ANNEX I: GUIDELINES FOR SUBMISSION

Please review these Guidelines for Submission carefully before completing the Application Form. Download the application form here.

All proposals should be submitted in English using the attached Application Form.

Proposals should be a maximum of 7 single-spaced pages, not including references and required attachments (CVs, work plan, budget, letters of reference). Follow the guidelines below for each section.

CODE and ILA strongly encourage women, minorities, and persons with disabilities to participate fully in all programs.

Section 1:
Contact information: Title, Name and Institutional Affiliation: The Principal Investigator must have a formal institutional affiliation evidenced by the signature of a senior official from the affiliated institution in section 6 of the Application Form.

Section 2: Project Title, **country** (region/city), **proposed start date** (Jan 2022 is earliest recommended date), **duration of the research** (a max of two years) and a **list of investigators,** include the names, titles, institutions, departments or organization names, and the gender of the co-researchers.

Section 3: Project Summary
- Summary should be one 500 words maximum (1 page, 12 pt font, single spaced),
- The summary of the proposed project MUST include the following:
    - Proposed title
    - Statement of objectives and research questions
    - Description of the intellectual merit (contribution to the field) of the proposed research
    - The significance of the proposed activity to the research participants
    - Statement on the expected impact and/or potential influence on policy, teaching practices, learning outcomes, teachers, students, or community. of the proposed activity

Section 4: Project Description
- It should be 2,500 words <u>maximum (about 5 pages, single spaced, 12 pt font)</u>.
- It must include a description of each of the following:
    - Background (a brief literature review or description of the context) of the topic under investigation
    - Proposed target population (including specific ages and estimated number of participants) being investigated
    - Objectives and research questions
    - Methodology (qualitative, quantitative, action research, methodologies that are rooted in indigenous and local epistemologies, etc.).
    - Definitions of key terms/concepts including precise definitions of any variables to be measured
    - Activities to be undertaken
    - If using focus group discussions (FGD) give sample questions and indicate strategies for building trust and rapport with participants when discussing sensitive topics
    - Data collection tools, instruments
    - Proposed data analysis procedures
    - Intended outcomes including a note on what would make this research project a 'success'
    - A brief plan for sharing the results with the community involved, as well as a national or international audience: such as conferences, publications, media outlets, coalitions, or education sector meetings.
    - Work plan with timeline

Section 5: Ethical Clearance
- CODE and ILA expect strict adherence to ethical standards and procedures and the rules of attribution.
    - Describe the ethical standards and clearance procedures of your institution and how you will (intend to) meet these.
    - If your institution does not have such standards or procedures in place, describe the standards and procedures you will follow to ensure compliance with best practices. Note that this section must be completed in order for the proposal to be forwarded to the review jury.

Section 6: Institutional Affiliation

The Principal Investigator must have a formal institutional affiliation included in the Research Proposal. This stipulation requires the signature of an official from the Institution.

Section 7: Appendices. Complete and attach the following to your application:
- Annex II. Proposed Research Project Budget Template (separate Excel template)
- Reference list (up to one (1) page single-spaced,).
- Letters of support from those involved in the project (for example target group, government officials, community members, school administrators, up to 3 letters). Please note that letters of support are not required for jury review. However, if your proposal is accepted, you will be asked to provide these letters of support.
- CV of the Principal Investigator
- CVs of co researchers

8. Budget
- Complete **Annex II. Proposed Research Project Budget Template** (separate Excel template). The proposed budget should clearly link your expected results to the amount requested.
- If the proposed budget exceeds the $10,000.00 Canadian dollar amount indicate where the remaining funds will come from. Collaborations/joint research projects are acceptable.

Funds may be used to support:
- Items needed for the research and not routinely available through the place of employment of the applicant
- Materials and supplies (paper, books, etc.)
- Travel directly related to the research
- Books for student and teacher use or library reference
- Administrative expenses (postage, duplication costs, printing)
- Payment in support of a graduate student

Funds may NOT be used to support:
- Salary of the Principal Investigator
- Equipment (computers, mobile devices, audio-visual equipment); Specialist equipment required to implement the proposed study can, in certain instances, be supported, if justified.
- Indirect costs (costs not directly associated with the project such as charging for existing office space).
- Costs of conference attendance and/or support for the dissemination of the research, will not be supported. (However, upon successful completion of the study, new funds may be made available for this purpose).

ANNEX II: PROPOSED RESEARCH PROJECT BUDGET TEMPLATE

Please provide an estimated budget for your research projects including notes with justifications using the Excel template provided, download the Excel file here: https://code.ngo/approach/research-initiatives/