

# **WOLAITA SODO UNIVERSITY**

## **Office of the Vice President for Research and Technology Transfer**

### **Guideline for Technology Transfer (TT) Proposal Submission**

**2025/2026 (2018 E.C. Fiscal Year)**

#### **1. GENERAL DIRECTIONS**

This guideline is issued to support the preparation and submission of Technology Transfer (TT) Proposals for the 2025/2026 fiscal year. The call targets demand-driven, community-relevant, and scalable technologies for transfer or adaptation, contributing to sustainable development in Wolaita and Dawro Zones. Proposal must be written in Times New Roman font, size 12, with 1.5 line spacing. A detailed explanation of the required contents of the proposal is provided below.

All proposals must:

- Align with WSU's approved thematic areas
- Address real community needs
- Present feasible, scalable, and transferable technologies
- Ensure community engagement and capacity building
- Propose clear outcomes, budget, timeline, and evaluation strategies

#### **2. PROPOSAL TITLE**

Provide a clear, concise, and descriptive title for the TT project (maximum 20 words)

#### **2. TEAM COMPOSITION**

The composition of the team should reflect a multi- and interdisciplinary approach, ensuring a balanced mix of senior and junior staff, promoting gender equity with female representation.

Each project team must consist of:

- **Principal Investigator (PI):** A full-time WSU academic staff (Lecturer or above)
- **Co-Investigators:** A full-time WSU academic staff (Technical Assistant (TA), Lecturer or above)
- **Collaborators (optional):** External experts from relevant disciplines or stakeholder organizations

*Note: Gender balance and interdisciplinary teams are encouraged.*

#### 4. TOTAL AMOUNT OF GRANT REQUESTED (ETB)

Indicate the total budget requested. Additional funding from non-treasury sources is strongly encouraged and must be documented if applicable.

#### 5. DURATION OF THE TT PROJECT

Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)

#### 6. SUMMARY OF THE TT PROJECT (Max 1page)

Provide a non-technical summary that includes:

- The core idea of the TT project
- The target community or beneficiary
- Expected outcome or technology to be transferred
- Implementation approach
- Anticipated impact and scalability

#### 7. PROBLEM STATEMENT (Max. 1page)

- Clearly define the problem or opportunity the project aims to address
- Provide evidence or justification (e.g., baseline studies, needs assessments, community input)
- Indicate why this problem is important, urgent, and relevant

#### 8. GOAL OF THE TT PROJECT

State the primary goal of the technology transfer project. It should reflect what the project intends to achieve in the long term (e.g., improved livelihoods, reduced food loss, better energy access, etc.).

#### 9. OBJECTIVES

List 3–5 specific, measurable, achievable, relevant, and time-bound (SMART) objectives aligned with the goal.

## 10. OVERALL METHODOLOGICAL APPROACHES (Max. 3 pages)

Describe in detail:

- The technology to be transferred (developmental stage, readiness level, Intellectual Property (IP) status)
- Methods of adaptation, piloting, or scaling the technology
- Community engagement and capacity-building approaches
- Gender and social inclusion strategies
- Partnerships with government, industry, or civil society
- Risk identification and mitigation strategies
- Monitoring and Evaluation (M&E) approach

Visual aids (e.g., Gantt charts, flow diagrams) are encouraged.

## 11. EXPECTED OUTPUTS AND OUTCOMES (Max 1 page)

Use the following table to summarize the narration

Outputs (Tangible products, technologies, trainings)	Outcomes (Short- to medium-term effects)

## 12. IMPLEMENTATION PLAN AND TIMELINE

Submit a clear activity plan with milestones using a Gantt chart or tabular format. Activities must align with objectives and duration.

## 13. BUDGET BREAKDOWN

Prepare a detailed budget using the provided template. Eligible cost categories include:

- Personnel cost
- Materials, equipment, and consumables
- Demonstration or piloting costs
- Community engagement and training
- Communication and dissemination

- Travel and logistics

**Ineligible costs:** Office furniture, personal items, construction of permanent buildings, and entertainment.

#### **14. SUSTAINABILITY STRATEGY**

Explain how the project will ensure the continued use, adoption, or commercialization of the technology after the funding period. This includes:

- Local ownership and capacity
- Cost-recovery mechanisms
- Partnerships and external funding sources

#### **15. PARTNERSHIPS AND STAKEHOLDER ENGAGEMENT**

List key stakeholders, their roles, and how they will be engaged (e.g., local government, SMEs, cooperatives, NGOs, community groups).

#### **16. APPENDICES (As Applicable)**

- Letters of support from stakeholders or partners
- Maps, diagrams, and photos of the prototype
- IP ownership and licensing plan (if relevant)
- Evidence of prior piloting or validation

#### **17. QUALITY ASSURANCE MECHANISMS**

Describe measures to ensure technical, operational, and reporting quality, including:

- Standardization of procedures
- Internal reviews
- External validation (optional)
- Documentation

#### **18. ETHICAL CONSIDERATIONS**

Outline how the project will ensure ethical practices:

- Informed consent from communities
- Respect for indigenous knowledge
- Gender equity and inclusiveness

- Data protection and confidentiality

## 19. DISSEMINATION PLAN

Describe how findings, outputs, and lessons will be shared:

- Academic publications or policy briefs
- Community training/workshops
- Media and local radio
- Stakeholder events
- Uploads to WSU communication platforms

## 20. WORK PLAN (GANTT CHART)

Submit a Gantt chart that maps:

- Key activities
- Timeline (monthly or quarterly)
- Responsible persons
- Expected outputs

Key Activities	Timeline (Months/Quarters)	Responsible Person(s)	Expected Outputs
Activity 1 (e.g., Need Assessment)			
Activity 2 (e.g., Prototype Development)			
Activity 3 (e.g., Field Testing)			
Activity 4 (e.g., Technology Adaptation)			

## 21. BUDGET PLAN

Submit a detailed budget using the format provided:

### A. EQUIPMENT AND CONSUMABLE

No	Item	Unit	Number/ Amount Total	Unit price in Birr	Total price in Birr
1					
2					

	<b>Sub-Total</b>	
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## B. PERSONNEL COSTS

Please use government per-diem rates for your specific study areas for the team members, field technicians, and driver(s). Please also use government daily rates for laborers and local field assistants.

No	Type of activity	Unit	Total Number/ Amount Total	Unit price in Birr	Total price in Birr
1					
2					
	<b>Sub-Total</b>				

## C. FUEL COST

While estimating fuel cost, please consider how much fuel the currently available vehicles under the VPRTT office consume per kilometer.

No	Budget line	Unit	Quantity	Expenditure	
				Unit cost	Total cost
1					
2					
	<b>Sub total</b>				

## D. BUDGET SUMMARY

No.	Budget Item Description	Total cost
1		
2		
	<b>Sub total</b>	
	<b>Contingency (5%)</b>	
	<b>GRAND TOTAL COST (In Birr)</b>	

Justify all cost items. Ensure alignment with project objectives.

## 22. REFERENCES

Include a list of sources cited or consulted in preparing the proposal (APA style recommended).