**The UWI-Trinidad and Tobago Research and   
Development Impact Fund**

**INNOVATION PROOF OF CONCEPT GRANTS**

**Concept Note**

**Template**

**March 2018**

|  |
| --- |
| **Important Information** |

1. Please ensure that the Project Outline section of your Concept Note does not exceed **6 pages** (A4 size), using Times New Roman, Arial or Calibri font, size 11 pt or 12 pt characters and 1” page margins (all sides). Additional pages may be added for the Project Budget and Project Implementation sections, if necessary.
2. A hard-copy of your Concept Note should be submitted to the Trinidad and Tobago Research and Development Impact (RDI) Fund Secretariat, The Office of Research Development and Knowledge Transfer, UWI, St. Augustine. An electronic copy should also be emailed to: [rdifund@sta.uwi.edu](mailto:rdifund@sta.uwi.edu)
3. Concept Notes must be received by 4:30pm of the deadline date stipulated in the Call for Proposals. The deadline for submission will be strictly respected. Late, incomplete or incorrectly presented applications will not be considered.
4. All Project Teams will be contacted and informed of the outcome of deliberations of the Technical Evaluation Committee.
5. Only successful project teams shall be invited to complete a detailed Project Proposal.

**Summary Sheet**

**Contact Information**

|  |  |
| --- | --- |
| Name of Lead Researcher/ Project Team Leader |  |
| Faculty and Department |  |
| Email address |  |
| Telephone Contact | (work) (mobile) |

**Project Details**

|  |  |  |
| --- | --- | --- |
| Project Title | |  |
| Project Short Title | |  |
| Project Team Members (Titles & Role in the project team)  *[include Title (Dr/Mr/Ms) Faculty, Dept and/or Institution;]*  *[Indicate PhD students or post-doctoral researchers, where applicable]* | |  |
| RDI Fund Thematic Area(s)  *[check as appropriate]* | |  |
|  |  | Climate Change and Environmental Issues |
|  |  | Crime, Violence and Citizen Security |
|  |  | Economic Diversification and Sector Competitiveness |
|  |  | Finance and Entrepreneurship |
|  |  | Public Health |
|  |  | Technology and Society: Enhancing Efficiency, Competitiveness and Social and Cultural well-being |
| Total Funding Requested (TT$) | |  |
| Execution Time (36 months max) | |  |

**Intellectual Property (IP)**

|  |  |
| --- | --- |
| Invention Disclosure Form Submitted | ☐ Yes ☐ No Date Submitted: |
| Legal Agreement with the UWI | ☐ Yes ☐ No Date Signed: |
| Invention Disclosure Title |  |
| Name(s) of Inventor(s) |  |
| Current Status of IP Protection |  |
| Is the IP which forms the basis of the proposed project owned or co-owned by The UWI? | ☐ Yes ☐ No |

**Disclosure**

|  |  |  |  |
| --- | --- | --- | --- |
| *[check as appropriate]* | | | Do any of the Researchers or other persons responsible for the design, implementation or reporting for this project, or their spouses or dependent children, have any significant financial interest that would reasonably appear to be affected by the activities to be funded, thereby creating a potential conflict of interest? |
|  | Yes |  |
| No |  |
| **Signature &  Date of Submission** | | |  |

**Project Outline**

*[The Project Outline section should not exceed 6 pages]*

1. **Title**

*[Re-state the title of the project]*

1. **Objectives**

*[Explain the overall objective of this project and detail the specific objectives of the proposed project components/ activities]*

1. **Rationale**

*[State the project rationale, describe the problem you are trying to solve, explain why the issue being addressed is considered significant and/or a priority for national/regional development, explain how your proposed solution addresses the identified problem, identify the potential market/ customers/ end users for the solution you are developing, and justify your request for funding]*

1. **Methodology**

*[Outline the methodological approach]*

1. **Project Components/Activities**

*[Provide details on the activities to be carried out to achieve the project’s overall objective]*

1. **Expected Output**

*[Describe expected outputs of this project]*

1. **Anticipated Impact**

*[What is the anticipated impact of this research work on society? For example, in areas such as new/enhanced products, services, policy, practice, etc. Clearly describe how the proposed project activities will address specific hurdles to commercialization and/or scaling. Include any supporting statements or evidence of stakeholder/ customer/ industry feedback, interest or need for policy, product, etc.]*

1. **Strategy for Stakeholder Sensitization/Engagement, Customer Discovery and Knowledge Transfer**

*[Describe proposed activities to (i) engage stakeholder communities, potential partners and interest groups, (ii) engage in customer discovery, (iii) to disseminate knowledge and/or (iv) to build awareness of the project and its outputs.]*

1. **Social and Environmental Safeguards**

*[Identify any potential risk(s) that could be harmful to people and/or the environment. Outline strategies or measures to be implemented to mitigate the risk(s)]*

1. **Keywords**

*[Insert keywords, disciplines, sectors, thematic areas covered by this project]*

**Project Budget**

**Project Funds**

|  |  |
| --- | --- |
|  | **Amount (TT$)** |
| **Funding requested – RDI Fund** |  |
| **Counterpart Funding** *(non-UWI funds)* |  |
| **Total Project Cost** |  |

**RDI Fund Budget Details**

|  |  |  |
| --- | --- | --- |
|  | **Budget Category** | **Total Cost** |
|  |  |  |
| 1.0 | Contracts/Consultancies |  |
|  |  |  |
| 2.0 | Materials & Supplies |  |
|  |  |  |
| 3.0 | Equipment (up to 40% of total budget) |  |
|  |  |  |
| 4.0 | Travel (up to 10% of total budget) |  |
|  |  |  |
| 5.0 | Meetings & Conferences |  |
|  |  |  |
| 6.0 | Publications & Knowledge Dissemination |  |
|  |  |  |
| 7.0 | Promotions & Advertising (up to TT$100,000) |  |
|  |  |  |
| 8.0 | Other Approved Expenses |  |
|  |  |  |
|  |  |  |
|  | **GRAND TOTAL** |  |

**Counterpart Funding**

*[Insert additional rows for budgeted project activities, if necessary]*

|  |  |  |
| --- | --- | --- |
|  | **Activities** | **Total Cost** |
|  |  |  |
| 1.0 |  |  |
|  |  |  |
| 2.0 |  |  |
|  |  |  |
|  | **GRAND TOTAL** |  |

**Project Implementation**

|  |  |
| --- | --- |
| **Activity #1** | **Timeframe (months)** |
| *[Outline an activity or set of activities related to a specific component of the project]* |  |
|  |  |
| **Milestone:**  *[Insert milestone for this activity or set of activities]* |  |
|  |  |
| **Activity #2** | **Timeframe (months)** |
|  |  |
| **Milestone:**  *[Insert milestone for this activity or set of activities]* |  |
|  |  |
| **Activity #3** | **Timeframe (months)** |
|  |  |
| **Milestone:**  *[Insert milestone for this activity or set of activities]* |  |
|  |  |

*[Insert additional rows for more project activities and milestones, if necessary]*