



OCEANIA DEVELOPMENT NETWORK

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GUIDELINES FOR RESEARCH PROPOSALS.

(adapted from EEPSEA for use for ODN researchers)

The following guideline was developed by the Economy and Environment Program for South East Asia (EEPSEA) for its researchers. ODN has sought permission from EEPSEA to use the guidelines. It is hoped that over time ODN will develop its own version of proposal guidelines.

The proposal should be at least 10 pages in length and additional information may be attached as an annex.

1. COVERING PAGE AND ABSTRACT

- a. title of the project;
- b. name and address of the project leader and institution;
- c. date of submission; and
- d. abstract - one paragraph;

2. RESEARCH TOPIC

The proposal should provide a clear description of the topic to be investigated, and the questions that will guide the research process. It should include information on:

- a. the scientific and policy relevance of the topic to be investigated;
- b. overview of literature related to this situation; and
- c. how the research project will contribute to the knowledge of the situation or solution of any problems identified;

3. OBJECTIVES OF THE RESEARCH

4. RESEARCH METHODS

Describe in detail the research design and procedures to be followed to achieve each research objective. The following information should be included:

- a. hypotheses to be tested or research questions to be answered;

- b. the variables or factors to be measured or otherwise addressed by the research;
- c. where applicable, a description of the population and/ or samples to be used in data gathering, including explanations of sampling or selection procedures;
- d. the methods to be applied in collecting primary and secondary information, indicating instruments to be used, and sources of information. If draft questionnaires are available, those should be attached; and
- e. the procedures and techniques for processing and analysis of information.

5. EXPECTED RESULTS AND DISSEMINATION

These should be specified and could include:

- a. the solution of specific problems upon which the research has focused;
- b. new knowledge in the scientific area under inquiry;
- c. policy formulation and/or implementation; and
- d. methodological development in the field of inquiry.

This section should also describe the ways in which the project's findings will be disseminated. These could include seminars, and publications.

6. INSTITUTION AND PERSONNEL

This section should describe:

- a. the prior experience and training of the researcher or research team, including curriculum vitae; (one paragraph biography)
- b. the role and responsibilities of each member of the research team; and
- c. where applicable, information on the implementing institution(s);

7. TIMETABLE

This section should include a schedule of activities for the duration of the project and the anticipated duration of the research.

8. BUDGET

The budget should be divided into two parts: (a) direct research costs and (b) remuneration:

- a. Direct Research Costs
 - i. Research Expenses -
 - ii. Dissemination - ;
 - iii. Support Services - ;
 - iv. Overheads - ;
 - v. Recipient Contribution - ;
- b. Remuneration

9. LITERATURE CITED