Writing good proposal for funding

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Process and Procedure

Two major categories of proposals can be distinguished:

1. Solicited proposals
2. Unsolicited proposals
Proposal development journey

Unsolicited proposals

Applicant

• Writes an expression of interest (EOI) or letter of inquiry (LOI)

Donor

• Reviews the EOI or LOI
• Invites concept note if project is feasible
## Proposal development journey

### Solicited proposals

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<tr>
<th>Role</th>
<th>Tasks</th>
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<tr>
<td>Applicant</td>
<td>• Contacts potential collaborators to get their commitment</td>
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<td>• Submits concept note on behalf of team</td>
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<td>Donor</td>
<td>• Reviews the concept note</td>
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<td>• Invites full proposal if research is feasible, may provides seed grant</td>
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<td>Applicant</td>
<td>• Gathers all institutional paper work</td>
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<td>• Several people review and ensure that guidelines are fully met</td>
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<td>• Submits proposal</td>
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Concept note (2 to 6 pages)/Full proposal (10 to 12 pages)

1. Title

2. Table of content

3. Executive summary

4. Introduction/background
   - Full literature review
   - Problem/opportunity and justification
5. **Project description**
   - Objectives
   - Methodology
   - Hypothesis/research question

6. **Expected results and sharing of results**

7. **Sustainability**

8. **Monitoring and evaluation plan**

9. **Risks and assumptions**
• Budget (ballpark figure/detailed)

• Timeline

• Organizational capacity information (Brief organizational information)

• Personnel

• Financial reputation

• Partners

• Annexes
GOAL

IMPACTS

OUTCOMES

PURPOSE

INCREASE WOMEN SCIENTISTS/STAFF AT CONVENANT & LANDMARK UNIVERSITIES

OBJECTIVES

ACTIVITIES
Thank you