

## **Appui à la Recherche et au Développement Agricole**

Angle rues Docteur Vallon et Vilatte, Pétion-ville, Haiti HT-6140

### **MINI GRANT PROGRAM TO SUPPORT AGRICULTURAL RESEARCH, TRAINING AND EXTENSION IN HAITI**

### **SUBVENTION NO. 2: INDIVIDUAL RESEARCH GRANT**

**REQUEST FOR PROPOSALS / RFP**

**Date of release:** 04-20-2018  
**Applications due:** 05-20-2018

Submit your applications to: [UFAREAproject@ifas.ufl.edu](mailto:UFAREAproject@ifas.ufl.edu)  
Send your questions to: [UFAREAproject@ifas.ufl.edu](mailto:UFAREAproject@ifas.ufl.edu)

**April, 2018**

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## INTRODUCTION

As part of its process for institutional reform, in December 2013 the Ministry of Agriculture Natural Resources and Rural Development (MARNDR) created the Direction of Innovation (DI) with the mission of coordinating research and extension activities conducted by different actors within the Haitian agricultural innovation system in Haiti. Multiple working sessions between the MARNDR (under the leadership of the DI) and the Ministry of National Education and Vocational Training (MENFP) have led to the creation by Ministerial Order (Ref. The Monitor No. 147 August 5<sup>th</sup> 2015) of the *Fond National de Recherche pour un Développement Durable* (FONRED), agency responsible for funding research in Haiti. Many donors and agricultural sector organizations are working with the DI to determine the best mechanism to fund FONRED. In support of this effort, the *Appui à la Recherche et au Développement Agricole* (AREA) project is partnering with the DI to develop a mini-grant program whose procedures are aligned with those described in the procedure manual of FONRED.

The AREA project is a USAID-funded Haitian-driven agricultural partnership of public and private institutions and United States' land-grant institutions: the University of Florida (UF), the Louisiana State University (LSU), the University of Illinois (UIUC). AREA is a Feed the Future initiative committed to building the capacity of public and private organizations to provide results-oriented agricultural research and extension programs that are inclusive of all farmers, promote gender equity, and are appropriate for Haiti.

**The AREA project** operates on five key principles:

- Provide opportunities for all Haitians to improve their lives
- Mentor agents of change in governmental and non-governmental institutions and organizations
- Build and support stronger, more equitable farmer organizations and agribusinesses
- Foster a culture of evaluation, self-assessment and accountability
- Inspire educated and trained Haitians to fuel the growth of the agriculture sector through innovative research and Extension

**The AREA project** is addressing agricultural production challenges by:

- Increasing the adoption of climate-smart solutions
- Improving seed value chain systems
- Conducting agricultural research that focuses on increasing agricultural productivity and food security

**The AREA project** is encouraging workforce development by:

- Training graduate students in agricultural research and extension
- Establishing mentoring and learning exchange programs
- Modernizing curriculum at Haitian educational institutions

**The AREA project** is building research and extension capacity by:

- Providing professional development to improve research skills
- Developing effective extension models for technology transfer
- Increasing knowledge in extension, leadership, natural resource management and entrepreneurship
- Offering a competitive grant program
- Supporting the development of Haitian-led research programs

## OBJECTIVE OF THE PROGRAM

In partnership with the Ministry of Agriculture's Direction of Innovation, Haitian higher education institutions, and other key partners within the agricultural sector, AREA's mini-grant program will support the development of agricultural research professionals, encourage collaboration among researchers and research institutions, and address research priorities identified by farmers and agricultural service providers. In addition to funding innovative research and extension activities designed to address agricultural productivity and food security challenges in Haiti, these projects will address gender disparities within the agricultural sector and promote gender equity.

## ELIGIBILITY

Individual researchers from the higher education agricultural institutions in Haiti, Center for Research and Agricultural Documentation (CRDA) and other technical branches of the Ministry of Agriculture and the Rural Centers for Sustainable Development (CRDDs) are eligible to apply. Private sector organizations can participate **only** as partners on the Collaborative Research grants (see Category 3). Project leaders representing Haitian higher education institutions and organizations should have a proven capacity in conducting agricultural research and extension/education in Haiti. Higher education institutions and organizations should have the experience and capacity to manage sponsored awards.

## DURATION AND TIMING

The AREA grant recipients should complete their project activities within **one year** of receiving their funds.

## TYPES OF MINI GRANTS

The AREA project will fund awards within three categories: *Equipment Grants*, *Individual Research Grants*, and *Collaborative Research Grants*.

### ***Category 1: Equipment Grants for university faculty/researchers***

These grants will fund laboratory and field technical equipment and tools that enhance the capacity of qualified individuals to improve their ability to conduct research or deliver improved course content related to agricultural research and education. Applicants can apply for up to \$4,000 USD. Only applicants who are affiliated with a Haitian higher education institution, a technical branch of MARNDR, and the Rural Centers for Sustainable Development (CRDDs) may apply for funding.

### ***Category 2: Individual Research grants***

These grants will support individual researchers from the higher education agricultural institutions, Center for Research and Agricultural Documentation (CRDA) and other technical branches of the Ministry of Agriculture and the Rural Centers for Sustainable Development (CRDDs). Up to \$8,000 USD per funded project will be awarded to address well-defined research questions in priority research areas defined by the AREA project.

### ***Category 3: Collaborative Research grants***

The AREA project recognizes that many of the challenges facing the agricultural sector in Haiti are complex and solutions require scientists to work together and with other agricultural professions and specialists. We will fund (up to \$20,000 USD) interdisciplinary teams of researchers to conduct collaborative research projects that incorporate a systems approach (multi-components) to address a research topic within our defined priority areas. Private sector partners may be members of the collaborative project but they cannot lead the project.

## PRIORITY RESEARCH AREAS

In Year 1, the AREA project social science team surveyed farmer organizations and other key agricultural sector actors within the Feed the Future West Corridor to identify their major production challenges. Based on our results, the following priority areas are eligible for funding. These priorities are among those identified by the Ministry of Agriculture in September 2014:

- Post-harvest technologies and practices
- Practices that allow farmers to extend their normal production system
- Improving seed availability and quality
- Management practices (including resistant cultivars) that address major plant diseases and pests
- Water conservation and management in agriculture
- Practices that improve soil conservation and nutrient management

### **Addressing Gender**

The AREA project recognizes that gender plays a key role in the access and control of resources in the agricultural sector. Applicants should consider the impacts of their research outcomes on women and identify solutions that enhance the ability of women to participate in the agricultural sector.

## ELIGIBILITY CRITERIA

### ***Category 1: Equipment grants for university faculty/researchers***

- The applicants:
- Must be affiliated with a Haitian higher education institution, CRDA or other technical branches of MARNDR, or a CRDD.

Must have at least a MSc, or equivalent academic degree.

NB - Qualified applicants are encouraged to apply but we will give priority to early career applicants (professionally active over the past 5 years or less).

### ***Category 2: Individual research grant (IRG)***

Applicants for IRG Grants

- Must be affiliated with a Haitian higher education institution, MARNDR's CRDA and other technical branches of MARNDR, or a CRDD
- Applicants must have at least a MSc, or equivalent academic degree.

### ***Category 3: Collaborative research grants (CRG)***

- The project leader must be affiliated with a Haitian higher education institution, MARNDR's CRDA and other technical branches of MARNDR, or a CRDD
- At least half of the team must have at least a MSc, or equivalent academic degree
- The team of scientists (teachers and researchers) must represent at least two institutions or research organizations. Each team must include a faculty member from the *Faculté d'Agronomie et de Médecine Vétérinaire* (FAMV) or someone from a CRDD as partner.

## HOW TO APPLY FOR AN AREA PROJECT MINI GRANT?

Submit completed applications and other supporting documents as an electronic attachment to [UFAREAgifts@ifas.ufl.edu](mailto:UFAREAgifts@ifas.ufl.edu) with the subject line “*Application for mini grant*”. DO NOT SUBMIT paper applications (hard copy). Submit general questions regarding the mini grant program to [UFAREAgifts@ifas.ufl.edu](mailto:UFAREAgifts@ifas.ufl.edu) with the subject line *general question regarding mini grant*. Only submit applications in French or English. We will not consider incomplete applications.

## AWARD INFORMATION

- The maximum award amounts for the Equipment Grant is up to \$4,000 USD
- The maximum award amount for the Individual Research Grant is up to \$8,000 USD
- The maximum award information the collaborative research grant is up to \$20,000 USD
- Regardless of the type of grant (individual research grants or collaborative), no salary supplement will be allowed

## TEMPLATE FOR MINI GRANT APPLICATION AND BUDGET

Please use the correct grant and budget templates based on the grant category (Equipment, Individual Research and Collaborative Research). Individuals may submit only one application per grant category.

## NOTES TO SUCCESSFUL APPLICANTS

If you receive funding our AREA team will work with you to develop a monitoring and evaluation plan for your project. We will review your budget and work with you on any needed modifications. The University of Florida's Division of Sponsored Programs office will work with your institution to develop a plan for fund disbursement and reconciliation.

## CATEGORY 2 INDIVIDUAL RESEARCH GRANTS (IRG)

These grants will support individual researchers from Haitian higher education agricultural institutions, Center for Research and Agricultural Documentation (CRDA) and other technical branches of the Ministry of Agriculture and the Rural Centers for Sustainable Development (CRDDs). Up to \$8,000 USD per funded project will be awarded to the institution/organization to address well-defined research questions in priority research areas defined by the AREA project.

### ELIGIBILITY CRITERIA

- The applicants for IRG must be affiliated with a Haitian higher education institution, MARNDR's CRDA and other technical branches of MARNDR, or a CRDD.
- Applicants must have at least a MSc, or equivalent academic degree

### WRITING INSTRUCTIONS

#### **1. Cover Page (1 page maximum):**

- Project Title
- Names, titles, email addresses, and telephone number of the applicant
- Affiliated Institution/Organization
- Affiliated Institution/Organization mailing address
- Signature and contact information for an authorized official who can sign contracts on behalf of the lead institution/organization.

#### **2. Executive Summary (150 words maximum):**

- What are you proposing to do, where, how and who will conduct these activities?
- How are your activities consistent with the AREA project priority areas?
- What difference will your project make both in the short term and in the long term?

#### **3. Project justification (500 words maximum):**

- Describe the problem and what is already known about it based on a review of existing literature, in country reports or testimonials from experts in the field
- Identify the gap(s) in knowledge and how you will address them in your work? How will your research build on existing literature?
- State the realistic and measurable objectives that you have for this project. These must be achievable within the time span of the project.
- What are your expected outputs? Outputs are the tangible products that result from the activity: for example, the number of varieties tested or hectares under production.
- Describe in detail what difference your project will make in the short term and in the long term related to improving agricultural productivity and food security in Haiti.
- Explain who will directly benefit from this project and how they will benefit.

#### **4. Activities and methods (500 words maximum):**

- Provide a detailed plan of all research activities needed to address the problem. What are you proposing to do, where, how, and who will conduct these activities? It is important to include enough details to demonstrate that you have the knowledge and capacity to carry out research. For example, you need to explain how your research design and methods will provide evidence that research results are valid.



- What is your communications plan? How will you communicate your findings to the community you intend to help through this study? (e.g. presentation, podcast, poster, publication etc.)

**5. Activity timeline (No maximum). Use the table provided to outline your research plan. You need to provide enough information to demonstrate that you have a well thought out research plan. Make sure to include the major activities that you will implement, so that you can achieve your expected results.**

| AREA Project Mini-grant Program Activity Timeline |                           |                                    |
|---|---------------------------|------------------------------------|
| Activity  | Duration of this activity | Approximate dates of this activity |
| Example 1.<br>Set up experimental plots           | 2 weeks                   | October 1-15.                      |

**6. Gender (300 words maximum):**

- How will you ensure that women will be given an equal chance to participate and benefit from this project?
- Describe any particular strategy you might have to reach out to women in your project.
- What consequences will your work have on women?
- Can you think of potential unintended consequences on women. If so, what are they and how will you address them?

**7. Local university student participation (200 words maximum):**

- Will you be able to engage local university students to participate in this study?
- How will this student be able to participate?
- What positive impacts will your work have on students?
- Can you think of potential unintended negative impacts on students. If so, what are they and how will you address those?
- If you are unable to work with students briefly explain why.

**8. Statement of individual and institutional/organizational experience (200 words maximum):**

- Describe why the applicant's experience is critical to the project's success.
- Provide the applicant's CV.

**9. Budget Request (No Maximum, detailed instructions follow):**

- Budget Table
- Budget Narrative

## SUBMISSION INFORMATION

The files must be named as follows: Family name of the applicant\_individual grant (for example Georges\_Individual grant) and submitted with other supporting documents as an electronic attachment to [UFAREAgrants@ifas.ufl.edu](mailto:UFAREAgrants@ifas.ufl.edu) with the subject line “*Application for mini grant*”. Incomplete applications will not be processed and hard copy applications will not be accepted. Submit general questions regarding the mini grant program to [UFAREAproject@ifas.ufl.edu](mailto:UFAREAproject@ifas.ufl.edu) with the subject line *general question regarding mini grant*. Only submit applications in French or English.

## NOTES TO SUCCESSFUL APPLICANTS

If you receive funding our AREA team will work with you to develop a monitoring and evaluation plan for your project. We will review your budget and work with you on any needed modifications. The University of Florida will work with your institution to develop a plan for fund disbursement and reconciliation.

## DETAILED INSTRUCTIONS FOR BUDGET REQUEST

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#### *Eligible items*

Funds may be used to purchase supplies and other nonexpendable items. Expendable items are consumed in use, such as chemicals. Nonexpendable items have a useful life of more than one year, such as hand tools, meters, books, etc.

You are encouraged to purchase items locally. If not, any shipping costs must be included and would count toward the maximum of US\$ 8,000.

Funds may be used to hire temporary laborers, short-term contractors or student interns (not current employees of the institution/organization).

Travel may be requested for site visits, grant-related meetings, or sponsored trainings and workshops.

When Training or Workshops are required to accomplish your program objectives, costs for room rental and other necessary meeting costs are allowable.

#### **The following items are not allowable:**

- Salary supplements (or augmentation) for research personnel, administrators or other employees of the institution/organization.
- Pesticides and pesticide-containing materials
- Seeds
- Fertilizer
- Pharmaceuticals
- Used items
- Participant Support (payments that would go directly to participants of a training such as transportation, food, lodging reimbursement)
- Hazardous chemicals that are not available locally and have cost-prohibitive shipping restrictions (refer to Material Safety Data Sheets – <https://www.msdsonline.com/msds-search/> to determine chemical properties and hazards related to substances that you are including in your budget; in addition, contact shipping providers in Haiti to determine extra costs for shipping. This cost must be included in your budget.)

**BUDGET TABLE FOR SUBMISSION**

| BUDGET REQUEST  | PERIOD OF PERFORMANCE     |                          | TOTAL       |
|---|---------------------------|--------------------------|-------------|
|   | (xx/xx/xxxx - xx/xx/xxxx) |                          |             |
| (Insert Organization Name)  |                           |                          |             |
|   |                           |                          |             |
| <b>A. Personnel</b>   | <b>Hourly Rate</b>        | <b>Hours</b>             | <b>Cost</b> |
| Laborers  |                           |                          | 0           |
| Short-term contractors  |                           |                          | 0           |
| Student Interns   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          |             |
| <b>B. Travel</b>  | <b># of Travelers</b>     | <b>Cost per traveler</b> | <b>Cost</b> |
| (state purpose of travel)   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          |             |
| <b>C. Materials and Supplies</b>  |                           |                          | <b>Cost</b> |
| (list category – chemicals, tools, etc.)                                  |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          |             |
| <b>D. Meeting/Training Costs</b>  |                           |                          | <b>Cost</b> |
| (list category - room rental, audio-visual rental, printing agenda, etc.) |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          | 0           |
|   |                           |                          |             |
|   |                           |                          |             |
|   |                           |                          | 0           |
|   |                           |                          |             |
| <b>Amount Requested from AREA</b>   |                           |                          | 0           |

## BUDGET NARRATIVE

Justify the proposed costs for each category in a separate Budget Narrative:

### **Personnel**

For each person, describe the duties, rate of pay and number of hours expected. Temporary laborers are expected for field work or daily labor. Short-term contractors may be used for technical skills and services needed to fulfill proposed objectives. Student interns may be hired to fulfill the requirements of the memoir or gain specific technical skills.

### **Travel**

Describe the purpose of travel and state why it is necessary for your program. List travel costs per traveler (transportation, meal allowance, lodging, etc.).

### **Materials and Supplies**

Itemize the materials you intend to purchase. For each item, explain how the item will be used in your program. For nonexpendable items that require maintenance, include a plan for maintenance in the proposal narrative.

### **Meeting/Training Costs**

Describe the purpose of the meeting and the expected number of attendees. Explain how the meeting will benefit your program.

## ADDITIONAL INFORMATION

Information to be requested from successful applicants: applicants whose proposals are accepted for funding will be contacted before award to provide additional information required for award. The required information may include requests to clarify budget explanation, details of purchase estimates (price quotes, etc.) to allow analysis of the realism and reasonableness of costs.

## Appui à la Recherche et au Développement Agricole

Angle rues Docteur Vallon et Vilatte, Pétion-ville, Haiti HT-6140

### Review criteria for ranking (Collaborative and individual)

The following matrix is used to score each proposal:

| Criteria  | Points = 0   | Points = 1   | Points = 3   | Points = 5  |
|---|--|--|--|---|
| <b>Executive Summary</b>  | The executive summary is missing.  | The summary does not clearly list the proposed activities, the person(s) responsible for implementing them, and the manner in which these will be implemented. | The summary clearly lists the proposed activities but fails to identify either the person(s) responsible for implementing them or the manner in which these will be implemented. | The summary clearly lists the proposed activities, the person (s) responsible for implementing them and the manner in which these will be implemented |
| <b>Contribution to the AREA project priority areas</b>  | The applicant(s) does/do not attempt to link the proposed work to the AREA project's priority areas. | There connection between the proposed work and the AREA project priority areas is not clear.   | The proposed work clearly contributes to one of the AREA project priority areas.   | The proposed work clearly contributes to more than one of the AREA project priority areas.  |
| <b>Realistic and achievable objectives</b>  | Objectives are not clearly listed.   | Objectives are neither realistic nor achievable.   | Objectives are realistic but not achievable given the project's life span and or/resources.  | Objectives are both realistic and achievable given the project's life span and/or resources.  |
| <b>Expected outputs and outcomes</b><br>An output is tangible (service, method, approach) while an outcome is the change that will have taken place once the work is done(result or impact of the work) | The applicant fails to identify achievable outputs and outcomes of the proposed work.                | The applicant fails to identify either achievable outputs or outcomes resulting from the proposed work.  | The applicant identifies both outputs and outcomes of the proposed work but does not but they are not realistic.   | The applicant identifies outputs and outcomes that are realistic and likely to be achieved.   |
| <b>Contributes to existing knowledge in a new or innovative way</b>   | The applicant(s) does not address the potential for innovating through the proposed plan of work.    | The event or activity is not new and could be considered a 'typical' activity in this program area.  | Although the event or activity could be considered a 'typical' activity in this program area, it has the potential to build on existing knowledge in an innovative way           | The event or activity describes a new or innovative opportunity that would build on existing knowledge in an innovative way.                          |

| <b>Criteria</b>  | <b>Points = 0</b>  | <b>Points = 1</b>   | <b>Points = 3</b>   | <b>Points = 5</b>  |
|--|--|---|---|--|
| <b>Benefits to the agricultural sector in Haiti</b>        | The applicant(s) does not identify the beneficiaries of the work and fails to articulate realistic benefits.       | The applicant identifies beneficiaries in the agricultural sector but the potential benefits are either unclear or not realistic.         | The applicant clearly articulates the potential benefits of the work but does not identify the beneficiaries.   | The connection between the proposed activity and the potential benefits to agricultural professionals are clearly articulated and realistic. Beneficiaries are identified. |
| <b>Sharing the information with colleagues</b>             | There is no mention of an information dissemination plan.  | The applicant(s) lacks a realistic plan for sharing the information gained with professionals based on the activity, timeline and budget. | The applicant(s) has a plan for sharing the information gained from the proposed work but it is not realistic given the project's life span and or/resources. | The applicant(s) has a clear, realistic plan for sharing the information gained from the proposed work.  |
| <b>Ensuring participation of local university students</b> | There is no mention of how students will be given a chance to participate in the proposed activities.              | The applicant(s) lacks a realistic plan for ensuring participation from university students.  | The applicant(s) has a plan for ensuring participation university student but it is not realistic.  | The applicant(s) provides a realistic plan for ensuring university student participation.  |
| <b>Ensuring equal gender representation</b>                | There is no mention of how women and men will have an equal chance to participate in and benefit from the project. | The applicant(s) lacks a realistic plan for ensuring equal gender representation on the project.  | The applicant(s) has a plan for ensuring equal gender representation but it is not wholly achievable.   | The applicant(s) provides a realistic plan for ensuring equal opportunity for men and women to participate in and benefit from the project.                                |
| <b>Estimated cost</b>                                      | The budget is missing.   | Given the activity proposed, the estimated costs for attending this activity are not allowable.   | The estimated costs for attending this activity appear to be allowable but the information provided is not sufficient in order to reach a conclusion.         | The estimated costs for attending this activity are allowable.   |
| <b>Timeline</b>  | The timeline is missing.   | The proposed timeline is unrealistic.   | The proposed timeline appears to be realistic but the information provided is not sufficient in order to reach a conclusion.                                  | The proposed timeline is realistic.  |