

Basic recommendations for preparation of research projects



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Project and Educational Centre for Innovation Development and Investment Promotion in the Region “Agents of Changes”

- increases the level of innovation and competitiveness of the region's economy
- gives recipes to strengthen the institutional capacity of the region
- provides specific information and educational support on investment project management.
- prepares for each united territorial communities (UTC) at least one specialist in the grant work.
- partners for local governments in the implementation of strategies for development of UTC, implementation of projects for improving the living conditions of residents of the region.

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CONTENT

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2. Selection of donors (funds)
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Topicality of development and implementation of research / innovation projects

- Increasing the competitiveness of the Ukrainian economy and labor productivity require the activation of innovative activities of domestic enterprises and firms. This is possible due to the development of the scientific field of the country, which creates new specialized knowledge that is the basis for further innovations.
- Ukrainian science with some success does not meet the world standards in all indicators. This is primarily due to the imperfection of its financial security system. One of the most perspective ways to improve the system of financial support for science is to activate international scientific cooperation by developing and implementing projects at the expense of funds.

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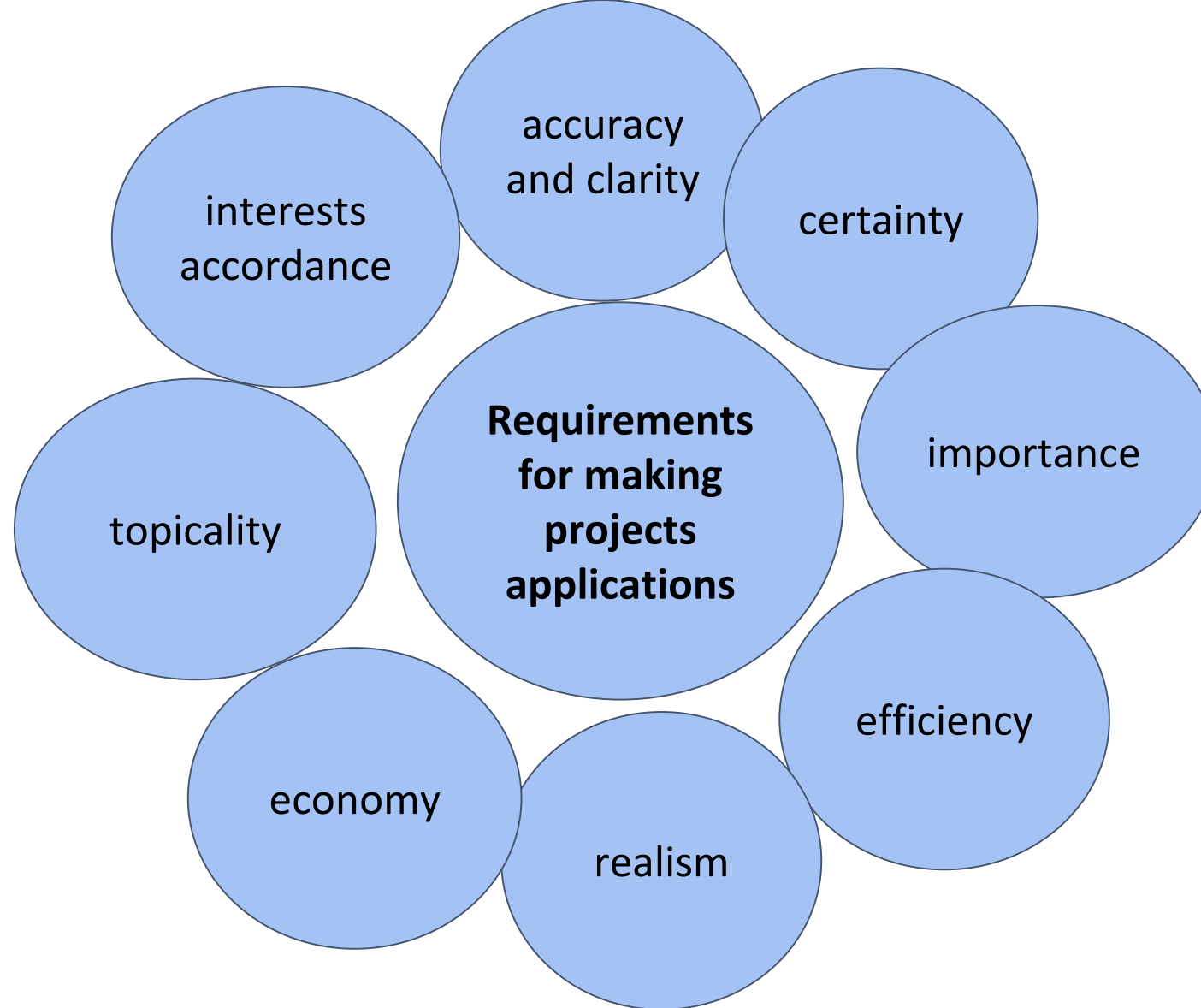
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Requirements for making project applications

- **accuracy and clarity:**
 - a clear description of the work that your organization plans to do;
 - a clear description of the costs to be financed;
- **certainty:**
 - availability of factual materials: tables, diagrams, etc. (if there is a need for a prior research, needs assessment, people's attitude to what your organization offers);

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Requirements for making project applications

- **importance:**
 - justifying the need for the project for your organization and for solving the problem the project is aimed at;
 - an additional attractive factor - the predicted long-term impact from the project;
- **efficiency** — significant public benefit from the project outputs;
- **realism** — the assessment of the predicted activities and the availability (or opportunity to receive) of appropriate resources;

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Requirements for making project applications

- **economy** — high result at low costs of “funds”;
- **topicality** — contribution to solving urgent social problems of today;
- **interests accordance** of the funds and their charitable policy.

The main rule:
if the application does not meet the
criteria of the fund, you should not
contact this fund!

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Selection of funds

Funds groups:

- ***government, foreign authorities and intergovernmental organizations;***
- ***public funds;***
- ***private funds.***

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Government, foreign authorities and intergovernmental organizations

- The U.S. Agency for International Development (USAID),
- The Federal Ministry for Economic Affairs and Energy (BMWi),
- The Canadian International Development Agency (CIDA) and others,
- Embassies of certain countries in Ukraine (USA, Germany, Norway, etc.),
- Institutions of the United Nations and the European Union (the United Nations Development Programme, the Council of Europe and others).

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Public funds

- **national** (e.g., the Polish-Ukrainian Cooperation Foundation (PAUCI),
- **international** (e.g., the Poland and Hungary Assistance for the Restructuring of the Economy).

They are based on financial income from one or more countries.

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Private funds

- are created by individuals, organizations and corporations.
- funds of different sizes and nature of activities:
 - ❖ major international organizations such as the G. Soros International Renaissance Foundation and the Rockefeller Foundation,
 - ❖ small family funds, such as the Knut and Alice Wallenberg Foundation,
 - ❖ so-called corporate foundations, such as the Volkswagen Foundation,
 - ❖ special-purpose funds, such as the Raskob Foundation for Catholic Activities.

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Where can you find information about funds and current grant competitions?

- Information resources of the EU;
- Web-sites of funds;
- Portal “Hromadskyi Prostir” (www.prostir.ua);
- Resource Centre “Gurt” (www.gurt.org.ua);
- Facebook community “Grant Management” (www.facebook.com/groups/grant.management/)

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The main parameters to consider when choosing a fund are the following:

- directions of financing;	<ul style="list-style-type: none">● natural, social, fundamental researches.
- geography of interests;	<ul style="list-style-type: none">● regions where a fund finances any initiatives.
- financial activities;	<ul style="list-style-type: none">● activities that a fund is ready to finance within the project.
- type of grant recipients;	<ul style="list-style-type: none">● the various funding sources and programs within these sources limit the type of grant recipients, for example: individual researchers, students, non-governmental organizations, research institutes.
- deadlines of making an application	<ul style="list-style-type: none">● foreign funds are very strict on meeting these deadlines. Part of the funds conducts permanent competitions.

A fund finances projects on strictly limited theme (on a regular basis within the specific program).

We are primarily interested in funds who have declared their interest in Ukraine (the former USSR countries), Eastern Europe, or who have international programs. Most funds operate locally and finance projects only in their own country.

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TYPES OF RESEARCH GRANTS

Grants for:

1. individual research
2. university research
3. access to libraries
4. conducting conferences
5. developing connections between private business and universities
6. establishing of foreign contacts
7. business trips for scientific purposes
8. participation in conferences
9. personal development of a scientist
10. financing of dissertation writing

Scholarships:

1. for principal investigators.
2. postdoctoral.
3. for postgraduates.
4. for students and doctors.
5. for young scientists.

Awards of all kinds, including to young scientists.

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Benefits of participating in international grant projects

- ***implementation of research results;***
- conducting researches **using modern equipment** of *foreign partners;*
- the possibility of ***publishing research results*** in high-ranking international publications (***high impact factor***), including together with foreign colleagues;
- ensuring ***international cooperation*** with leading scientific schools;
- ***material encouragement*** of performers.

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Benefits of participating in grant projects

- the factor of ***maintaining the quality of scientific results*** due to the competitiveness of scientific projects;
- ***presentation of research results*** to the world scientific community;
- possibility of ***broadcasting scientific capital*** in the field of science;
- ***recognition by the scientific community*** of the relevant achievements of the scientist;
- ***raising the rating*** of the scientist in the general structure of the scientific field.

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An algorithm for preparing projects for receiving funding

1. Formation of an idea (definition of a problem, formulation of its topicality, urgency of its solution, values of implementation of the idea).
2. 1-page idea description.
3. Choosing the type of a project that fits the idea.
4. Finding sources of funding for the program.
5. Checking the idea of compliance with the funding program.
6. Partner search.

(Preference is given to a partner **The best is the team!** and to a partner who has already received funding).

7. Writing an application taking into account the requirements of the relevant fund.
8. Applying for review.
9. Informing the fund about the achieved results, making the reports.
10. Expressing gratitude to the fund, analyzing your activities.

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Required components of the project

- Title page.
- Summary (abstract).
- Introduction.
- Description of a problem.
- Goal and objectives.
- Methods.
- Expected outputs.
- Evaluation.
- Reporting.
- Project viability / Further financing
- Budget.
- Appendices.



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Business card of a project.

Title page

- **project name** — short (up to 10 words), conveys the main idea of the project, “noticeable” to immediately attract attention;
 - **applicant organization** — the name of the organization that implements the project, its address, telephone, fax and billing number, site, or official social media page;
 - **partner organizations** — the name of the state, municipal institutions or non-governmental organizations involved in the implementation of the project, their addresses (only with prior agreement of their managers);
 - **project manager** — the name, title, degree, position in the organization, address, telephone numbers, fax number, e-mail address, etc. The manager is responsible for the implementation of the project, and is responsible to the donor (fund) for the efficiency of spending money;
 - **head of the organization** — if the project manager is not also the head of the organization;
 - **geography** — the area where the project will be implemented;
 - **project cost** — required amount of financing for the entire duration or the first year of project implementation (the fund usually indicates the currency of the budget), the total cost of the project (including its own contribution and other sources).
 - **term of project implementation** — is calculated in months and, of course, takes no more than 1-2 years.
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Summary (abstract) of a project

- A brief content of the application up to 1 page, expressing its basic core.
- The main requirements:
 - clarity,
 - shortness,
 - accuracy,
 - clearness.

**Some reviewers will
only read the
abstract!!!!**

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Introduction

- description of mission, goals of the organization,
- its formation, experience,
- the uniqueness of the organization,
- significant achievements,
- qualification of employees.

Great value lies in reputation of the organization and positive experience of receiving grants !!!

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Description of a problem

- A summary of the problem you are searching financial support for.
- Shows that solving this problem will ensure the achievement of the basic goals of the fund.

The project should solve a specific problem in a particular area.

The problem should be defined (formulated) as an existing negative situation, not the absence of the desired situation.

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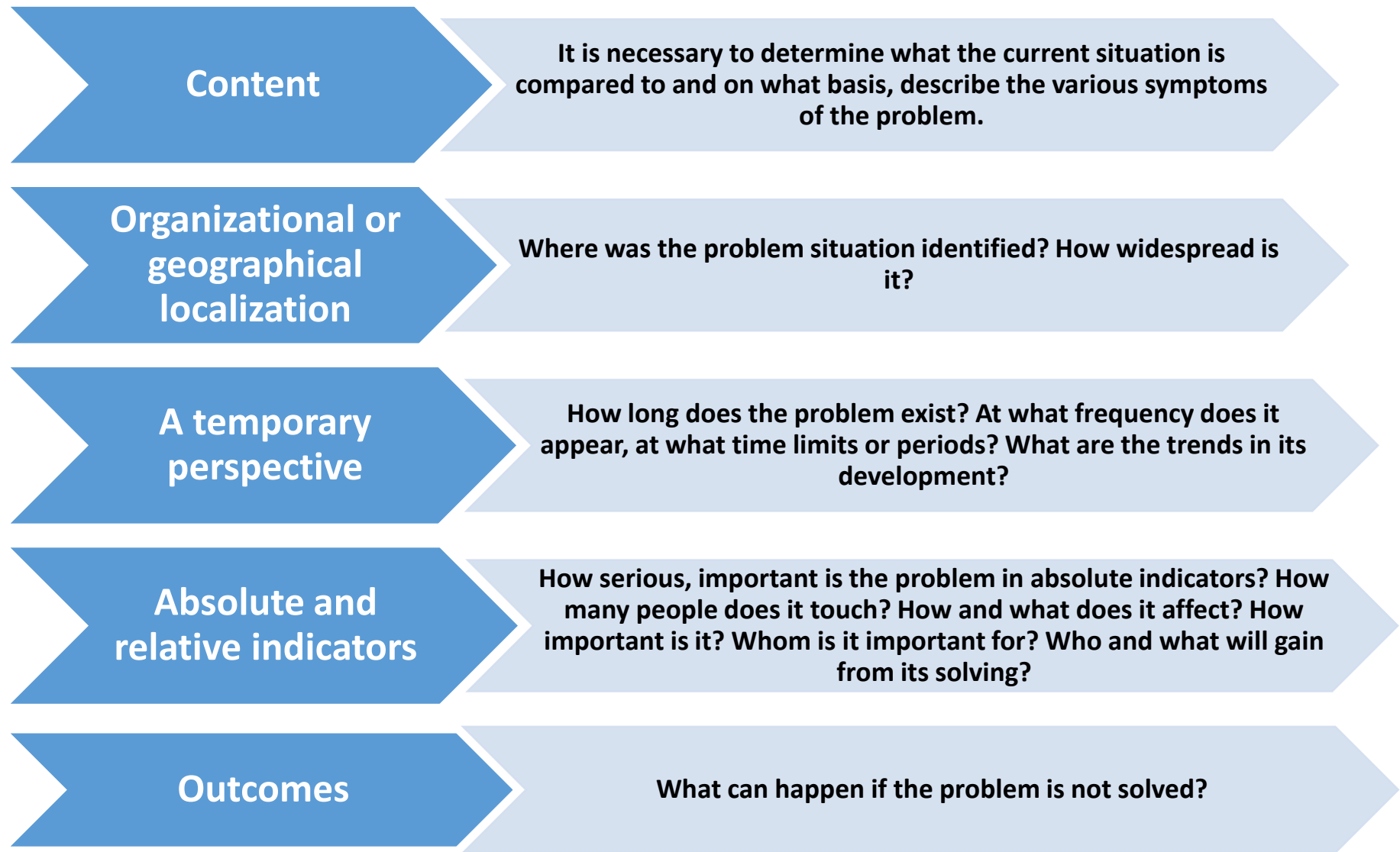


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The requirements to a problem description



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Goal and objectives

- **Goal** — describes the purpose of the project — directly its final result. The goal of the project is a description of the situation that will occur when the project is implemented according to your plans.
- **Objectives** — these are step by steps milestones that need to be implemented in the project implementation activities. The set of completed tasks is the expected outputs of the project implementation, that is the achieved goal. The objectives of the project should be as specific as possible. They should have quantitative data on the usefulness of the project.

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Types of objectives

Productive objectives

- the results of which are specific project outputs - computer database, library, information and consulting center, etc .;
- objectives that are checked statistically - the number of published scientific and methodological literature on a specific topic, the number of publications on relevant topics in foreign resources;
- quantitative type objectives - the number of people who have been retrained and acquired a new qualification.

Qualitative tasks

- the extent of the change in quality can be perceived by observation, revealed during an individual interview, by conducting surveys, etc .;
- quantitative results of the qualitative objectives - the number of people actually working in the field for which they actually have been retrained using the knowledge they have acquired

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Methods

A detailed description of the activities, required to achieve the expected outputs with the available resources and those that is planned to be used from the fund.

**What will be done?
Who? How? When? In
what sequence? What
resources (contractors,
premises, equipment)?**

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Expected outputs

Think about it!
What results will be
obtained during each
specific action (event).

- that you are going to gain during the project implementation
 - a) **Expected outputs**,
 - b) **Outcomes** – medium-term results,
 - c) **Long-term** impact.
- **Quantitative outcome** (what will be done?) records the number of services provided, participants of events, number of books published, etc.
- **Qualitative outcome** (what has changed?) should reflect the positive changes that will occur as a result of the activities.

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Evaluation

- **Evaluation of the results that are expected to be obtained during the project implementation.**

Define an **evaluation mechanism**, that is a set of tools that will help you evaluate the achievement of expected outputs during and after the project implementation.

Assessment of the degree of work efficiency:

Economy – is a measure of the efficiency. It is measured by comparison of costs, obtained outputs and outcomes.

Efficiency – this is a measure of the meaningfulness of the taken measures. It is measured by the level of what the project expected outputs have been achieved, how stable they are, and how they affect the environment.

- **Monitoring**

Continuous control of the project implementation
Process evaluation.

An application that will include a plan for evaluating project efficiency and a mechanism for evaluating its results will indicate that your organization is professional and responsible for the implementation of the proposed project.

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Qualification

Evaluation of the qualification and experience of the activities execution.

Evaluation parameters - number and level of publications, defense of dissertations, obtaining patents, certificates, diplomas, awards received at exhibitions, conferences.

You should show your donor (fund):
that you have unique competence in this field;
that employees have the necessary knowledge and experience;
and mention support from other organizations and foundations.

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Project viability / Further financing

Funds usually want to know where you will get your funds after the end of the grant period.

Ensure that the activity you started will continue after the end of the project.

You should submit a plan that would convince the fund your organization has (or will receive) sufficient costs to continue the project implementation after the end of the grant period.

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Making a calendar
plan of activities

Project implementation plan

The founder of the School of Optimized Time Management is Henry L. Gantt, who compiled and implemented the use of a graph or chart that bears his name in business processes and work-related processes.

- Planning and timing of project activities.
- Each stage should be clearly marked in time:
- a) the beginning and the end of the stage are given;
- b) determine the total time required for its implementation.

The simplest and most practical **tool** used to plan the project implementation is **Gantt chart**.

№ з/п	Захід	1 міс.	2 міс.	3 міс.	4 міс.	5 міс.	6 міс.	7 міс.	8 міс.
1.	Моніторинг медіа								
1.1	Соціальні мережі								
1.2	ЗМІ								
1.3	Сайти партнерів								
2.	Моніторинг використання коштів								
2.1	Договори								
2.2	Накладні								
2.3	Акти виконаних робіт								

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Reporting

Required indications:

- *reporting frequency,*
- *who they will be represented by,*
- *forms;*
- *type of a report* (e.g. regular or final reports).

Ask the fund to provide the requirements for reporting, maintain close contact with funds via email, telephone and other means.

The report should indicate the level of project implementation. Otherwise, give reasons for non-fulfillment.

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Budget

Cost estimates for the project with detailed comments by section:

- 1. Wage
 - 1.1. Salary
 - 1.2. Fees and contracts
- Basic direct costs,
 - 2.1. Equipment:
 - 2.2. Logistics:
 - 2.3 Travel and transportation expenses:
- 3. Indirect costs.

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Conclusion

- **An offer to continue contacts with the fund.**

Appendices

- **Additional materials explaining the content of the application.**
- **Materials that confirm the topicality and necessity of the project, the qualification of the team or organization, the availability of equipment.**

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MAJOR INTERNATIONAL SCIENTIFIC GRANT PROGRAMS

- Competitions of **the EU Horizon 2020** Framework Programme (Component 1 Advanced Science. Component 2 Industrial Leadership. Component 3 Responding to Social Challenges) - <http://ec.europa.eu/programmes/horizon2020/en>
- Programs of **the European Science Foundation** - development of up-to-date scientific researches with practical direction - <http://www.esf.org/>
- Programs of **the Japan Society for the Promotion of Science (JSPS)**. The main objective of the programs is to promote the development of education and research, the international cooperation of scientific and research institutions with leading industrial enterprises. Priority areas: mathematics, physics, chemistry, biology, agriculture, medicine, social sciences, humanities researches - <http://www.jsp.go.jp/english/ab/index.html>
- **The European Research Coordination Agency (EUREKA)** —the International European Innovative Scientific and Technical Program created to carry out researches and development competitiveness in the world market - <http://www.eurekanetwork.org/>

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MAJOR INTERNATIONAL SCIENTIFIC GRANT PROGRAMS

- Programs of **the International Visegrad Fund** - the goal of the Fund is to promote closer cooperation between the Visegrad Group (V4) countries and non-EU countries in Eastern Europe, the Western Balkans and the South Caucasus. Non-governmental organizations, municipalities, universities can act as grant recipients - <http://www.visegradfund.org>
- Programs of **the State Fund for Fundamental research of Ukraine** - is created for establishing and supporting international scientific cooperation and basic scientific research in the field of natural, technical and humanity sciences - <http://www.dffd.gov.ua/index.php/uk/>
- Program of **the North Atlantic Treaty Organization “Science for Peace and Security”** - projects in the field of civil science and technology in the field of security - www.nato.int/science/
- **The International Renaissance Foundation (IRF)** - finances natural sciences; education. Types of support: grants for publishing, preparation of seminars, conferences, summer camps, for trips, expeditions, field works; literature acquisition (libraries and video libraries) - <http://www.irf.kiev.ua/programs/edu/int/>

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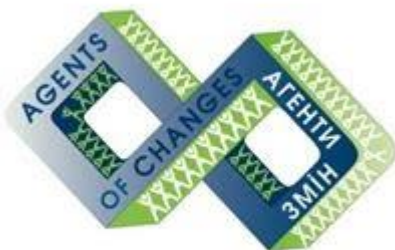


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THANK YOU FOR YOUR ATTENTION!



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