Competition Details

African Engineering and Technology Network (Afretec) Call for Proposals – Afretec Inclusive Digital Transformation Collaborative Research

Dates

Internal Submission Deadline:	Friday, February 28, 2025 at 5:00 PM

Details

Administrator(s):	CIT ADR Office (Owner)
Category:	Funding Opportunities
Cycle:	2025
Discipline Subject/Area:	Multi-institution collaborative Engineering and Technology research projects related to the inclusive digital transformation of Africa
Number of Applications Allowed per Applicant:	1
Number of Possible Awardees:	5
Award Range:	Up to $300,000

Description

Carnegie Mellon University Africa (CMU-Africa), in support of Afretec, is launching a call for collaborative proposals to build research capacity in the fields of engineering and technology to accelerate and support the inclusive digital transformation of Africa. The research grants will support inclusive research related to digital technologies such as artificial intelligence (AI), machine learning, information and communication technology, robotics, cyber security, and so on. This initiative is aligned with the Afretec goal to drive inclusive digital growth on the African continent.

Dates and Details

Start Date: June 1, 2025

Award Period: Up to 24 months (Jun 30, 2027)

Disciplines: Multi-institution collaborative Engineering and Technology research projects related to the inclusive digital transformation of Africa

Maximum Award: $300,000

Estimated Awards: It is expected that up to 4 grants will be awarded depending on the quality of submissions and availability of funds.

Submission Deadline: Friday, Feb 28, 2025 at 17:00 Central African Time

Submission Procedure: Proposers must fill out an Expression of Interest form by January 17, 2025: http://bit.ly/3CKYIVR

Proposals are to be submitted via this submission portal by the above Submission Deadline:

Background and Context
The overall objective of the African Union Digital Transformation Strategy for Africa is

To harness digital technologies and innovation to transform African societies and economies to promote Africa's integration, generate inclusive economic growth, stimulate job creation, break the digital divide, and eradicate poverty for the continent's socio-economic development and ensure Africa's ownership of modern tools of digital management (African Union, 2020).

To assist in driving the inclusive digital transformation of Africa, Afretec aims to build an inclusive digital knowledge creation ecosystem that expands technology development and job-creating technology innovation. This initiative was created to build capacity for inclusive African-focused research that responds to research opportunities on the continent. This will be achieved by creating multi-institutional research collaborations to build research capacity while working on uniquely African opportunities and innovations in the fields of engineering and/or technology.

The digital knowledge creation ecosystem aims to provide a platform for researchers to share best practices, enhance research capabilities, and establish multi-institutional research collaborations while pursuing exciting and topical inclusive research that contributes towards driving the inclusive digital transformation of Africa. The platform seeks to leverage this intentional focus on growing research excellence to attract additional funding from a wide set of sources. To this end, CMU-Africa has a multi-year program to develop Afretec researchers, support research events and workshops, and award multi-institution seed and research grants annually.

Objectives of the Program
The goal of this program is to build research capacity on the African continent through the creation of multi-university research teams that collaborate to advance the inclusive digital transformation of the continent. Digital technologies include artificial intelligence, machine learning, robotics, cyber-physical systems, cyber security, and information and communication technologies that advance the AU Digital Transformation Strategy as well as the UN Sustainable Development Goals (SDGs) in Africa. The UN SDGs touch on every aspect of society. Therefore, proposed projects can target the application of digital technologies to problems in a broad range of application areas, including agriculture, education, energy, environment, financial Inclusion, health, infrastructure, manufacturing, sustainability, transportation, waste management, water systems, and more. Proposed projects can include both innovative development of inclusive digital technologies and application of digital technologies in the African context.

Eligibility
    Proposals must be submitted before the submission deadline (see page 1)

    Applicant teams must consist of Principal Investigator (PI) researchers from at least two Afretec member universities. The current list of Afretec Members are as follows (listed alphabetically):

        The American University in Cairo

        Al Akhawayn University

        Carnegie Mellon University

        University Cheikh Anta Diop Dakar

        University of Lagos

        University of Nairobi

        University of Rwanda

University of Witwatersrand

Additional PIs from non-Afritec African universities are eligible to be part of the application team and receive funding under this collaborative research grant. African universities include public or private institutions with headquarters in Africa and with a primary mission of education at the Bachelors, Masters, or Ph.D. level. Each applicant university must be accredited and locally recognized by prevailing law as an institution of higher education in the country of origin.

Additional institutions that are not African universities can be engaged but cannot receive any resources through the full grant.

Each applicant university must provide a letter of intent signed by the authorized representative, declaring support for participation in the proposed research project and team.

Each funded university must designate a lead Principal Investigator (PI) who has an active Google Scholar profile and has authored/co-authored at least one Quartile 1 (Q1) or Quartile 2 (Q2) publication in the Scientific Journal Rankings within the last twelve months or published in a journal with an impact factor of 3.0 or higher.

The lead PI for each funded University must be an active researcher with PhD in a relevant discipline.

A researcher can serve as a lead PI for their university on only one Inclusive Digital Transformation full Research Grant proposal or Seed Grant proposal. A person can be a PI or co-PI on only one active Afretec-funded research grant or seed grant at a time.

If your proposal warrants ethical approval, ensure that it is obtained prior to the submission of your proposal to make it eligible.

Proposals with a strong, diverse research team will be prioritized to promote an inclusive research ecosystem

Evaluation Criteria
Proposed projects will be evaluated against the following criteria:

Technical Merit (30%):

The potential for the proposed activity to advance innovative digital technologies (as defined above) that will accelerate the digital transformation of Africa and lead to positive socio-economic impact on the African continent. This should be demonstrated by clearly articulating the gaps and challenges that your project will address; the intellectual merit of the proposed research; and the potential benefits that the proposed project will present for communities, societies, countries, or the continent.

The potential for proposed research to address specific SDG targets and indicators and goals of the AU Digital Transformation Strategy (2020 – 2030) as well as producing outcomes that are inclusive for a broad set of populations.

Capacity Building (30%):

The proposed project enhances the university's capacity for engineering and technology research on the continent. This could include supporting activities such as researcher exchanges, sharing research tools, methods, and datasets, acquiring equipment, creating opportunities for sustainable funding, etc.

The proposed activity explicitly seeks a path to sustainable research and future funding opportunities. This can include creating connections to NGOs, foundations, international research funders, and industry to raise awareness of growing research capabilities.

The potential of the proposed project to advance knowledge transfer between team members and between universities and to enhance curriculum taught at graduate or undergraduate levels.

The potential of the proposed research to lead to direct or indirect job creation in Africa and to impact youthful populations in our institutions and beyond.

Research Team (20%):

The research team's individual, collective, and complementary strengths in the context of the proposed project and Afretec goals.

Gender diversity, inclusion of people with disabilities, interdisciplinary collaborations, teams with both senior and early-career researchers, and other diverse populations are encouraged.

Potential for the team to conduct collaborative research on the African continent.

Project Plan (20%):

The plan for carrying out the proposed activities is well-reasoned, well-organized, and based on a sound rationale.

Proposals that feature bold interventions designed for or/and with women, youth, people with disabilities, refugees, and other marginalized groups from your context or that actively involve these groups in the research process will be given priority consideration

The plan describes how the team will collaborate and work together to facilitate knowledge transfer and capacity building.

The budget is appropriate for the proposed activities.

The plan incorporates a mechanism to measure and assess the success of the Technical Merit, Capacity Building, Research Team, and Project Plan components.

Application Process – Proposal Submission and Format
Applications should describe the intended activities and outcomes of the project. They must describe the expertise and qualifications of participating investigators and discuss the complementary support provided by each partner and collaborating organization. They should explicitly describe how the proposed project addresses the key evaluation criteria. Proposals should be prepared in 11pt minimum font on A4 or US Letter paper with at least 1-inch margins. It should be comprised of the following:

Project Summary (1 page) – Must contain the following information: (i) project title, (ii) research team (names and institutions of PI, co-PI, and senior personnel), (iii) period of performance, and (iv) project abstract up to 400 words.

Project Description (10 pages) –

Background and Objectives. List the proposed objectives of the project and briefly state why

the intended research is necessary and how it fulfills the solicitation's technical merits and capacity-building criteria. This section should also include any background or introductory information with support from the existing literature that provides the rationale for the proposed project.

Approach and Activities. Describe the project design, methods, and techniques that you intend to use in meeting the objectives stated above. Enumerate the specific activities that you intend to carry out over the project.

Expected Outcomes. Describe the measurable outcomes you expect to achieve during the project and the potential benefits of the outcomes. How do the outcomes build research capacity on the continent? How do the outcomes advance the digital transformation in Africa? How do the outcomes align with the Inclusive Digital Transformation of Africa, AU Digital Transformation Strategy, or the United Nations Sustainable Development Goals? How do the outcomes have the potential to lead to direct or indirect job creation on the continent?

Research Team. Describe the expertise/experience of all senior personnel, the roles and responsibilities of each team member, and how the complementary strengths of each member create a team that can achieve the overall purpose and objectives of the project.

General Project Information. Discuss other information relevant to the potential success of the project. Describe the project management plan, including how the team will communicate, exchange knowledge, share data and other resources, etc. Describe facilities that will be used for the research. Describe dissemination (publications, presentations, inventions/disclosures, outreach, workshops, activities, etc.) and data storage and data sharing plans. A high-level description of annual project goals and anticipated outcomes (a detailed statement of work will be submitted in a separate document). Highlight project risks and how you will manage each risk.

Inclusion statement. As part of our commitment to inclusive digital transformation, we request that all researchers submitting proposals describe how their work will contribute to these goals. Specifically, explain how your research promotes diversity by including underrepresented groups in research, design, dissemination, participation, etc; addresses the needs of diverse communities in its objectives, outcomes, and targeted audience to impact, and ensures equitable access, usability, and benefits, particularly for underserved groups. Consider gender, refugee status, disability, age, socio-economic status, disciplines, geographic location, and other underserved groups in your context. Inclusion should be fit for purpose and relevant to the specific context of the research.

References. Citations to the literature and other material (does not count against the 10-page limit).

Researcher biosketches: Biosketches for each individual identified as senior personnel on the project. Maximum of two pages per researcher (i) listing relevant education and professional appointments; (ii) describing teaching interests and research interests; (iii) including references for up to 5 of the most relevant publications to the proposal and up to 5 of the most significant publications; (iv) including up to 5 significant accomplishments or professional activities; and (v) a list of PhD and postdoctoral students supervised.

Letters of commitment. Each university or institution participating in an application must provide a letter of intent signed by the authorized representative, declaring support for participation in the proposed research project and team.

Project Budget and Budget Justification– Project budgets are entered into the Afretec Excel budget template. The budget provides a space for justifying each budget line. Each funded partner should

submit one budget file in the original Excel format.

Statement of Work – The Project will include a statement of work entered into a SoW Excel template. One statement of work is submitted for the project in the original Excel format.

In summary, each project should submit:

One file for the project with the Project Summary and Project Description

One file for the project with all the Biosketches

One file for the project with all the Letters of Commitment

One Excel Budget file per partner

One Excel file for the project with the Statement of Work

Ethical clearance if applicable to your research project

All items must be submitted before the deadline, as instructed on page 1.

Funding Details and Guidelines
The maximum total funds that may be requested per project proposal and the maximum duration of the project are listed on page 1.

Project funds may be used for the following purposes

Employee Salaries: Salary support for PI, post-doctoral fellows, graduate students, undergraduate students, and technicians. Salary amounts are commensurate with the proposed effort and according to each university's compensation policies. The positions and individuals holding them should be identified when possible.

Employee Fringe Benefits: Personnel benefit rates for full-time and part-time employees may not exceed 25% of the salary. Each university must justify its fringe benefit rates based on institutional accounting.

Professional Fees: Professional and contractor services to carry out the project.

Travel Costs: Transport and accommodation for the project, including fieldwork, student and faculty exchanges, and project meetings. These are actual costs and not per diems. Cost estimates should be detailed in the justification (e.g., "$400 airfare, 3 days at $100/day lodging, $50 ground transportation, meals covered by the conference, total = $750 per person").

Project Specific Expenses: These include

Tuition: Student tuition support is capped at actual tuition or $20K/student/year, whichever is lower.

Organization of meetings, workshops, symposiums.

Materials and supplies costs that are specifically required for this particular project and are required in the direct performance of the research. These expenses include applicable laboratory supplies and computers costing less than $1000/unit.

Publication Costs/Documentation/Dissemination. Publication costs to Scopus-categorized Q1 and Q2 journals can be charged to the project.

Capital Assets over $1000/unit: Capital equipment that must be acquired to conduct the proposed project. Capital equipment is all nonexpendable, tangible property with more than one year of

useful life and an acquisition cost of $1,000 or more per unit. Such equipment must remain at the institution for the period of the award.

Subawards: The PI organization (only) should list the cost of other institutions participating in the project.

Other Costs: Include here any costs that do not fit in the above categories.

Indirect costs. Indirect costs (also known as overhead) are limited to no more than 10% of total direct costs (exclusive of capital equipment and subawards). For CMU the indirect cost rate is 0%.

Funds disbursement: Your project will be funded based on deliverables. The second tranche will be released after the year one deliverables are confirmed.

Direct costs may not be used for any of the following:

Construction projects or laboratory renovations.

Furniture, office equipment, and office supplies.

Administrative support.

During the period of the grant, budget variations of more than 10% of the total budget in any budget category must be approved in advance. For proposals with Carnegie Mellon University as a partner, at least 70% of the project funds must be spent at African-based Universities. For this call, Carnegie Mellon University-Africa is considered Africa-based, but not other campuses of Carnegie Mellon University.

Reporting and Participation
Reporting requirements for the project include:

Semi-annual progress reports plus a final project report. These are due within 30 days of the end of the reporting period.

Participation in the annual Afretec research symposium

Participation in digital transformation topical workshops as appropriate.

In addition, projects are expected to disseminate their projects widely in peer-reviewed archival journals and conferences as well as other appropriate venues. Note that travel costs for Afretec members to participate in the Afretec annual research symposiums and Afretec topical workshops will be covered directly and do not need to be included in project budgets.

Afretec intends for any measurements, model predictions, statistical code, and new approaches generated under this RFA to be made publicly available. Applicants should describe their plan for data sharing in a publicly accessible forum at submission or publication of the final report.

Review Process
Applications will undergo a three-step review process. In the first stage, a screening process will check proposals against eligibility criteria and consistency with the Afretec mission. In the second stage, a panel of external reviewers selected for their expertise in relevant areas will evaluate the proposals according to the key evaluation criteria. In the third stage, the qualified applications ranked highly by the external reviewers will then undergo additional programmatic review by an appointed Research Committee to ensure that the studies funded constitute a coherent program and address the objectives of Afretec. The Director of Afretec will make the final award decision in consultation with other key stakeholders. Successful Research Grant proposals will be awarded on the date noted on page 1.

Conflicts of Interest
Afretec will invite external reviewers who are unlikely to have a conflict of interest with the proposal(s) they are asked to review. They will be drawn from non-Afretec partners/other institutions. A conflict

occurs when the reviewer is named on the application in a major professional role; the reviewer (or close family member) would receive a direct financial benefit if the application is funded; the PI or others on the application with a significant role are from the reviewer's institutional component (e.g., department); during the past three years the reviewer has been a collaborator or has had other professional relationships (e.g., served as a mentor) with any person on the application who has a significant role; the application includes a letter of support or reference letter from the reviewer; or the reviewer is identified as having an advisory role for the project under review. In addition, Afretec staff screen external reviewers for potential conflicts of interest with other applicants who have submitted a proposal under the same request for proposals.

Additional Information
For any additional questions, please contact the Director of Afretec – William Mutero, director-afretec@andrew.cmu.edu

CENTER FOR INCLUSIVE DIGITAL TRANSFORMATION OF AFRICA - DETAILED PROPOSAL BUDGET

1) These step by step directions will help ensure that you have a complete budget

2) You may find it helpful to print a copy of these directions for your reference during the budgeting process

3) Please input your budget in the relevant tab. The information from the tab will be used to automatically calculate
NO input is required from you on the Budget Summary tab, please do not input any information directly into this tab

4) If you have any questions, please feel free to contact your Finance Point Person at CMU-Africa

BEFORE YOU START: BUDGET DEVELOPMENT GUIDELINES

1) As a general principle, we require enough information to understand:

   i. the purpose for a given expense as it related to the project and

   ii. the assumptions made to determine the estimated expense

2) The budget should be aligned with the Technical Proposal and / or Statement of Works (whichever is required) so
understand the corresponding expenses in the budget. To accomplish this:

   i. The budget must be aligned with the activities described in the Proposal or SoW

   ii. Expenses included in the budget should flow from the activities and project structure described in the Pr

3) Enough detail should be provided in the budget so that it is clear what assumptions are being made and how the
should be provided in colums B and C, with unit and rate assumptions in columns D and E. Column G on the univers
detailed budget justification

4) - All costs must be specific to the project or activity. Therefore, we do not fund 'general,' 'other' or 'contingency'
   - Costs that are neither incremental nor directly attributable to the project/program activities will be considered
      funded by the overhead line. These are limited to no more than 10% of total direct costs (exclusive of capital
      indirect cost rates require budget justification based on institutional accounting plicies.

5) CMU will review the proposed budget in detail to determine whether the assumptions made are reasonable. We
have been thoroughly considered and accounted for, and that the funds requested are both necessary and sufficien

BUDGET TEMPLATE COMPLETION

1) Employee Salaries Section

   - The employees to be listed in this section are the one directly working on the project or activity and whose t

   - Each employee should be listed on a separate line (e.g.. If you have 2 Research Assistants, list RA1 and RA2 o

   - Update required information in columns A to G, clearly stating role title and function so it is clear how the ro

2) Employee Fringe Benefits Section

   - The section is to capture the fringe benefit costs which the employer contributes on behalf of employees an
insurance, social security, etc...)

   - The maximum permissible fringe rate is 25%

3) Professional Fees Section

- The section is to capture the cost of **external** consultant individuals or firms which a university may hire t
project (eg: marketing consultancy, M+E consultancy, Training consultants, etc...)
- Each professional should be listed on a separate line
- Update required information in columns A to G, clearly stating the professional service and purpose so it is c

4) Travel Costs Section

- Travel should be budgeted per trip, clearly stating trip purpose in relation to the project or activity, including
trip.
- In columns D and E, enter for flight costs, accommodation, and meals and subsitence rates
NB: In accordance with Foundation's travel policy, travel must be booked at th
Foundation does not fund any business or first class travel

5) Project Specific Expenses and Capital Assets Section
- These expenses captured in the section should only be those **directly related to the project or a**
- Capital equipment includes items with cost per item in excess of $1000. Such equipment will remain with th

Budget variations within 10% are permissible so long as they relate to activities described in the approved propos
any budget category must be approved by CMU in advance.

Organization Name:

Project Title:

Project Manager/Coordinator name

Project Manager/Coordinator email

Project Manager/Coordinator telephone

Lead Project personnel name

Lead Project personnel email

Lead Project personnel telephone

Project proposed start Date:

Project proposed end Date:

Project Indirect Cost Rate

Unit of personnel effort: (enter "days","months", or "years")

                  If "days", the Avg # working days per year.

Brief project description (50 words or less)

INFORMATION

10%

Up to 10%

AFRETEC AWARD - CENTER FOR INCLUSIVE DIGITAL TRANSFORMATION OF AFRICA - DETAILED PROPOSAL BUDGET

Employee Salaries	Role Function	Year 1	Year 2	Year 3	Daily/Monthly Rate	Year 1	Year 2	Year 3	TOTAL
		Number of Days /months				Annual Cost			
Research Associate	Responsible for data collection and analysis	12.00	7.00	4.00	1,000.00	12,000.00	7,000.00	4,000.00	23,000.00
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Total Employee Salaries						12,000.00	7,000.00	4,000.00	23,000.00
Employee Fringe Benefits	**Role Function**	**Number of Days /months**			**Daily/Monthly Rate**	**Year 1**	**Year 2**	**Year 3**	**Total**
Research Associate	Responsible for data collection and analysis	12.00	7.00	4.00	120.00	1,440.00	840.00	480.00	2,760.00
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Please specify role	Please specify role function / purpose					-	-	-	-
Total Employee Fringe Benefits						1,440.00	840.00	480.00	2,760.00
Professional Fees	**Purpose**	**Number of Units**			**Unit cost**	**Year 1**	**Year 2**	**Year 3**	**Total**
Marketing and Communications		5.00	4.00	7.00	500.00	2,500.00	2,000.00	3,500.00	8,000.00
Please specify professional service						-	-	-	-
Please specify professional service						-	-	-	-
Please specify professional service						-	-	-	-
Please specify professional service						-	-	-	-
Total Professional Fees						2,500.00	2,000.00	3,500.00	8,000.00
Travel Costs	**Trip Purpose**	**Number of Units**			**Cost per trip**	**Year 1**	**Year 2**	**Year 3**	**Total**
Trip to Kigali	Three-day meeting with network partners	2.00	3.00	5.00	2,500.00	5,000.00	7,500.00	12,500.00	25,000.00
Please specify destination	Please specify role function / purpose					-	-	-	-
Please specify destination	Please specify role function / purpose					-	-	-	-
Please specify destination	Please specify role function / purpose					-	-	-	-
						5,000.00	7,500.00	12,500.00	25,000.00
Project Specific Expenses (must be incremental to project)		**Number of Units**			**Unit cost**	**Year 1**	**Year 2**	**Year 3**	**Total**
Student tuition support	One year's tuition for graduate student working on the proje	1.00			16,000.00	16,000.00	-	-	16,000.00
Publication costs						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
Total Project Specific Expenses						16,000.00	-	-	16,000.00
Capital Assets over $1,000/unit	**Purpose**	**Number of Units**			**Unit cost**	**Year 1**	**Year 2**	**Year 3**	**Total**
Laptop	Laptop for research associate	1.00			500.00	500.00	-	-	500.00
Please specify item	Please specify purpose					-	-	-	-
Please specify item	Please specify purpose					-	-	-	-
Please specify item	Please specify purpose					-	-	-	-
Please specify item	Please specify purpose					-	-	-	-
Total Capital Assets						500.00	-	-	500.00
Subawards	**Purpose**	**Number of Units**			**Unit cost**	**Year 1**	**Year 2**	**Year 3**	**Total**
Partner University		15,000.00	20,000.00	10,000.00	1.00	15,000.00	20,000.00	10,000.00	45,000.00
Partner University						-	-	-	-
Partner University						-	-	-	-
Partner University						-	-	-	-
Partner University						-	-	-	-
Total Subawards						15,000.00	20,000.00	10,000.00	45,000.00
Other Cost	**Purpose**	**Number of Units**			**Unit cost**	**Year 1**	**Year 2**	**Year 3**	**Total**
Please specify item	Please specify purpose	2.00	1.00	4.00	1,500.00	3,000.00	1,500.00	6,000.00	10,500.00
Please specify item	Please specify purpose					-	-	-	-
Please specify item	Please specify purpose					-	-	-	-
Please specify item	Please specify purpose					-	-	-	-
Total Other Cost						3,000.00	1,500.00	6,000.00	10,500.00
TOTAL ACTIVITY BUDGET						55,440.00	38,840.00	36,480.00	130,760.00

Total Budget Summary

#	BUDGET LINES	CMU Africa
1	Employee Salaries	23,000.00
2	Employee Fringe Benefits	2,760.00
3	Professional Fees	8,000.00
4	Travel Costs	25,000.00
5	Project Specific Expenses	16,000.00
6	Capital Assets over $1,000/unit	500.00
7	Subawards	45,000.00
8	Other Cost	10,500.00
9	Indirect Cost (Program delivery fee)	13,076.00
	Total Project Budget	**143,836.00**

Guidelines for

A-What you need

1

B- Please cor

the SoW Inclusive and Digital Transformation Grant Projects

to know before completing the following SoW

This SoW is a project planning tool that illustrates the timing of tasks and activities required to complete a project. The purpose is for high-level visibility about progress on the key areas of your project and not about detailed project managment.

Break your project down into high-level Tasks to be completed. A typical project might have 5 to 10 tasks. If you have in mind many more tasks than this, please consider combining them. In turn, each task should be broken down into specific activities. A typical task might have 5 to 10 activities. Note that only one partner university can be assigned to each activity. So, if several partners are working together on something, each partner will have its own activity and description of how they are contributing to its completion and success.

Fiscal Year Cycle: This grant uses a budget year instead of a calendar year. Starts June 1st and ends July 31st

mplete the information in the Project Information and SoW tabs

Project Information

Project Name:

Start Date:

End Date:

Contact information for each University working on this project

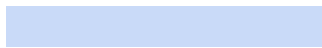|	Name of researcher	Phone number	Email
1			
2			
3			

Add more lines as needed

Project Abstract: (250 words max)

List and description of project tasks

Task ID	Task / Outcome Name	Task / Outcome Description (< 50 words for each
Task1:		
Task2:		
Task3:		
Task4:		
Task5:		
Task6:		
Task7:		
Task8:		
Task9:		
Task10:		
Task11:		

Add more lines as needed

Name of University	Briefly describe the role of this university in the project < 50 words each

...ach Task)	Indicator(s) Task / Outcome has been Achieved

## Statement of work for Inclusive and Digital Transformation Grant Projects

Project Name:			
Start Date:		0	
End Date:		0	

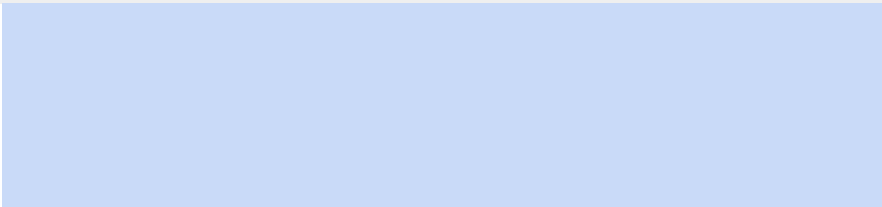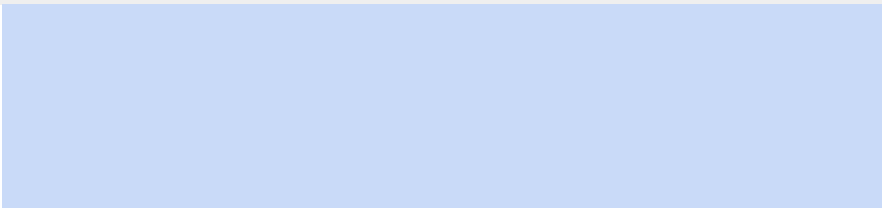|	Activity ID	Activity Name	Brief description (<25 words)
Task/Outcome 1			0
	1.1		
	1.2		
	1.3		
	1.4		
	1.5		
Add more rows as needed			
Task/Outcome 2 0			
	2.1		
	2.2		
	2.3		
	2.4		
	2.5		
Task/Outcome 3 0			
	3.1		
	3.2		
	3.3		
	3.4		
	3.5		
Task/Outcome 4 0			
	4.1		
	4.2		
	4.3		
	4.4		
	4.5		
Task/Outcome 5 0			
	5.1		
	5.2		
	5.3		
	5.4		
	5.5		
Task/Outcome 6 0			
	6.1		
	6.2		
	6.3		
	6.4		
	6.5		
Task/Outcome 7 0			
	7.1		
	7.2		
	7.3		
	7.4		
	7.5		

Task/Outcome 8 0

8.1
8.2
8.3
8.4
8.5
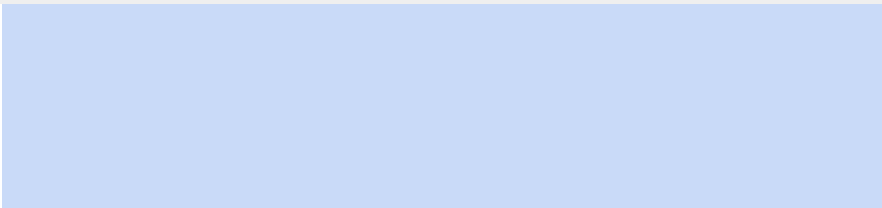
Task/Outcome 9 0

9.1
9.2
9.3
9.4
9.5

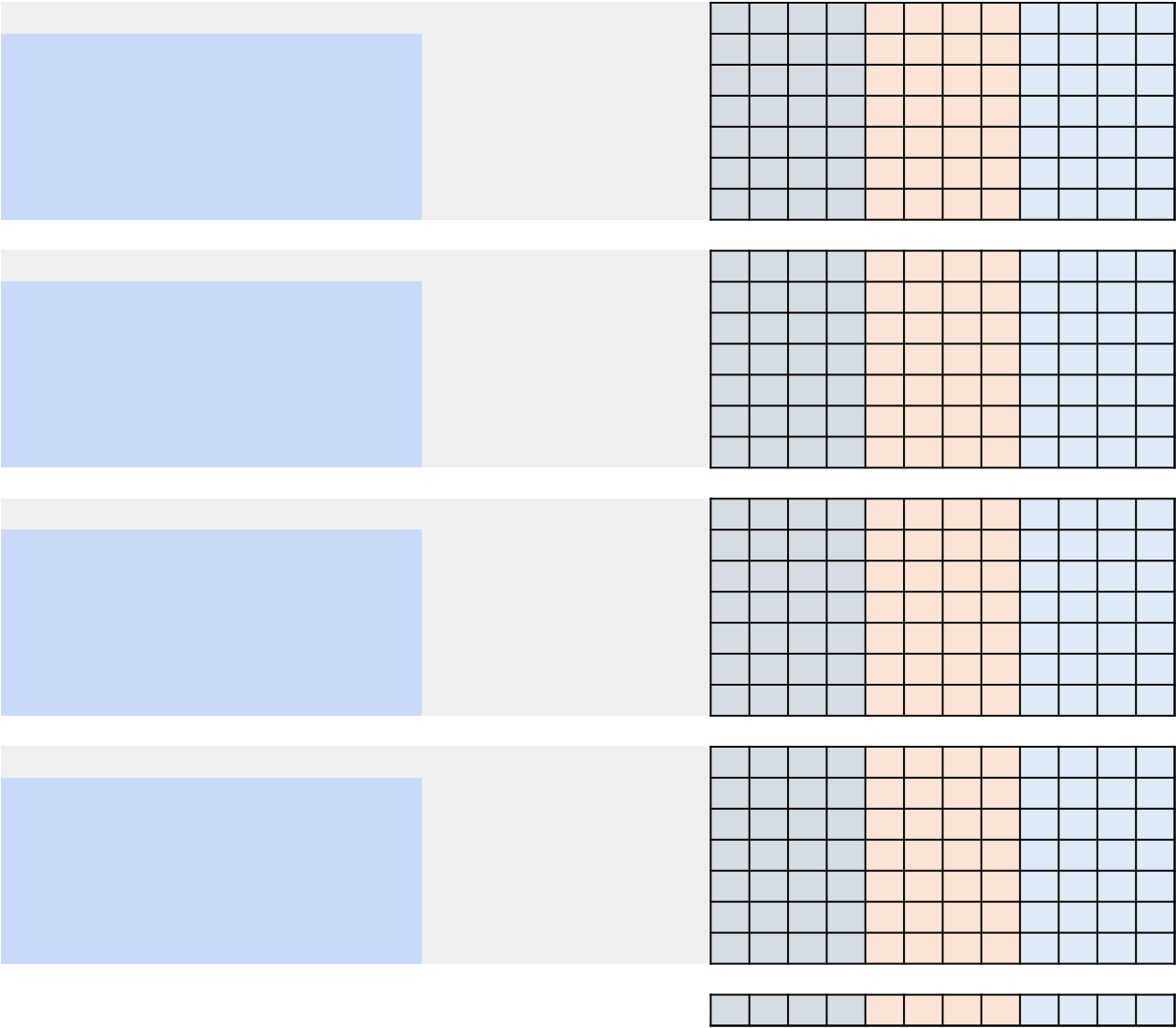**Task/Outcome 10** 0

10.1
10.2
10.3
10.4
10.5

Task/Outcome 11 0

11.1
11.2
11.3
11.4
11.5

		Schedule- Three-Year G

	0	

Measureable indicators for activity	Target (Qual. or Quant)	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
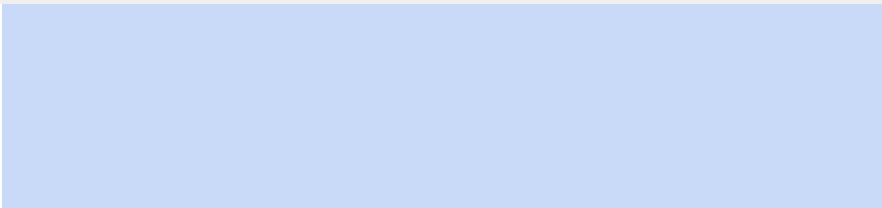
Grant

Responsible University