



EEPSEA FULL PROPOSAL FORMAT

NOTE: USE THIS FORMAT FOR SUBMISSION OF A PROPOSAL TO EEPSEA

The full proposal should be at least 10 single-spaced pages in MS Word format. Additional information may be attached as an annex. The sections of the proposal are outlined below.

Please note that together with the proposal, the Principal Researcher needs to attach a **two-page C.V.** in MS Word format.

Section 1: Researcher's details

- | | |
|---------------------------------|--|
| 1. Name of principal researcher | 6. Contact Number |
| 2. Citizenship/Nationality | 7. Email address |
| 3. Current Affiliation | 8. Previous attendance to an EEPSEA meeting, training, or workshop |
| 4. Current Designation | 9. Name(s) of co-researcher(s) |
| 5. Mailing Address | |

Section 2: Full proposal information

1. **Proposed title**
2. **Type of grant requested:** Small Research Grant
3. **Research problems.** This section should include:
 - A description of the problem to be investigated;
 - The scientific and policy relevance of the problem to be investigated; and
 - A statement as to how the research project will contribute to the solution of the problems identified.
4. **Gender aspect.** Describe the gender aspect of the environmental problem. Explain how this research will generate gender-sensitive policy recommendations.
5. **Policy context.** Describe government initiatives/efforts to address the research problem.
6. **Research objectives**
 - General Objectives: the overall aims of the research project;
 - Specific Objectives: the elements of the research which are directly addressable by the methodology.
7. **Literature reviews.** Review the latest and most relevant literature that supports the objectives of your study.
8. **Research methods.** This section should describe in detail the research design and procedures to be followed to achieve each research objective. The following information should be included:
 - The hypotheses to be tested or research questions to be answered;

- Analytical framework/economic models (Describes the proposed analytical framework or economic models that indicate how to test hypotheses or to answer the research questions);
- Variables or factors to be measured or otherwise addressed by the research;
- Methods to be applied in collecting primary and secondary information, indicating instruments to be used, and sources of information. If primary data is to be collected, a draft questionnaire should be included;
- Where applicable, a description of the population and samples to be used in data gathering, including explanations of sampling or selection procedures; and
- Procedures and techniques for processing and analysis of information.

Due attention should be given to gender as a variable in the research design (e.g., disaggregation of data by gender; assessment of the differential impact of practices or policies, and so on).

Authors should also ensure that the research procedures proposed conform to acceptable ethical standards.

9. **Expected outputs and dissemination.** We do not expect a submission of a general technical report. Rather, we require the authors to write at least one paper in scholarly journal style and one policy paper. This section should describe potential topics for the journal papers and the policy paper. The ways by which the project's findings will be disseminated should also be described in this section.

10. **Institutions and personnel.** This section should describe:

- The prior experience and training of the researcher or research team, including curriculum vitae;
- The role and responsibilities of each member of the research team; and
- Where applicable, information on the implementing institution(s).

11. **Timetable.** This section should include a schedule of activities for the duration of the project which is required to be completed in 6 months

12. **Budget.** The budget ceiling for small research projects is USD 5,000.00 to USD 8,000.00

The budget should be submitted in local currency, providing the rate of exchange to US dollars at the time the proposal is submitted. The budget should be divided into two parts: (a) direct research costs and (b) remuneration. In each part, please provide approximate estimates of each item. Once your proposal is accepted, EEPSEA will ask you to work on a detailed budget.

a. Direct Research Costs

- Research Expenses - encompass services and materials (including reference materials) required to carry out the research
- Dissemination
- Support Services - should only encompass those administrative costs that are not directly related to research
- Overheads
- Recipient Contribution - The budget should specify the value of any contributions from the recipient institution or other local funding source to the project

b. Remuneration. In addition to direct research costs, EEPSEA will consider requests for salary support or honoraria for the principal researcher/s, assuming these are consistent with the policies of the researchers' institution.