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CONFIDENTIAL

	For administrative use

Context Matters **2021-2023 RESEARCH PROPOSAL**

All submissions must be written in English
Deadline for submission: August 1, 2021

1. **Name of Principal Investigator**		Sex: (M/F)
Title:	First Name:	Last name:

Highest Degree obtained and year:

Institution Affiliation	
Full postal address of Principal Investigator for professional correspondence:	

Telephone:	Email (1):
Mobile:	Email (2) or Website:

2. **Title of Project:** *(120 characters maximum)*

2.1 **Country of research site:**	2.2 **Is there another source of funding? Yes / No** If yes, amount in USD:
2.3 **Proposed starting date:**	2.4 **Estimated research duration:**

2.5 **List of investigator (s), institution(s), department(s) (**include gender) **collaborating on this project with the principal investigator(s)** *(if any)*

3. One-page summary (500 words, font 12):
Summary of the proposed project consisting of project title, an overview, a statement on objectives, research questions, and the intellectual merit of the proposed activity (contribution to body of knowledge on this topic), a short statement on the significance to research site/community, and the expected impact of the analysis, results or activity.

4. Project Description (**maximum 5 pages**, 12 pt font):

Background (a brief literature review or context description) of the topic under investigation

Objectives and research questions

Proposed target population (including specific ages and estimated number of participants) being investigated

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, if relevant address gender of researchers/co researchers and how they will relate to participants

Describe data collection tools, instruments

Describe proposed data analysis procedures

Intended outcomes including a note on what would make this research project a 'success'

If relevant, expand on the significance of the results to the research site/community

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. Include what is possible within the grant and a possible "wish list".

Work plan with timeline

5: Ethical Clearance

Is there is an ethical review board/body at your Institution?   Yes ☐   No ☐

Is ethical approval required for your proposed study?   Yes ☐   No ☐

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.

5.1   National government approval

Is national government approval required to conduct research?   Yes ☐ No ☐
Is national government approval required to publish your research? Yes ☐ No ☐

5.2 Publishing final technical results/report:

Do you agree to share your results on the CODE website?   Yes ☐   No ☐

Do you agree that all publications should be open access?   Yes ☐   No ☐

Do you agree to send related peer review publication to CODE? Yes ☐   No ☐

Do you agree to acknowledge the financial support from CODE

in all of your reports and publications?   Yes ☐   No ☐

6. Institutional Affiliation:

The Principal Investigator must have a formal institutional affiliation as part of their Research Proposal to CODE. This stipulation requires the signature of an official from the Institution.

Name of Affiliated Institution _____

Name of Individual Official _____

Signature _____

7.Appendices should include:

- Reference list (up to 1 page single spaced, font 12)
- Budget excel file with activities and estimated costs
- If needed, a budget justification (up to 1 page single spaced, font 12)
- Letters of support from target/participant groups and others involved in project (up to 3)
- CV of the Principal Investigator
- CVs of co-researchers

8. Budget Total: $

Have you attached the budget file? This should include activities directly related to the activities needed to complete the research.　　　Yes ☐　　No ☐

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Please visit our website at **https://code.ngo/approach/research-initiatives/** for more information. Send all inquiries and completed documents to:
ContextMatters@code.ngo