



Research Grant - Proposal Elements and Format

Proposed To- name and address of the funding source

Proposed From- name and address of you and your organization. Along with all information about the organisation as outlined in the enclosed **Due Diligence Form** and the **Check list of documents required**

Table of Contents- a table of contents page with page numbers for each of the following sections.

Abstract- this will be a one page synthesis of the elements in the entire proposal, a brief description of all of the components of your project.

Problem Statement- this will be your description of the problem, identifying the need for support and the specific area for which funding is required. Also for of field survey/ study, you need to provide the following information.

1. The place/ places where field survey/ study will be undertaken
2. Number of individuals required for the field survey/ study
3. Role of each field worker
4. Approximate expense that will be required

Aims and Objectives- elucidate the aims and objectives of the research project along with the justification for undertaking the research

Methods- here you will describe the methodology, activities, and resources you will use to complete resources you request from funding sources. In other words you will give a detailed description of what you will be doing.

Human Resource Requirement- you will need give information about staff needed in house and from outside the organization for implementing the project. To the extent feasible, requirement of each staff member, level, designation and job description should be furnished and an organogram attached.

Evaluation- you will need to provide a means of demonstrating that the funding has achieved progress toward goals of alleviating the problem in the problem statement. How would you measure the success of the project

Duration- a detailed information about the time span assigned for the research project for which the grant is sought.

Research Time Line- a time track about planning and conducting of the research should be clearly outlined and expected date/ month of completion of each segment also shown in tabular form.

Budget- a detailed budget must be provided here, done in a format that is easily understood by the funding sources grant proposal committee, including each person working for the research project, contracted work, fixed and variable costs and supplies that will be necessary.

Budget Justification- a detailed rational explanation of why each component of the budget is necessary.

Bibliography- a bibliography of all of the referenced material and resources in the problem statement and methodology section. (If required)