

WOLAITA SODO UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND TECHNOLOGY
TRANSFER
THEMATIC RESEARCH, COMMUNITY ENGAGEMENT AND TECHNOLOGY TRANSFER
PROPOSAL DEVELOPMENT TEMPLATE

General directions

Please read carefully the directions given in this document and include all the mandatory sections in your Research, Community Engagement and Technology Transfer (RCETT) proposal. As your proposal will be forwarded to anonymous reviewers, the clarity of your proposal matters a lot in its successful evaluation/assessment. Craft your proposal by strictly adhering to the directions in this document. Detailed elaboration of what your proposal must include is given below:

1. PROJECT TITLE:

The title must be:

- Supported with major and specific objectives to which the planned action will contribute and aims to achieve.
- A reflection of the contents of the document.
- Self-explanatory
- Free of redundancies such as ‘a study of.....or ‘an investigation of.....
- Free of any abbreviations/acronyms
- Utmost 20 words

2. TEAM COMPOSITION (*NOT TO BE INCLUDED IN PROPOSAL DOCUMENT*)

The RCETT team must be organized in such a way that it addresses multi/inter-disciplinary expertise, junior-experienced staff mix, gender fairness and inclusion of Masters and terminal degree students.

A principal investigator (PI) for a project cannot assume the same role for other projects in a given fiscal year, but he/she can be co-investigator (Co-PI) in three other projects. ***DO NOT SHOW names of PIs and Co-PIs in your proposal document.***

3. TOTAL AMOUNT OF GRANT REQUESTED (ETB) _____

4. DURATION OF THE PROJECT: _____

COMMENCEMENT	END
DD/MM/YYYY	DD/MM/YYYY

5. EXECUTIVE SUMMARY

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

6. BACKGROUND: RELEVANCE AND STATE OF KNOWLEDGE

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:

1. Will this study generate new knowledge?
2. Will the study benefit community (i.e., advance understanding or influence policy, product-oriented, enhance service delivery, etc.)?
3. Will the study fill gaps in existing knowledge or resolve practical societal problem(s)?

A critical summary of research on a topic of interest, generally prepared to put a Research problem in context or to identify gaps and weaknesses in prior studies so as to justify a new investigation (max.2 pages).

7. OBJECTIVES OF THE STUDY

The major/general objective must be aligned with the title of your research proposal. Specific objectives (**SMART**) can be set as well in connection to or emanating from the major ones. Specific objectives must be in line with the hypothesized variables to influence the phenomenon being investigated. 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. ½ page).

8. STAKEHOLDER ANALYSIS

Identify key stakeholders relevant to your study, describe how they are interested and influence the proposed project. In addition, elaborate how the identified stakeholders can engage in the proposed study (stakeholders' engagement strategy) (max. 1 ½ page).

9. SUSTAINABILITY

Identify challenges related to sustainability of the project results, proposed strategies for tackling the sustainability challenges, describe the potential risks and their mitigation strategies in the course of implementation of your research project.

10. 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 will be collected, quality assurance measures, length of data collection process and problems encountered in conducting the study), what methods will be used to analyse the data (max. 2 pages).

11. QUALITY ASSURANCE MECHANISMS

This can be expressed in expertise of the research team, appropriate planning of the work packages, availability of research facilities and equipment, keeping of research records, handling of research samples and materials, mid-term evaluation, and annual meeting with stakeholders for research review (project validation workshop). Furthermore, assurance should be ensured by statistical verification of the data and the level of partners' interaction using the Internet (max. 1 page).

12. ETHICAL CONSIDERATIONS

Wherever human and animal subjects are used in the study, ethical clearance should be obtained from the relevant institution(s). The proposal must describe the risks involved, the levels of damages to which the research subjects are exposed to and the assurance of mitigations. In addition, studies involving documentation of indigenous knowledge must get consent (written/oral) from the study participants (max. 1 page).

13. EXPECTED DELIVERABLES AND OUTCOMES: ACTIVITY-OUTPUT-OUTCOME MAP

Describe the major achievable milestones or deliverables that the proposal is designed to accomplish. Elaborate how activities lead to services or products delivered (outputs), how outputs start to bring about change (outcomes), and how this will contribute to the impact of the proposed project (max. 1 ½ page).

14. BENEFITS AND BENEFICIARIES OF THE PROPOSED STUDY:

The benefits and beneficiaries of the proposed project should be clearly defined. For community engagement projects, the total number of potential beneficiaries should be explicitly stated (max. 1 page).

15. DISSEMINATION PLAN

Describe the modalities by which you plan to disseminate the findings of your proposed research project and relevant audiences/stakeholders supposed to consume the research findings. Describe to whom the intellectual property rights of the project findings belong.

16. WORK PLAN REFLECTING PROPOSED TIME FRAMES AND OUTPUTS/DELIVERABLES

Describe indicative operational plan (IOP) of your proposed research project using Gantt chart.

17. BUDGET

Winning research proposal will be granted with Seed Money from government recurrent budget by Wolaita Sodo University. Researchers are encouraged to solicit other funding possibilities to compliment the limited government budget for research project.

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. **The budget will be released in three phases:**
Phase 1: 25% of the 1st year budget shall be released within a few days of signing of contract agreement

for winning proposals. **Phase 2:** A further release of 50% of the budget shall be executed at the end of the second quarter of the fiscal after mid-term evaluation of project progress. **Phase 3:** the remaining 25% shall be released before final validation workshop at the end of third quarter of the fiscal year.

A. EQUIPMENT AND CONSUMABLE

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

B. PERSONNEL COSTS

Please use government per-diem rates for your specific study areas for researchers, field technicians, and driver(s). Please also use government daily rates for labourers and local field assistants.

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

C. FUEL COST

While estimating fuel cost, please consider how much fuel currently available vehicles under the VPRTT office consume per kilometer.

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

D. BUDGET SUMMARY

No.	Budget Item Description	Total cost
1		
2		
Sub total		
Contingency (5%)		
GRAND TOTAL COST (In Birr)		

For projects with more than one year duration, please book the estimated budget summary annually for each budget line using the table below.

E. BUDGET SUMMARY FOR PROJECTS WITH MORE THAN 1 YEAR DURATION

No.	Budget line	Year I	Year II	Year III	Year IV	Total
1	Equipment and consumables					
2	Personnel cost					
3.	Fuel cost					
	Total					

18. REFERENCES

All materials used in the compilation of the proposal should be referenced (max. 3 pages). APA, Vancouver, Harvard or other standard format can be used. Please use consistent citation and reference format (**DO NOT MIX** different citation and referencing formats).