

TRANSDISCIPLINARY CENTRE FOR QUALITATIVE METHODS
Public Health Evidence South Asia, Manipal University
Manipal, Udupi, India



Application Form for Small Grants-2017

CHECKLIST

Please make sure your application satisfies all the criteria specified in the below checklist.

	YES	NO
Duly completed applicant information		
Duly completed project information		
Duly completed work plan		
Proposal budget		
Complete bank information provided		
CV of the Principal Investigator of the project		

Full Project Proposal

The following template shall be used for the elaboration of the full project proposal. Please complete ALL sections below. Please consider the following before completing the project proposal:

- Be clear about what you want to achieve and how you propose to do it**
- Write clearly and accurately**
- Ensure the budget relates to outputs listed**

1. APPLICANT INFORMATION

Organization Name:	
Registration Number and date of registration:	
Representative's Details:	
First and Last Name:	
Full Address:	
Contact information (tel, email, etc.):	
Position in the organization:	

1.1. Describe the organization's activities

(Please give details about your organization or department. Please specify (max 300 words))

1.2. Staff involved in the project

(Please provide information on the number and the expertise of the staff involved. Indicate any experience in the respected area work. Please attach the CV of the person who will be a Principal investigator of the project and a link to your organization's website.)

1.3. Prior experience in Research and in Qualitative Research

(Please mention any project(s) in the last 3 years which were funded, any organizations. Provide the name of the donor organization, the size of the grant received, date, duration and location of the project and a brief description.)

2. PROJECT INFORMATION

Project title	
Grant amount requested	<i>(The amount requested should not exceed INR70000)</i>
Total cost of the proposal	<i>(Different from the Grant amount requested from TCQM if additional funding is secured. In this case, please provide evidence of the secured additional funding.)</i>
Location of the project	<i>(Please indicate place and country and justify the regional reach)</i>
Project dates	<i>(Please note that implementation will be able to start on 1st April 2017 onwards)</i>

2.1. Project summary

(No more than 200 words)

2.2. Research objectives, research questions and the theoretical framework (Max 4 Pages)

2.3. Methodology and plan of fieldwork (Max 2 Pages)

Please mention the methods chosen, the setting of data collection, ethical issues, plan of data collection, Time frame of the work.

2.4. Innovation of methods in the project

(Please explain the innovative methodological elements in your project)

2.5. Project end-beneficiaries and role of the community. State if you are working in cooperation with other organizations (if yes, which organizations, what sector, how do you cooperate etc...)

(Please provide information on the targeted beneficiaries (vulnerable and at-risk groups). Please describe how the community will be involved in the project. Also explain how (if at all) you are cooperating/or plan to cooperate with other organizations in your planned activities.)

2.6. Expected results of the project

<i>(Please explain what the expected outcome of the proposed project that will be on the situation of end-beneficiaries. More specifically, describe how you intend to gain visibility, support and the leverage needed to achieve the impact you seek)</i>

2.6.1. Publications

2.6.2. Disseminates

2.7. Sustainability and further development of the project

<i>(Please describe the prospects for the benefits of the project being sustained after the funding ends)</i>

3.WORKPLAN(max. 2 pages)

Expected Results	Main Planned activities	Implementation period												Responsible party	Amount In INR
		Months													
		1	2	3	4	5	6	7	8	9	10	11	12		2017

5. BUDGET

Please submit a detailed budget

Sl. No	Activities	Details	Amount (INR)

6. BANK INFORMATION

Bank Name	
Bank BranchCode	
Bank Address	
Account Holder	
Account Number	
IFSC Number	

7. ADDITIONAL DOCUMENTS

Please provide, along with your application, the following documents:

- A CV of Principal Investigator of the project.
- Permission from your Head of the Department to conduct this research

Signature: _____

Date (dd/mm/yy): _____