

ANNEX II: Guidelines for Preparation of full proposals

All pages should be single-spaced and prepared as a WORD Document, using Times New Roman 12 pt, normal margins (2.54 cm for top, bottom, left and right margins), and portrait orientation. The entire proposal should not exceed 24 pages, including illustrative materials like tables, figures, charts etc, but excluding the cover page, budget and annexes. Applicants should note that all the necessary information for reviewing the proposals should be included in the 24 pages plus the budget, with only the reference letter and CVs allowed as annexes. Each proposal must include the following items and applicants should carefully read and understand the specified guidelines on each item. Proposals failing to meet the provided guidelines will not be considered for review.

1. Title Page

This should be a separate (cover) page, with the title of the research proposal and names and contacts (address, telephone, fax, e-mail) of the institutions that are part of the proposals. The title should identify the project, be as short as possible, and be sufficiently descriptive to reflect the nature of the proposed work. Project period should be highlighted on this page.

2. Abstract

The abstract should not exceed 1 page. This is a very important part of the proposal, giving a summary of the entire work. It should present a precise description of the research being proposed, including objectives, methodology and expected results.

3. Background and rationale for the proposed project

This section should present the reasons why the proposed project is necessary and should specify how the project will address the main challenges identified. A comprehensive review of existing information clearly showing the gaps and value-addition that the project proposes to address through this approach should be included. It is also a requirement that the proposed project should demonstrate complementarities and/or collaboration with regional programmes and other existing efforts. This section should also show evidence of demand for the proposed project in the target sector/s and its potential to stimulate behavioural and social/environmental changes in the target areas and the region as a whole. The section should also show how the proposed project fits within [the Priority Research Themes](#).

4. Goals and Objectives

The proposal should clearly state the main goal of the work, and give specific objectives to be achieved and against which the progress of the project could be assessed. Objectives should be specific, measurable, achievable, realistic and time bound. It is important to clearly demonstrate that it is feasible to address the identified challenges on budget and within the project timeframe. Furthermore, the proposal should articulate the theory of change, i.e. describe how your approach responds to the identified challenge, including your methods, partnerships and engagement. Hypotheses, research questions, research tasks and theories should be appropriately formulated.

5. Methodologies

In this section, the proposal needs to discuss how each of the proposed objectives will be achieved, specific procedures to be followed to implement the planned activities, as well as project design. This includes the materials and methodology; the timeframe for completion of the work; and the roles and responsibilities of each participating institution. Justification of the choice of countries/research sites should be provided. This section should link directly with the project activity plan.

6. Project Activity Plan

The proposal should include an activity plan outlining the work of all involved institutions, and timelines for the implementation of project activities over the 3 year project period. The plan should include objectives and activities of the project and should correspond with those outlined in the project logical framework.

7. Outputs and outcomes

Outline intended outputs and outcomes from the project that will contribute to behavioural and social/environmental changes. Outputs refer to the most immediate set of accomplishments necessary, but not sufficient, to produce outcomes and impacts, while outcomes are intermediate observable and measurable changes that may serve as steps toward impact.

8. Applicability of the results in practice, and potential impacts

The proposal should show a pathway for utilization of the research results from the project and should include an implementation plan that demonstrates the necessary linkages from research results to the identified end users. Potential impacts and outcomes of the project and how its outputs will be used for the benefit of project stakeholders should clearly be described. Below is an example of a table that could be used to summarize information in this section.

Outcome	Research Results/outputs	Potential users/beneficiaries of the Research	How will the research benefit users	What will be done to link research results to users

9. Gender Considerations

The proposal should state whether gender consideration constitutes a dimension of the project, and if so, how. In most coastal communities in the region, women and the youth are the most marginalized in terms of their economic status and influence in decision-making processes. It is therefore necessary that research methodologies as well as solutions proposed take into consideration obstacles women may face in participating in economic activities and/or decision-making processes. For instance, the project should describe measures that will be undertaken to avoid gender biases. The proposal should show explicitly that the needs and interests of women and the youth have been understood in relation to the issue being addressed. At the project level, the team should endeavour to ensure fair and equitable participation of men and women in project activities.

10. Monitoring and Evaluation plan

The proposal should include a monitoring and evaluation plan, including a results-based management framework with annual indicators of success, for monitoring progress of the proposed project towards results. These indicators should be linked clearly to the Results Chain Framework described below.

11. Dissemination/ communication plans

The proposal should provide a coherent plan for how the project outputs and results will be communicated to the potential end users including the general public, policy makers and the scientific community.

12. Risk Analysis

Possible problems, difficulties, and/or factors that could prevent timely completion and/or successful implementation of project activities should be clearly identified, and mitigation measures explained. This section should also discuss how the proposed activities will be sustained after the project ends, where appropriate.

13. Literature Cited

All literature materials cited in the text must be listed in this section.

14. Matching Funding Plan

Details should be provided of how the Institution/Consortium proposes to provide the required minimum of 25% matching funding to the budget. This amount can be provided either as cash, or as 'in kind' funding, as long as the monetary value of this funding is clearly demonstrated and a system of accounting for the value of these contributions is clearly demonstrated.

15. A results chain framework for the project

The proposal should clearly present a results chain framework for the project (template attached). The performance indicators chosen should be time based so that progress can be assessed on an annual basis throughout the project timeframe. Also, indicators should carefully be selected to reflect the nature of the research.

16. Budget and Budget Justification

The proposal should have a clear and detailed budget for all activities, for each participating institution, and for each year. Templates are provided below. The budget for matching funds should be in the same format.

Annexes

- Details of the Institution/Consortium of Institutions: A description of the Institution submitting the proposal should be provided, including a motivation outlining the capacity of the institution to carry out the proposed work, and to manage the research activities from a logistic and financial perspective. In the case of a consortium, this motivation should be extended to all institutions that are part of the consortium, and a project management framework should be included in the proposal describing how the partners will work together. Participating institutions should be multidisciplinary, multi sector and multi country. Information about participating institutions should be in one file.
- Two page curriculum vitae (CVs) for the Principal Investigator (PI), co-PIs, and other senior project team members should be included, with all CVs in one file.

FORMAT OF THE RESULTS CHAIN FRAMEWORK

Title			Duration:
Purpose			Budget:
Activities:	Outputs or short-term results	Outcomes or medium-term results	Impact or long-term results
▪	▪	▪	▪
Indicators	▪	▪	▪
Beneficiaries			

BUDGET FORMAT *(This should be submitted as an Excel file)*

Recommended budget breakdown:

- A Field work Related Research costs – not less than 45%
- B Materials and Supplies – max 20%
- C Travel – max 7%
- D Training and Dissemination - max 8%
- E General Project expenses – max 10%
- F overheads - – max 10%

NB: These percentages are guidelines only, and that any changes to the suggested percentages needs to be clearly motivated.

Detailed budget for individual institution (all amounts are in US dollars)

Title of the Project:										
Period:										
Implementing Institution 1:										
	Budget line Items	Ref	Units	Persons	Days /freq	Unit cost	Year 1	Year 2	Year 3	Total
A	Field work Related Research costs									
	Item1	Note A								
	Item2	Note A								
Subtotal - Field work										
B	Materials and Supplies									
	Equipment									
	Equipment1	Note B								
	Equipment2	Note B								
Subtotal – Equipment										
	Consumables									
	Consumables1	Note A								
	Consumables 2	Note A								
Subtotal – Consumables										
Subtotal - Materials and Supplies										
C	Travel									
	Item1	Note C								
	Item2	Note C								
Subtotal - Travel										
D	Training and Dissemination									
	Item1	Note D								
	Item2	Note D								
Subtotal - Training and Dissemination										
E	General Project expenses									
	Management and Coordination Costs									
	Item1	Note E								
	Item2	Note E								
Subtotal-General project expenses										
Total Direct expenses										

F	Others (----- %) of (A to D above)	Note F							
	Overheads								
	Total Budget								

Format of summary budget per institution per year (all amounts are in US dollars)

Title of the Project:						
Period:						
Lead institution:						
Implementing Institution (name of institution 1, 2, 3,4):						
YEAR 1						
	Description	Partner 1	Partner 2	Partner 2	Partner 4	Total
A	Fieldwork Related Research costs					
B	Materials and Supplies					
C	Travel					
D	Training and Dissemination					
E	General Project expenses					
F	Others (overheads) -%					
	Total Year 1					
YEAR 2						
	Description	Partner 1	Partner 2	Partner 2	Partner 4	Total
A	Fieldwork Related Research costs					
B	Materials and Supplies					
C	Travel					
D	Training and Dissemination					
E	General Project expenses					
F	Others (overheads) -%					
	Total Year 2					
YEAR 3						
	Description	Partner 1	Partner 2	Partner 2	Partner 4	Total
A	Fieldwork Related Research costs					
B	Materials and Supplies					
C	Travel					
D	Training and Dissemination					
E	General Project expenses					
F	Others (overheads) -%					
	Total Year 3					
	Total over 3 years					

Budget Preparation - General Guidelines

1. The table above should be used as a sample only in the development of the separate budgets for the partner institutions. An excel spreadsheet should be used in order to show the calculations in the budget table.

2. Budget Period (3 years starting July 2018)

Items that may be detailed under different categories may include for example:

A. Fieldwork Related Research costs

Field work: Examples include; project labour cost; field technicians/assistants and all local project travel costs (daily allowances, fuel, maintenance, etc)

B. Materials and Supplies

- i. Equipment (specific details of individual items required as far as possible)
- ii. Consumables such as assorted chemicals, molecular reagents etc.

C. Travel

This relates to costs associated with international travel for project matters (e.g. air tickets, accommodation, per diems). These could be broken down into:

- i. Travel within the Western Indian Ocean Region
- ii. Travel outside the region

D. Training and Dissemination

- i. Costs of organising for organizing training workshops/courses and consultative/feedback meetings
- ii. Publication expenses, audio visual outreach and contracted services needed for these activities.

E. General expenses

Management and coordination costs for the project: Examples include; project office supplies; all expenses for local project planning meetings

F. Other Expenses

Overhead: This must not be more than 10% of the total budget

3. Work out the detailed individual partner budgets separately (i.e. separate detailed budgets for partner 1, 2, 3...)
4. Categorize all estimates into the respective major categories (under A, B, C, D, E) as appropriate.

5. Provide detailed budgets for each item as far as possible.
6. Management and coordination costs should not be more than 10% of the total budgets of the individual institutions.
7. Provide adequate explanatory notes to support the individual partner detailed budgets and link these to the code in the table as indicated in the example
8. Summarize all the individual institutions detailed budget estimates into "Summary Budget by institution per year" table. If possible it could be useful to include a column indicating matching funding in this summary table.

REFeree'S FORM TO SUPPORT APPLICATION FOR A RESEARCH GRANT

The lead institution should give this form to a referee to be completed as part of the grant application. This form will be treated as confidential and should be sent directly to the WIOMSA Secretariat by the referee. The form should be type-written.

Referees should please provide an assessment of the ability of the consortium to carry out the proposed research, the relevance of the proposed research and associated activities, the capacity under which you are associated with the lead institution, the consortium, or individual researchers, and any other relevant information. *Please attach additional sheets if the need arises.*

Name	Signature
Institution	Date
Address	Tel:
.....	Fax.....
.....	E-mail