

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 **12 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 12 pages plus summary of the budget, with only the reference letter, CVs and matching fund plan 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 applicants including affiliated institutions. The title should identify the project, be as short as possible and be sufficiently descriptive to reflect the nature of the proposed work. Countries covered, project period and total budget requested from WIOMSA and matching fund should be highlighted on this page.

2 Abstract (*max 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 the impetus and background behind the project; scope of the problem and its urgency; what the project is planning to do (broader objectives) and techniques and approaches to be used to address the identified problems, including methods, partnerships and engagement and main outcomes and expected impact of the project.

3 Goals and Objectives (*max 0.5 page*)

This section should provide both the general and the specific objectives of the research. The general objective should state the research-for-development goal being pursued by the research. The specific objectives should indicate the specific types of knowledge and applications to be produced, the audiences to be reached and forms of capacity to be reinforced. Specific objectives against which the progress of the project will be assessed 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, within the project timeframe.

4 Scientific rationale and background (*max 2 pages*)

This section should briefly describe the problem that is to be investigated. The application should clearly indicate how the main challenges identified by the project will be addressed. It should include a comprehensive review of existing information clearly showing the gaps and how the research builds on and adds value to past work; citing previous research done on the topic and in the region. The proposed project must demonstrate complementarities and/or collaboration with regional programmes and other previous or existing efforts. This section should - show evidence of demand for the proposed project in the target sector/s and its potential to contribute to the expected impact. The section should also show how the proposed project fits within [the Priority Research Themes](#).

5 Research questions (*max 0.5 page*)

This section should articulate what it is specifically to be investigated. Hypotheses, research questions, research tasks and theories should be appropriately formulated in this section.

6 Project description: study site, methodology and activities (*max 3.5 pages*)

6.1 Study site

Describe proposed study sites and provide justification for their selection.

6.2 Methodology

This section should provide a concise but thorough description of research design, methods and approaches the project intends to use to achieve intended outcomes and impact. This section should show how the research questions will be answered. Descriptions of how the different components of the proposed research will be integrated across disciplines, sectors and scales should be provided.

6.3 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. Roles and responsibilities of each participating institution and project management tools, should be described.

7 Project description: outputs, outcomes and impact (max 2 pages)

This section would focus on how expected outcomes are linked to activities and outputs, how the outcomes will be assessed, their contribution to impact and how the research results are likely to be used and by whom.

8 Gender Considerations (max 0.5 page)

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.

9 Dissemination/ communication plans (max 0.5 page)

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.

10 Risk Analysis (max 0.5 page)

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.

11 Literature Cited (max 1 page)

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

12 Budget and Budget Justification [submitted as separate files in Excel format]

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 and must be submitted in Excel format.

13 Annexes [submitted as separate files]

- 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. 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.
- Maximum two-page curriculum vitae (CVs) for the principal investigator (PI), co-PIs, and a page for other senior project team members should be included, with all CVs in one file.

- **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.

If the application constitutes part/whole of an ongoing project or the project have already received funds from other sources, this must be stated in the application including a clear statement of what the contribution of the WIOMSA fund will be to the ongoing/funded project. Details on the matching fund can be provided in the budget section.

A note on Outputs, Outcomes and Impacts

The term “output” refers to what the project intends to produce and that can be described as a deliverable. Typical examples include, but are not limited to, documents (scientific publications, reports, policy briefs, etc.), technologies, methods, data sets (survey results, interview data, etc.).

The term “outcome” refers to a significant effect brought about by the project. The effect is a change in a social, environmental or economic context. It can be a change of practice, a change in policy, a change in logics or beliefs, etc.

The term “impact” refers to changes in society with a reach that goes beyond what can reasonably be achieved within the project time. The desired impacts are changes that the project contributes to through its outputs and outcomes.

The outputs, outcomes and impacts of a project must form a logical whole, in which outputs are designed to contribute towards outcomes, and outcomes are designed to contribute towards impacts.

BUDGET FORMAT (This should be submitted as Excel file)

Recommended budget breakdown:

- **A Field work Related Research costs – not less than 40%**
- **B Materials and Supplies – max 25%**
- **C Travel – max 7%**
- **D Training and Dissemination - max 8%**
- **E General Project expenses – max 10%**
- **F overheads - – max 10%**

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	Materials and Supplies	Notes*								
	Equipment									
	Equipment1	Note A								
	Equipment2	Note A								
Subtotal - Equipment										
	Consumables									
	Consumables1	Note A								
	Consumables 2	Note A								
Subtotal - Consumables										
Subtotal-materials and Supplies										
B	Travel									
	Item1	Note B								
	Item2	Note B								

Subtotal - Travel									
C	Field work Related Research costs								
	Field work								
	Item1	Note C							
	Item2	Note C							
Subtotal - Field work									
	Training and Dissemination								
	Item1	Note C							
	Item2	Note C							
Subtotal - Training and Dissemination									
Subtotal Field work, Training and Dissemination									
D	General Project expenses								
	Management and Coordination Costs								
	Item1	Note D							
	Item2	Note D							
Subtotal-General project expenses									
Total Direct expenses									
E	Others (----- %) of (A to D above)	Note E							
	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	Materials and Supplies					
B	Travel					
C	Fieldwork Related Research costs					
D	General Project expenses					
E	Others (overheads) -%					
	Total Year 1					
YEAR 2						
	Description	Partner 1	Partner 2	Partner 2	Partner 4	Total
A	Materials and Supplies					
B	Travel					
C	Fieldwork Related Research costs					
D	General Project expenses					
E	Others (overheads) -%age					
	Total Year 2					
YEAR 3						
	Description	Partner 1	Partner 2	Partner 2	Partner 4	Total
A	Materials and Supplies					
B	Travel					
C	Fieldwork Related Research costs					

D	General Project expenses					
E	Others (overheads) -%age					
	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 2019)

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

A. Materials and Supplies

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

B. 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

C. Fieldwork Related Research costs

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

D. General expenses

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

E. Other Expenses

Overhead: This must be in line with the current institutional policy

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. Overhead rates should not exceed 10% of the total budget. Equipment cost exceeding US\$ 5000 should not be included in the computation of the total budget.
8. 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
9. 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