

Guidelines

Small Grants for International Agricultural Research

January 2008

A. General Remarks

Germany provides funding for International Agricultural Research Centers through various funding mechanisms, namely

- Project Funding: a competitive funding scheme with a maximum budget of 1.2 Mio. Euro over 3 years
- Post Doc Program
- Integrated Experts and Young Professionals in collaboration with the Centrum für internationale Migration und Entwicklung (CIM, www.cimonline.de)
- Small Grants Program: a competitive funding scheme with a maximum budget of 60,000 Euro over 2 years.

The present guidelines deal with Small Grants only.

The **Small Grants Program** aims at:

- Funding innovative projects with high potential for development impact,
- Providing German agricultural research institutions with funding to initiate, prepare, plan, or complement cooperation with International Agricultural Research Centers (seed money),
- Promoting the development of new research partnerships between German agricultural research institutions and International Agricultural Research Centers,

B. General Criteria

- Proposals should clearly state that the research approach is particularly innovative, e.g. new technologies, products, benefits, results, or new delivery methods and services.
- Other criteria and the development objectives as stated in the guidelines for 'project funding' apply also to the Small Grants Program.
- Proposals may come from the six thematic priorities for German project funding, but are not limited to those.
- New partnerships are particularly encouraged.

Additional criteria for international applicants listed in (C.1) below

- Cooperation with a German research institute; a letter of intent from the German partner institute must be submitted together with the proposal.

- The project coordinator should be a German national, preferably funded through BEAF's Post-Doc Program or an arrangement with the Centrum für internationale Migration und Entwicklung (CIM).

Additional criteria for German applicants

- Cooperation with at least one of the units listed in (1) above; a letter of intent from the international partner institute must be submitted together with the proposal.

C. Procedures

Proposals should be submitted to meet the two deadlines: **May 31 and October 31**. Only one proposal per year is accepted for each applicant (the center or the institute).

There are two groups of eligible applicants:

1. All CGIAR Centers, the Water and Food Challenge Program, the Sub-Saharan Africa Challenge Program, ICIPE and AVRDC - The World Vegetable Center.
2. German research institutes in the area of agriculture, forestry, nutrition, fisheries, veterinary science, as well as other disciplines oriented towards development in the tropics and subtropics and transition countries.

All proposals will be assessed according to the criteria above. The decision on funding is taken by the Ministry for Economic Cooperation and Development (BMZ). GTZ / BEAF will inform applicants of the decision and in case of approval will conclude a contract between GTZ and the applicant, with the budget being part of contractual arrangements.

Detailed instructions for the format of proposals are given in Annex 1.

The maximum amount of funding for a Small Grant Project is

EUR 60,000 (including indirect costs)

for a period of 1, maximum 2 years. A second phase is generally not possible.

All applications should be sent by email with a covering letter from the Center's Director General or the Director of the German research institution to Beatrice.Bournonville@gtz.de. A letter of intent from the partner institute must be submitted together with the proposal.

D. Reporting

A report in English shall be submitted after the end of the funding period to Judith.Jansen@gtz.de.

The instructions for preparing the final report are outlined in Annex 2. The report should not exceed 20 pages.

Annex 1: Preparing Proposals for Small Grants

Proposals should not exceed 3 text pages and 1 page for the budget. The characters should not be smaller than 11 points for Arial or 12 points for Times New Roman.

Structure

1. The IARC or the German Institute Applicant

*Abbreviation of the International Agricultural Research Center's name (address is not necessary).
or*

Name and full contact details of the German Research Institute

2. Project Title

3. Total Budget and Budget Requested from the BMZ and Project Duration

Please indicate in Euro (€); the maximum project duration is 2 years.

4. Project Description and Workplan

Briefly describe the project, its justification and the relevance for the center's or the institute's program.

Please state goal, purpose and outputs according to logframe system.

Name the countries where the project is carried out.

5. Major Research Domains

Only keywords

6. Project Coordinator

7. Cooperation with German Research Institution

or

Cooperation with International Agricultural Research Center

Name the institution, contact, address, e-mail and area of cooperation.

Please add a letter of intent of the respective institution(s)

8. Budget Summary

Figures are to indicate the specific budget requested (max. EUR 60.000, including indirect costs¹) as well as the input by the IARC and other donors if applicable (last two columns on the Excel sheet). A detailed breakdown must be given according to item, year, IARC and partners. All budget items should be clearly justified by the workplan. For your project proposal please try to use the attached Excel table or pay attention that the form you use pursue the scheme of GTZ/BMZ. Please submit printable budget tables as pdf-file as well as open word/excel-files.

¹ GTZ is allowed to fund an indirect cost rate corresponding to the audited rate of the center's financial statement, but it should not exceed 20 percent.

Expenditure (Euro)	Unit	Rate /...	Contribution requested from BMZ			Contribution from IARC	Contribution of other donors (if applicable)
			Year 1	Year 2	Total		
Personnel	p/m						
•	-						
•	-						
•	-						
Subtotal	-						
Supplies & Operations							
•							
•							
•							
Subtotal	-						
Equipment	n°						
•	-						
•	-						
•	-						
Subtotal	-						
Training / Workshops	events						
•	-						
•	-						
•	-						
Subtotal	-						
International Travel	trips						
•	-						
•	-						
•	-						
Subtotal	-						
Publications	docum.						
•	-						
•	-						
•	-						
Subtotal	-						
Other Expenses							
•							
•							
•							
Subtotal							
Indirect Costs							
TOTAL							

Annex 2: Structure of Final reports:

To be submitted at the latest 5 months subsequent to termination of the project to judith.jansen@gtz.de. The final report should not exceed 20 pages. Detailed research reports should be added as annexes.

1. Name of IARC or German research institute

Abbreviation of the International Agricultural Research Center's name (address is not necessary) or

Name and full contact details of the German research institute (with address)

2. Project Title

Quote the project title given in the proposal (long and short version if applicable).

3. GTZ Project Number and Contract Number

Usually a 12-digit format <00.0000.0-000.00> and an 8-digit format<00000000>.

4. Reporting Period

Months and calendar years

5. Project Coordinator

Name the project coordinator stating full address, telephone no., and e-mail.

6. Collaborating Institutions and Staff including IARC, German Partners and NARS

State the full names of the institutions and main staff members involved in the project (addresses not necessary).

7. Project Description

Insert here the project goal, purpose, outputs (summarise if necessary) and indicators as given in the project proposal. Subsequent changes must be clearly indicated.

8. Major Research Findings

Highlight important achievements: technologies and products developed, and new or improved research methodologies. Compare the planned outputs with the actual achievements (auto-evaluation). Give reasons why certain outputs could not be achieved. What has been done to overcome constraints or unexpected problems?

9. Assessment of Research Findings

Describe possible implications for the research institute, the collaborating NARS and (German) partners. Implications for potential users of research products such as farmers, agribusiness, extension services, development projects, and implications on the policy level (legislation, safety regulations) should also be mentioned.

10. Know-How Transfer

Describe what has been done and what still needs to be done to ensure that the research findings (products and research methodologies) will be used and/or further developed by the various users groups, such as research institutes (IARC, NARS, ARO), extension and training institutions, farmers, agribusiness, policy makers.

11. Training (if applicable)

12. Lessons Learned

Give a brief description of lessons learned (as far as these are not already part of the implications), referring to the planning of the research project, the execution of the workplan, the collaboration with the various partners, and the training events. State reasons for success and failures.

13. Future Research Needs

Give a brief description of the research needs (gaps of knowledge) identified and which could not be directly addressed during the project phase. These may be research methods which need refinement or new questions raised by potential users of the (planned) research findings.

14. Publications, Papers and Reports

List under this item all relevant documents which have been published during the project phase. Please send copies of any publications, papers and reports which have not yet been sent together with the progress reports to the GTZ.

Annex 3: Contacts

Federal Ministry for Economic Cooperation and Development (BMZ)

Division 314, Rural development; global food security

Postfach 120322 53045 Bonn - Germany

Head of Division: **Dr. Christoph Kohlmeyer**

Email: christoph.kohlmeyer@bmz.bund.de

Tel.: +49 1888 535 3735 Fax: +49 1888 535 3755

Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH

Advisory Service on Agricultural Research for Development (BEAF)

Postfach 5180 65726 Eschborn - Germany

General questions:

Dr. Wolfgang Kasten (Project Manager)

Email: wolfgang.kasten@gtz.de

Tel.: +49 6196 79 2149 Fax: +49 6196 79 7137

Dr. Michael Bosch

Email: michael.bosch@gtz.de

Tel.: +49 6196 79 1434 Fax: +49 6196 79 7137

Contractual questions and financial statements:

Ms. Iris Weyershaeuser

Email: iris.weyershaeuser@gtz.de

Tel.: +49 6196 79 1433 Fax: +49 6196 79 7137

Questions on full proposals, progress and final reports:

Ms. Beatrice Bournonville

Email: beatrice.bournonville@gtz.de

Tel.: +49 6196 79 1435 Fax: +49 6196 79 7137

Ms. Judith Jansen

Email: judith.jansen@gtz.de

Tel.: +49 228 44601864 Fax: +49 228 44601861

Contacts to German partner institutes and general scientific questions:

Dr. Marlene Diekmann

Email: marlene.diekmann@gtz.de

Tel.: +49 228 44601865 Fax: +49 228 44601861

Our website is www.gtz.de/agricultural-research.