

### Annex 3: PURC Research Grant Proposal Format

The proposal shall strictly follow the following format.

SN	Proposal components	Remarks
1	Cover page	<p><b>Title</b> (at the top) (Centrally aligned, precise, descriptive/declarative, maximum 25 words)</p> <p>(No names of research team, must be anonymous, each proposal satisfying the desk review will be provided with a unique code number for further processing)</p> <p><b>PURC Research Grant Proposal (Collaborative or FRC Constituent or FRC Affiliated)</b> (Centrally aligned, at the middle)</p> <p><b>Submitted to</b> (Centrally aligned, at the bottom) <b>Pokhara University Research Center</b> (Year in AD) (no page number)</p>
2	First page (Abstract & Keywords)	<p>No names of research team (Anonymous)</p> <p>Maximum 250 words, single paragraph summary</p> <p>Keywords: maximum five, separated by comma,</p> <p>Page number in roman small case starting from i.</p>
3	Front matters a) Table of Content b) List of Figures c) List of Tables	<p>Auto generated, page number in roman small case (ii, iii, iv, ...)</p>
4	Introduction (note more than 3000) a) Background of the study: approximately 500 words, start page number 1 b) Literature review: a rigorous presentation and analysis of the existing literature relevant to the proposed research (at least from the last 10 years), the referred literature must be relevant and sufficient with appropriate citation of the original references, approximately 1500 words c) Research gap analysis / Problem statement: approximately 500 words d) Objectives: approximately 150 words e) Hypothesis: approximately 150 words f) Rationale of the study: approximately 200 words	

5	Methodology (approximately 2500 words) a) Description of the research station (institution/lab/facilities at which the research will be conducted) b) Research design, sample size, and sampling strategies c) Study area (where applicable) d) Research tools, techniques, and data collection strategies e) Data management and analysis strategies	
6	Expected outcome and impact of the research	maximum 500 words
7	Application of the proposed research	maximum 500 words
8	Deliverables of the research project	Products out of the research project (report, thesis, article, presentations, commodities, patents)
9	Project planning and milestones	Gantt chart of the overall research project (highlighting the monthly description and milestones). Should include duration of study, tentative starting and ending dates of the project.
10	Budget distribution plan	Present the near-real approximation of each activity. Provide an itemized cost detail of the study in tabular form including the project related fee payments, field work, experimentation, books, study visits, seminar disseminations, printing and stationery, equipment, computers, and so on. Also mention the other sources of funding to your research, if the PURC grant is not sufficient to meet the proposed research expenses.
11	Research dissemination plan	Oral and Poster presentations at national and international conferences, journal publication, newspaper articles
12	Relevance to the UN Sustainable Development Goals	Align your research topic with at least one UN Sustainable Development Goal (out of 17 SDGs) and justify how does the proposed research contribute the respective SDG (maximum 500 words)
13	Feasibility and limitations of the project	Laboratory, Expertise, Budget, Timeframe
14	References	Style: American Psychological Association (APA) latest version (generic)

		<p>In text: Author name &amp; Date</p> <p>Bibliography: Ascending alphabetical</p> <p><b>Note:</b></p> <p>i) References must be organized using an appropriate reference management tool (e.g. Endnote, Zotero, etc.).</p> <p>ii) References must be uniform in format.</p>
15	Annex	As required
16	Plagiarism Self Declaration Form	As indicated (separate form available, Annex 14)
17	Ethical Approval (for Human Health Research)	As indicated (letter from IRC, where applicable)

**Note** (follow the instructions carefully):

- a) **Language:** English, professionally written, and uniform (either British or American)
- b) **File type:** All items (1-15 above) in a single file (one MS Word and one PDF) with a continuous line numbering, Paper; A4, Font; Times New Roman, Title; 14 pt bold faced, Heading 1; 13 pt bold faced, Heading 2; 12 pt bold faced, Body text; 12 pt normal, Justified, Line spacing 1.15 pt, Space before/after paragraph: 6 pt, page margin; 1.5 inch left and 1 inch for the rest three margins.
- c) **Anonymous:** The main file of the proposal must be anonymous. Names of applicant and team members or any symbol representing the research team must be excluded from the proposal (proposals with the names of the research team will be excluded from further processing).
- d) **Plagiarism:** The proposal with an unacceptable range of plagiarism and known research misconduct shall be rejected immediately at any timepoint and the respective research team shall be forbidden from the PURC funding as per the University regulations.