

Full Proposal Preparation Guide

The format for the research proposal shall consist of the following major components. [The template can be slightly modified based on the nature/type of the research project.](#)

Cover page

Title page consists of project title, theme and sub-theme and authors' name and (both telephone and e-mail addresses) of all the investigators.

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. The title should be fully explanatory when standing alone.

Executive summary

This should briefly highlight the statement of the problem, purpose of the study, methodological approaches, and the expected outcome/impact of the proposed project. This should not exceed one page.

Table of Contents

This part is generally organized into main sections and sub-sections. Should not include subsections more than 3 levels.

Main Body

1. Introduction (*This part should not exceed 3 pages*)

1.1. Background of the Study

The introduction must consist of a general description of the background of the research.

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. 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 the relevance of the current research (and the research gaps to be bridged) in relation to other research activities that have been done.

1.3. Objectives

This is related to a clear statement of the specific purposes of the study. One general objective can be indicated and it should be in line with the title. Specific objectives should be related to the general objective, but not its mere repetition.

2. Literature Review

This part of the proposal should contain an analysis of other associated research works or studies, pertinent to the proposed research area. It indicates what other researchers have done and the gaps that have not yet been addressed.

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).

4. Ethical Considerations (Optional)

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.

6. Budget Breakdown

Breakdown of the different cost components should be clearly itemized in terms of unit costs and total costs using the template provided by research office.

7. Expected Outputs and Outcomes

The research project milestones and deliverables at least yearly during the project timeframe that will help to follow project progress and determines the continuity of the project. Research outputs in terms of publications on high quality journals. Provide key indicators of how the expected outcomes will be measured.

8. References

Use APA reference style.

9. Logical framework

Use the template provided below to prepare the log frame for your project proposal.

Logical framework template

	Indicators of achievement	Means of verification	Assumptions
Overall Objectives: <i>What are the overall broader objectives to which the action will contribute?</i>	<i>What are the key indicators related to the overall objectives?</i>	<i>What are the sources of information for these indicators?</i>	
Specific Objective: <i>What specific objective is the action intended to achieve to contribute to the overall objectives?</i>	<i>Which indicators clearly show that the objective of the action has been achieved?</i>	<i>What are the sources of information that exist or can be collected? What are the methods required to get this information?</i>	
Outcome 1: <i>The change that occurs if the project outputs are achieved; the primary purpose of the project</i>			
Outputs The outputs are the results envisaged to achieve the specific objective. What are the expected results? Output 1.1: Output 1.2: Output 1.3:	<i>What are the indicators to measure whether and to what extent the action achieves the expected results?</i>	<i>What are the sources of information for these indicators?</i>	<i>What external conditions must be met to obtain the expected results on schedule or which prevent the outcome from being achieved ?</i>

<p>Activities What are the key activities to be carried out and in what sequence in order to produce the expected outputs? (group the activities by outputs)</p> <p>(for Outputs 1.1)</p> <p>1.1.1:</p> <p>1.1.2:</p> <p>(for Outputs 1.2)</p> <p>1.2.1</p> <p>1.2.1</p>	<p><i>What are the means required to implement these activities, e. g. personnel, equipment, training, studies, supplies, operational facilities, etc.</i></p>	<p><i>What are the sources of information about action progress?</i></p> <p><i>Costs</i></p> <p><i>What are the action costs?</i></p> <p><i>How are they classified?</i></p> <p><i>(breakdown in the Budget for the Action)</i></p>	<p><i>What pre-conditions are required before the action starts?</i></p> <p><i>What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</i></p>
<p>Outcome 2: The same as above</p>			
<p>Outputs The outputs are the results envisaged to achieve the specific objective. What are the expected results?</p> <p>Output 2.1:</p> <p>Output 2.2:</p> <p>Output 2.3:</p>	<p><i>What are the indicators to measure whether and to what extent the action achieves the expected results?</i></p>	<p><i>What are the sources of information for these indicators?</i></p>	<p><i>What external conditions must be met to obtain the expected results on schedule?</i></p>

<p>Activities What are the key activities to be carried out and in what sequence in order to produce the expected outputs? (group the activities by outputs)</p> <p>(for Outputs 2.1)</p> <p>2.1.1:</p> <p>2.1.2:</p> <p>(for Outputs 1.2)</p> <p>2.2.1</p> <p>2.2.1</p>	<p><i>What are the means required to implement these activities, e. g. personnel, equipment, training, studies, supplies, operational facilities, etc.</i></p>	<p><i>What are the sources of information about action progress?</i></p> <p><i>Costs</i></p> <p><i>What are the action costs?</i></p> <p><i>How are they classified?</i></p> <p><i>(breakdown in the Budget for the Action)</i></p>	<p><i>What pre-conditions are required before the action starts?</i></p> <p><i>What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</i></p>
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