



Uganda Virus Research Institute

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RESEARCH MANAGEMENT TRAINING

Proposal Writing and Evaluation

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Lay out

- Basics in Proposal Writing
- Research planning
- Research packaging
- Evaluation

-

Proposal Writing Basics-1

- Funders looking for qualified partners to work with
- Write in a concise, clear and compelling manner
- Avoid jargon, acronyms- use plain language
- Support statements-Don't present opinions or assumptions as fact

Proposal Writing Basics-2

- Use specific examples- where did you get the idea? Facts convince
- Build credibility, Be positive
- Balance words, graphics, pictures
- Anticipate questions
- Follow directions
- Have someone read your proposal

Proposal Writing Basics-3



1. Involve all members of the consortium as much as possible in proposal writing.
2. Doing this is an excellent way of bringing about inclusion and creating ownership of the project.

RESEARCH PLAN SECTIONS

Format of the Proposal- 1

- **Summary or Abstract**
- **Introduction**
 - Who are you and your collaborators
- **Problem Statement**
 - What is wrong? What needs to be fixed?
- **Justification/Significance/Rationale**
 - Importance? Why? How?

Format of the Proposal- 2

- **Specific Aims, Outcome, Objectives**
 - What will change? How much change? Within what time-frame?
- **Innovations**
 - Highlight novel approaches, concepts and their advantages over existing methods?

Format of the Proposal- 3

- **Research Strategy /Approach/Methods**
 - Experimental design:
 - What are you going to do?
 - Who will do it?
 - How will it be done?
 - What materials needed?
 - Time lines?
 - Evaluation plan? E.t.c.

Format of the Proposal- 4

- **Narrative**

- Reflects the depth of your planning
- Every element builds credibility
- Is Jargon- free
- Is clearly written
- Logic + Emotion = Power to Compel

ENTIRE PROPOSAL PACKAGE

Generally

- Clean type- correct font and format
 - White space
 - Page numbering
 - Formatting
 - Package conforms to directions
 - No typos or grammatical errors

Other Sections/ Supporting documents/Attachments

- Leadership Plan
- Resource Sharing plan
- Vertebrate Animals
- Consortium Arrangements
- Budget
- M & E Plans
- Sustainability
 - Future funding to keep project going?
- Investigator C.V.s
- Letters of Collaboration

Proposal Evaluation Criteria-1

- Significance
 - Does it address an important problem?
 - If Aims are achieved how will the problem be solved?
- Innovation
 - Are there novel concepts/approaches being brought on board?
- Approach
 - Is the overall strategy, methodology, analysis well reasoned and sound?

Proposal Evaluation Criteria-2

- Assembled Research teams
 - Are Investigators qualified?
 - Do they provide adequate time commitments?
- Research Environment
 - Is it well resourced in terms of research infrastructure
 - Adequate Institutional support
 - Unique features- study population, collaborative agreements etc
- Feasibility
 - Preliminary data
- Additional criteria
 - Protection for human subjects- Ethics
 - Biohazards
 - Vertebrate animals

Why proposals fail

- Incomplete proposals
- Management arrangements not clear
- Lack of clarity

Conclusion

- A numbers game
- The more you try the higher the chances of success
- If don't try then zero chance for success
- Daunting but just get on with it