

Training Partnership Programmes as an
Integral Part of Institutional Research
Capacity Strengthening

Uganda
2014

GUIDELINES
for
Letters of Intent
From
Applying Institutions

Contents

1	Open call for partnerships	3
2	The Application	3
2.1	Developing Letters of Intent	3
2.2	Detailed instructions for Letter of Intent.....	4
2.2.1	The following conditions must be met:	5
2.2.2	The following should be addressed in the Letter of Intent:	5
2.3	Diagrammatic representation of potential Letters of Intent for Partnership	8
2.4	Budgets	9
2.4.1	Cost of curriculum development	9
2.4.2	Cost of training.....	9
2.4.3	Cost related to exchange of personnel.....	9
2.4.4	Subsistence allowance/salary	9
2.4.5	Costs related to research supporting components	9
2.4.6	Cost of travel.....	10
2.4.7	Running costs.....	10
3	The Application Process (Outline).....	11
4	Time Schedule.....	12
5	Curriculum Vitae (Enclosure X)	13
6	Publication list (Enclosure Y).....	13

1 Open call for partnerships

The Research Training Partnership programme as an integral part of research capacity strengthening is an open call for collaboration between Makerere University in Uganda and Swedish universities.

Based on a concept note from Makerere University outlining possible areas of collaboration, Makerere University and interested Swedish universities together develop Letters of Intent. These will be evaluated and successful applicants will be invited to submit full proposals.

The concept note and contact details for Makerere University as well as a list of Swedish universities are available on www.sidaresearch.se

2 The Application

Letters of Intent **for research training partnerships** which clearly define 1) an outline of a scientifically sound research training programme; 2) how a true partnership will be developed; 3) how this will ensure quality research training that will result in a critical mass of trained people in areas of national importance as defined in the concept note; 4) how this can be achieved in a cost effective and sustainable way, will be asked to submit full proposals. In addition letters of intent for key research supporting elements which clearly define 1) the central role of the supporting element for research and research training at the university; 2) how the supporting element fits into the concept note; 3) how the proposed support can be achieved in a cost effective and sustainable way, will be asked to submit full proposals.

2.1 Developing Letters of Intent

The **target university overall application** will be based on several **programme level letters of intent**. Letters of intent will be accepted for **research training partnerships** and for **key research supporting elements**.

Programme level Letters of Intent for research training are developed by relevant departments/centres/units at Makerere University in close collaboration with departments/centres/units in Swedish universities.

Letters of intent for **research training partnerships** should clearly define the following:

- 1) an outline of a scientifically sound research training programme;
- 2) how a true partnership will be developed;
- 3) how this will ensure quality research training that will result in a critical mass of trained people in areas of national importance as defined in the concept note from Makerere University;
- 4) how this can be achieved in a cost effective and sustainable way

Letters of intent for **key research supporting elements** (for example ICT, quality assurance, gender mainstreaming, library support or other components that strengthen the conditions for carrying out research and research training) should clearly define the following:

- 1) the central role of the supporting element for research and research training at the university;

- 2) how the supporting element fits into the concept note;
- 3) how the proposed support can be achieved in a cost effective and sustainable way

Partnerships for **key research supporting elements** are welcome but not obligatory. These should be submitted in the same way as other letters of intent.

The office of the Vice Chancellor of Makerere University is responsible for submitting an **overall** application containing all programme level Letters of Intent and for letters of intent for key research supporting elements signed by the legal representative of Makerere University.

This overall application should consist of:

- 1) a cover letter including a list of all *the programme level letters of intent as well as the letters of intent for key research supporting elements* submitted
- 2) an attest that the *letters of intent* included are in compliance with Makerere University's concept note.
- 3) all *Letters of Intent* as appendices
- 4) A signed declaration that the Letters of Intent are jointly written by Makerere University and the Swedish universities.

In addition, from each of the Swedish universities, **a letter of endorsement** from the Rector is required. This should state that the Swedish university is willing to work with Makerere University to carry out partnership programmes based on the proposals submitted. In cases where the Swedish university is willing to invest both human and economic resources to make the partnership programmes function, this should be clearly indicated.

The letters of intent will be assessed by the Sida Research Training and Capacity Development Evaluation Committee and successful applicants will be **invited** to submit full proposals. Guidelines for the full proposal will be made available on the www.sidaresearch.se website.

2.2 Detailed instructions for Letter of Intent

1) Research training partnerships

More than one letter of intent may be submitted from one department. Preference will be given to programme level letters of intent that present the most comprehensive, feasible, efficient and cost effective plans for obtaining a critical mass of research trained people as outlined in Makerere University's concept note. Research training programmes where training and learning is arranged in research schools or disciplinary/multidisciplinary teams are encouraged.

2) Key research supporting elements that strengthen the conditions for carrying out research within Makerere University (These may include support for research management, support to the library including electronic scientific journals, support for Information Communication Technology, support for institutional reforms etc.). Partnerships in these components are welcome but not obligatory.

Each programme level Letter of Intent should be **maximum 12 pages**.

2.2.1 The following conditions must be met:

The legal representative for Makerere University must provide Sida with a signed list of all endorsed Letters of Intent that are submitted.

For research training partnerships

1. The Letters of Intent should come from the bodies/entities responsible for research training at Makerere University (i.e. the colleges, directories for research, schools or departments) together with their proposed partner Swedish university bodies/entities¹ responsible for research training and with the right for examination in Sweden.
2. Letters of Intents must be **jointly** written by coordinators from both Makerere University and the Swedish universities. A signed declaration to this end should be included.
3. Coordinators must be employed by or officially affiliated² with Makerere University or partner Swedish universities.

For key research supporting components

1. The Letter of Intent should come from the Directorate for Research and Graduate Training (DRGT) at Makerere University with the coordinating responsibility for any of the following:
 - Research management
 - Library
 - Information Communication Technology (ICT)
 - Institutional reforms³
 - Innovation and use of research results
 - Gender mainstreaming
 - Quality assurance
2. Where the components include partnerships, the Letter of Intent should be written jointly by coordinators from both Makerere University and the Swedish university
3. Coordinators must be employed by applying universities

2.2.2 The following should be addressed in the Letter of Intent:

For research training partnerships

1. Intention to build capacity for research training programmes within Uganda.
2. Joint interest in partnership indicating the short- and long term benefits and added value of the partnership.
3. The Letter of Intent should briefly outline the following:
 - The scientific basis and rational for the chosen research training area

¹ Consortia of Swedish universities may apply. Depending on the content of Makerere University's concept note, consortia of Swedish institutions may write a joint Letter of Intent together with Makerere University.

² Such as official adjunct positions

³ Provision of external technical support, provision of technical solutions

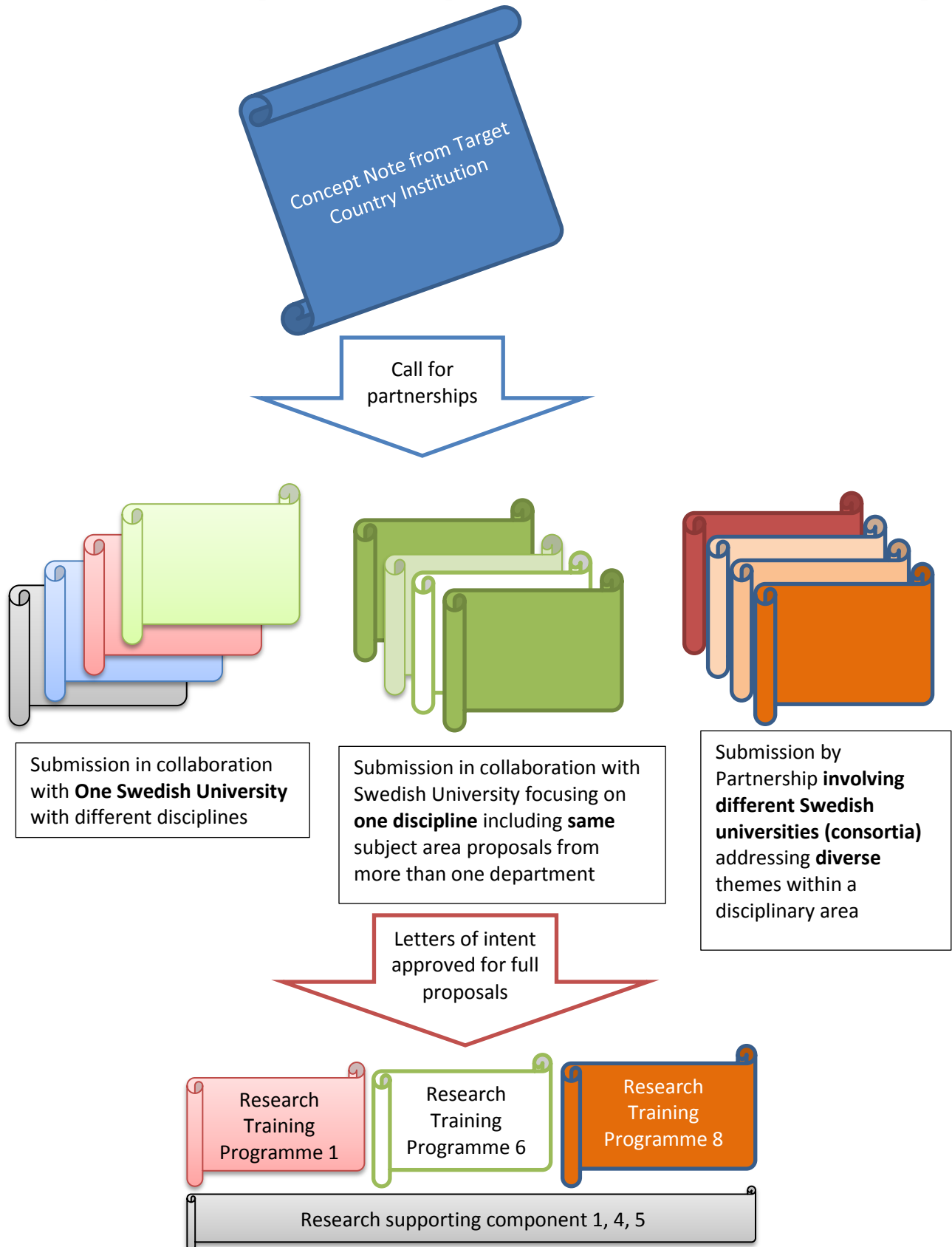
- The expected outcome of the selected research training area of focus
 - The relevance of the research area and demand of expertise in the chosen field for the country's development challenges, within the public and private sector as well as within civil society organisations
4. The expected contribution of each of the main partners in the proposed research training programme.
- Short curriculum vitae and publication list of main partners using the outline provided should be annexed to the Letter of Intent. ([Link to enclosure X](#) and [enclosure Y](#))
 - Management of the partnership programme
 - Administrative resources available
 - The available and required infrastructure for carrying out the training
 - Academic networks in this area
 - The operational issues of the research training programme that need to be addressed during the full proposal.
5. The Letter of Intent should briefly outline the following:
- capacity development process
 - intellectual property and patent issues
 - staff mobility issues
 - management of career opportunities for participating researchers and research students
6. The Letter of Intent should include a draft list the ***potential risks*** for the research training partnership.

For key research supporting elements

- Where there is partnership the Letter of Intent should outline joint interest in partnership indicating the added value for partnership and the added value for Swedish institutions. Commitment by the faculties/universities to participate in such partnerships; the need, if any for *sustainability of the partnership* should be outlined.
- The Letter of Intent should *outline* the following:
 - The expected outcome of the supporting component
 - Expected outputs, presented along a plausible timeline
 - Relevance of the supporting component for contributing to the research focus of the university
 - The risks as regards recruitment and retention of personnel trained in the supporting component
- The Letter of Intent should clearly but briefly define the roles and contribution of each of the participants/partners in the proposed research supporting component:

- The available and the required personnel for the research supporting component (indicating their expertise and competence)
 - The available and required infrastructure for the research supporting component
 - Management of the research supporting component
 - Administrative resources for the research supporting component
- The letter of intent should indicate the operational issues of the research supporting component that needs to be addressed during the full proposal and the planned process to be used to achieve this.
 - Governance
 - Quality assurance
 - Time perspective
 - Short and long term financial strategy
 - Monitoring and evaluation
 - The Letter of Intent should briefly discuss the following:
 - capacity development process
 - intellectual property and patent issues
 - staff mobility issues
 - management of career opportunities for participating staff

2.3 Diagrammatic representation of potential Letters of Intent for Partnership



2.4 Budgets

The budgets for the Letters of Intent will represent draft budgets. For full proposals more stringent budgets will be required.

The budgets should show the full cost of the planned activities (direct and indirect costs) and should indicate planned co-funding by the applying and Swedish partner universities. Budgets should indicate how funds will be divided between the partners.

Budgets may include the costs for the following:

2.4.1 Cost of curriculum development

2.4.2 Cost of training

Makerere University is expected to pay the salaries of their staff who qualify for Masters and PhD training. These staff members are expected to receive leave of absence with pay, from their universities to pursue their training⁴ or through country stipend schemes where they exist⁵.

- Funds for competitive stipends to distribute to staff on leave-without-pay and for non-staff applicants may be applied for where applicable
- Fees at target country institution (Fee waiver can be budgeted as co-funding)
- Allowances for lecturers involved in postgraduate courses
- Funding for carrying out Masters projects including laboratory equipment and supplies
- Funding for carrying out PhD Projects including laboratory equipment and supplies
- Funding for Postdoctoral projects including laboratory equipment and supplies
- Joint laboratory equipment

2.4.3 Cost related to exchange of personnel

- Compensation for lecturers to alleviate postgraduate and undergraduate degree teaching load of staff PhD candidates through engagement of Swedish teachers (e.g. supervisors, lecturers, Swedish PhD candidates [twinning], etc.)

2.4.4 Subsistence allowance/salary

- Subsistence allowance for PhD candidate when in Sweden, including cost of housing. The standard sum is 16 000 SEK for PhD candidates and 18 000 SEK for post docs per month in Sweden.
- Subsistence allowance for Twinning / student / exchange lecturers
- Compensation to Swedish supervisors (Based on the regulations in the Sweden partner university). A standard sum for supervision and the PhD candidates research training expenses while in Sweden is 250 000 SEK/year. Salaries of target country institutions' supervisors is expected to be regulated by the rules in the target university

2.4.5 Costs related to research supporting components

- Equipment
- Maintenance

⁴ The candidate should be exempt from teaching and be able to dedicate at least 80% of their time to their research studies in the home country.

⁵ Co-funding may include in-cash and in-kind contributions from applying institutions' own resources as well contributions from other funders

- Library electronic resources
- Cost of training

2.4.6 Cost of travel

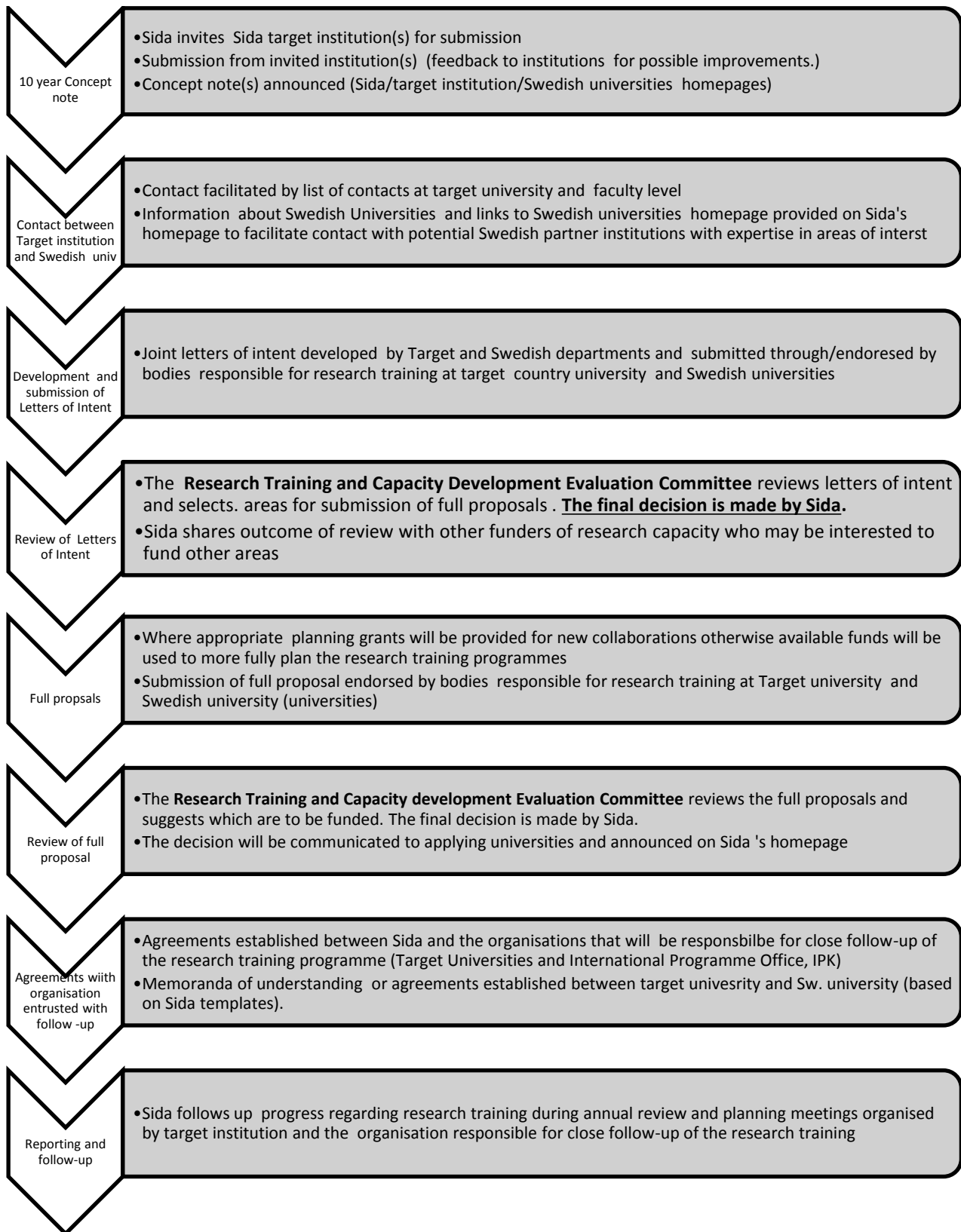
- Airfare
- Insurance
- Visa
- Etc.

2.4.7 Running costs

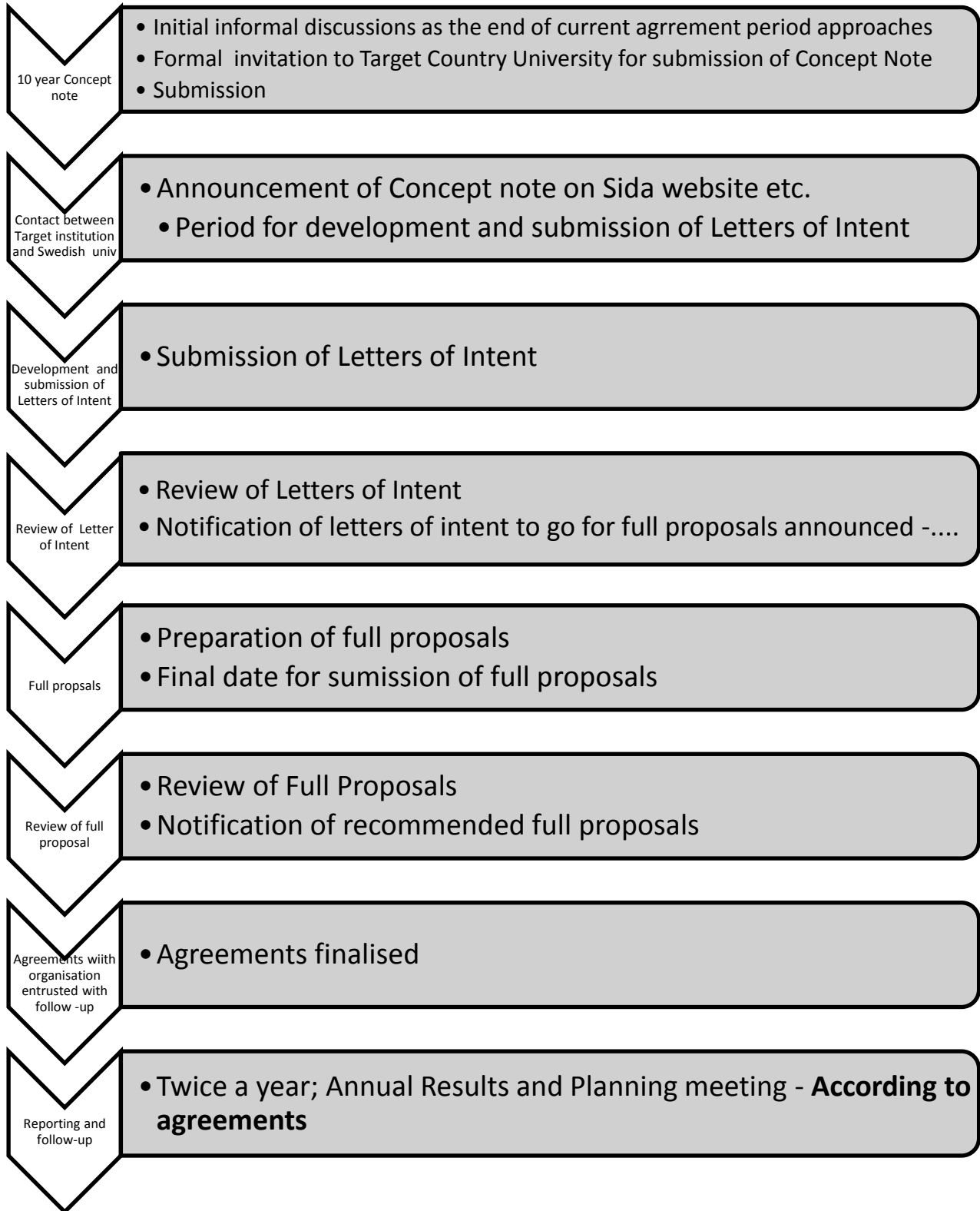
- Funds to the university to cater for indirect costs that arise for carrying out the programme.
- Audit costs

Budgeted Co-funding of activities in cash or in kind by partners will be favourably viewed when reviewing the partnership since it indicates commitment and intention for long term sustainability.

3 The Application Process (Outline)



4 Time Schedule



5 Curriculum Vitae (Enclosure X)

CV of coordinators, supervisors and key personnel with a major role in the collaboration

Maximum 2 pages per CV (A4 format, using a 25 mm margin and a Times New Roman 12 font)

Specify under the following numbered headlines, in this order:

1. Higher education degree(s) (year, subject area)
2. Doctoral degree (year, discipline/subject area, dissertation title, and supervisor)
3. Postdoctoral work (year and placement)
4. Qualifications as research fellow/associate professor (year)
5. Specialist certification or equivalent (year, discipline/subject area)
6. Current position, period of appointment, share of time spent in research.
7. Previous positions and periods of appointment (specify type of position).
8. Interruptions in research. Indicate if active research time has been interrupted to the extent that it affected the opportunity to acquire qualifications, e.g. by parental leave, illness, clinical internship/residency, positions of trust in trade union organisations and student organisations, or other similar reasons. Specify the reason(s) and give the time and dates of the interruption.
9. Individuals who have completed their doctoral degree under your supervision (name, year of PhD thesis defence) or postdoctoral period under your main supervision.
10. Pedagogic experience. List 5 most important Master/PhD training courses you have been involved in organising. Specify your role and the year(s)
11. Other information of importance to the application

Items that do not apply should be left blank.

6 Publication list (Enclosure Y)

Publication list of coordinators, supervisors and key personnel with a major role in the collaboration
Attach a list of a maximum of 10 selected publications from the past 10 years, marking the five most important publications with an asterisk (*).

ⁱ Consortia of universities may apply. Depending on the proposal by the target universities consortia of Swedish universities may write a joint Letter of Intent together with target institutions.