

Guidelines

Small Grants for International Agricultural Research

May 2007



Bundesministerium für
wirtschaftliche Zusammenarbeit
und Entwicklung

General Remarks

In addition to providing project funding for International Agricultural Research Centers, Germany also offers small grants. The program aims at:

- complementing project funding for International Agricultural Research Centers with a simple and rapid instrument to provide comparatively small-scale funding volumes for small project activities
- providing German agricultural research institutions with funding to initiate, prepare, plan, complement or follow up cooperation with International Agricultural Research Centers

Criteria

The development objectives and criteria applied to this program are identical to those used for 'project funding'. The German 'thematic priorities' are not applied to small grants. Small grants can be requested for innovative projects. In the case of German research institutions, small grants can complement existing collaboration with International Agricultural Research Centers. The project should have a duration of around 1 year and not exceed 2 years. An extension is not possible.

Procedures

Proposals for small grants can be submitted at any time of the year. There are two groups of eligible applicants:

1. CGIAR Centers, selected Challenge Programs (CP)¹ and two Non-CG-Centers: ICIPE and the World Vegetable Center (AVRDC). Approval is conditional on cooperation with a German research institute within the proposed project and/or the involvement of a German researcher from the center. A letter of intent from the German partner institute must be submitted together with the proposal.
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. Approval is conditional on the involvement of at least one of the CGIAR Centers, Challenge Programs (CP) or one

¹ Water and Food; SSA CP; Global Horticultural Initiative (GHI)

of the Non-CG-Centers: ICIPE and the World Vegetable Center (AVRDC). A letter of intent from the international partner institute must be submitted together with the proposal.

BEAF subjects all proposals to peer review and then forwards them to the BMZ for approval. The centers or German research institutes are notified of the decision. Shortly after the decision is taken, a contract is drawn up between GTZ and the center or the German research institute. The budget is specified as part of contractual arrangements between GTZ and the individual center or institute.

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

The maximum funding available is

EUR 60,000 (including indirect costs)

for a maximum of 2 years. All applications should be sent complete with a supporting 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 German partner institute or the international partner institute must be submitted together with the proposal.

Proposals may be sent by email; hard copies are not necessary.

Reporting

The final report, in English, shall be submitted after the end of the funding period to Beatrice.Bournonville@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. Leading Scientist(s)

9. 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)

10. Budget Summary

Present a breakdown of the budget figure by using the table next page.

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 Ex- penses							
•							
•							
•							
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 Beatrice.Bournonville@gtz.de.

The final report should not exceed 20 pages, e.g.:	Items 1 to 6:	1 page
	Item 7:	1 page
	Item 8:	8 pages ²
	Item 9:	3 pages
	Item 10:	1-3 pages
	Item 11-14	1-3 pages

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*

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. Leading scientist

Name the leading scientist 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.

² Detailed research reports should be attached as annexes.

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

German Federal Ministry for Economic Cooperation and Development (BMZ)

Section 416, Rural Development and World Food Security

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Contractual questions and financial statements:

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Questions on proposals and final reports

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Contacts to German partner institutes and general scientific questions:

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Our homepage is: www.gtz.de/agricultural-research

Please send all proposals and reports to Beatrice.Bournonville@gtz.de