INTERNATIONAL FOUNDATION FOR SCIENCE

GUIDELINES:

Applying for your first IFS Individual Research Grant

TO COMPLETE THE APPLICATION FORM

The Application Form is a Word document, available for downloading on the IFS website (here). It should be filled out (in either English or French) on a computer using Microsoft Word or other compatible word processor programme. **We do not accept zip files**, or scanned application forms**. The only attachments allowed are the signed first page and any document as specified under 9.10 below.** The completed form should be sent as an attachment in an email to: applications@ifs.se **once a call for applications is open**. IFS will only accept Application Forms prepared and submitted in this way.

Under the headings below you will find instructions on how to complete each section of the application form. The grey fields (or boxes) on the application form need to be filled in by you. You can use your mouse or the TAB key on the keyboard to move the cursor from one field to another.
You have a limited space to write in for each field. If your cursor disappears below the bottom edge of the field, you must shorten your response to fit within the space. Text that disappears below the bottom of the field will not be seen by the reviewers of the Application. It is particularly important to be aware of this if you are cutting and pasting between different documents.
This is a standard form for all applicants, manipulating the form to create extra space is not permitted. **Manipulated forms will not be considered.** Please note that this form does NOT allow you to format text. Consequently, you cannot underline, italicize or otherwise highlight any terms, e.g. Latin names of species.

1 APPLICANT

Your title / Gender	Click on 'Choose one' and choose one option from the drop-down list.
Your name as it would appear on your publications	State your name ***as it would appear in a scientific publication***.
Date of birth	Please use the format DD/MM/YYYY (2 digits for the **Day**/2 digits for the **Month**/4 digits for the **Year**). Use only numbers.
Most recent degree	Provide the title of your most recent and most advanced academic degree. More detail regarding this and other degrees is asked for in section 5.1.
Your most reliable email address	Give **only one** email address here. IFS will use this address to communicate with you regarding your application. Give any additional email addresses under point 4 (Contact information).

2 RESEARCH PROJECT

Research Area	Click on 'choose one' and choose the one of the three Research Areas which you feel to be most appropriate for your project. Read a detailed description of the Research Areas here.
Title of your project	Keep the title of the project short and simple, but informative. The title should clearly describe the basic objectives of the proposed project and be understandable by a scientist who is not an expert in your field. Do not use acronyms.
Short summary of the project	Give a short summary (maximum 250 words) of the proposed project, sufficiently informative for other scientists who are not necessarily in your field of expertise. The summary should contain an overview of the project, including a short background description, the objectives and a brief description of how these will be accomplished, and expected outputs. Considerable attention should be given to the preparation of this item. It is suggested that you write this item last. Include the estimated budget in the space below your summary (this should be the same as in section 11).
Keywords	Provide 3-5 keywords that best capture the topic of your research project. They can be the words you have used to carry out your literature survey/ internet search. Your keywords may be used to facilitate assigning your project to reviewers that are best-suited to comment on your proposal.

3 SIGNATURES

Both you and the Head of your Institution are required to sign the application form before a decision can be made by IFS.

Print this first page. It must be signed by the Applicant and signed and stamped by the Head of Institution. ***Send*** a scanned version of signed first page (pdf) together with the filled in application form (Word Document) to your contact person at IFS. Please ***keep*** the paper version of the first page, to be sent to IFS ***upon request***. For details on how to name and send the application and any additional attachments, see at the end of the Guidelines

4 CONTACT INFORMATION

4.1 The Institution that will administer your IFS grant (this must be in an eligible country).
This is the Institution that is supporting your IFS research proposal. In section 3 the Head of this Institution signed an acknowledgement that you are attached to this Institution and that the Institution agrees to support your proposed research. IFS will also assume that you receive your mail at this address, unless another address and explanation is provided in section 4.2.
Give the full name of the Institution. PLEASE DO NOT ABBREVIATE OR USE ACRONYMS FOR INSTITUTION NAMES.

4.2 If you will be carrying out your research at an Institution or location different from the one mentioned in 4.1, provide details in the space below (this must also be in an eligible country).
Provide details if you will be carrying out your IFS research project – or part of it – at another institution or location than the one in 4.1. For example, you may be carrying out your research at a field station away from your home institution, or you may carry out part of your sample analysis at a laboratory that has access to more advanced scientific equipment. (If identical to 4.1 leave empty).

4.3 If you will be spending time during the planning, implementation and completion stages of your IFS project at any additional academic Institution, provide details.
Provide details if you are temporarily staying at another research institution for further academic studies. For example, you may be enrolled in a sandwich PhD programme at a foreign university. Describe for what purpose, when and at which stage(s) of your project you will be linked to this Institution. (If identical to 4.1 or 4.2 leave empty).

5 YOUR SKILLS **in English and French**

Under the three headings Read, Speak and Write, check the box that most correctly describes your skills in English and French. These are the two official languages of IFS.

6 YOUR EDUCATION

Provide details on your most recent scientific education. Besides the name and country of the Institutions, also give the dates of the courses, the name(s) of your supervisor(s), and full information about the academic degrees you obtained during these periods. Also give information about any fellowships you have received.

6.1 List your academic degrees. Please start with the most recent degree.

Month/Year
Please use the following format: MM/YYYY. Only numbers, 2 digits for the Month/ 4 digits for the Year. For example, August 2012 would be entered as 08/2012.

Name and country of educational establishment
Please give the name and country of the Institution. Give the following details: Department, Faculty or Institution, University, City, Country.
DO NOT ABBREVIATE OR USE ACRONYMS FOR INSTITUTION NAMES.

Degree
Here you should choose the degree you received at this educational establishment from any of the drop down lists. If the degree you received is not listed here, but is equivalent to one listed as an English, French or Spanish degree, choose that. If you do not know what your degree is equivalent to regarding English, French or Spanish degrees, use section 6.2.

Subject of your degree
Indicate the scientific field of your degree. For example: “microbiology”, “political sciences”, “integrated control of crop pests”.

Fellowship / Study grant
Give information about any fellowships or study grants you received to get this degree.

6.2 Other degree not equivalent to any of the above
If you do not know which English, French or Spanish degree your degree is equivalent to, write the name of the Institution, etc. as above and the name of the degree here.

6.3 Other studies and training courses
Mention any other courses or training programmes you have attended in the field of the proposed research project. List subject title, place and duration.

7 EMPLOYMENT

7.1 Your present position

Employing organisation/institutional affiliation. Provide information about your present position at your Institution. If you are not employed by your organisation, please specify the precise relationship you have with it. Be as specific as possible regarding the research areas you are working in and about your responsibilities. Describe how many people in the listed categories you supervise.

7.2 Your previous positions

Provide information about your previous positions.

8 YOUR RESEARCH WORK TO DATE

8.1 Provide full details of your own publications. Group them as journal publications (including manuscripts in preparation), conference papers, posters, reports and degree theses. Start with the most recent ones for each group.

List all your major publications, especially those related to your proposed research project, giving author(s), year of publication, title of the article, name of journal or book and page numbers. Also give all information available about articles in press, in particular to which journal they have been submitted. List also the title(s) of your thesis/theses. You may include reports; mark them with an "R".

8.2 Summarize your research experience demonstrating your scientific competence, relevant to the proposed research.

Provide information about the scientific experience you have obtained which prepares you to carry out the proposed research project

8.3 Describe ongoing research at your Institution focussing on the capacities (e.g. skills, experience and capacities of your colleagues) which you could call upon for your project.

Provide information about any scientific work at your Institution related to the proposed research project, indicating possible institutional back-up you may receive during your project.

8.4 Already established scientific contacts

Provide details of scientific collaborators in your proposed project, and any additional scientific contacts already established by you who could provide advice on your project. For both categories, give name, position, field of specialization, institutional affiliation and e-mail address, and (if applicable) their specific role in this IFS project.

8.5 Additional scientific contacts you would like to establish

Provide details on scientific contacts you would like to establish, in addition to those you already have. Give name, position, field of specialization, institutional affiliation and e-mail address.
You can also mention scientific areas in which you would like to establish links with senior scientists.

9 PROPOSED RESEARCH PROJECT

9.1 What is/are the problem(s) your research project seeks to address? Provide a background and justification for your research. Identify relevant stakeholders and potential beneficiaries for your proposed project. Formulate your problem statement and support it with facts, citing references. For example: “Vitamin A deficiency affects 63% of children under the age of five in the X region of country Z (Smith et al., 2009)”.

9.2 What is the current state of scientific knowledge that your research is building on (globally as well as locally)?

Provide a short and up-to-date summary of the present status of scientific knowledge relevant to the research you propose. A critical analysis of the scientific literature should help you to identify existing knowledge gaps. Make reference to local and world-wide literature (e.g. Johnson et al., 2008).
The summary must show how your research is built on previous knowledge and how it is innovative, in the way that it represents the next step.
There are several free scientific literature databases available on the internet. You may also want to contact your librarian for assistance in finding relevant scientific publications

9.3 Publications/literature quoted in sections 9.1 and 9.2 (provide full details of references). Make a list of references, providing full details of the most important references which support the information in 9.1 and 9.2. Please make the list in a format used by major scientific journals, so that the original publication can be traced. (Author(s), year, title, journal/book, volume/publisher, pages). For example: “Smith A, B Jones and C Brown. 2009. Effects of vitamin A deficiency in country Z. Journal of Examples, 3(1): 6-12”.
Please make sure that you stay within the available space of the application form.

9.4 State the research objective(s) of the project. State the objectives of your research which will contribute to filling (some of) the knowledge gaps you identified in section 9.2. Your objectives should be as specific as possible. Avoid generalisations like “Addition of manure will increase crop yields.”

9.5 State your scientific hypotheses or research question(s). You should formulate your research question(s) in such a way that it/they can be tested and ultimately either confirmed or rejected through the proposed experiments or observations. A good hypothesis does not predict a general or obvious outcome. An example of a poor hypothesis would be: “Does the addition of manure increase crop yields?” This is already known or a near-certainty. A better hypothesis would be: “Can addition of manure XX be competitive with current fertilizer regimes for maize production in region Y with regard to economic feasibility and environmental sustainability?”

9.6 **State the expected outputs of the project (its deliverables, i.e. what will be achieved at the end of the project).** Describe what you expect to be achieved through the activities of your project (in contrast to outcomes, see 9.7 below).

9.7 **State the outcomes of the project. How will your research results be relevant to society? Might your research results be put into use, and if so how?** How might the outputs of your project lead to potential outcomes? Outcomes are the consequences of your project which may lead to e.g. awareness raising, changes in behaviour or actions of stakeholders. Usually, outcomes are beyond the reach of the research project itself.

9.8 **Research design and data analysis.** Applicants are strongly advised to contact a statistician/biometrician during the planning stage of the research project in order to make sure that the project design permits appropriate statistical analysis and reliable interpretation of the data that will be generated.

9.9 **Describe your project design, making reference to the literature from which you take your methodologies for experimental design, sample collection and data analysis, or for qualitative research and case-study approaches** Summarize and make reference to literature regarding, the experimental design or plans for trials and observations, case-studies, etc, that you will use in your project. Also describe the statistical method(s) to be used to analyse the data. Refer to any software you will be using

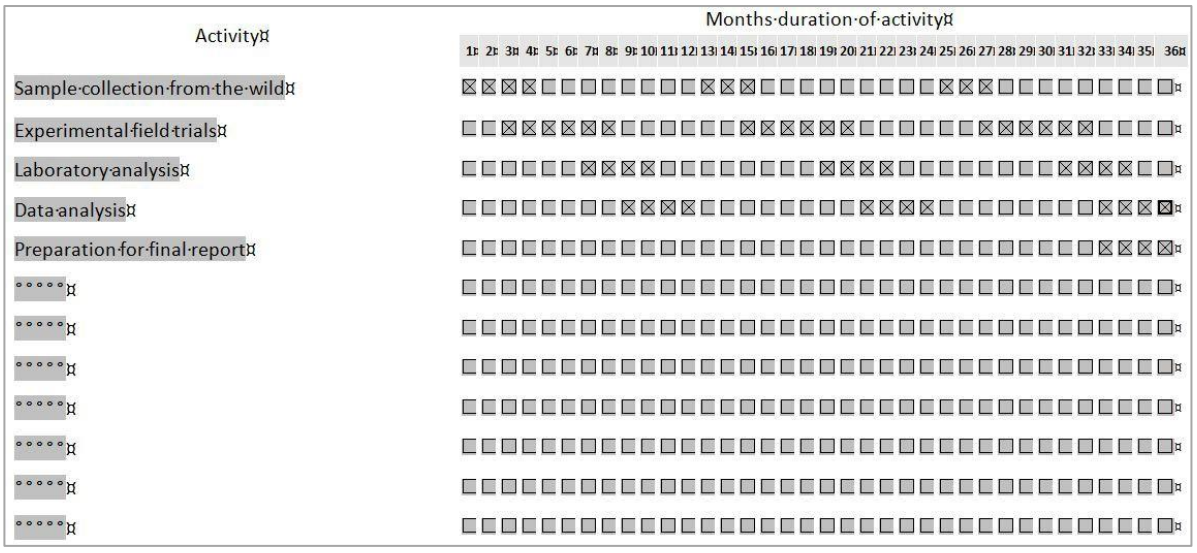
9.10 **Your research plan** The research plan is an important part of the proposal. This section describes specific details of the work you will carry out (observations, surveys, experiments, etc). Make sure it covers all objectives listed in 9.4. It should cover the entire duration of your IFS research project (1-3 years). Describe in detail what will be done. Present a logical sequence of the research activities. Do not simply provide a list of activities. The description of techniques and methodologies used must be detailed enough so that other researchers could repeat your work, if so desired. Describe where the research will be carried out, give criteria for choosing sites and samples, sampling methods and sample sizes. Latin names must be provided of all species studied, where known. Provide detailed references for any special methodologies used (there is no need to describe methodologies which are well known by researchers in general, e.g. nitrogen analysis by Kjeldahl).

- **If you use a questionnaire in your research, you are required to attach a copy to IFS together with the completed application form.** In some cases you may also wish to send a diagram of e.g. your field trial design or special experimental protocol to IFS as an attachment. If you do, please refer to that diagram in this space.

IMPORTANT! If you will solicit information from human subjects (using interviews, questionnaires, etc), or are working with or producing genetically-engineered organisms, dangerous products, or are carrying out experiments that may otherwise raise ethical issues – e.g. regarding the care and use of experimental animals – you should state how confidentiality regarding information gathered from respondents will be guaranteed and if and how safety regulations and international standards will be adhered to.

9.11 **Time schedule for your research project.** List each significant project activity in the Gantt chart (e.g. relevant details on the timing and the duration of the activities listed and methodologies described in more detail under 9.10). Chronological plan of activities: list each significant project activity and indicate in the chart when the activity will take place and how long it will last. For example a sampling period may last from month 1 until month 5, partly overlapped by chemical analysis which may last from month 3 until month 12.

A very general example of what it may look like is given below:



10 FACILITIES AND FUNDING

10.1 **List facilities available at your Institution.** List facilities including equipment, etc, necessary for your project which will be provided by the Institution where the work will be carried out. This is important for a proper evaluation of the application. Spare parts or accessories for these apparatus may be requested in the budget if they are necessary. The use of equipment included in this list must be agreed upon by the Head of Institution; this is implicit in his/her signature in section 3.

10.2 **List any other funds for your project that you or your Institution have obtained or applied for**. State funding organisation, time frame for funding and amount.

10.3 **If you have co-funding for your research, please give details of why IFS support is needed to complement your other support.** IFS permits co-funding of projects, but it must be clearly explained what the funds requested from IFS will be used for in relation to the funds available for the same project (or elements thereof) from other donors.

11 ESTIMATED BUDGET in USD

The total budget (items 11.1 - 11.6) should not exceed USD 12,000.
The budget should cover the complete project period (12-36 months). It is **not** an annual budget.
The budget items must be relevant to the proposed research plan and should be justified under item 11.7. Vehicles cannot be purchased from the IFS grant. IFS DOES NOT FUND INSTITUTIONAL OVERHEADS, SALARIES OR HONORARIA.

11.1 **Equipment**. List each item of equipment for which you request funding. Under this heading you should list items that have an individual cost of USD 500 or more and an expected life span of more than 3 years. Specify and describe each item, and give to the best of your knowledge: manufacturer, model/type, accessories if needed. Give a realistic estimate of the cost for each item. Include freight charges, insurance, and taxes for items to be imported. Consult, if possible, a senior technician for advice on the most appropriate equipment for your project.

Please remember that IFS must follow all international trade agreements and trade embargos. In practice, this means that IFS does not purchase and transfer equipment or materials between countries when such transfers are restricted by one or both countries.

11.2 **Expendable supplies.** List categories and significant items of expendable supplies (glassware, solvents, feed, reagents, test kits, etc) and give a cost estimate for each. Include freight charges, insurance and taxes for items to be imported.

11.3 **Literature, documentation, information.** List categories of literature (e.g. books, reprints, and photocopies) or documentation, and give a cost estimate for each category. If you intend to purchase books, provide details. Literature searches may be considered. IFS accepts a standard cost of USD 500 for these items. If your estimation of the costs exceeds this amount, it must be specified and justified under 11.7. (Costs for publishing scientific work should not be included here. This kind of support is applied for separately.)

11.4 **Local travel costs to carry out your research project.** Give your estimation of the actual costs for your local travel (accommodation, food, tickets, fuel, etc). Please note that only costs related to local travel (sample collection, field visits, participant observation, surveys etc) may be requested under this item. If the project requires a driver, interpreter etc, don't forget to include their travel costs under this point. In 11.7 you **must** explain the need for local travel, with a detailed calculation of the costs. If sites are far away from your institute, the reason why they were selected has to be justified under 11.7. (Costs for travel to conferences, scientific meetings, etc should not be included here. This kind of support is applied for separately.)

11.5 **Costs for services related to field work, surveys, etc.** Extra manpower costs must be specified and justified under item 11.7. They should only include manual labour costs which are necessary for the execution of **the IFS project**, labourers for field work, animal care, translators, guides, etc. The applicant cannot be subsidised with an honorarium, salary, etc.

11.6 **Other costs.** Any other costs not mentioned above which are necessary for the IFS project**.**

11.7 **Explain the items you request funding for in the budget, describing their function, explaining their cost, and defending their use in the research project.** Describe their purpose and function and justify their need in relation to the activities mentioned in the research plan. Give explanatory details and calculations for amounts requested under 11.4 to 11.6. Example of calculation for travel cost: you are undertaking a household survey in a district 100 km away from your home institution. "Calculation: 100 x 2 (return) x mileage (USD/km) x number of visits = sum requested in the budget." Unexplained or insufficiently explained items may be cause for failure of the application or reduction of the approved budget.

12 PREVIOUS CONTACT WITH IFS

Please provide information regarding earlier contacts you have had with IFS.
Please state how you learned about IFS.

HOW TO SEND YOUR APPLICATION TO IFS

1. Save the filled in Application form on your computer – please include your name in the file name (e.g. JohnSmith_Application_Jan2014.doc).

2. Together with the application form, you are requested to send a scanned version of the signed first page as an attachment (see Point 3 Signatures, above). Give this document a name which includes your name (example: JohnSmith_FirstPage.pdf). Keep the paper version of the signed first page until requested.

   For other attachments relevant to your project (questionnaires, diagrams and/or pictures/maps), please name files according to the content and include your name (e.g. JohnSmith_Questionnaire.doc, JohnSmith_Diagram.pdf or JohnSmith_Picture1.jpg). All attachments should be attached one by one to the same e-mail (compressed files –zip, rar etc – are not accepted).

Once a call for applications is open

3. Send the completed application (Word doc), a scanned copy of the signed first page together with any other attachments by e-mail to: applications@ifs.se
   Please do not send your application from multiple e-mail addresses.
   Within one week from submitting your application, you are supposed to receive an acknowledgment of receipt.