

Contents of the Proposal

General

- Application for funding should be submitted to the Office of the Vice-President for Research Affairs (Main Campus) and office of Theme 2 research leader's office (Harar Campus).
- Proposals should be written following the format as it will ease the processes required for screening and approval. It will also increase the chances of obtaining funding.
- Priority research areas for 2009 EC have been indicated under each subtheme. It can find these materials at Haramaya University website.

Deadline:

May 31, 2016

Proposal Format

The format for the research proposal to be submitted may consist of the following major components:

I. Preliminaries/Front matter

The Front Matter consists of the title page as well as some of the other elements listed below. It is customary to paginate the front matter with Roman numerals (i, ii, iii, iv ...) before commencing the Introduction, which forms the main text of the proposal, written with Arabic numerals (1, 2, 3..).

1. Title Page

Title page consists of Title, Investigators' names, and code of the proposal.

a. Title of the Research Proposal/Project

The title of the Research Proposal must reflect clearly and succinctly the area of the research that is to be embarked on. In other words, a title should describe and reflect the content of the proposal accurately and concisely. The title should be fully explanatory when standing alone. It should not contain redundancies such as 'a study of ...' or 'an investigation of ...', 'an assessment of ...', and the likes. Furthermore, abbreviations should not appear in the title. Scientific names should be in italics. A title should contain 12 to 15 words.

b. Authors' name and affiliation

Avoid use of words such as 'By ...' and 'from ...'. Names of all authors should be clearly indicated. The list should start with the name of the principal investigator (PI). If corresponding investigator is not the principal investigator, that should be clearly noted. While listing the names, full names should be used and initials should be avoided. There should also be the contact details (both telephone and e-mail addresses) of all the investigators, as well as their specializations (or Schools/Departments to which they are affiliated with). Titles like 'Dr.' and 'Prof.' should not appear in the names.

c. Code of the proposal (with Theme and Sub-theme codes)

Themes and sub-themes under which the proposed topic may fall should be clearly indicated. These can be in terms of the different codes provided for the themes and sub-themes (See Appendix). Codes are preceded by submission year followed by theme code and sub-theme code. For example, if a proposal submitted in 2016 falls under theme 5 and subtheme 2, the proposal will be coded by the authors as 2016-05-02. Later proposals selected for funding will be re-coded by including sequence indicator. That means, if the proposal indicated by the above code is selected for funding by taking a sequence order of 5th under the indicated sub-theme, the final code of the proposal will be 2016-05-02-05.

d. Other on-going research activities

It is necessary to indicate the codes and/or titles of on-going research activities that are being undertaken by the investigator(s) of the current proposal. If EIAR or SIDA funded research projects, please indicate the title and start and end time of the project.

2. Abstract

This should briefly highlight the statement of the problem, purpose of the study, methodological approaches, and the expected outcome of the proposed research/project. It should not exceed 300 words. The Abstract usually appears before the Table of Contents and is generally not numbered.

3. Table of Contents

This part is generally organized into main sections and sub-sections (as 2, 2.1, 2.2, 2.2.1, etc with associated titles). Do not include subsections more than 3 levels. The chapter titles (first level heading) should be in uppercase and bold; second level sub-headings should follow each chapter title and should be in title case and bold; and third level subheadings should be in title case, bold, and italic.

4. List of Tables (if any)

This should be presented clearly, identifying the page number where each table occurs.

5. List of Figures (if any)

This should also be presented clearly, identifying the page number where each figure occurs.

6. Acronyms/Abbreviations (if any)

II. Main Body

1. Introduction

Introduction may be sub-categorized as follows:

1.1. Background of the Study

The introduction must consist of a general description of the background of the research. It should show the understanding and genesis of the problem. It should provide in-depth analysis about the problem putting it into local (specific) context. It should also briefly indicate the target group of the study. It should not exceed 1 page.

1.2. Statement of the Problem

The problems involved in the research must be clearly defined as it will help to present the rationale of the entire study. It must indicate exactly what the problem is; and why and how it is a problem. It is necessary to give information to support the problem by providing evidences from statistics and/or from literature or through some verifiable experiences.

Statement of the problem should clearly explain the problem to be addressed or the question(s) to be answered through the proposed research. It should also indicate how important the problem is, who else has worked on that particular problem previously, what methods were used, what the results or conclusions of previous research were, and the relevance of the current research (and the research gaps to be bridged) in relation to other research activities that have been done. This part should not exceed 2 pages.

1.3. Objectives

This is related to a clear statement of the specific purposes of the study, which identifies the key study variables and their possible interrelationships and the nature of the population of interest. One general objective can be indicated and it should be in line with the title. Specific objectives have to be in line with the variables hypothesized to influence the phenomenon being investigated. Specific objectives should be related to the general objective, but not its mere repetition.

1.4 Research Questions

They should be in line with the specific objectives. Research questions have to be numbered (1, 2, 3.....) and should be questions and not statements.

2. Brief Review of Related Literature

This part of the proposal should contain an analysis of other associated research works or studies, if any, pertinent to the proposed research area. It may consist of reviewing the empirical and theoretical literature relevant to the problem being investigated. It may also indicate what has been done by other researchers including the methodologies used and the gaps that have not yet been filled (Shall not exceed 5 pages).

3. Research Methodology (Materials and Methods)

This can be named as research methodology or materials and methods based on the type of the proposed research (may be different for experimental studies and social and related disciplines). This part may include the selected research design with its justification; the target population and its justification; sampling frame, sample size and sampling technique; data collection procedures; and data processing and analysis (Shall not exceed 5 pages).

4. Ethical Considerations

This part is especially compulsory for research proposals addressing, for example, health/nutrition aspects, in which case the fundamental principles of research ethics, such as informed consent, beneficence, justice, respect for persons and community should be respected.

5. Work Schedule/Timeline

The schedule or timeline for the proposed completion of the research should be listed to enable an understanding of the allocation of resources to be made. Details of the major activities of the research should be clearly indicated together with the associated timeline.

6. Budget Breakdown

Breakdown of the different cost components should be clearly itemized in terms of unit costs and total costs. Cost components may include expenses for personnel, equipment, supplies, travel, and other expenses. Inflating costs may lead to rejection of the proposal. Personnel expenses should not exceed 30 percent of the total budget, unless adequate and exceptional justifications are provided.

7. Expected Output/Outcome or Contribution of the Proposed Research/Project

This would involve a discussion on the expected research findings based on existing literature and information in the area.

III. End Matters/Supplementary Materials

1. References

Any referencing system used must be consistent and contain names of authors, books and journals. These are listed in alphabetic order based on the initials of the names of the authors following APA format. The volume, issue and page numbers with the publication year must also be listed for journal articles.

2. Appendices

The updated CVs of all researchers should be attached.

IV. Application Instructions/How to Apply

The complete research proposal has to be submitted to the Office of the Vice-President for Research Affairs of Haramaya University or Harar Campus, Human Health, Nutrition, and Welfare Research Theme Leader Office in hardcopy and softcopy. The deadline to submit the proposal is **May 31, 2016**.

Criteria for screening proposals

| No. | Criteria | Weight (100%) |
|-----|---|---------------|
| 1 | Innovativeness and originality | 30 |
| 2 | Scientific merit and relevance of the study | 20 |
| 3 | Interdisciplinary nature of the research project and appropriateness of team composition | 10 |
| 4 | Appropriateness of the research design and methodology | 20 |
| 5 | Reasonable budget (value for money) | 5 |
| 6 | Realistic timetable | 5 |
| 7 | Quality of the document (organization, readability, conciseness, appropriate use of references, etc.) | 10 |

Codes for research themes and sub-themes

Theme 1. Productivity and Environmental Sustainability for Food Security and Poverty Alleviation

| Sub-theme | Code |
|---|-----------------|
| 1.1. Animal Production and Health | HURG-2016-01-01 |
| 1.2. Plant Production and Health | HURG-2016-01-02 |
| 1.3. Environment, Natural Resources, and Climate Change | HURG-2016-01-03 |

Theme 2. Human Health, Nutrition, and Welfare

| Sub-theme | Code |
|---|-----------------|
| 2.1. Health Promotion and Disease Prevention | HURG-2016-02-01 |
| 2.2. Advances in Curative and Rehabilitative Health Services and Disease Management | HURG-2016-02-02 |
| 2.3. Nutrition, Food Safety and Security, Dietetics, and Nutritional Problems | HURG-2016-02-03 |
| 2.3. Reproductive Health, Maternal and Child Health | HURG-2016-02-04 |

Theme 3. Energy, Engineering, and Information Technologies

| Sub-theme | Code |
|---|-----------------|
| 3.1. Information Technology and Computing | HURG-2016-03-01 |
| 3.2. Advanced Material Research and Development | HURG-2016-03-02 |
| 3.4. Energy Resources Development and Utilisation | HURG-2016-03-03 |
| 3.5. Postharvest Technology, Processing, and Food Analysis | HURG-2016-03-04 |
| 3.6. Civil Infrastructure, Manufacturing, and Industrial Technology | HURG-2016-03-05 |

Theme 4. Human and Social Development

| Sub-theme | Code |
|--|-----------------|
| 4.1. Society, Culture, and Tourism | HURG-2016-04-01 |
| 4.2. Educational Advancement and Quality Assurance | HURG-2016-04-02 |
| 4.3. Population, Gender, and Development | HURG-2016-04-03 |
| 4.4. Governance and the Rule of Law | HURG-2016-04-04 |

Theme 5. Institutions, Innovation Systems, and Economic Development

| Sub-theme | Code |
|---|-----------------|
| 5.1. Economic Development, Policy, and Institutional Analysis | HURG-2016-05-01 |
| 5.2. Innovation Systems and Impact Evaluation Studies | HURG-2016-05-02 |

Theme 6. Basic Science Research

| Sub-theme | Code |
|---|-----------------|
| 6.1. Biosciences Research | HURG-2016-06-01 |
| 6.2. Chemical Science Research | HURG-2016-06-02 |
| 6.3. Biophysics and Computational Physics | HURG-2016-06-03 |
| 6.4. Mathematical Research | HURG-2016-06-04 |