Nepal Academy of Science and Technology (NAST)

Nepal Climate Change Knowledge Management Center (NCCKMC)

**PROPOSAL SUBMISSION FORMAT**

1. **Cover Page- (1 page)/Application Form**

|  |  |
| --- | --- |
| Proposal Title: | |
| Select and write only the thematic area of your proposal  **Thematic Areas**   1. *Economics of EbA* ***b)*** *Nature based Solutions for Adapting the adverse impact of Climate Change* ***c)*** *Ecosystem Management for Climate Adatpation* ***d)*** *EbA and Livelihoods* ***e)*** *Gender Equality, Social Inclusion and Good Governance in EbA* | |
| Applicant's Details  Title : Mr/ Ms  Name :  Citizenship no.:  Temporary Address:  Permanent Address:  Academic Level :  Gender:  Mobile number:  E-mail: | Institution of Applicant  Name :  Address :  Tel : |
| Name of Supervisor:  Mobile number:  E-mail:  Mobile number: | Name of Co-supervisor :  Mobile number:  E-mail:  Mobile number: |
| Applicant's Bank Details  Account Holder's Name:  Account number:  Name of Bank:  Branch of Bank and Address: | Budget Requested: Rs…………… |
| Project Start Date: | Project Completion (End) Date: |

1. **NARRATIVE SECTION-** (Not exceeding 5 pages excluding references, annexes and supporting documents)

Proposal Title:……………………………………………………………….

1. Introduction: - (1 page)
2. Rationale of the project: - (½ page)
3. Study area: - (½ page-concise description of the project site)
4. Objectives- 2-3 points (½ pages)
5. Methodology: - (1 ½page; Research design, methods and analysis)
6. Expected Result
7. Implication and way of scaling up of research result
8. Budget Description-(Detail format in **Annex II** to be strictly followed- Particulars, unit, number, rate, total and justification)
9. Proposed work plan-(Detailed on a monthly basis- **Annex I**)
10. References
11. **Institutional Endorsement and CV**
    1. **Letter of institutional endorsement and recommendation from the research guide under whose supervision** the research has been proposed, on institutional letter head with institutional seal; Or provide official statement from the academic institution stating that your research proposal is/ will be approved by the faculty as a partial fulfillment for the completion of an academic degree. The letter of endorsement should also mention if the same grant proposal has been sent for funding to another agency. If partial funds are being sought from EbA II, then the proposal budget should clearly state this.
    2. **Curriculum vitae of the researcher** (not exceeding 2 pages along with **signature of applicant** signifying the truth and correctness of the above information) and CV of **direct supervisor** (not exceeding 3 pages).

Failure to submit any of the above mentioned required documents at the time of submission of the proposal will disqualify the application.

**SUBMISSION FORMAT**

Document: MS Word format, Font: Times New Roman, Font size: 12, Line spacing: 1.5 point, Page margins: 1” on all four sides

**Ensure spell and grammar check.**

1. **Annex I**- **Work Plan (monthly basis)**
2. **Annex II: Budget template**

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| **S. No.** | **Particulars** | **Unit** | **# of Unit** | **Rate** | **Total** |
| 1 | Example: Food and Accommodation | Day\*Person |  |  |  |
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|  | **Total Direct cost** |  |  |  |  |