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**BAHIR DAR UNIVERSITY**

**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND COMMUNITY SERVICES**

**RESEARCH DIRECTORATE**

**GUIDELINE FOR THEMATIC RESEARCH PROPOSAL WRITE-UP**

**CALL FOR PROPOSALS ???????**

**CALL OPENS: ???????????**

**DEADLINE FOR SUBMISSIONS: ??????????**

**Notification**

Please read carefully the guidelines given in the next couple of pages and fill out the application form accordingly. As your proposal will be forwarded to anonymous panel of assessors, the clarity of your application should express correctly what you exactly want to do.

Diverging from the given format may put you out of the batch of the other applicants and hence may count unfavorably against you in the eyes of the assessors.

The academic Unit/Research Center has identified the ***RESEARCH THEMATIC AREAS*** based on strategic priority areas. This is, therefore, a call for proposal to be submitted to conduct researches in the stated thematic areas that geared towards solving local, regional and national problems.

**Formats for Writing of Full Proposal**

As any other proposal for funding, the full proposal should have the following Sections.

1. **PROJECT TITLE**:

What is the goal or the local, regional and national priority area towards which the whole exercise should focus on and contribute solutions in the forms of new knowledge and usable technology production? This is then first expressed in the formulation of a thematic research title.

1. F**ULL NAME, TITLE AND ADDRESS OF THE PRINCIPAL INVESTIGATOR AND CO-INVESTIGATORS**

(emails, telephone number, names of college and department, academic rank & specializations):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name | Educational level | Academic rank | Email | Mobile | Dept | Specialization |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |

The team leader should be experienced staff responsible for managing the team’s overall activities including but not limited to financial and physical report, manage the budget, etc. List of the investigators consisting of senior and young staff, female academicians, and graduate students (PhD and/or MSc) are at least from three different disciplines to assess the different aspects/dimensions of the problem. However, the minimum number of team members must be six. Hence these members will be grouped in to 3 or more sub-thematic researches. These components of the sub-thematic research together form a broad thematic research program. Note that an investigator shall not be PI more than once and CI more than three. (Max. 1 page)

1. **THEMATIC AREA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **SUB-THEMATIC AREAS**

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1. **DURATION OF THE PROJECT:**

|  |  |
| --- | --- |
| **COMMENCEMENT** | **TERMINATION** |
| DD/MM/YYYY | DD/MM/YYYY |

1. **TOTAL AMOUNT OF GRANT REQUESTED IN BIRR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **EXECUTIVE SUMMARY**

This is an overview of the intentions of the project, the actions that lead to the desired outcomes. This section includes: Background to the problem including of why the topic was chosen, objectives, methods, expected outcomes, budget estimate, and timeframe. (Max. 1 page)

1. **BACKGROUND: RELEVANCE AND THE STATE OF KNOWLEDG**

Provide a general presentation and analysis of the problem(s) and their interrelation at all levels with sufficient, relevant and updated literature review to justify the specific objectives that will contribute to the resolution of the problems by the action to be taken in the envisaged year(s) and Justification (Rationale) for the study. Ask yourself:

## Will this study generate new knowledge?

## Will the study benefit Community, advance understanding or influence policy?

## Will the study fill gaps in existing knowledge or resolve current controversies?

A critical summary of research on a topic of interest, generally prepared to put a **r**esearch problem in context or to identify gaps and weaknesses in prior studies so as to justify a new investigation. (Max.5 pages).

1. **OBJECTIVES OF THE STUDY:**

The title must be supported with major and specific objectives to which the planned action will contribute and aims to achieve. Specific objectives (SMART) can be set as well in connection to or emanating from the major ones. In other words, these objectives (major and specific) must be achievable with reasonable certainty by the action that will be taken during the life of the project (max. 1 page).

1. **METHODS**

Provide an overview of the general methodology to indicate the actions of the research components fit together. Briefly describe the study approach and design, the sampling methods applied, the data collection methods employed (include a description of where and how data were collected, quality assurance measures, length of data collection process and problems encountered in conducting the study), what methods will be used to analyze the data (max. 5 pages).

1. **QUALITY ASSURANCE MECHANISMS:**

This can be expressed in seminar presentations, annual reports, transparency, bi-annual meetings with stakeholders, end-users and donors, etc. Furthermore, assurance should be ensured by statistical verification of the data and the level of partners’ interaction using the Internet (max. 1 page).

1. **ETHICAL CONSIDERATIONS (IF ANY):**

Wherever human and animal subjects are used in the action, ethical clearance should be obtained from the appropriate office. The proposal must describe the risks involved, the levels of damages to which the research subjects are exposed to and the assurance of mitigations (Max. 1 pages).

1. **EXPECTED DELIVERABLES AND OUTCOMES:**

Describe the major achievable milestones or deliverables that the proposal is designed to accomplish. These can be described in the knowledge that can be created (possible number and types of publications: journal articles, conference papers, modules, public lectures, etc.) and usable technologies that could be achieved during and after the completion of the project years (Max. 2 pages).

1. **BENEFITS AND BENEFICIARIES OF THE PROPOSED STUDY:**

The benefits and beneficiaries of the proposed study should be clearly defined. (Max. 1 page)

1. **DISSEMINATION PLAN**

-In what form will your findings be presented e.g. report, Presentation, journal etc?

-How will you be disseminating your findings?

-To whom will you be disseminating your findings?

-How will you ensure anonymity in any publications?

-To whom does the research belong and have you thought about intellectual property rights? (Max.1page)

1. **STUDY TEAM-ROLES AND RESPONSIBILITIES IN UNDERTAKING AND MANAGING THE STUDY**

A summary of the role and responsibility of each investigator and estimated time to be spent by each member shall be clearly described. Study Team (brief Resumes; provide detailed CVs in Appendix). The detailed CV should include the names and contact numbers of the investigators assigned to the project. (Max. 3 page).

1. **STUDY WORK PLAN REFLECTING PROPOSED TIMEFRAMES AND OUTPUTS/DELIVERABLES**

Detailed Project Implementation time Schedule indicating activities in terms of time schedule. (including gantt chart) (Max. 1 page)

1. **THE STUDY BUDGET**
   1. Budget must meet the following requirements. Applicants are encouraged to provide the best price possible for the proposed results as proposals will be evaluated on this aspect. All line items must list the unit cost and quantity of that item. A notes column for each line item must explain how both the unit cost and quantity are being estimated. This must be completed for ALL line items. It must show the total estimated cost of the proposed project with a breakdown.
   2. **EQUIPMENT AND CONSUMABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Item | Unit | Number/  Amount Total | Unit price in Birr | Total price in Birr |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
|  | **Sub-Total** | | | |  |

* 1. **PERSONNEL COSTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Type of activity | Unit | Total Number/  Amount Total | Unit price in Birr | Total price in Birr |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
|  | **Sub-Total** | | | |  |

* 1. **TRANSPORT COST:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Budget line | Unit | Quantity | Expenditure | |
| Unit cost | Total cost |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **Sub total** | | | | |  |

* 1. **BUDGET SUMMARY**

|  |  |  |
| --- | --- | --- |
| No. | Budget Item Description | Total cost |
| 1 | **EQUIPMENT AND CONSUMABLE** |  |
| 2 | **PERSONNEL COSTS** |  |
| 3 | **TRANSPORT COST** |  |
| **Sub total** | |  |
|  | |  |
| **GRAND TOTAL COST (In Birr)** | |  |

|  |  |
| --- | --- |
|  |  |
|  |  |

P.S. For longitudinal study, show the total cost of the proposed project with a breakdown by research components as pieces of the jigsaw and the costs per phase of each year so that the annual fund requirements can be known (Max. 3 pages).

1. **REFERRENCES**

All materials used in the compilation of the proposal should be referenced. Numbered referencing, APA, Vancouver, Harvard or other standard format can be used.

1. **DECLARATION OF APPLICANTS (investigators):**

The investigators need to take the responsibility of executing the research as described in the methodology, obey to ethical clearance regulations, commit to regular monitoring of activities and financial conduct by the Office of the Vice President for Research and Community Services, make available publications or any product of the research to the same office and build on the development of research culture at the University. It may be like the following sentence.

**We the undersigned participants in this study agree to accept responsibility for the scientific, ethical and technical conduct of the research project and for provision of required progress reports as per terms and conditions of the VPRCS in effect at the time of grant if grant awarded as the result of this application. Moreover, we declared that the proposed study is the original work of the investigators. (Max. 1 page)**

 NAME OF ALL INVESTIGATOR(S)       RESPONSIBILITY   SIGNATURE DATE

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_
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  6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_
  7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_
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1. **ANNEX**:

Summaries of CVs of investigators and partners should be attached, each condensed to one page only.

1. **ELIGIBILITY AND EVALUATION CRITERIA**

The proposals received will undergo a technical evaluation by core reviewers. The core reviewers reserves the right not to accept the lowest bid, as the elements listed in the evaluation matrix below will play a major role when evaluating proposals. In order to ensure meaningful participation and effective comparison prospective service providers are requested to furnish detailed information in substantiation of compliance to the technical evaluation criteria.

* 1. **ELIGIBILITY CRITERIA**

Proposals that demonstrate all of the following criteria is eligible to apply:

1. The PI is a permanent employ of the Bahir Dar University and that the CIs are any employees and students of the University, the private sector, civil society organizations and others that will finally use the research outcomes and/or collaborating Institutes. Their detailed CVs shall be submitted.
2. Able to justify that the research has not been awarded previously. If there is additional fund source from other organization, the researchers have an obligation to disclose for the office of VPRCS.
3. Able to justify that the research results are to be disseminated and to be used by end users and have major economic and social growth impacts.
4. It must be based on the proposal submission format described above and the proposal meets basic research quality standards in design, content and presentation as depicted in the advert document.
5. Able to justify that the research is multidisciplinary and its results are broad and transcend a single sector. Research core team should consist of minimum 6 persons lead by experienced academicians. Proposals that demonstrate a commitment to working with young staff, female academicians, and students (PhD and/or MSc) are highly encouraged.
6. The fund will also take into consideration the past research history of the applicant before establishing the list of successful grantees (physical and financial settlement in the previous university funded projects, good track record of the applicant, etc will be considered during the application process). There must be no record due to the breach of agreement in any research, community services and technology transfer activities for the last 2 years.
7. Priority is given to those who took operational research protocol development, and data analysis and manuscript writing trainings given by the University (documents required)
8. The proposal must be not more than 30 pages in length; typed in 1.5-space, font size-12, and font type-Times New Roman, 1.25-inch left margin and the rest margins must be 1 inch.
9. All researchers in the team must put their electronic/scanned signature in the protocol.
10. Any applicant can not be part of more than **two** projects (**one** as **PI** and **one** as **Co**) at any time.
    1. **Evaluation criteria**

Proposals passing the eligibility criteria (see above) will be scored against the following:

1. The review of proposal submitted by potential evaluators will be based on blind document review (50%) and open defense (50%). Moreover, based on the document review only applicant who scored 25% and above are eligible for public defense.
2. Reviewer’s Possible Decisions

After reviewing and commenting the protocol the reviewer shall put his/her decisions on the following categories.

1. **Accept without any changes**

Despite the minor language and copyediting problems, the protocol is accepted as submitted.

1. **Accept with minor revisions**

Some contents of the protocol need to be modified and corrected prior to acceptance.

1. **Accept with major revisions**

The protocol can be useful with the ideas and results it presents, but it requires major revisions. Document modification will be according to the satisfaction of the core reviewers.

1. **Reject**

There is no merit whatsoever in accepting this protocol.

1. **HOW TO APPLY**

The proposal must be submitted online within the deadline.