

## Course Announcement

### “Proposal writing and grant management & Oral Communication”

Organised by the  
Training Centre in Communication, Nairobi, Kenya  
at the  
University of Nairobi, Chiromo Campus,  
6-8 June 2011

---

The **training course** is part of the activity of the Training Centre in Communication (TCC). TCC is devoted to improve the level of science and technical communication through building capacity of individuals and institutions in Africa. The course will be hosted by the University of Nairobi.

**Location:** College of Biological and Physical Sciences Chiromo Campus, Nairobi.

The **expected participants** are university students, scientists and professionals working for the government, NGOs, and academic, conservation and research institutions. This course is useful to participants who wish to improve the presentation of their research data and intend to submit proposals to grant giving organisations. Participants will be able to discuss their own data and draft proposal as well as those of other participants'. Teaching will be by the teaching staff of the TCC, all trained scientists and communicators, lead by TCC Director Dr. Gabor Lovei, a Senior Scientist at the Danish Institute of Agricultural Sciences, Denmark.

#### **Students will learn about:**

##### **Proposal writing and grant management:**

1. The research proposal:
2. The proposal and funding process
3. Typical structure of a proposal
4. Stages of developing a proposal
5. Usual pitfalls when writing a proposal
6. What to write under the following sections : Title , Summary , Significance statement , Objectives and hypotheses, Methods , Expected results , Budget
7. Timeline
8. How to write a proposal
9. Criteria for reviewing a research proposal : Significance , Approach, Innovation, Investigator, Work conditions
10. Revising the research proposal
11. Managing a research grant

##### **Oral communication**

1. Preparation and planning, steps in developing a talk
2. Medium/Tools for giving a talk
3. Theory and practice of poster design
4. How to design posters for national and international conferences
5. How to participate in conferences & networking

**Cost of participation-Kshs 30,000 or USD 400**

Cost includes course notes, course certificate, morning/afternoon teas. Further support will not be provided.  
**Mode of Payment: Kenyan shillings or equivalent in USD/€ by Electronic Money Transfer, or Bankers Cheque to the Training Centre in Communication account. A/C No 1230000552 or USD CA2-1-201-000887 NIC Bank , Westlands, Nairobi.**

**Eligibility:** Applicants must (1) have at least a first degree or enrolled at a higher learning institution, (2) be committed to research and communication of research results, and (3) preferably be involved in dissemination of scientific results and information, and/or in (4) preparation of funding proposals.

**Application:** Applications must include a (1) cover letter stating why and how the training will help you in your work, particularly in areas that relate to writing scientific papers and proposals in your department, (2) Complete application form duly **APPROVED by your institution, department, section head, or supervisor**, (3) current CV with qualifications and experience, (4) half-page summary of your latest funding proposal (preferably one that is yet to be funded).

**Request application forms from and send applications to:**

**The Training Centre in Communication**, Gecaga Institute, Chiromo Campus, Nairobi, P.O. Box 21553, GPO 00100-Nairobi, Kenya; Attn. J. Owango.

By email to: [joy.owango@tcc-africa.org](mailto:joy.owango@tcc-africa.org), OR to: [info@tcc-africa.org](mailto:info@tcc-africa.org)

For further information, ring Ms. Joy Owango, TCC Manager, Tel: +254 020 8086820 Cell: +254 - 733- 792-316, +254 -702-926288.

Applications have to be received by **18 May 2011**.