

# Seed Fund for Research and Training (SFRT)

## RESEARCH PROPOSAL GUIDELINES

All required information should be contained in one electronic file, written on A4 size paper (8.27x11.69 inches) using Times New Roman and at 12-point font in Word Document format. All portions of the proposal should be typed single-spaced with one-inch margin on all sides. Name the file using the following: Country\_Full Name of Major Proponent\_Title (ex., Vietnam\_Tien Thang Nguyen\_ Agricultural Sustainable Developing *Lua Te Meo* Intensive Farming Model Making for Productivity Increasing and Preserving the Special Upland Rice in Thuanchau-Sonla). All proposals and related documents should be submitted online (<https://grants.searcaapps.org>). All applicants will fill out the system's online submission form completely for their application to proceed and be submitted.

The proponent should submit the following information.

### 1. LETTER OF REQUEST

Application for research fund addressed to:

<p><b>The Program Head</b> Research and Thought Leadership Department SEARCA College, Los Baños, Laguna, Philippines, 4031 Tel. No.: (6349)-536-2290, 554-9330 to 39 ext. 3400, 3402 Facsimile: (6349)-536-4105</p>
---

### 2. CONTENTS OF THE RESEARCH PROPOSAL

Presented in a detailed format following the detailed outline below and prescribed number of pages:

OUTLINE		NUMBER OF PAGES
	<b>COVER PAGE</b>	one separate page
	<b>TABLE OF CONTENTS</b>	maximum of 2 pages (in a separate page)
	<b>ABSTRACT</b>	one separate page (350 words maximum)
<b>1</b>	<b>INTRODUCTION</b>	
	1.1 Rationale and Objectives	maximum of 2 pages
	1.2 Background of the Study/Related Literature	maximum of 2 pages
	1.3 Description of the Project Area(s)	one page
<b>2</b>	<b>METHODS AND DESIGN</b>	
	2.1 Strategy/Research Design	maximum of 2 pages

2.2	Analytical Procedure/ Statistical Methods (if needed)	
<b>3</b>	<b>OPERATIONAL PLANNING</b>	maximum of 3 pages
3.1	Human Resource	
3.2	Project Duration and Schedule of Activities	
3.3	Budgetary Requirement	
<b>4</b>	<b>APPENDICES</b>	
4.1	References/Bibliography	maximum of 2 pages
4.2	Detailed Plans for Future Funding Support	one page
4.3	Detailed Plans for Research Results Dissemination to Stakeholders	
4.4	Endorsement Letter	one separate page
4.5	Abbreviated Curricula Vitae of All Research Proponents	maximum of 3 pages for each proponent

## 2.1 COVER PAGE

One-page **summary of information** as presented below.

<b>Project/Research Title</b>	
<b>Major Proponent</b>	full name (surname, first name); title (Dr., Mr., Mrs., Ms.); and degree and field of specialization
<b>Country</b>	nationality of major proponent
<b>Project Field of Study</b>	field of study, e.g., climate change, livestock production, aquaculture, water management
<b>Project Objectives</b>	summary of project objectives
<b>Methods and Design</b>	summary of methodology
<b>Project Area</b>	project site in the country of research
<b>Project Duration</b>	1.5 years at maximum
<b>Project Schedule</b>	(i.e., November 2022 to April 2024)
<b>Budgetary Requirement</b>	state in US dollars (maximum of \$15,000)
<b>Contact Information:</b>	
<b>Institutional Affiliation</b>	name of unit
<b>Institution Mailing Address</b>	unit and home address with postal code
<b>Contact Numbers</b>	(i.e., office, facsimile, home, and mobile phone numbers)
<b>Email Address</b>	

## 2.2 TABLE OF CONTENTS

This is a **structured outline** with the headers and sub-headers arranged and numbered with corresponding page-numbers on the right-hand side of the margin.

## 2.2 ABSTRACT PAGE

This page clearly **summarizes** the research proposal in 350 words (one page) and includes the funds requirement of the research project. The abstract proper is single-spaced and written in Times New Roman using 12-point font.

## 2.3 INTRODUCTION

The **purpose of the introduction** is to explain the underlying assumption and the relevance of the research project. The introduction should:

- state the general idea of the project or research,
- summarize the relevance of the topic,
- present previous studies and approaches in relation to the proposed project/research,
- describe the research site (if field research).

### 2.3.1 Rationale and Objectives

- Identify the relevance of the project to the selected country or project area.
- Include key issues the research proposal will address and why they are considered issues or problems.
- Summarize the nature and intent of the project to the selected area.

### 2.3.2 Background of the Study/Related Literature

- Clearly state the conceptual or theoretical framework for the research project.
- Enumerate previous studies and approaches that have been undertaken similar to the research topic.
- Define the research gap to lead the objectives and support the conceptual framework of the research proposal.

### 2.3.3 Description of the Project Area(s)

- Present descriptive data (e.g. socio-demographic, economic profile) of the project area to be studied.
- Explain why the project site was chosen.
- Identify the variables and their indicators to be examined.

## 2.4 METHODS AND DESIGN

The **purpose** of this section is to identify and justify the methodology for the project or research. The choice of methodology depends on the variables of the project.

### 2.4.1 Strategy/Research Design

- Identify the study design to carry out the research objectives.
- Describe the impact of the proposed activities/strategies.
- Identify long-term strategies for maintaining the project and its results.
- Identify the limits of the project, especially in exploratory or experimental work.

### 2.4.2 Analytical Procedure/Statistical Methods (if needed)

- Identify the population to be surveyed
- Define the criteria to be used in selecting the population to be surveyed, consequently distinguish the criteria from the descriptive data that will be collected to characterize the sample.
- Define the sample size and sampling methods to be used.
- Identify and justify the statistical methods to be taken based on the study design and sampling techniques.

## 2.5 OPERATIONAL PLANNING

This section **summarizes** the activities of the proposal into a working plan. The plan consists of the human resources, equipment, materials, and the total budgetary requirement needed to operationally complete the plan.

### 2.5.1 Human Resources Needed

- Identify the human resources needed to complete the planned activities, include position description and level of participation of each proponent and staff. Human resources may include the project proponent(s).
- The proposal should consider the:
  - payment to each person
  - work duration whether full-time or part-time
  - time of involvement (when they will be needed)
- As the proponent, explain briefly the assistance and level of participation you will provide.

### 2.5.2 Project Duration and Schedule of Activities

- The duration should not exceed 1.5 years.
- Summarize the schedule of activities in a Gantt chart on a monthly basis (see example below).

Table . Schedule of activities

<b>Activities</b>	<b>Mo. 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Literature Review, Assessment of Secondary Data and Site Selection and Assessment												
Agricultural Household Model Specification/ Survey												
Downstream Beneficiary Modeling												
Simulation and Refinements												
Research Write-up												

### 2.5.3 Budgetary Requirement

- Identify all projected expenses to complete the research project.
- The budget is divided in two sections such as:
  - A. Personnel Services (honorarium, research assistants, etc.)  
This should not exceed 30% of the total project budget.
  - B. Maintenance and Operating Expenses
    - research supplies and materials
    - travel expenses

- communication cost
- contracted support personnel (i.e. enumerators, training facilitators, resource persons, etc.)
- Clearly specify the cost of expensive or specialized items (e.g., rent/lease, computer set); other items can be listed in general categories (e.g., office supplies)
- Administrative cost and contingency fund should not be included since the contract is between SEARCA and the major proponent).
- Maximum budget support is US\$15,000.

## **2.6 APPENDICES**

This section contains **supporting documentation** on any aspect of the proposal. The additional detail should compliment the proposal text. References or literature cited and curriculum vitae should be included in this section. Use letters of the alphabet to name the appendices (i.e., Appendix A, Appendix B, etc.)

### **2.4.1 References/Bibliography**

- Enumerate all literature cited and works of other authors to support the technical background and theoretical discussion of the proposal.
- Use the scientific formats for citation.

### **2.4.2 Detailed Plans for Future Funding Support**

- Indicate the project's potential for future funding support.

### **2.4.3 Detailed Plans for Research Results Dissemination to Stakeholders**

- Specify a plan for dissemination of results, including policy recommendations, to various stakeholders

### **2.4.4 Endorsement Letter**

- Provide an endorsement letter from the head of the department or the institution where the major proponent is based and address it to the RTLD Program Head of SEARCA.

### **2.4.5 Curricula Vitae of All Research Proponents**

- It should come at the end of the proposal.
- The curriculum vitae of each proponent is limited to three (3) pages and should have the following information:
  - full name (Title, Surname, First name)
  - position title
  - contact information (telephone numbers: office, home, and mobile phone numbers; mailing address: office and home addresses; and email address)
  - academic degrees
  - higher education degrees
  - place and date of birth
  - work experiences
  - scientific publications
  - awards

## **3. PROCESS OF PAPER SUBMISSION**

All proposals and related documents should be submitted online (<https://grants.searcaapps.org>). All applicants will fill out the system's online submission form completely for their application to proceed and be submitted.