.	5	
Executive Summary	Nontechnical summary of the project	7	
Background of the Research	Provide the general background of the research project as well as justification for the conduct of the research with respect to the developmental needs of Nigeria.	7	
Statement of the Problem	State clearly the problems to be addressed, including the scope of the research project. A good research problem should address an existing gap in knowledge.	7	
Objectives of the Research	State clearly the main objective and the specific objectives of the project. The objectives must be SMART (Specific, Measurable, Achievable, Realistic and Time-bound)	5	
Project Outcomes	Expected changes in the society	5	
Literature Review	Provide detailed review of recent related works to properly situate the proposed research in the knowledge space in the field.	5	
Conceptual Framework	Description of the system of concepts, assumptions, theories, and the relationships among them, that defines the research gap to be addressed	5	
Research Methodology	Detailed description of the methodology of the proposed research. Describes the approaches to sampling and sample preparation, the appropriate procedures and equipment, and the data collection and analysis methods required to achieve the desired outputs of the project.	10	
Work Plan	Project timeline in the form of a Gantt chart	3	
Expected Results	Provide the deliverables to be achieved at the end of the project. Provide information on broad and long-term impact of the project, indicating the target and direct beneficiaries of the project.	5	
Logic Model	Illustration of relationship between the current situation, inputs, outputs, and outcomes	5	
Monitoring and Evaluation	Strategy for measuring project deliverables. M&E mechanism, showing what will be measured, evaluated and reported.	5	
Data Management & Analysis	What methods and tools shall be used in the analysis of collected data	5	
Estimated Budget	Are all the budget elements needed for the research project? Is the project achievable with the stated budget? Is the total budget sum reasonable based on the expected benefits? Provision of an acceptable	7	

SECTION	DESCRIPTION	MAXIMUM SCORE	ACTUAL SCORE
	justification for the budget.		
Budget Justification	Briefly describe the justification for the funds requested to implement the project	3	
References	List 10-15 references most relevant to the proposed project. The references should be cited within the proposal.	3	
Research Team	Provide information on members of the research team. The Principal Investigator (PI) must be a holder of, at least, a PhD or Professional Fellowship of a relevant medical college. The composition of the team should reflect potential for mentoring; gender balance; and multidisciplinary nature of participation.	7	
	Total Score	**100**	

Important Dates

Call for applications   January 25, 2025
Submission of completed proposals   February 8, 2025
Preliminary assessment and sorting   February 15, 2025
Technical assessment of proposals   February 20, 2025
Submission of assessment report to the Vice-Chancellor   February 30, 2025
Announcement of successful applications   March 5, 2025
Acceptance of grant by PIs   March 12, 2025

Formatting
The proposal should be written in the following format:

Font – Type New Roman,
Size – 12,
Line spacing – single,
Page margins – moderate,
Paper format – A4
Language – English

The grant shall be disbursed in two tranches as follows:

     1st tranche – 70% to be released on March 20, 2025,

     2nd tranche – 30% to be released on July 20, 2025, and

Progress made in the implementation of the grant shall be reported according to the following timeline:

     Project Inception Report – March 30, 2025

     Progress Report I – June 20, 2025

     Final/Closing Report – September 20, 2025