



Proposal Format for All Categories of Grants (2020/21 Call)

General

- Application for funding should be submitted online via <http://grant.haramaya.edu/>
- Proposals should be written as per the proposal development format. *A proposal, which doesn't follow the format, will be automatically rejected and will not be considered for screening and evaluation.*
- Research Priority areas for 2013 EC have been indicated under each theme and subtheme via <http://researchaffairs.haramaya.edu.et/>.
- Proposals should not exceed 20 pages (12 pts, Times New Roman, 1.5 spacing, 1 inch margin in all sides).
- Applicants must be staff members of Haramaya University.
- Focus areas should fall under the Research Thematic Areas of the University.
- Geographical area of implementation should be in the eastern part of Ethiopia except for compelling reasons.
- This year proposals submission deadline will not be extended.

Contents of the Proposal

The format for the research proposal shall consists of the following major components:

I. Preliminaries/Front matter

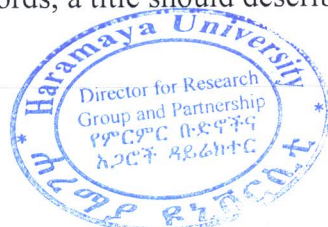
The Front Matter consists of the title page as well as some of the other elements listed below. It is customary to paginate the front matter with Roman numerals (i, ii, iii, iv...) before commencing the Introduction, which forms the main text of the proposal, written with Arabic numerals (1, 2, 3..).

1. Title Page

Title page consists of Title and theme and sub-theme to which you are applying. Don't mention the authors' name and affiliation on this Title page at the stage of proposal submission.

a. Title of the Research Proposal/Project

The title of the Research Proposal must reflect clearly and succinctly the area of the research that is to be embarked on. In other words, a title should describe and reflect the content of the proposal





accurately and concisely. The title should be fully explanatory when standing alone. It should not contain redundancies such as 'a study of...' or 'an investigation of ...', 'an assessment of ...', and the likes. Furthermore, abbreviations should not appear in the title. Scientific names should be in italics. A title should be limited to 12 to 15 words.

b. Authors' name and affiliation

Avoid use of words such as 'By ...' and 'from ...'. Names of all authors should be clearly indicated. The list should start with the name of the principal investigator (PI). If corresponding investigator is not the principal investigator, that should be clearly noted. While listing the names, full names should be used and initials should be avoided. There should also be the contact details (both telephone and e-mail addresses) of all the investigators, as well as their specializations (or Schools/Departments to which they are affiliated with). Titles like 'Dr.' and 'Prof.' should not appear in the names. *However, authors' name and affiliation should not be indicated on the proposals to be submitted. These details will be required after winning the proposals on the later stages for administrative and technical reasons only.*

c. Code of the proposal (with Theme and Sub-theme codes)

The codes of the project will be automatically generated during online submission by considering the grant type; year of submission, themes, sub-themes and sequence of the proposal under the specific sub-theme.

2. Executive summary

This should briefly highlight the statement of the problem, purpose of the study, methodological approaches, and the expected outcome of the proposed research/project. It should not exceed 300 words. The Executive summary usually appears before the Table of Contents and is generally not numbered. **This should not exceed one page.**

3. Table of Contents

This part is generally organized into main sections and sub-sections (as 1, 1.1., 1.2, 2, 2.1, 2.2, 2.2.1, etc with associated titles). Do not include subsections more than 3 levels. The chapter titles (first level heading) should be in uppercase and bold; second level sub-headings should follow each chapter title and should be in title case and bold; and third level subheadings should be in title case, bold, and italic.





4. List of Tables (if any)

This should be presented clearly, identifying the page number where each table occurs.

5. List of Figures (if any)

This should also be presented clearly, identifying the page number where each figure occurs.

6. Acronyms/Abbreviations (if any)

II. Main Body

1. Introduction

Introduction may be sub-categorized as follows:

1.1. Background of the Study

The introduction must consist of a general description of the background of the research. It should show the understanding and genesis of the problem. It should provide in-depth analysis about the problem putting it into local (specific) context. It should also briefly indicate the target group of the study. *It should not exceed 1 page.*

1.2. Statement of the Problem

The problems involved in the research must be clearly defined, as it will help to present the rationale of the entire study. It must indicate exactly what the problem is; and why and how it is a problem. It is necessary to give information to support the problem by providing evidences from statistics and/or from literature or through some verifiable experiences. Statement of the problem should clearly explain the problem to be addressed or the question(s) to be answered through the proposed research. It should also indicate how important the problem is, who else has worked on that particular problem previously, what methods were used, what the results or conclusions of previous research were, and the relevance of the current research (and the research gaps to be bridged) in relation to other research activities that have been done. *This part should not exceed 2 pages.*





1.3. Objectives

This is related to a clear statement of the specific purposes of the study, which identifies the key study variables and their possible interrelationships and the nature of the population of interest. One general objective can be indicated and it should be in line with the title. Specific objectives have to be in line with the variables hypothesized to influence the phenomenon being investigated. Specific objectives should be related to the general objective, but not its mere repetition.

1.4 Research Questions

They should be in line with the specific objectives. Research questions have to be numbered (1, 2, 3.....) and should be questions and not statements.

2. Brief Review of Related Literature

This part of the proposal should contain an analysis of other associated research works or studies, if any, pertinent to the proposed research area. It may consist of reviewing the empirical and theoretical literature relevant to the problem being investigated. It indicates what other researchers have done and the gaps that have not yet been addressed. *This part shall not exceed 5 pages.*

3. Research Methodology (Materials and Methods)

This can be named as research methodology or materials and methods based of the type of the proposed research (may be different for experimental studies and social and related disciplines). This part may include the selected research design with its justification; the target population and its justification; sampling frame, sample size and sampling technique; data collection procedures; and data processing and analysis. *The methodology part shall not exceed 6 pages.*

4. Ethical Considerations

This part is especially compulsory for research proposals addressing, for example, health/nutrition aspects, in which case the fundamental principles of research ethics, such as respect for person, beneficence and Justice. Personal or group consent should be considered.





5. Work Schedule/Timeline

The schedule or timeline for the proposed completion of the research should be listed to enable an understanding of the allocation of resources to be made. Details of the major activities of the research should be clearly indicated together with the associated timeline. The work schedule should be organized by activity. *This part should not exceed 2 pages.*

6. Budget Breakdown

Breakdown of the different cost components should be clearly itemized in terms of unit costs and total costs. Cost components may include expenses for personnel, equipment, supplies, travel, and other expenses as per the format. *Inflating costs will automatically lead to rejection of the proposal.*

7. Expected Output/Outcome or Contribution of the Proposed Research/Project

This would involve a discussion on the expected research findings based on existing literature and information in the area. The expected output should be prepared with indicators and can easily be measured.

8. References

Any referencing system used must be consistent and contain names of authors, books and journals. These are listed in alphabetic order based on the initials of the names of the authors following APA format. The volume, issue and page numbers with the publication year must also be listed for journal articles.

9. How to Apply

The complete research proposal has to be submitted online via <http://grant.haramaya.edu/> until **April 25, 2020.**





Criteria for screening proposals

No.	Criteria	Weight (100%)
1	Innovativeness and originality	30
2	Scientific merit and relevance of the study	20
3	Interdisciplinary nature of the research project and appropriateness of team composition	10
4	Appropriateness of the research design and methodology	20
5	Reasonable budget (value for money)	5
6	Realistic timetable	5
7	Quality of the document (organization, readability, conciseness, appropriate use of references, etc.)	10

2020/21 Research Grant Budget Template						
	Title					
	Theme					
	Sub-theme					
	Investigators	<i>Please don't write the names of the investigators during proposal submission</i>				
	Research Code					
I	Stationary/Usable		Unit	Quantity	Unit cost	Total Cost
1						
2						
3						
4						
5						
II	Chemicals Purchase		Unit	Quantity	Unit cost	Total Cost
1						
2						
3						
4						





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5							
III	Other Items Purchase		Unit	Quantity	Unit Cost	Total Cost	
1							
2							
3							
4							
5							
IV	Rental Items		Unit	Quantity	Unit Cost	Total Cost	
1							
2							
V	Fuel and Transport		Event	Number	Unit Cost	Total Cost	
1	Fueling						
2	Transport/Travel cost						

VI	Personnel Cost		Function	Number	Number of Days	Daily Payment	Total Payment
1							
2							
3							
4							
VII	Researchers Perdiem		Number	Daily	Days	Total	
1	Principal Investigator						
2	Co-Investigators						

	Summary						Total
I	Stationary/Usable						
II	Chemicals Purchase						
III	Other Items Purchase						
IV	Rentals Items						
V	Fuel and Transport						
VI	Personnel Cost						
VII	Researchers Perdiem						
	Total						

