**Research Project Proposal**

|  |  |
| --- | --- |
| **Title of the Project** |  |
| **Location** |  |
| **Cost of the action**  Please note that the cost of the action have to be expressed in EURO |  |
| **Total duration of the action** |  |
| **Name of the organization** |  |
| **Name of the researcher**  **(if applicable)** |  |
| **Topic the project focuses on** |  |

|  |  |
| --- | --- |
| Applicant's contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person's email:** |  |
| **Address:** |  |
| **Website of the Organisation:** |  |

# Summary of the Research Project Proposal (max 300 words)



# Background (max 300 words)

The background should contain a statement of purpose of the research project with a situation analysis and/or review of the current policy in the research field.



# Problem Statement (max 300 words)

This section should provide details of the problem, gaps in policy, implementation and target group to be addressed by the policy product.



# Planned Activities and Steps (max 600 words)

Activities should be described in detail (e.g. when meetings with relevant stakeholders are planned, describe their position and institutions/organizations they work for, where and when they will take place, etc) and a stakeholder analysis should be provided (e.g. what communication is planned, which is the primary and the secondary target group, etc.).

An important part of activities is the distribution of the outputs of the activities among stakeholders and the wider public. Please note that obligatory output is: policy product (paper or brief) containing a list of concrete policy recommendations for the stakeholders not exceeding 10 pages and its dissemination.

A work plan should be provided, together with a timeline for the project.



# Approach/methodology (max 300 words)

The approach should define the methodology through which the needs identified in the background and the problem statement will be address. This methodology should also propose an impact assessment of the proposed action.



# Risk Assessment (300 words)

Assumptions of risks that might influence the implementation and achievement of objectives.



# Motivation (max 300 words)

What kind of policy change (on institutional, decision-making or regulatory level) have you achieved so far? What kind of policy change do you intend to achieve by writing/advocating this policy paper?



# Applicants Background

**Organization**

Particular organization’s qualifications for the proposed project should be described (info about its mission, size, and main project results). CVs of involved staff should be provided.

**Individuals**

Individuals should provide CV in which professional qualifications, experience, previously conducted researches and published articles should be stated.

# Budget

Please use the Project budget template attached to the Call for proposals to describe the budgeted items.

# Duration and indicative action plan for implementing the action

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Month 1 | 2 | 3 | 4 | 5 |
| Example |  |  |  |  |  |
| Preparation  Activity 1  (title) |  |  |  |  |  |
| Execution  Activiy 1  (title) |  |  |  |  |  |
| Preparation  Activity 2  (title) |  |  |  |  |  |
| Execution  Activiy 2  (title) |  |  |  |  |  |
| Etc. |  |  |  |  |  |