

**DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY**

**SD DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES**

**TEMPLATE 1A**

**LETTER OF INTENT**

**ADDRESS OF APPLICANT** (If multiple, Principal Investigator should write the letter)

Full name

Department/Unit

Faculty/Directorate

Phone

Email

[Date]

Dear Sir,

 **LETTER OF INTENT**

I submit this letter to inform you of my intention to submit a proposal for the **(Insert Call title including title)**.

The deadline for the submission of applications/proposals is **[insert date]** and I intend to work on **[indicate area/topic/theme of research or nature of consultancy service]**.

I hope to send my concept note in due course.

**Yours Sincerely,**

**[Full name and signature of Applicant]**



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**TEMPLATE 1B**

*CONCEPT NOTE FOR* ***RESEARCH GRANTS*** *APPLICATION*

1. **Title**

Provide the title of the proposal

1. **Background/introduction (including purpose, objectives/research questions)**

In simple terms, articulate the issue your project aims to tackle or the requirement it aims to meet. Offer supporting evidence to highlight the significance of this problem.

1. **Methodology**

Briefly present the methods you will use to conduct the research and provide justification for same.

1. **Budget**

In general terms, not in detail



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**TEMPLATE 1C**

*CONCEPT NOTE FOR* ***CONSULTANCY SERVICES*** *APPLICATION*

1. **Introduction**

Overview: Briefly describe the nature of consultancy services being offered.

Scope: Specify the areas in which the consultancy services will focus.

1. **Consultancy Objectives/Purpose:**

Outline the main objectives or purposes of the consultancy service.

1. **Approach and Methodology:**

Explain the methodology or approach that will be used in delivering services. Mention any specialised tools, frameworks, or resources to be utilised.

1. **Budget**

 In general terms, not in detail

1. **Specify the funder/client**



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***FORM 1D***

*RESEARCH/CONSULTANCY SUPPORT REQUEST*

I/We reference a concept note submitted on [date] to DRIC regarding the conduct of a research activity/execution of a consultancy service focusing on [provide area of focus].

We/I therefore require DRIC to provide the following support in that regard:

|  |  |  |
| --- | --- | --- |
| **Type of support**  | **Select the applicable option(s) (X)** | **Provide details for action**  |
| DRIC should provide a support letter  |  | Provide details of the addressee and any points for consideration.  |
| DRIC should submit application on my/our behalf |  | Indicate how proposals/applications must be submitted.  |
| DRIC should review the application  |  | Submit a complete draft to DRIC at least **10 business** days before the deadline. |
| DRIC should support in acquiring Ethical Clearance from the Research Ethics Review Board (RERB) |  | Complete the necessary paperwork for action  |
| Please specify others: |  |  |

**Name of PI/Lead Consultant:**

**Signature:………….………….**