

ANNEX I: GUIDELINES FOR SUBMISSION

Please review these Guidelines for Submission carefully before completing the Application Form. Click [Here](#) to Apply

All proposals should be submitted in English or French using the Application web Form

Proposals should be a maximum of 7 single-spaced pages, not including references and required attachments (CVs of research team members, work plan, budget, letters of reference).

CODE strongly encourages 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 (February 1, 2024 is the earliest recommended date), duration of the research (from 12 to 18 months); disciplinary field(s) (up to a maximum of three); list of investigators, including the names, titles, institutions, departments or organization names, and the gender of co-researchers.

Section 3: Project Summary (250 word maximum)

- i. The summary of the proposed project must include:
 - Proposed title
 - Statement of objectives and research questions
 - Description of the intellectual merit (contribution to the field) of the proposed research
 - Methodological approach
 - Statement on the expected contributions to the field of literacy education, and/or potential influence on policymaking, curriculum development, teaching practices, and/or learning outcomes of the proposed research.

Section 4: Description of proposed research (maximum 2,500 words)

- i. The proposal narrative must include:
 - Context for the proposed research (i.e. describe the situation of conflict and/or displacement affecting the provision and quality of education in the selected area(s)).
 - Brief literature review summarizing the key findings from the relevant scholarship and how the proposed research challenges, extends, and otherwise contributes to understandings of literacy education and the implications for educational policy and practices.
 - Objectives and research questions

- Theoretical/conceptual frame
- Methodological approach detailing the qualitative, quantitative, mixed-method research, or Indigenous research methodology selected including selection criteria for participants, geographic area(s), data sources, data collection methods, and analytical approach.
- Knowledge mobilization strategy: outline plans for sharing the results with the academic community and development practitioners at the (sub)national and international levels such as conferences, publications, media outlets, webinars, podcasts, or education sector meetings.
- Work plan with timeline (12-18 months from start to completion of report writing).

Section 5: Ethical Clearance

CODE requires research partners to strictly adhere to ethical standards and procedures and the rules of attribution.

- Describe the ethical standards and clearance procedures of your institution and what measures you will take to ensure ethical research practices. If your institution does not have such standards or procedures in place, describe the standards and procedures you will follow to ensure compliance with normative practices. Note that this section must be completed 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 \$20,000.00 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 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: [Call for Proposals - CODE](#)