... Development, a click away !

PROPOSAL REQUIREMENTS

The proposal should be no longer than eleven pages[1] organized as follows:

1. **Summary Page (1 page)**

Title of the research study to be carried out (Titles should be comprehensive enough to indicate the nature of the proposed work, but also be brief);

Abstract: (State the problem to be addressed by the research and specify the objectives and methodology of the project);

Funding required: (Total amount only)

Timeline: Proposed duration of research, including start and stop dates

Biodata: Brief description of researcher's experience and expertise

2. **Introduction (.5 page)**

The introduction should begin with a capsule statement of what is being proposed and then should proceed to introduce the subject. It should place your particular research topic or problem in a context of common knowledge and should show how its solution will contribute to understanding and approaches to maternal mortality and/or neonatal mortality in the project area. The statement describes the significance of the problem(s), referring to appropriate studies or statistics and should include the following elements:

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[1] Proposals should be in 12 point Times New Roman font, with 1.5 spacing.

Statement of Problem;

Purpose of Research; and

Significance of Research.

3. **Background (1.5 pages)**

This section should provide information on the research context, as well as on your own competence in the field. Discussions of work done by others should therefore lead the reader to a clear impression of how you will be building upon what has already been done and how your work differs from theirs.

This section should include the following information:

Research context: Further clarification on the research problem and work done in the field to date;

Research rationale: Explanation of relevance and significance of the proposed research to learning about maternal and/or neonatal mortality.

4. **Description of Proposed Research (including Approach and Methodology): (3 pages)**

A comprehensive explanation of the proposed research is addressed to other specialists in your field. This section is the heart of the proposal and is the primary concern of the technical reviewers. The description should demonstrate an evident connection between the research objectives and the research method. The research design should include the following elements:

I.   A clear description of assumptions or hypotheses the research method rests upon.

II.   An explicit description of the focus of the research, including a realistic discussion about what can be accomplished.

III.   A description of preliminary work developing an analytical method or laying groundwork.

IV.   Specific information about the means of evaluating the data and/or the conclusions.

V.   A detailed schedule of the proposed work, divided into three phases: Phase I (preliminary work), Phase 2 (field research) and Phase 3 (data analysis and report

preparation).

5. Description of Relevant Resources: **(1.5 pages)**

This section should detail the resources available to the proposed research and, if possible, demonstrate why the funder should select this institution or organization (if any) and this investigator for this particular research. Relevant points should include:

The investigator/organization/institution demonstrated **competence** in the pertinent research area;

The institute/organizational **experts** in related areas that may indirectly benefit the project or, in the case of an individual consultant, any associate **experts**;

Available **support services**, either institutional or individual**,** that will directly benefit the project;

R**esearch facilities** or instruments available to the project; and

An explanation of the **proposed personnel arrangements** – roles, responsibilities and organizational structure. If any persons must be hired for the project, please explain why they are needed;

6. List of References: (1 page)

Please provide a bibliography of the materials you will use as references for the research. These should be presented in a consistent style throughout.

7. Personnel: (1 page)

Biographical data sheets for each of the main contributors to the project: Name, academic qualifications, positions held over the last five years (starting with the present position and working backwards) and relevant publications. ***Please provide these bio data sheets in an appendix to the proposal.***

8. Budget: (2 pages)

The proposal should include a detailed budget that covers the following costs:

Personnel

Principal researcher fee (number of days per year x daily rate)

Other research personnel (number of days per year x daily rate per person)

Support staff (number of days per year x daily rate per person)

Travel

Estimated cost of travel to field (number of days per year x travel per diem, which should include vehicle expense, meals and lodging)

Equipment and materials

Itemize any equipment and/or materials that must be purchased for the research, with an estimated cost for each item per year

Communications

Estimate communications costs per year

Other

Specify and cost out any other expenses required to conduct the research and prepare the research report.

The budget should then be presented in a summary by calendar year, as follows:

Budget item	
Personnel costs	
Field travel	
Equipment and materials	
Communications	
Other	