**KSA International Collaboration Grant**

**Application Form**

# Overview

This document contains the template to be completed when applying for an International Collaboration grant. Please append additional pages as necessary.

**Please note that the application process and required supporting documentation remains the same whether collaborators apply for the Research Capability Grant, or the Grand Challenges Grant.**

There are three parts to this application form:

1. Research Proposal

The Research Proposal is the key element in obtaining the International Collaboration funding. It should outline the following information:

* Strategic case and objectives for joint collaborative research
* Roles and responsibilities of Lead & Co-Principal Investigators
* Scientific methodology to be used throughout research
* Compliance measures throughout Program cycle

2. Spend Plan

This is to provide cost estimates of resources the collaboration seeks to use over the grant cycle.

3. Declaration

This is a checklist to confirm:

* Originality
* Alignment with the university’s overall R&D strategy
* Resources and facilities are available to support the project

The completed application should be submitted to the RDO electronically by **October 29th, 2018, in one single PDF file**; specific details will be shared closer to the deadline.

We have a detailed Research Proposal Evaluation Rubric, which will be used for consistent and fair evaluation of proposals.

The CVs of the PIs and Co-PIs should also be provided. Please limit to three pages and identify up to six main relevant publications.

When the form is submitted you will be asked to confirm your contact details, institution and role.

# Research Proposal

The joint Research Proposal is the most critical document that will be used to determine which collaborations will be selected to receive funding for both the Research Capacity and Grand Challenges Grants. It is the opportunity for collaborators to communicate their interest, and for the official review panel to assess its quality and strategic importance.

## Project information

Please complete the following form for the PI.

|  |  |
| --- | --- |
| **Type of grant being applied for**  1. Research Capability  2. Grand Challenge |  |
| **Field and sub-field or specific Grand Challenge** |  |
| **Title of project** (English) |  |
| **Title of project** (Arabic) |  |
| **Principal Investigator’s name** (English) |  |
| **Principal Investigator’s name** (Arabic) |  |
| **PI’s email address** |  |
| **University affiliation** |  |
| **Academic ranking** |  |
| **National ID or Iqama ID** |  |
| **University ID** |  |
| **Proposed total budget** (SAR) |  |
| **Estimated duration** (Maximum 36 months) |  |

## Proposal summary in English

Identify the key participants in the research, the main aims of the proposal and the main research methodologies. (Max 300 words)

## Proposal summary in Arabic

Identify the key participants in the research, the main aims of the proposal and the main research methodologies. (Max 300 words)

## Key-words

Please add a selection of key words to describe your proposal that will help us to identify the most appropriate individuals for the evaluation. (4-6 Key-words)

## Principal and Co-Principal Investigators and Research Teams

Detail the names and affiliations of the following designated individuals:

* The Principal Investigator (PI): the holder of the grant and the lead researcher. They are responsible for the preparation, the undertaking, and administration of the research grant including data analysis and publication.
* Co-Principal Investigator (Co-PI): has responsibilities similar to that of a PI on research projects, but the PI has ultimate responsibility in conducting the research project.
* Research Team: researchers who will assist in the joint intellectual effort of the research but not the lead role. They should at least be pursuing a Master’s degree in a related field, and can come from the collaborating institution or from elsewhere.

## High-level summary of funding requested

Describe the high-level funding requested in each year of the grant (mobility, equipment and consumables). Please show the KSA vs International Collaborator split. (Max 600 words)

## Background to research proposal including literature review

State the main aims of the research and/or the key hypotheses to be tested and the outcome expected, such as publications, patents, new products and technologies, etc.

Describe the current state of international research in the area combined with a short literature review. Demonstrate where there is a deficit in current knowledge and how the proposed research will address that.

Proposal authors should present any of their own/collaborative research data that may provide preliminary evidence to support the proposed research plan. They should describe the rationale for the international collaboration and the named PIs and Co-PIs, as well as how the proposed research aligns with the priorities identified in KSA national plans (i.e. National Science, Technology and Innovation Plan, National Transformation Plan, Vision 2030). (Max 1800 words)

## Detailed scientific methodology

Describe the methods and methodologies to be used in depth. This should include clinical, laboratory, fieldwork or theoretical methodologies. If relevant, the statistical framework and specific data analysis methodologies should be described.

The location and supervision of the research should be identified as well as the presence of relevant equipment and information technology support. (Max 1000 words)

## Research environment

Detail the size, condition and quality of the relevant research facilities including equipment.

The number of post-doctoral staff and PhD/MSc students for each PI and Co-PI should be described as well as their current research funding and major sources. (Max 1000 words)

## Collaborative strength

Describe the qualifications and previous research undertaken that is relevant to the proposed research topic. Demonstrate how these existing capabilities will contribute to the collaboration’s research.

Detail any elements of capacity building that will take place between collaborators that will build on the complementary R&D capabilities of the partner institution. (Max 1000 words)

## Grant governance

Outline the overarching governance structure to be used throughout the grant lifecycle that will play a role in overseeing the positioning of the joint collaboration across collaborators. (Max 400 words)

## Grant management

Describe how the grant will be led and managed. The mechanisms for staff support and the review of research progress should be described, as well as the plans to regularly review the research across collaborating institutions. (Max 600 words)

## Compliance

Outline all requirements relating to R&D in each collaborating country’s jurisdiction (e.g. regulatory, legal, financial, audit, ethical) and describe what measures will be taken to ensure all aspects of the grant funding and project research maintain compliance.

## Alignment with Vision 2030 and national priorities and Impact

Please explain how your proposal aligns to KSA national priorities and the objectives of Vision 2030 and how it is going to have an impact with clear expected outcomes. (Max 600 words)

## References

Please list the key relevant publications. (Max 2 pages)

## CVs

Please submit CVs of PIs and co-PIs along with the proposal. Please limit the documents to three pages each.

## Letter of support from the international collaborator

Please submit a letter from the international collaborator (Department Chair, Dean, Research Center Director, Vice-Rector or similar) addressing support and commitment to the research project, along with reasonable assurance of research facilities, and other partnership related matters.

# Spend Plan

Please indicate how the collaboration plans to spend its allocated grant funding for the categories below over the full three-year Grant cycle. For each category, the collaboration should propose specific uses with enough detail to understand the intended approach**.**

For evaluation purposes, it is important to include which collaborator will receive the funding on an item basis.

**Note that ordinarily the funding allocation should maintain that two thirds of the total grant is spent within the KSA university, leaving the remaining third to be distributed to the international collaborator.**

It is permissible to diverge from the Spend Plan submitted to the RDO according to different priorities or new circumstances. It is not necessary to re-submit a revised plan; however, the expenditure must still conform to the scope and intent of the grant. Compliance will be assessed upon submission of the Expenditure Statement. Please note that a proof of purchase will have to be submitted for each item listed in the Expenditure Statement, therefore it is necessary to save all relevant receipts, contracts, salary statements, etc.

Applicants should take care to ensure the balance of funding requested will allow them to run the program of work effectively. When considering the balance of expenditure across these areas, applicants should make sure they understand the impact of the upper limit of one third of the grant being available for international collaborator. This should be considered especially carefully if a large budget is planned for equipment that must stay in KSA.

Please complete the following forms.

|  |  |  |
| --- | --- | --- |
| **Year 1** | | |
| **Expense Category** | **Description of Planned Spend Activity**  (Including whether the allocation will remain in KSA or will be put towards the collaborating university ) | **Est. Cost (SAR)** |
| **Mobility** |  |  |
| Travel | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| Travel expenses | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| Salary Buy-Out / Other | * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| **Total Planned Spend for Mobility** | |  |
| **Equipment – \*limited to KSA spend** |  |  |
| Equipment  *\*limited to KSA universities* | * [Planned activity] * [Planned activity] * [Planned activity] |  |
| **Total Planned Spend for Equipment** | |  |
| **Consumables** |  |  |
| Items to further enable research | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| **Total Planned Spend for Consumables** | |  |
| **Annual Total** | |  |
| **Total Planned Spend for Year 1** | |  |

|  |  |  |
| --- | --- | --- |
| **Year 2** | | |
| **Expense Category** | **Description of Planned Spend Activity**  (Including whether the allocation will remain in KSA or will be put towards the collaborating university ) | **Est. Cost (SAR)** |
| **Mobility** |  |  |
| Travel | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| Travel expenses | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| Salary Buy-Out / Other | * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| **Total Planned Spend for Mobility** | |  |
| **Equipment – \*limited to KSA spend** |  |  |
| Equipment  *\*limited to KSA universities* | * [Planned activity] * [Planned activity] * [Planned activity] |  |
| **Total Planned Spend for Equipment** | |  |
| **Consumables** |  |  |
| Items to further enable research | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| **Total Planned Spend for Consumables** | |  |
| **Annual Total** | |  |
| **Total Planned Spend for Year 2** | |  |

|  |  |  |
| --- | --- | --- |
| **Year 3** | | |
| **Expense Category** | **Description of Planned Spend Activity**  (Including whether the allocation will remain in KSA or will be put towards the collaborating university ) | **Est. Cost (SAR)** |
| **Mobility** |  |  |
| Travel | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| Travel expenses | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| Salary Buy-Out / Other | * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| **Total Planned Spend for Mobility** | |  |
| **Equipment – \*limited to KSA spend** |  |  |
| Equipment  *\*limited to KSA universities* | * [Planned activity] * [Planned activity] * [Planned activity] |  |
| **Total Planned Spend for Equipment** | |  |
| **Consumables** |  |  |
| Items to further enable research | * [Planned activity, collaborator] * [Planned activity, collaborator] * [Planned activity, collaborator] |  |
| **Total Planned Spend for Consumables** | |  |
| **Annual Total** | |  |
| **Total Planned Spend for Year 3** | |  |

# Declaration

By submitting this form I am confirming that to the following three statements are true:

1. The content of the application is original and a similarity check has been completed
2. The proposed research is aligned to the University’s overall research strategy
3. Resources and facilities are available to support the project

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Institution** |  |
| **Date** |  |

(Wet signature not required).