



**RESEARCH OPERATIONS OFFICE
INSTITUTE OF HEALTH RESEARCH
UNIVERSITY OF HEALTH AND ALLIED SCIENCES**

GUIDELINES FOR SUBMISSION OF RESEARCH PROPOSALS FOR EXTERNAL GRANTS

The Institute of Health Research encourages all staff of the University of Health and Allied Sciences to identify and apply for external grants for research and other related activities.

The policy of UHAS requires proposals to be submitted to the Institute of Health Research for institutional review and approval prior to being submitted to external funders/sponsors. This policy requirement applies to all proposals for external funding even when a funder/sponsor does not require that a proposal be signed and/or submitted by an Authorized Official.

These guidelines are intended to clearly describe the documents and information that the Research Operations Office of the Institute of Health Research needs to initiate the institutional review of a proposal.

To submit research grant applications, after identifying the call for applications, applicants must follow the following steps;

Step	Activity	Timelines	Document/Form
Step 1	Submit a letter of intent to the Institute of Health Research indicating your intention to submit a proposal	At least 20 business days before the submission deadline	Letter of intent (format/sample attached)
Step 2	Submit a concept note to the Institute of Health Research	At least 15 business days before submission deadline	Maximum of 2 pages (Format attached)
Step 3	Complete and submit a research support request form to the Institute of Health research	At least 10 business days before submission deadline	Research Support Request form (attached)
Step 4	Submit application after all reviews and inputs have been made	At least 5 business days before submission deadline	All required documents



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SAMPLE LETTER OF INTENT

[FULL NAME AND ADDRESS OF SENIOR MEMBER
including phone number and email address]

[Date]

The Director
Institute of Health Research
University of Health and Allied Sciences

Dear Sir,

LETTER OF INTENT

I submit this letter to notify you of my intent to submit a proposal for the **“Insert Call title including funder”**.

The deadline for submission of applications is **[insert date]** and I intend working on **[indicate area/topic/theme of research]**.

I hope to send my concept note in due course.

Sincerely,

[Full name and signature of applicant]



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CONCEPT NOTE FORMAT

TITLE OF PROPOSED PROJECT

1. Background/Introduction

Provide a short general overview of the proposed project including operational timeframe (start and end dates).

2. Purpose

In simple terms, state the problem that your project will address or the need that your project will fulfill. Provide evidence as to why this problem is important.

3. Project Description

Briefly state your proposed solution to the problem, the answer to the need, or the investigation that will fill the knowledge gap.

The project description includes the project's Goals and Objectives.

The project description also includes an overview of the project's Methodology (which should include the key target beneficiaries/population)

4. Budget

In general terms (not detailed).