

Preparation of a Research Project Proposal

Project

A set of activities linked by a common goal/objectives that are sector and geographic specific. A project in business and science is a collaborative enterprise, frequently involving research or design, that is carefully planned to achieve a particular aim. In other words project means “planned set of interrelated tasks to be executed over a fixed period and within certain cost and other limitations”.

Criteria for a “good” project:

- A project should arise from a genuine, identified need
- A project should usually originate from the grass-roots, and/or be innovative in character
- A project should aim to improve the educational, social and economic position of women, girls and children
- A project should be within the capability of the affiliate, either alone or in cooperation with other organizations
- A project should be managed, implemented, evaluated, and reported on by the affiliate’s members, or, in part, by persons designated to do so by the affiliate and
- A project should increase the self-reliance of the recipients and beneficiaries.

Project proposal

A project proposal is written, to make an offer and to try to convince a supervisor or a future customer to accept it. In a project proposal you state that, in exchange for time and/or money, you will give them something that they want (an analysis of a procedure, for example), make something they desire (a prototype of a new product), or do something they wish to have done (redesign an existing structure).

Section of a Project proposal

Generally, a project proposal contain following section:

1. Introduction
 - a. Identification of the problem
 - b. Justification of the study
 - c. Objectives of the study
2. Review of related literature
3. Methodology
4. Expected Output
5. Reference
6. Work plan and Budget

Project proposal preparation varies organization to organization especially different international development organizations fix their own guidelines for proposal preparation. A standard project structure is appended below-

Writing a Standard Project Proposal

Proposals seeking funding should follow the template or format provided by that specific donor; but should still include these elements in the final draft. Our format gives you enough

detail to help create the donor may require, even if they don't need this level of detail in the proposal.

1. Introduction/Country Overview & Assessment Findings (1-3 pages)

Briefly introduce the country and its primary characteristics (population, economic, socio-political, security, etc.) Summarize the nature of the problem the project is addressing. Identify the causes and effects or consequences. Highlight any primary or secondary quantitative data collection the assessment team may have collected.

2. Problem and justification (1-2 pages)

This section should normally make up between one-quarter and one-half of the proposal. It should describe the problem that is to be investigated and the questions that will guide the research process. Note that proper justification of the importance of the research questions to be addressed requires some sense of the likely contribution to knowledge that the research will make and its place in current debate or technological advance. Often, this can be presented in the form of research hypotheses to be tested.

This section should provide a brief overview of the literature and research done in the field related to the problem, and of the gaps that the proposed research is intended to fill.

To show the importance of the problem, this section may discuss such points as:

- How the research relates to the development priorities of the country or countries concerned;
- The scientific importance of the problem;
- The magnitude of the problem and how the research results will contribute to its solution;
- The special importance of the project for vulnerable social groups; and
- The need to build up research capacity in the proposed area of research.

3. Objectives (1/2 page)

The objectives section of a proposal is typically very brief, usually a half-page at most. This is because the rationale for each objective will already have been established in the previous section, while the ways of achieving the objectives should be explained in the methodology section.

- The **General objectives** provide a short statement of the development goal being pursued by the research.
- The **Specific objectives** are operational in nature. They may indicate specific types of knowledge to be produced, certain audiences to be reached, and certain forms of capacity to be reinforced. These are the objectives against which the success of the project will be judged. It is important to distinguish the specific objectives from the

means of achieving them, such as pursuing field work, organizing a network or a workshop, or publishing a book.

4. Review of related literature (1-2 pages)

Review of related literature means what are the relevant activities associated with research proposal has already conducted in country or outside of the country. It is generally secondary information on which researcher get useful link about his study. This helps him to think critically about his research work.

5. Methodology (1-3 pages)

It is best to organize the methodology to explain how each specific objective will be achieved. The proposal should provide enough detail to enable an independent scientific assessment of the proposal. Assuming that the research questions and research hypotheses to be addressed by the project have been clearly identified in the "Problem and justification" section, the purpose of the methodology section is to show how these questions will be answered in the most rigorous way possible.

The methodology section deserves greater emphasis than applicants typically give it. The proposals needs to be clear about what activities are envisaged in the pursuit of each objective, and this must be done before funding is approved. Indeed, it is impossible to define the budgetary needs of the project in the absence of a solid methodology section.

- **Conceptual and theoretical framework:** The proposed research may be exploratory or highly structured, quantitative or qualitative. In all cases, however, the methodology section should begin by defining the conceptual framework and theoretical frame of reference that will guide the research. The main explanatory and dependent variables should be identified and related one to another.
- **Data collection:** Proposals should indicate what approaches and methods will be used to collect primary and secondary data and information. Provide details on available sources of secondary data or the methods to be used to collect primary data, such as questionnaires and group discussions. Outline the procedures for the development, pre-testing, and administration of any research instruments.
- **Data analysis:** Finally, describe what types of data analysis or modeling exercises will be carried out. Describe the procedures for processing and analyzing the data, including the project's needs for computer facilities.

6. Expected Output (1/2 page)

The probable findings of the selected research proposal should be come in this section. To review these findings, the authority or consultant organization can realize what the benefits of doing the research work.

7. References

Reference means the source of information that the researcher use in his study. Information may come from various sources such as books, bulletin, thesis, journal, different annual report etc.

Monitoring & Evaluation Plan (~ ½ page)

Discuss how progress toward objectives will be monitored and measured. Describe how and when the baseline, mid-term and final evaluations will be carried out. Describe current data collection systems already in place in the target area. Discuss how the project's data collection systems will complement those already in place. Briefly describe the qualifications of the personnel implementing the evaluation plan.

Budget and Budget Narrative

Use propose organization budget template along with standard categories and codes.

Timetable

In table or Gantt chart form, provide a timetable for key activities throughout the life of the project.

Appendices

Include any relevant appendices (documents that may have been too lengthy to include in the body of the proposal, e.g. resumes of key personnel, summary of needs assessments, log frame or results framework, etc.)

Work Plan

Work plan or Work schedule refers what are the activities should be done by researcher to complete his study and when. It is better to describe this by following a table. A sample for 1 year project is given below:

| SL. No. | Activities | Months | | | | | | | | | | | |
|---------|---|--------|-----|-----|----|----|----|----|----|----|----|----|----|
| | | Jan | Feb | Mar | Ap | Ma | Ju | Jl | Au | Se | Oc | No | De |
| 1. | Mobilization of resources | | | | | | | | | | | | |
| 2. | Staff recruitment | | | | | | | | | | | | |
| 3. | Feedback and insights gathered from the concerned stakeholders. | | | | | | | | | | | | |
| - | Arrange training, meeting etc. | | | | | | | | | | | | |
| - | Data Collection | | | | | | | | | | | | |
| - | Field visit by team leader, expert etc. | | | | | | | | | | | | |
| - | Data coding, compilation processing and analysis. | | | | | | | | | | | | |
| - | Submit draft report to the client | | | | | | | | | | | | |
| 10. | Submit final report | | | | | | | | | | | | |

**Budget Details
(In Taka)**

Budget means mention the expenditure of different work under research project. A sample in this regard is given below:

| Sl. No. | | Item of Cost | Cost per Unit | Total Cost | Grand Total |
|-----------|---|---|---------------|------------|-------------|
| 01 | | Capital Cost | | | |
| | a | Equipment | | | |
| | b | Laboratory Renovation/ Modification | | | |
| | c | Training aids | | | |
| | d | Books & Journals | | | |
| 02 | | Operating cost | | | |
| | | Salary & Benefits | | | |
| | | Honoraria/Subsistence allowance | | | |
| | | Fellowship/Stipends | | | |
| | | Consultancy | | | |
| | b | Field/Lab. Supplies | | | |
| | c | Chemicals/Consumables | | | |
| | d | Stationary | | | |
| | e | Seminar/Workshop/Training etc. | | | |
| | f | Travel | | | |
| | g | Repairs & Maintenance | | | |
| | h | Contingencies: Postage, Telephone, Email, Conveyance, Printers Ink, TA/DA | | | |
| 03 | | Overhead (up to 10% operating cost) | | | |
| 04 | | Total | | | |