



# **Tertiary Education Commission**

## **TEC's Research Schemes Under Research Fund**

### **Guidelines for Applicants**

TEC-Nov 2019

## PRIVACY STATEMENT

The Tertiary Education Commission (TEC) was set up in August 1988 (Act no. 9 of 1988) as a parastatal body to, inter alia, promote coordination among tertiary education institutions, in respect of the planning and implementation of research. In this context, the Commission operates a number of Research Schemes with a view to foster and promote a research culture in the TEIs.

The information requested in the application form is solicited by the Tertiary Education Commission. It will be used in connection with the selection of research proposals and may be disclosed to qualified experts and the staff of the Tertiary Education Commission as part of the review process (blind review, no name will be divulged) and administration of awards. The TEC will not be held liable for any damage if similar or same research proposal has been submitted for funding at other funding agency.

**NB: Proposals which do not meet the criteria as specified in the respective scheme and do not follow this Guidelines will NOT be considered.**

## 1.0 INTRODUCTION

This brochure is intended to guide applicants for Research Schemes under the Research Fund in filling their application forms.

### 1.1 TERMINOLOGIES

**Research:** Any systematic, intensive study directed towards generating greater knowledge or understanding of a subject to be studied or any systematic study directed specifically towards applying new knowledge to meet a recognized award.

**Provider Institution:** The institution through which a research proposal is channeled and through which the research will be undertaken. It is normally the institution where the Principal Investigator (PI) is employed. The Head of the provider institution and the PI are signatories to the Agreement with the TEC and have responsibilities that are detailed in the section on General Conditions of Grant Administration.

**Principal Investigator(PI):** The PI is the single individual designated by the provider institution in a grant application, who is responsible for conducting the research, assisted by Research Assistant(s) and/or MPhil/PhD students on the project, where applicable.

The following section explains how to fill the different sections of the Application form.

## 2.0 PART II: DETAILS OF RESEARCH PROJECT

### 2.1 Project title

The title should be no more than 100 characters (approximately 20 words).

### 2.2 Background/Context of research

The PI should give a clear and concise background of the context of the research in not more than 100 words.

### **2.3 Project duration and proposed start/end date**

The project duration should be stated in months and include the proposed start/end dates.

### **2.4 Total Project Value**

The total project value should give the total proposed expenditure to be incurred for implementing the project.

### **2.5 Specific Objective(s)**

The specific objectives of the project should be clearly defined. The PI may also include the sub-objectives of any proposed MPhil/PhD projects.

### **2.6 Description of project and nature of problem to be addressed**

A full description of the research proposal explaining the nature of the issue(s) to be addressed together with references should be given.

### **2.7 Justification/Significance of the Research/Research outputs**

The relevance of the research for (i) the institution, (ii) the economy of the country, (iii) the community should be mentioned. The PI should provide a list of research outputs such as peer-reviewed journal articles, books, book chapters, patents produced **in the last five years**. Please use asterisks to identify proposed research outputs relevant to the proposal submitted (if any).

### **2.8 Methodology**

The PI should provide a full methodology in respect of the proposed research including techniques you intend to use (whether quantitative or qualitative or both); how you propose to analyse information gathered; how will you select your sample, etc.

### **2.9 Other researchers/collaborators involved in the project**

Please list all the research collaborators to be involved in the project together with their area of expertise, positions and their expected percentage of contribution to the project.

## **3.0 PART III: EXPENDITURE PLAN**

- No claim for expenditure will be entertained if an item does not appear in the budget at time of application.
- The Expenditure Plan should provide details of expenditure based on best estimates.
- All items to be funded under the project should be justified.
- No item of a generic nature will be accepted, apart from Contingency, if any.
- The PI should demonstrate how the researcher will contribute to the research through Research Plan.
- Local travelling and salary of research assistants should be aligned with policy in place at the institution, as per normal practice.
- Where provision of an allowance or monthly stipend is made for MPhil/PhD students in the project, the allowance should not exceed the amount payable by TEC to awardees under its FT MPhil/PhD Scholarships Scheme.
- Where a Management fee is charged by institution, same must be provided in the Expenditure

Plan.

- No request for purchase of laptop, personal computers, printers, scanners, Ipad, etc, will be entertained. The institution is expected to provide same.
- Budgetary details should be provided as separate annex for items of Capacity Building/Workshops to include the objectives, the target group, how these expenditures are linked to the research approved, in principle, by the Head of institution.
- Hospitality charges and expenses pertaining to working lunches/entertainment, etc will not be funded under the Research Fund.

#### **4.0 PART IV: IMPLEMENTATION PLAN**

- All the activities to be undertaken under the project should be provided in the form of a Gantt Chart giving details of the activities that will be covered as per the timeline, monthly/quarterly/yearly including milestone, targets, performance indicators and remarks where necessary.

#### **5.0 PART V: RESEARCH OUTPUT AND DISSEMINATION**

- The PI should provide a list of output/deliverables/milestone to be achieved at the end of each year of the project implementation.

#### **6.0 PART VI CONDITIONS ASSOCIATED WITH THE GRANT**

The conditions for funding of items, where applicable, for the research project under Research Schemes under the purview of TEC are as follows:

##### **6.1 Travel**

- Any overseas travelling should be in relation to the project and fully justified. For projects of value ranging from MUR 3.0M and above, a maximum of two trips, not exceeding MUR 125,000 per trip is allowed.
- For projects less than MUR 3.0M, only one international trip is authorised.
- Airfare should be economical class by the most economical route.
- Conference registration fee and per diem should be as per regulations in place at your institution.

##### **6.2 Funding/Budget**

- Any research project, except the Matching Grant Scheme, in receipt of funding from another source shall not be funded under the Research Fund.
- No change in budget apart proposed by the Reviewer or the Commission shall be entertained, once approved.
- At least 75% of the funds allocated in respect of the previous year must be utilized, before any subsequent disbursement can be sanctioned.
- 10% of the last instalment shall be retained and disbursed after satisfactory evidence of publication provided and submission of final report.

##### **6.4 Publications**

- At the completion of the research and at the time of submission of the final report, the PI should provide evidence of at least one publication in a peer-reviewed journal.
- Any publication of the research project should acknowledge the contribution of the TEC.

## **6.5 Transport**

- In-land travelling to the research site can be claimed up to a ceiling of MUR 6,000 annually.
- Any other means of transport can be claimed, (e.g. boat) but must not exceed MUR 16,000 within a period of 12 months.

## **6.6 Workshops organized by PI**

- Prior approval of any workshop to be conducted by the PI should be obtained from the respective Head of Institution and the TEC.
- A maximum of two workshops each not exceeding MUR 50,000 would be allowed for project value exceeding MUR 1.0M.
- A detailed Expenditure Plan of the workshop together with background information on aims/objectives, outcome and the target audience should be given.
- A Report on the outcome of the workshop should be submitted to the Commission at the end of the workshop.

## **6.7 MPhil/PhD Students**

Recruitment of MPhil/PhD students:

- (i) include payment of monthly stipend and tuition fee which should be aligned with TEC MPhil/PhD Scholarships Scheme;
  - (ii) a maximum of two (2) students per project over a period of three (3) years is provided.
- Bench fees/registration fees for overseas universities/institutions are not covered.
  - MPhil/PhD students cannot benefit from funding under two Schemes from TEC.

## **6.8 Postdoctoral Research Fellows**

- Monthly stipend of Postdoctoral Research Fellows should be in line with TEC Postdoctoral Research Fellowships Scheme and cater for a maximum of one (1) fellow over a period of two (2) years.
- Bench fees/registration fees for overseas universities/institutions are not covered.

## **6.9 Staff Recruitment**

- Recruitment, remuneration and allowance to be paid to research staff (e.g. Research Assistant/ technician) should be in line with established procedures and conditions of service in your institution.

## **6.10 Publication Fee for Articles in Peer-reviewed Journals**

- Publication fee is covered up to a maximum of USD100 per year. Currently the TEC does not recognize in its funding under the Research Publication Incentive Scheme, publication where a fee has been charged.
- Upon completion of a research project, the PI should provide evidence of at least one publication in a peer-reviewed journal at the time of submission of the final report.
- Any publication emanating from the Research Project should acknowledge the contribution of the Commission.

### **6.11 Conferences/Workshop Attendance**

- Registration and per diem should be according to regulations of your institution.

### **6.12 Equipment/Supplies**

- Finance for small items of equipment shall not exceed a total of MUR 200,000.
- Ownership of equipment and software acquired under the project shall reside with the institution at the end of the project. In this regard, the PI should submit to the TEC through the University an acknowledgement that all equipment acquired from the research have been handed over to the institution.
- Laptops, personal computers, printers, scanners, Ipads will not be funded.

### **6.13 Statement of Account/Progress Reports**

- The institution where the PI is attached should provide a certified statement of account and expenditures, including each item purchased categorized as per the approved Expenditure Plan.
- The PI should submit a progress report with regard to the implementation of the Project on a 6-monthly basis. The progress report should state progress achieved as per the implementation plan; whether the project is on course and all targets set have been achieved. Where variations exist in terms of achievements and targets or in respect of expenditure, the reasons thereof should be clearly specified together with remedial action taken to bring the project on-course. It should also indicate whether provisions made in respect of expenditure have been utilized and any discrepancy explained.

### **6.12 Ethical Clearance**

- Where the research requires any ethical clearance, approval from Ministries, etc, should be obtained prior to submission of any application to TEC.

### **6.12 Completion of Research Project/Submission of final Report**

- Upon completion of the project, the PI should submit a full report of the outcome of the research project through the Head of the Institution to the Commission within one month.\
- Any products such as books, scientific papers, factsheets, images, etc that were developed during the Research Project should be outlined in the Final report and attach them.
- The PI and/or other co-researchers in the project shall present a paper at the National Research Week and any other event organized by TEC.

**NB: The TEC reserves the right to revise and amend the terms and conditions laid down in this guideline as and when necessary.**

Date:01 November 2019

