Annex 02: Concept Note Contents and Instructions

1. Researchers profile – completed via research grant management system (Don't write here)
2. Mention under which priority research area the project falls.

1. Title

- The title of the Research Proposal must reflect clearly and succinctly the area of the research that is to be embarked on.
- The title should be self-explanatory when standing alone.

2. Introduction

- Indicate and justify the Grand Challenge(s) that the research project aims to address (The grand challenge(s) to be address should be explicitly written)
- Describe the local and national relevance of the challenge that the proposed project aims to address in terms of solving the societal problem and/or advancing knowledge
- Describe the feasibility of the project taking in to account available human resource, finance, research facilities, etc

3. Goal and Objectives

- List out the goal and objectives
- General and specific objectives of the research-The specific objectives should have both research and impact related objectives

4. Materials and Methods/Methodology

- Provide clear outline of the research approach, method and implementation plan
- Describe extent and appropriateness of the proposed research approach and method to address the identified research gaps

5. Expected Outputs and Impact

The following issues should be clearly addressed:

- The research project **milestones and deliverables semi-annually** or at least yearly during the project timeframe that will help to follow project progress and determines the continuity of the project.
- Potential **societal impact** of utilization of the proposed research outputs or how it will add new knowledge to your field and inform policy and practice.
- Research outputs in terms of **publications** on high quality journals
- Provide **key indicators** of how the expected outcomes will be measured.

- The research **result dissemination and communication strategy** for the intended users.

6. Work Plan and Budget breakdown

- Provide realistic timeframe

- Provide reasonable budget (500,000 - 1,000,000 per year) and (2,000,000 to 4,000, 000 ETB per project)

7. References

Your concept note must be formatted as follows:

The concept note should not exceed 5 pages, excluding the references (12 pts, Times New Roman, 1.5 spacing, 1 inch margin in all sides) and Microsoft Word file type. Strictly stick to the proposal writing format. *A concept note which doesn't follow the format will be rejected and will not be considered for evaluation.*