# **Catchy title for the project proposal**

# **(As a rule: no longer than 12 words)**

Concept Note

By: Author(s) name and affiliation

Submitting to*: Funding Agency, Donor, Grant Officer*

**Applying Institutions:**

The formal name, acronym, postal address, website and telephone number of the institution who applies

**Partners:**

Local Partners: same information as above

National Partners: same information as above

International Partners: same information as above

**Project Summary**

Is a short summarized version of the entire proposal in few paragraphs.

2-3 sentences - opening the project idea in General.

5 sentences - what is the current situation, challenges, problems, identified.

4-5 sentences - on what do the literature say (bibliographic references) about this situation. If there is no literature available, mention other “sources” of evidence to support your statement.

3 sentences - Why this research will, a) fill the knowledge gap, b) contribute to improve the knowledge, c) support X or Y major objective (Sustainability)

One statement: based on what is the current situation, the gap of knowledge and how this research will help in solving this problem: state the “Research Question”.

**Preamble**

1. **Project Idea**

What is the research problem that this research intends to tackle?

Available knowledge. State-of-the-art in this thematic/topic/issue.

What is known?

Gap knowledge. What is missing?

Research statement.

How this project matches the funding agency goals.

1. **Research Framework**

Research questions

* Do not use questions that could be answered by “yes/no” responses.
* Open the question with “how”, “to what extend”,
* Set a question, thinking on how, by answering this question, your “problem” will be solved.

**General Objective**

What does the research expect to achieve (in general)?

**Specific objectives**

Describe what are you going to do? In order for you to answer the research question.

* Clear, concise, concrete.
* Attainable.
* Measurable.
* One verb per objective
* No details of “what is this for”, no details of “how to do it”.

**Research Work Package:**

* Specific
* Focused
* Dimensions of the research, generally associated with the objectives

1. **Hypothesis (if relevant)**
2. **Relevance and importance of the research**

* Research structures
* Cooperation with other institutions
* Joint research groups, laboratories, test facilities, communication platforms, research stations, experimental facilities and cooperative networks with and in the respective country.

**Research innovation**

* Originality, significance and expected contribution to knowledge

1. **Geographical Scope of this Study**

* Area description with geographical insights.
* Geophysical characteristics.
* Ecological and environmental features.
* Socio-economic aspects (if relevant).

1. **Theoretical and methodological approaches**

**Theoretical approach**

What is the theoretical framework that inspires this research?

Why is the selected theoretical frame, the most adequate?

Why could this research question be addressed by this framework?

Solid references!

**Methodological approach**

Methodology ≠ Method!

Methodology: research tradition, philosophy at doing science, knowledge production, what knowledge?.

Method: instruments, means, tools, designs, sampling, analysis, models, software, etc.

Each WP needs its own method with appropriate referencing!

Working Package 1 –

Working Package 2 –

Working Package 3 –

1. **Project Structure**

Elements of the project that are aligned with other projects, initiatives, or activities in the FCD or out of it.

WP (in a graphic/visual format)

**Partners**

|  |  |
| --- | --- |
| **Institutional details** | **Contact person details** |
|  | Name  Position  email@address  Telephone  thematic interests and core expertise |
|  | Name  Position  email@address  Telephone  thematic interests and core expertise |

***Proposed Budget***



**Duration and Sustainability of the research structures on the long run**

Work Plan (what to do)

Schedule (when to do)

How to ensure the permanence of the project?

***References*** *(published peer-reviewed papers and grey literature relevant on local context)*

1. XXX