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DIRECTORATE OF RESEARCH AND PUBLICATIONS

PROPOSAL OUTLINE

A research proposal submitted for consideration of funding shall follow the outline below. However, proposals from disciplines that do not use the format below, are allowed to use alternative applicable formats.

a. **Title**: Should be short, informative, and able to give a snapshot of the entire study.

b. **Introduction:** This should indicate the areas of study and identify the research gap.

c. **Literature Review:** This should describe what is already known in the study area and the gaps that still exist by discussing critical and more recent research findings in the field of study. It should show the questions previous studies have not answered and which of these questions the current proposal will try to answer. *(Note: A single research project cannot answer all unresolved research issues)*.

d. **Statement of the problem:** It should clearly, definitively, and convincingly describe the research problem the study will address.

e. **Theoretical frameworks:** For all academic research, a theoretical framework on which the research is anchored should be stated and operationalized. Additionally, since most research projects are of problem-solving nature, a Theory Change showing what changes are expected to result from the study in the medium and long term should be included.

f. **Objectives:** This should start with an overall objective followed by specific objectives. Specific objectives should be SMART. It should aim at demonstrating changes that are desired or anticipated if the study is done according to plan. The objectives should be directly derived from the study problem.

g. **Rationale/justification:** This section must clearly show the relevance of the proposed study to national or regional priorities. In the case of Uganda, this section should respond to the NDPs, Sector plans, and regional visions such as the East African Community Vision 2050 and SDGs. In the case of basic research, a critical knowledge gap and contribution to knowledge and how it will benefit society should be outlined.

h. **Methodology:** This section of the proposal should demonstrate how the project will be implemented. A detailed description of the activities leading to achieving the objectives and why the method/s has/have been chosen should be described. The methodology should be divided into the following sub-sections;

i. *Study design*: This should show the research paradigm that will be used and how relevant and applicable it is to the proposed research objectives or questions.

ii. *Sampling design*: This should show how the participants of the study will be identified, who or what they are and where they can be found, and why this particular sample is required. Where each objective requires a different sample, each sampling method for each sample should be described.

iii. *Methods of data collection:* This should show the methods of obtaining the data needed to answer the objectives. Where necessary, the method for obtaining data for each objective should be appropriately described.

iv. *Methods of data analysis:* Should show the methods of data analysis. Where necessary and if each objective requires a different method of analysis, they should be described.

i. **Ethical issues:** This section should show the ethical procedures that will be followed and should demonstrate the extent to which risks to research participants will be prevented or mitigated (if applicable). The UNCST research ethics guidelines **SHALL BE STRICTLY FOLLOWED**.

j. **Outcomes**: This section should describe the main expected outputs, outcomes, or impact of the proposal if implemented. It must resonate with and show how it will achieve the statement of need/problem.

k. **Expected deliverables:** These are Policy Briefs, Technical Reports, and Publications in referred journals as channels of dissemination of research results.

l. **Staffing**: This should provide a short description of the key investigators, their qualifications, and what each one of them will do on the project.

m. **Budget**: This should be activity based and effectively justified. There must be a compelling reason why an item is included in the budget.

n. **Work plan**: Must show the staging of each activity and the amount of time it is anticipated to take. The maximum time, unless otherwise justified, is 12 months.

o. **References** An up-to-date reference should be included. This is important for assessing the investigator's depth of knowledge and relevance of the literature reviewed. Reference shall be presented using APA format.

p. **Curriculum Vitae**: The CV of the PI should be attached. This can help reviewers determine whether or not the investigators have the requisite competences to execute the proposal.