

APPENDIX 1: PROPOSAL TEMPLATE

A. Details of the Principal Investigator

- i. Title
- ii. Surname
- iii. First Name
- iv. Gender
- v. Department
- vi. School
- vii. College
- viii. Email Address and Telephone
- ix. Field of Specialization

B. Project information

- i. Short Title of the Project:

Instructions

The Short Title of Project indicates the essence of the project. Characters exceeding this limit will be scored negatively).

- ii. Project Abstract

Instructions

The Project Abstract should be a clearer description of what the aim of the research is about, therefore expanding on the Short Title of Project.

C. Details of Research

- i. **Details of Research: Problem Statement**

Instructions

The "research problem" statement refers to an area of concern, a condition to be improved upon, a challenge to be explored, a difficulty to be eliminated, or a scholarly question that requires further interrogation to ground theory and praxis, that points to the need for meaningful understanding and deliberate investigation.

- ii. **Details of Research: Rationale and Literature Review**

Instructions

- *The rationale for the research is a set of reasons offered by a researcher for conducting more research into a particular subject. This could take a number of forms such as descriptive research, experimental research, etc.*
- *A literature review is an account of what has been published on a topic by accredited scholars and researchers. It is a review of existing corpus of literature to affirm/amplify diverse theoretical underpinnings.*

- iii. **Details of Research: Aims and Objectives**

Instructions

- *Aims are the broad statements of desired outcomes/ the general intentions of the research, which 'paint a picture' of an envisaged research project.*
- *The objectives of the research provide an accurate description of the specific actions the researcher intends to take in accomplishing research aims*

- iv. **Details of Research: Methodology and Proposed Research Plan**

Instructions

- *The research methodology describes the rationale for the application of specific procedures or techniques used to identify, collect, select, and analyse information applied to understanding the research problem, thereby, allowing the reader to critically evaluate a study's overall validity and reliability.*

- Please ensure that a full proposed research plan outlining activities, who will be involved in each activity, where they will be done (with details of how many individuals / samples / sites etc.) and timelines is included in this section and this should substantiate the requested budget.

v. Details of Research : Gender Balance and Mentorship

Instructions

Give a brief description on the:

- Involvement of women researchers in the project;
- How young researchers will take part in the project for mentorship;
- General or specialist training to be offered to postgraduate students and young researchers;

vi. Details of Research: Anticipated Outputs

Instructions

- This refers to the envisaged output ("product") of the research project in line with the Funding Instrument objectives and may take the form of publications, public presentations, data, patents, artefacts, exhibitions, design, etc. The outputs should be detailed and quantified as far as possible.

vii. Details of Research: Data Management and Utilisation

Instructions

Provide a summary of what processes and systems will be used to compile and manage data for the project. This could include a list of data fields that will be included in the data set, the software that will be used, how data will be captured, who will be responsible for the data capture and management, and whether any data quality checking and upgrading will be carried out. If there are other plans for long term data management and dissemination, briefly discuss these.

viii. Details of Research: Potential Impact

Instructions

"Impact" refers to both the tangible and intangible influence derived and/or caused by the research outcomes/outputs. "Impact" statements indicate who will benefit (directly and indirectly) from this research? It is a requirement that beneficiaries consist of a wider group than that of the investigator's immediate professional circle doing similar research. In addition to this, it is required that successful applications show considerations of potential societal, economic and/ or environmental impact.

How will these groups benefit from this research? Evidence of specific plans for active dissemination will be required here. How will the various proposed impacts be measured?

ix. References

Instructions

Use APA referencing styles check the last edition on <http://www.apa.org>

B. Data Storage (If applicable)

Instructions

The section is restricted to 5,000 characters (including spaces). State clearly how data will be safely stored, to ensure confidentiality. For example passwords can be used on computers or lock and key on cupboard to allow access to only authorized persons.

C. Ethical Clearance

Instructions

- Does this project require ethical clearance?
- Has Ethical Clearance been obtained?
- Additional Comments on Ethical Clearance.

D. Details of Co-Investigators (CIs)

E.g. Co-Investigator No.1

- i. Title
- ii. Surname
- iii. Initials
- iv. First Name
- v. Gender
- vi. Department
- vii. School
- viii. College
- ix. Email Address and Telephone
- x. Role of Co-Investigator
- xi. Field of Specialization

E. Financial: Operating cost (Summary)

S/N	Financial Category (<i>Examples</i>)	2020/2021
1	Data collection related activities (<i>e.g. laboratory costs, field work costs, acquisition purchase of minor equipment, Laptop, stationery, etc.</i>)	
2	Data processing activities <i>e.g. data entry costs, data analysis costs and other operational costs.</i>	
3	Capacity building activities <i>e.g. Participating in specialized training (e.g. in equipment and lab procedures, etc.)</i>	
4	Dissemination of research results: <i>e.g. Conference attendance, journal publication fees payments, or other dissemination media such as policy briefs production and policy communication events, etc.</i>	
5	Other approved operational activities	
	Total	RWF