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## Call for application for Support to present at International Conferences July 2022- June 2023

### Introduction

The University of Rwanda, Directorate of Research and Innovation (UR-DRI) among other activities coordinates the distribution of financial support to UR researchers to present their papers at international peer reviewed Conferences. The grants scheme is funded under the Research Management Support Sub-Program of the UR-Sweden Program for Research, Higher Education and Institutional Advancement through the Swedish International Development Agency (SIDA). The aim of the Grant Scheme is to provide UR Researchers with networking opportunities and get peer critique of their research results.

For the period from July 2022 to June 2023, the UR-DRI has planned to cover the conference expenses in support of UR academic staff, whose papers were accepted for oral presentation at international research conferences.

From the foregoing, the following are the guidelines that will be followed to ensure equitable distribution of the said support.

1. Eligibility: The UR Academic staff is eligible for funding.
2. Who is not eligible: Since the grants are limited, the following will not be supported:
  - i) Recipients of the Ordinary Research Grants and Post-doc grants whose research projects are ongoing and whose conference attendance and presentation should come from their grant budgets.
  - ii) UR staff on PhD studies with UR sponsorship whose study budgets include conference and presentations unless a proof is provided to the contrary.
  - iii) Staff from colleges whose SIDA funded subprograms have funds to support them to attend conferences.
  - iv) Posters, short presentations as well as Keynote speeches that are not based on research findings are not eligible for funding.
3. **Criteria for funding:**
  - i) UR Academic staff whose abstract or full paper has been accepted for oral presentation.
  - ii) The paper must be presented in the international research conference between July 2022 and June 2023, and subsequently be accepted for publication or be already published in an indexed journal.



- iii) Evidence that the applicant got input from the stakeholders for his/her research that might have been used for developing research objectives. This will be useful during research uptake implementation.
- iv) Only applications that can be supported within the budget limits will be funded.
- v) If the number of applicants exceeds the acceptable number, then selection criteria will be implemented according to the following:
  - A. Priority is given to applicants who are presenting a paper or research results.
  - B. The applicants with least conference attendance during the preceding two years will have priority.
  - C. If the applicants have the same number of criteria points, then priority is determined by academic rank or gender whereby a female academic applicant will be considered first. The importance of participation in achieving the objectives of the university and scientific merit should also be taken into consideration.
  - D. The applicant should have one of the following participation activities:
    - Presentation of a paper.
    - Publication in a peer reviews journal.
    - Working paper presenting results of a research project with clear indication of the funding body.
- vi) The conference should be aligned with UR Research Clusters that address the national priority needs and Sustainable Development Goals (SDGs).
- vii) There should be clear evidence that the paper has been selected for presentation.

#### 4. When to apply

- i. Application will be received starting from the time this call goes out.
- ii. Application for participation in conference should be submitted two weeks prior to the event and not later than 15<sup>th</sup> June 2023.

#### 5. How to apply

- i) Any applicant who meets the criteria will send her/his application to the College Director of Research and Innovation through his/her respective Head of Department. The College Research and Innovation Committee under the C-DRI as a chairperson will recommend the application for support and inform the applicants in writing.



- ii) The applicant will send the application together with the College DRI's recommendation to the UR-DRI for further processing to the following addresses: [urresearchdirector@gmail.com](mailto:urresearchdirector@gmail.com), and copy to: [research.kaminuza@gmail.com](mailto:research.kaminuza@gmail.com) and [alicedukuze2022@gmail.com](mailto:alicedukuze2022@gmail.com).
- iii) After attending the event, the applicant should submit a brief report to the VICE CHANCELLOR about the conference with a copy to the DVC AAR, UR DRI and College DRI.

#### 6. Budget Ceiling:

The budget ceiling will be Rwf 3,168,000 per single application.

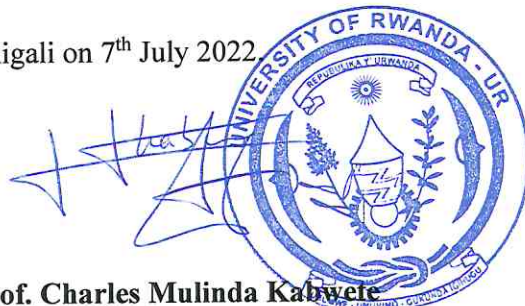
#### 7. Attachments

Before the release of funds, the office of the UR DRI will require the following from the selected applicants:

- i) Approval of the College (i.e. it may be done digitally)
- ii) Letter of invitation signed for oral presentation
- iii) An abstract of the paper and the complete draft of manuscript
- iv) The conference programs
- v) Proforma invoice for registration fee,
- vi) Valid air ticket booking and proforma invoice
- vii) Proforma invoice of any other requested support
- viii) A proof from the College DRI about the number of UR sponsored conferences that you attended for the past two years.

*Note: Applications will be supported based on the first come, first served basis.*

Done at Kigali on 7<sup>th</sup> July 2022.



**Assoc. Prof. Charles Mulinda Kabwete**  
**Ag. Deputy Vice Chancellor for Academic Affairs and Research**