

ANNEX: PROPOSAL FORMAT/TEMPLATE FOR CLIMATE CHANGE ADAPTATION AND MITIGATION RESEARCH

The full proposal in the selected priority area should be prepared in the following format and address elements therein.

1. EXECUTIVE SUMMARY

This section provides a succinct high-level summary of the proposed project. The summary should be in plain English, avoiding the use of jargon and acronyms. The summary should be short but detailed enough to stand alone. It must not be more than one-page long.

2. BACKGROUND

Introduction: Begin with a clear and concise introduction to the project proposal, including the project's name and a brief statement of its purpose. This section sets the stage for the rest of the proposal.

Historical Context: Provide context by discussing any relevant past efforts or projects related to the current proposal. Discuss lessons learned from previous experiences and how they informed the current project.

Problem Statement: Clearly define the problem or opportunity that the project seeks to address. Explain why it is important and the potential consequences of not addressing it. Use data, facts, and evidence to support your claims.

Stakeholder Analysis: Identify and briefly describe the key stakeholders who will be impacted by or involved in the project. This may include internal and external stakeholders such as team members, sponsors, customers, and regulatory bodies.

Project Rationale: Detail the reasons for undertaking this project. Explain how it aligns with the climate change adaptation and mitigation as a strategic priority. Highlight any market or industry trends that justify the project's relevance. Describe the problem that is to be investigated and the questions that will guide the research process. Provide a brief overview of the body of knowledge related to the problem and indicate the knowledge gaps that the proposed research will fill. To show the importance of the problem, this section should discuss: how the research relates to the country's other development priorities; the scientific importance of the problem; the urgency and magnitude of the problem and how the research results will contribute to its solution; the special importance of the project for the private sector; and the need to build up research capacity in the proposed area of research.

3. PROJECT GOAL AND SPECIFIC OBJECTIVES

The overall goal should state the development objective being pursued by the research. The specific objectives should indicate the specific types of knowledge (or other outputs) to be produced/realized, the audiences to be reached, the forms of capacity to be reinforced, and the partnerships to be established. These are the objectives against which the success of the project will be judged.

4. PROJECT METHODOLOGY/ APPROACH

Explain how each of your specific objectives will be achieved in sufficient detail to enable an independent scientific assessment of the proposal. This section should show how the research questions will be answered in the most rigorous way possible. You must be clear about the activities envisaged to achieve each objective. The methodology (which should be justified) should discuss the following details as appropriate:

Conceptual and theoretical framework. Define the frame of reference that will guide the research project.

User participation. Indicate whether (and if so, how) the ultimate users of the research findings (in this case, the private sector) were involved in the design of the project and how they will participate in the execution of the project or implementation of the results.

Data collection. Indicate the approaches and methods that will be used to collect data as well as how the research instruments will be developed. If the research includes studies on human populations, indicate how ethical questions relating to confidentiality will be achieved (see below). Where applicable, details must be provided with regard to the collection and handling of biological samples, and all laboratory procedures and protocols must be stipulated.

Data analysis. Describe the methods of data analysis and modeling to be used, if any. This should include any statistical processes/ software (if necessary) as well as how the data will be secured, accessed, shared, stored and archived.

5. ANTICIPATED OUTPUTS AND OUTCOMES

Define the major outputs (e.g., renewable energy technologies, publications, policy briefs, books, etc.) expected from the research project (please be **specific**). Based on these outputs, define the outcomes expected. Outcomes are defined as changes in actions, behaviour, and relationships of the users and target audiences. What is likely to change as a result of research findings, to whom, when and where? Describe whether the project findings are likely to influence policy and at what levels (national, regional?) How will the project engage with policy and decision actors at these levels?

6. KNOWLEDGE UTILIZATION AND DISSEMINATION PLAN

Describe how your research and experimental development findings will be disseminated or used. Who are the target audience/ beneficiaries? How will the findings be used to influence policy and practice? What media engagements plans are envisaged? How will the principle of open access (OPAC) part of your university's/institute's policy? Relate the specific dissemination method/approach to the target audience and briefly explain the rationale for the choice of the approach.

7. PROJECT GOVERNANCE

Briefly explain how the project will be governed. Describe whether the project plans to incorporate advisors to provide overall oversight. What is the composition of the research team, their qualifications and specific roles in the proposed project? Is any partnership planned with other universities/ research institutes in your country (if the focus is national); or in other countries (if the focus is regional)? How will the private sector and other beneficiaries be involved in the design/ management/ execution of the project? What is the role of the university's/institute's management (if any) and how might this governance structure influence the success of the programme?

8. SUITABILITY OF THE HOST INSTITUTION

Describe the suitability of your institution in coordinating this project by highlighting the specific factors that make it uniquely qualified. Provide an overview of the technical infrastructure, human capacity, and other resource endowments that demonstrate the existing capacity to undertake the proposed research. Explain the institution's previous/ current activities, outreach and impact in the proposed area. Describe any existing or anticipated links with the private sector and other actors in the country/national system. Briefly demonstrate how this project will fit into the overall design of the university's/institute's overall research strategy

9. CAPACITY BUILDING

Describe how the project plans to contribute towards both individual and organizational capacity building. How might early career researchers be involved? How can the Post-graduate students (MSc and PhD) be involved in the project? What other training activities are envisaged under the project? Are their plans to enhance the capacity of project partners (and if so, in what areas)?

10. GENDER, ETHICS AND SUSTAINABILITY

Describe how the research will streamline gender and inclusivity. Describe how ethical approval will be obtained, if applicable. All projects that include human subjects must ensure that their privacy, dignity, and integrity are protected. Projects that will collect corporate or personal information must detail how informed consent will be obtained and confidentiality maintained.

Carefully describe the links of the proposed project to ongoing projects within the institution (regardless of whether these projects are undertaken by the PI). If the project builds on other funded projects, the PI must provide accurate and verifiable information about the funding sources and whether the proposed activities are new and the associated intellectual property issues. Explain how the project will be sustained beyond the project support. Are any donor partnerships anticipated, and if so, which ones? Provide details of any ongoing discussions with other funders, if applicable.

Objective 3												
	Sub-total objective 3											
Total budget												
Totals USD												
Conversion: 1USD = K1,743 (in case of use of local currency)												

If you have more than three objectives, then you may edit the template