SERU GUIDELINES FOR WRITING PROJECT PROPOSALS

1. TITLE OF THE PROJECT: This should be concise and not longer than 30 words.

2. INVESTIGATORS AND INSTITUTIONAL AFFILIATIONS: Non-KEMRI investigators should include their curriculum vitae.

3. ABSTRACT: It should provide a concise summary of the background, justification, objective, work planned, nature of results expected, and their significance. This should be structured as one paragraph in NOT MORE THAN 200 WORDS.

4. INTRODUCTION/BACKGROUND: This should be a historical and/or scientific background to the project proposal with literature citations. The literature cited should be listed at the end of the proposal document with the full names of the authors, the title of the publication, the journal/book, the year, volume, beginning and end pages of the article. (THIS SECTION SHOULD NOT EXCEED ONE A4 SIZE PAGE USING 12 PTS TIME NEW ROMAN FONT OR SIMILAR)

5. JUSTIFICATION FOR THE STUDY: This section should give a short justification of the significance of the proposed research, emphasizing how the results will provide new knowledge in the particular field, and why it will be important for national or international development. (NOT MORE THAN HALF PAGE OF A4 SIZE SINGLE SPACING)

6. STATE THE NULL HYPOTHESIS: Where applicable.

7. (a) GENERAL OBJECTIVES: The main aim should be given clearly. (NOT MORE THAN TWO SENTENCES)

   (B) SPECIFIC OBJECTIVES: This section must clearly and unambiguously state the objective(s) of the project. These must be achievable objectives and not statements of the methods to be carried out. The objectives should be written in short concise sentences, and each not consisting of more than two sentences. (NOT MORE THAN FOUR SPECIFIC OBJECTIVES SHOULD BE GIVEN)

8. DESIGNS AND METHODOLOGY:
   (a) Study site (Geographical)
   (b) Study populations
      (i) Criteria for inclusion of subjects
      (ii) Criteria for exclusion of subjects
(iii) Rationale for animal use and justification for animal species chosen.

(c) Sampling
   i. Sample size determination
   ii. Sampling procedure

(d) Procedures
   (i) Description of the type of data to be collected and collection procedures to be followed.
   (ii) Provisions for data verification and validation in the field and laboratory (where applicable).

The structure of this section will be determined by the specific nature of the study. If it is a clinical study, it should specify such things as study site, patient selection, inclusion and exclusion criteria, summary of the procedures to be used, etc. If it is laboratory and/or field study, it should specify the study site, materials, procedures to be used preferably in bullet form, etc. Where appropriate, calculation of the subject/patient population should be shown. The instruments to be used in surveys, clinical studies, questionnaires, should be appropriately mentioned in the text and copies of such instruments should be attached to the proposal document in the form of Appendices. Similarly, the INFORMED CONSENT FORMS AND EXPLANATIONS should be attached as Appendices. (THIS SECTION SHOULD NOT EXCEED ONE A4 PAGE SINGLE SPACING USING TIMES NEW ROMAN 12 PTS OR SIMILAR).

9. DATA MANAGEMENT:
   (a) Data Storage.
      i. Provision for database management incorporating how data will be stored before and after analysis.
      ii. Description of devices to be used for storage, i.e. type of computer, software to be used in data entry, checking and management.

   (b) Data Management (where applicable)
       Data Analysis – The statistical techniques to be applied in the analysis to meet the requirements of each of the specific objectives and hypotheses to be tested. This section should concisely describe how the data obtained will be processed, calculated or computed. If a computerized method is to be used, it should specify which software(s) will be used and HOW it will be used. Such statements like “The results will be entered in a computer” without any further explanation will not be accepted. Where results will be processed in the form of tables, a short form of such tables should be given with the headings.
10. TIME FRAME/DURATION OF THE PROJECT:
   (a) Pilot study (where applicable)
   (b) Definitive study
   (c) Data analysis
   (d) Report preparation
   The total period planned for the project should be stated in months or years, followed by a breakdown of the stages implementation.
   (NOT MORE THAN HALF A PAGE).

11. ETHICAL CONSIDERATIONS
   (a) Human Subjects
   In all investigations involving human subjects, the following guidelines should be observed:
   i. “First, do no harm.”
   ii. Direct benefit to study subjects or community should exist.
   iii. Informed consent by subjects and/or community leaders including possible benefits, risks and inconveniences (the protocol should be accompanied by consent-seeking information sheet and informed consent form). See Appendix 1.
   iv. Indicate the method of maintaining confidentiality of information obtained during the study.
   v. In case of new drugs and/or procedures to be used on human subjects, any possible side effects, untoward reactions and results of previous use even in animals should be stated.

   (b) Animal Subjects.
   In all investigations involving animals, the following guidelines should be observed:
   i. Methods to minimize pain and distress must be specified:
   ii. If applicable, a strong justification must be made for not using proper drugs to alleviate pain and distress;
   iii If applicable, the method of euthanasia should be specified.

12. EXPECTED APPLICATION OF THE RESULTS: This section should summarize briefly the importance of the expected results and their potential use or application. (NOT MORE THAN HALF A PAGE)

13. REFERENCES
(a) In the text, use numbering citation method.
(b) In the References page, use the following citation system:


The literature citations should be provided in full detail, preferably using the numbering style, but in any case, each reference cited in the project proposal must be listed giving: the names of the authors, the full title of the publication, the year of publication, the volume if it is a serial or authors and publishers if it is a book, the beginning and end pages of the article.

14. BUDGET: The budget section should be written in three parts:

a. **Budget Summary** which should list the major components of the budget, e.g. Travel, Staff emoluments, Equipment, etc.

b. **Detailed Budget** which should give the break down of each of the sub-sections of the budget summary. The total in (a) and (b) should be the same

The item costs should be given in US dollars (a stable currency), but at the end, the total equivalent in Kenyan Shillings at the time of writing the project, should also be given.

(a) Personnel, salaries and benefits disbursement
(b) Patient costs, travel, food and/or supplies
(c) Major equipment itemized; minor aggregated
(d) Supplies
(e) Travel and accommodation
   i. Local or field travel
   ii. International/Local conferences
(f) Transportation, vehicle repairs, insurance, etc
(g) Operating expenses, postage, printing, etc
(h) Animals: acquisition, food, cages, etc.
(i) Consultancy fees
(j) Contingency funds (15% including inflation)
(k) Institutional administrative overheads: 15%

15. JUSTIFICATION OF THE BUDGET:

A short paragraph (NOT MORE THAN HALF A PAGE) should give a justification for the items intended for the project and the cost estimates given.

[THE BUDGET SECTION SHOULD NOT BE MORE THAN TWO AND A HALF PAGES]

16. APPENDICES

(a) State the role of each participating investigator

(c) Attach the relevant documents:
   - Curriculum vitae of each non-KEMRI investigator
   - Case record and data collection forms
   - Informed consent advice and forms