

ANNEX I: Research Grants Proposal Submission Format

NAST-KVDA Cooperation
Implementation of Urban EbA Research Activities

I. Cover Page- /Application Form (1 page)

Proposal Title:	
Select the thematic area of your proposal	
Thematic Areas (as defined in manual)	
Abstract: Maximum 300 words	
Applicant's Details Title : Prof/Dr/Mr/ Ms Name : Citizenship no.: Temporary Address: Permanent Address: Academic Level : Gender: Mobile number: E-mail:	Institution of Applicant Name : Address : Tel :
Name of Supervisor: (For PhD, M.Phil., Masters and Bachelors students only) Mobile number: E-mail: Mobile number:	Name of Co-supervisor: (For PhD, M.Phil., Masters and Bachelors students only) Mobile number: E-mail: Mobile number:
Applicant's Bank Details Account Holder's Name: Account number: Name of Bank: Branch of Bank and Address:	Budget Requested: Rs.....
Project Start Date:	Project Completion (End) Date:
Submitted to: Nepal Climate Change Knowledge Management Centre (NCKMC)-Nepal Academy of Science and Technology (NAST), Research Lab Building, Lalitpur, Nepal	

II. **NARRATIVE SECTION-** (Not exceeding **8 pages** excluding ethical consideration, references, annexes and supporting documents)

1. Proposal Title

The title shall be appropriate and concise.
(Please provide only the title of your proposal and exclude personal information for the purpose of a blind review process)

2. Background

This section should cover the adequate and relevant background of the research project elaborating well stated **research problems** and its relevance to the theme of urban EbA. (Maximum: 1 ½ page)

3. Literature Review, Research Gaps and Justification

This section should provide a detailed explanation of the research gaps and the reasoning behind the need of the research with literature review and proper citation. The proper justification establishes solid foundation for the research (Maximum: 2 pages)

4. Research Objectives, Hypotheses or Research Questions

The objectives of the research project should be determined based on the identified research gaps. It must be achievable within the project period. Hypotheses and research questions can be elaborated in this section. (Maximum: 1 page)

5. Study Area

A brief description on the overview of the research site, including its location and a map should be explained in this section (Maximum: ½ page)

6. Methods, Tools and Data Analysis

The appropriate research design, methods and tools for data collection and the ways of data analysis based on the generated data type should be explained in this section (Maximum: 1 ½ page)

7. Expected Findings

Clear and academically significant findings consistent with the research objectives should be elaborated (Maximum: ½ page)

8. Expected Outputs

The overall outputs of the research should be explained in this section. Researchers are suggested to align the outputs to new concepts, theories or insights, new processes and solution to tangible environment, improving quality of life, academic publication and evidence based information for policy makers and innovation (Maximum: ½ page)

9. Way of Scaling-up Future Research

Discussion on how the research findings might affect current knowledge, practices, or future research. The practical implication of the research such as policy changes, improved practices, or interventions that directly impact stakeholders and commercial ideas (if any) can be explained in this section (Maximum: ½ page)

10. Ethical Consideration

Address any ethical dilemmas that may arise and how they will be managed throughout the study. eg. Minimizing harm and risks, environmental impact, cultural sensitivity, animal rights, etc.

11. Proposed Work Plan

Detailed activities on a monthly basis should be illustrated and mentioned as **Annex I)**

12. References

References should be written following a standard format. Uniformity should be maintained.

13. Budget Description

Rational and cost effective budget estimation reasonable with the proposed activities needs to be provided and presented in the format mentioned in **Annex II)** Costs for salary and overhead are not allowed.

Annex I- Work Plan (monthly basis): Please use your own template

Annex II: Budget template

S. N.	Particulars	Unit	Unit cost	Rate	Total
1	Field visit cost: Accommodation, Travel Cost Allowances for field assistants	Day*Person			
2	Laboratory Costs Special reagents/kits (specify) Sample testing cost				
3	Service cost Software Data analysis Communication				
4	Miscellaneous Report preparation Thesis binding				
	Others....				
	Total Direct cost				

III. Institutional Endorsement, Curriculum vitae and Organizational Profile

a. Letter of institutional endorsement and recommendation from Supervisor

Please provide a letter from departments/colleges in institutional letter head with institutional seal stating that your research proposal is/ will be approved by the faculty as a partial fulfillment for the completion of an academic degree. The letter of endorsement, in case of Master's and Bachelor's level applicants should also ensure that the same grant proposal has not been applied for funding to another agency. If additional partial funds have been applied or received by the Research Institutions, PhD and M.Phil. Researchers, it should be clearly stated in the proposal budget. Applicants from the Research institution shall provide their institutional letter stating that the research proposal has been applied with due consent from the institution. Research Institutions/university departments/colleges shall state that the

researchers will be provided with available resources, facilities and guidance necessary to conduct and complete the proposed research in the institution. A letter of recommendation from the supervisor stating that he/she will be guiding the researcher throughout the completion of the research.

b. **Curriculum vitae**

Not exceeding 2 pages highlighting recent publications/patents along with **signature of applicant** signifying the truth and correctness of the above information and CV of **direct supervisor** (PhD, M.Phil., Master's and Bachelor's) not exceeding 3 pages.

c. **Organizational Profile:**

Applicants applying through the research institution should provide their organizational profile as mentioned below and provide all legal and financial (latest audit report) documents.

Name of Organization:
Type of the Organization (Local, Regional, National):
Contact Details (Address, telephone, fax, e-mail):
Registration Number and Date, Social Welfare Council Number:
Date Started to Work:
System of Book Keeping:
Last Date of Renewable of the Organization: