UNIVERSITY of RWANDA

CALL FOR APPLICATIONS FOR UNIVERSITY OF RWANDA RESEARCH GRANTS

Background

In line with the University of Rwanda's vision to become a research-led university while responding to the country's challenges, the University of Rwanda has strategically put in place a long-term plan, along with its strategic growth, that will guide research agenda implementation and mobilize funds to support research undertakings. In this regard, the University of Rwanda (UR), through funding from the Government of Rwanda, calls for applications seeking financial support to attend conferences and journal fees for publication.

Section 1: Criteria for Support to Present at International Conferences

The funding is allocated to UR academic staff who have submitted the following:

i) Full paper that has been accepted for oral presentation or abstracts which are followed by the submission of the full paper. This excludes extended abstracts, posters, as well as keynote speeches.

ii) The full paper must be accepted for publication in UR-approved peer-reviewed indexing bodies;

iii) Only applications that can be supported within the budget limits will be funded. However, partial funding is also possible provided that proof of the other support is given.

iv) Proforma for air ticket

Section 2: Criteria for Support to Pay Journal Fee

The funding to pay the journal fee is allocated to UR academic staff who have submitted the following:

i) The manuscript must be peer-reviewed and accepted for publication in journals under the UR-approved indexing bodies. Authors will be required to ensure that the article published indicates affiliation with the University of Rwanda. Use of an official email address is mandatory.

ii) Only applications that can be supported within the budget limits will be funded. However, partial funding is also possible provided the proof of the other support is attached.

iii) The funding does not cover book publications, monographs, and book chapters.

iv) Retrospective support will not be provided for articles that are already published.

1

v)   Staff at the level of Senior Lecturer and above are eligible for support if the article is accepted in UR-approved indexing bodies with an impact factor.

1. Eligibility

i)   Any UR Academic staff is eligible for funding. However, to ensure equitable and efficient allocation of limited resources, staff with other sources of funding covering conference participation or publication fees are not eligible.

ii)   The allocation of available resources shall preferably contribute to the promotion of women and early-career young academic staff;

2. Procedure for application

Applications are open throughout the year. The selection and allocation of funding will be done based on the principle of "first-received-first-served", as it will be indicated by the time of receipt of application emails in the C-DRI's email inbox. The applications will be handled as follows:

i)   Any applicant who meets the criteria will send her/his application to the College Director of Research and Innovation (C-DRI) with a copy to her/his respective Head of Department or Centre's Director.

ii)   The College Research and Innovation Committee under the C-DRI as a Chairperson will select applications to be recommended for support by the fund. The selection process shall not exceed one month following the date of the submission of the application.

iii)   The C-DRI will send a notification of the outcome of the decision to the applicant, with a copy to the principal.

iv)   Application should be submitted 30 days before the deadline set by the conference organizers or 30 days before the deadline set by the journal.

3. Budget Ceiling:

Whereas there is no budget ceiling that has been set, however, based on Section 1 subsection (iii) and Section 2 subsection (ii), applicants are encouraged to be mindful of conference destinations while comparison should be done between the journal fees and other related benefits before submission of the abstract/ paper, lest very few individuals can deplete the allocated budget. Consequently, the emphasis will be on supporting more applicants for the allocated annual budget.

4. Attachments

a)   For conference attendance

Before the release of funds, the C-DRI will require the following from the selected applicants:

i)   A signed letter of invitation for oral presentation
ii)   A copy of Manuscript
iii)   Conference program
iv)   Estimated budget
v)   Mission clearance
vi)   Proforma invoice for registration fee
vii)   Air ticket booking and
viii) Proforma invoice for travel insurance from 3 companies

b) For funding for journal publication fee

Before the release of funds, the College–DRI will require the following from the selected applicants

i)   Minutes/ proceedings of the meeting that recommended the application
ii)   Letter of acceptance from the publishing journal
iii)   An invoice from the publishing journal
iv)   An abstract of the paper and the complete draft of the manuscript

Done at Kigali on...11.../.07..../2024

Assoc Prof KAYIHURA Muganga Didas
Ag. Vice Chancellor