



Pak-UK Education Gateway

INNOVATIVE AND COLLABORATIVE RESEARCH GRANT (ICRG) PROPOSAL COVER SHEET

Proposal Reference No. (Not for completion by applicant)		
Title of Project:	ICRG:	
Duration of Project:	In months	
Total Budget Requested	PKR million	GBP million
Pakistan Lead Institution		
Institutional Address	Street Address	
	City	
Principal Investigator	Name	
	Position/Title	
	Department	
	Tel. #	
	Email	
UK Lead Institution		
Institutional Address	Street Address	
	City	
Principal Investigator	Name	
	Position/Title	
	Department	
	Tel. #	
	Email	
To which Priority Thematic Area(s) does the proposal respond?	Identify Priority Thematic Area	

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II. EXECUTIVE SUMMARY

The Executive Summary (limited to one page) provides an overview of the proposed research project. It should clearly identify the Priority Thematic Area, and justify how the proposed project innovatively addresses the thematic area. The broad research objectives should be briefly described, as well as the activities to be undertaken to achieve the project goals.

The executive summary should highlight the collaboration between – academic and sectoral¹ partners to achieve desired research results.

¹ Sectoral stakeholders can include charities, not-for-profit organizations, development agencies, communities – private enterprise (including, but not limited to, large multinationals and regional or local SMEs), relevant Ministries, government agencies, public authorities, chambers of commerce, trade groups, policymakers and other appropriate stakeholders.

III. PRIORITY THEMATIC AREA, AND IMPACT OF “INNOVATIVE AND COLLABORATIVE RESEARCH GRANT”

In this Section (maximum two pages), address why the proposed research is important in a national context, and describe how the project will support socioeconomic development in Pakistan in the given thematic area.

IV. ACADEMIC AND SECTORAL COLLABORATIONS

In this Section (maximum three pages narrative)

a) Pak-UK Collaboration

Would the activity be part of an existing collaboration / new collaboration between the Pak-UK institutions? If so, please give details of the collaboration

Describe the role of Principal Investigators from both Pakistan and United Kingdom for the proposed ICRG project. Identify the research strength and expertise that the collaborators possesses, and describe the anticipated role in the research agenda for the project.

b) Sustainability:

Describe how this research project will strengthen the strategic partnership between Pakistan and United Kingdom institutions involved in this project.

c) Mobility:

Does the project involve students from both the countries and in the long term, does it support student mobility between the two countries? Please provide details.

d) Participation of third country:

Describe how the partners from the third country will contribute towards the research outcomes. Please also explain if there is any financial and in-kind contribution from the third country partners.

e) Consortium:

Is the Project part of a consortium consisting of multiple universities/non-university partners from Pakistan and United Kingdom?

i) Academic Collaborators: Describe the role of academic collaborators (at other higher education institutions in Pakistan and UK) for the proposed ICRG project. Identify their research skills and describe the anticipated role in the research agenda for the project.

ii) Sectoral² Collaborators: Describe the role of sectoral collaborators in the project. Identify the relevant expertise that the collaborators possess, and describe the anticipated role in the project (for example, disciplinary expertise, providing access to experimental equipment, sharing software, or providing technical expertise that does not exist in the PI's institutions)

² Sectoral stakeholders can include charities, not-for-profit organizations, development agencies, communities – private enterprise (including, but not limited to, large multinationals and local SMEs), relevant Ministries, government agencies, public authorities, chambers of commerce, trade groups, hospitals, policymakers and other appropriate stakeholders.

Table: Academic Collaborators

All confirmed Academic Collaborators should be identified in this Table. In addition, Letters of Commitment may be attached to the proposal.

Academic Collaborators from Pakistan	
Name of Collaborator 1	
Institution of Collaborator	
Location	Focus of collaboration: education or research
Tel. #	Email
Name of Collaborator 2	
Institution of Collaborator	
Location	Focus of collaboration: education or research
Tel. #	Email
Name of Collaborator 3	
Institution of Collaborator	
Location	Focus of collaboration: education or research
Tel. #	Email
Academic Collaborators from United Kingdom	
Name of Collaborator 1	
Institution of Collaborator	
Location	Focus of collaboration: education or research
Tel. #	Email
Name of Collaborator 2	
Institution of Collaborator	
Location	Focus of collaboration: education or research
Tel. #	Email
Name of Collaborator 3	
Institution of Collaborator	
Location	Focus of collaboration: education or research
Tel. #	Email

Third Country Participation:	
Name of Country	
Institution	
Institutional Address	Street Address
	City
Principal Investigator	Name
	Position/Title
	Department
	Tel. #
	Email
Ready Financial Contribution to the project	

Table: Sectoral Collaborators

All confirmed Sectoral Collaborators should be identified in this Table. Letters of Commitment may be attached to the proposal.

Sectoral Collaborators from Pakistan	
Company/Organization Name	
Location	
Name of Collaborator	Position/Title
Tel. #	Email
Anticipated Contribution to Project Goals	
Anticipated Annual Financial Contribution	
Company/Organization Name	
Location	
Name of Collaborator	Position/Title
Tel. #	Email
Anticipated Contribution to Project Goals	
Anticipated Annual Financial Contribution	
Sectoral Collaborators from United Kingdom	
Company/Organization Name	
Location	
Name of Collaborator	Position/Title
Tel. #	Email
Anticipated Contribution to Project Goals	
Anticipated Annual Financial Contribution	
Company/Organization Name	
Location	
Name of Collaborator	Position/Title
Tel. #	Email
Anticipated Contribution to Project Goals	
Anticipated Financial Contribution	
Company/Organization Name	
Location	

V. PROJECT DESCRIPTION

In this Section (maximum eight pages, including Tables and Figures), describe in detail the research plan for the proposed ICRG project.

Problem Statement: Clearly identify the research challenge and the approach the project team will employ to address the challenge. Provide a brief survey of the relevant literature, and describe how the proposed project builds on prior research.

Methodology: Describe how the research plan will be accomplished over the three years of funding available for the proposed project, and identify appropriate milestones and anticipated deliverables.

Project Team, including partnerships: Comment on the capacity of the proposed team – including faculty expertise, collaborators and facilities (current or anticipated) – to deliver results in timely manner.

Plans for Dissemination: Given the focus on addressing a Priority Thematic Area, dissemination of research results is a core requirement for the proposed projects. Describe how data will be collected, curated, maintained and shared. Beyond publication in international, academic, peer-reviewed journals, what reports or other formal mechanisms will be employed to share research results with governments, policymakers and other stakeholders?

VI. PROJECT MANAGEMENT

In this Section (maximum one page), describe the anticipated Project Management structure for the proposed project. An organogram may be employed.

Discuss how the Principal Investigator plans to motivate and incentivize collaborators – academic and sectoral - to fulfill their commitments to the research agenda. How will the research results, and challenges that emerge, be communicated to the Principal Investigators and the rest of the research team?

As the leader of the host institution, the University Vice-Chancellor/ Rector has a crucial role in the success of the proposed project. What support will the university leadership provide to the proposed project?

VII. IMPLEMENTATION TIMELINE

The Implementation Timeline is designed to provide a high-level overview of the planned research activities of the proposed project. Develop a Gantt Chart to demonstrate how the project will proceed in a timely fashion. Then, in the Table below, identify major tasks and deliverables planned for each year of the proposed project. In all aspects, disparate activities should link together to result in a coherent workplan that achieves the objectives of the proposed project.

In addition to the Gantt Chart and the Table, this Section can include a narrative (maximum two pages) that provides further details on the Implementation Timeline.

YEAR ONE
Major Tasks and Deliverables
<ul style="list-style-type: none">•••••

YEAR TWO
Major Tasks and Deliverables
<ul style="list-style-type: none">•••••

YEAR THREE
Major Tasks and Deliverables
<ul style="list-style-type: none">•••••

VIII. PHYSICAL RESOURCES AND FACILITIES

In this Section (maximum two pages), describe the physical resources and facilities that are available to the proposed project. Be sure to comment on how these resources and facilities will enable the workplan of the proposed project to be accomplished.

In this Section, be sure to identify major anticipated equipment expenditures as part of the proposed project. Include preliminary cost estimates and a plan for maintenance costs both during the lifetime of the proposed project and after the project funding concludes.

VIX. PROJECT RISK MANAGEMENT STRATEGY

In this Section (maximum two pages), describe the Risk Management Strategy that will be employed by the proposed project.

First, consider the potential risks³ or weaknesses that could imperil the progress and success of the proposed project, and describe the strategy and process that will be used to minimize and address these risks.

Second, describe the strategy that will be used to identify, mitigate and address those unexpected risks that emerge during the project lifetime.

In both contexts, discuss how the Principal Investigator will work together with the institutional leadership to implement the strategy.

³ Examples of potential risks could include: student or faculty strikes; non-adherence to the university calendar; significant change to institutional finances; procurement delays.

X. LIST OF REFERENCES

Proposals should follow accepted academic practice in citing references throughout the proposal. References should be numbered sequentially, and listed separately as a required attachment to the proposal. References should be reported in a standard form, and include: the names of all authors; the article and journal title; book title; volume and page numbers; and year of publication. If available, a Digital Object Identifier (DOI) may be provided.

XI. PROPOSED PROJECT BUDGETS

Complete the Budget Sheet. Additional rows may be added in each category as required. Please refer to Budget Guidelines available on HEC and British Council Websites for details of each budget head.

- For Personnel Costs, identify the total annual costs for each individual to be charged to the proposed ICRG project, and in the narrative indicated below show the months charged for each individual.
- For Faculty members, identify the faculty member by name
- “Other Personnel” may include technicians, IT specialists, etc.. Identify the role of each “Other Personnel” listed.
- For Major Equipment, identify the proposed equipment and the anticipated cost. Provide details in the narrative indicated below
- Provide a broad description of the supplies that will be purchased
- For Travel, provide details of anticipated travel in the narrative indicated below
- Complete a separate Budget Sheet of Project for institutions from Pakistan and United Kingdom include in this Section of the Proposal
- For Other Costs, describe in some detail any other costs in the Budget narrative indicated below
- Overhead rates should reflect the official rate for the higher education institution as indicated in the Budget narrative.
- Overhead should be included for the Project costs at each institution. However, the line for Overhead on the Budget Table prepared by the submitting institution should only include the amounts incurred by the submitting institution.

In addition to the Budget Sheet, this section can include a narrative (maximum two pages) that provides further details on the proposed budget.

XII. REQUIRED ATTACHMENTS

1. Letter of Support from the University Vice-Chancellor. The letter should: confirm the institutional commitment to the proposed project
2. Letter of Commitment from academic or sectoral collaborators who will contribute to the proposed project
3. Curriculum Vitae of the following individuals:
 - Principal Investigators
 - Academic or sectoral collaborators who will contribute to the proposed project
 - The CVs should be of a standard form (maximum two pages) and include the following information:
 - Full Name
 - Position/Title
 - Institution
 - Professional Training/Education
 - Chronological List of Positions
 - List of up to five publications related to the proposed project, in standard citation format
 - List of up to five activities related to the proposed project. These activities may include: current or previous grants; teaching; collaborations; leading workshops/conferences; consulting; etc.