**Adigrat University Standard** **Format** **for** **the** **preparation** **of** **Research** **Proposals1**

1. Cover page:2

2. Research Project Title:3

3. Signatures:

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Principal investigator AdU or Colleges/institutes coordinator for RCSD

4. Executive summary of the project (optional):4

5. Research work and publication to date (if any)5

1The proposals should not be longer than 15 pages, single spaced and 12 cpi, including all the footnotes.

2 This should include the title, Investigators’ name, title of the investigators and co-investigators and address, Department, colleges/institutes, Month and year

3 Keep the title of the project short and simple. The title should clearly describe the basic objectives of the proposed project and reflect the nature of the proposed work. The title of the project once approved cannot be changed or modified unless there is permission from the Research and Ethical Review Board (RERB) of the colleges/institutes.

4 Give a short summary, maximum 400 words, of the proposed project, sufficiently informative for other scientists who are not necessarily in your field of expertise. This summary should contain a problem statement of the project, followed by the objectives and a brief description of how these will be accomplished and it is suggested that you write this item last

5 List all your major publications, especially those related to your proposed research project. Give all information available about your articles in press. Provide information about the scientific work at your institution in the area of the proposed research project; also mention any present or planned cooperation research with other institutions. Give your participation in workshops, seminars, conferences if any etc. You can also attach Your CV,

6. Background and Justification:6

7. Objectives of the project:7

8. Hypothesis (Optional):

9. Review of literature (optional)8

6 Discuss the historical development of events regarding the topic you are interested to study. Describe basic assumptions/concerns that led you to study this topic. Include information on the likely contribution to knowledge

or practice that the research will make and its place in current debate/theory. Describe the gaps that the proposed research is

intended to fill. The proposal should also show how the result of the research will be able to reach the end users and bring

socio-economic developments.

7 State the specific (short-term) objectives of the project and how they relate to the general (long-term) objectives and the

questions that the project will attempt to answer. Specific objectives must be clearly stated to ensure monitoring and

evaluation of the project. The objectives should be measurable and each of the objectives should be addressed in the

materials and methods.

8 Refers to an account of what has been published on a related topic by accredited scholars and researchers and what he/she

is intended to do. It should survey the existing state of knowledge that supports in proposing this very research project.

10. Materials and Methods:9,10,11,12

11) Expected output/outcome:13

9 Describe the location, physiographic, climate, geology and soils, population, production systems, etc. and the contents may depend on the

discipline of concern;

10 Describe methods that persuade the reader/reviewer that the researcher is an expert on the subject matter. It should

provide sampling method and frame, it provide the research design, procedures of data collection and analysis of data, the

software’s to be used if any

11 **Research** **design**: Provide details on your experimental design/ plans for surveys, experiments and trials indicating,

replications, statistical models, and statistical methods to be used to analyses data

12 **Research** **plan**:

The plan should clearly show the different phases of the project. Describe here what will be done (observation work, laboratory experiments, participant observation, surveys etc) and how it will be done including the following points:

a) Methods and activities to be carried out to solve the problems and answer questions stated above. Which parameters will be studied and which measurements will be taken; which data will be collected and how.

b) Criteria for choosing sites and samples, sampling frame and methods and sample sizes. Provide source of germ plasm for life science experiments.

c) Describe your field trial design (if appropriate). In some cases you may find it necessary to include diagram, and if you do, please refer to that diagram in this space.

d) Analysis of data: Describe the statistical methods that you will use to analyses the data

e) Materials: List materials that will be required for laboratory experiments, field work and computing facilities

f) Analysis of data: Describe the statistical methods that you will use to analyses the data and also describe the statistical packages to be used in analyzing your data.

13 Indicates the anticipated outputs by running this project. Which research questions could be answered by doing this SET and what output is expected at the end of the project for dissemination and the beneficiaries from the project. The expected output should spell out and tally with the objectives project that has been set.

12) Time schedule:14

|  |  |
| --- | --- |
| Activity | Schedule |
|  |  |
|  |  |

13) Duration:15

14. References:16

15. Collaborating researchers and institutions if any:17

16. Facilities and funding18

14 This should indicate the activity and when the activity to be done. Therefore, in the first column note the major activities and in the second column, indicate during which months/dates you will be engaged in the activities.

15 Number of months or years of project can stay for funding supported with time frame. It will help to budget funds for that duration and drawing a monitoring and evaluation schedule.

16 Provide the references which support the information provided in 6 and 8.

17 Indicate researchers from other institutions or department collaborating in the execution of the research project)

18 The facilities **would** **include**:

- **Equipment** **and** **facilities**: List here equipment and facilities, etc, necessary for your project which will be provided by the

institution and sponsor. The proposed budget should delineate the complete committed cost of the project, identifying the amount

requested from the sponsor and other cost that JU commits to pay. The cost committed in terms of kind and time contribution

should be valued and indicated in the budget.

17. Budget:19

18. Consent form (If applicable)20

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19. Approval of …..

19 The budget items must be relevant to the proposed research plan and should be justified. It may include the following

a) **Equipment**: Specify and describe each item, and give to the best of your knowledge: manufacturer,

model/type, accessories if needed. Give a realistic estimate of the cost for each item

b) **Expendable** **supplies**: List categories and significant items of expendable supplies (glassware, solvents,

hormones, feed, reagents, medicaments, gloves etc) and give a cost estimate for each category.

c) **Literature**: List categories of literature (e.g. reprints, and photocopies) or documentation, and give a cost

estimate for each category. Also recommended subscriptions to journals or membership in a scientific

society publishing a journal

d) **Local** **travel** **costs**: Local travel costs for sample collection, field visits, participant observation, surveys

etc are included in this category. Travel costs can also include costs associated with conferences and

scientific meetings. The travel cost may include to researchers, drivers, fuel, oil, field technicians and

others.

e) **Manpower** **costs**: They include manual and skilled labor costs which are necessary for the execution of the project

20 Encompasses risk, benefits and confidentiality (When required, that depends on

Disciplines).