KIX EMAP Workshop 'Innovation to Action: Grant-Writing for Research Projects', 13 December 2023
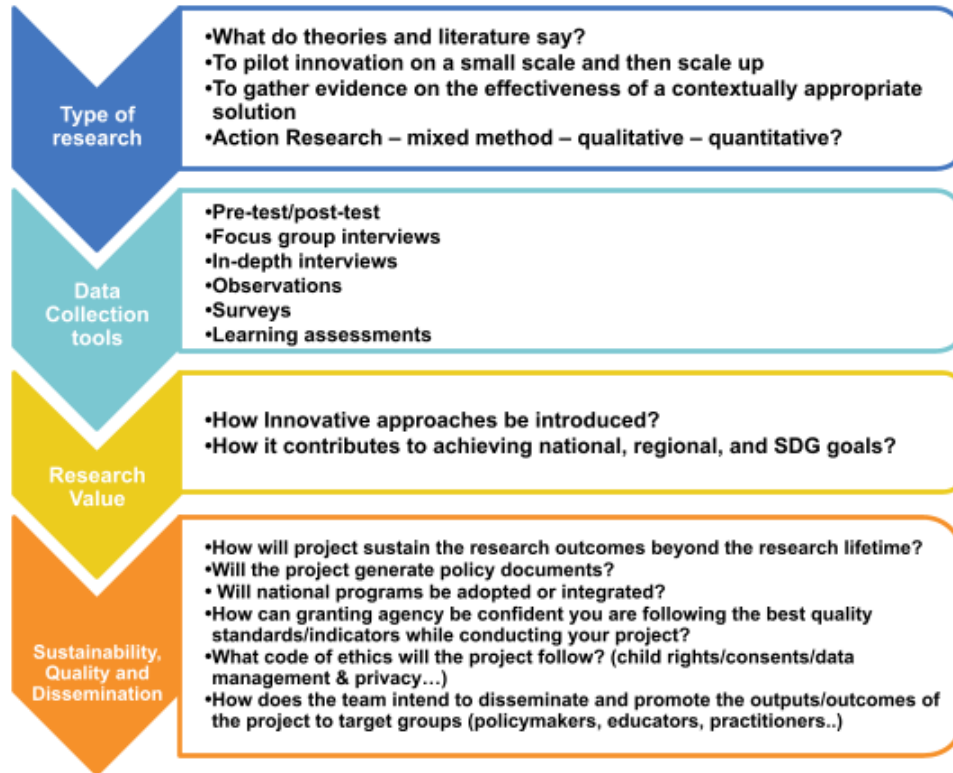
	Key Questions	References/Resources
Part I - The Why and the Who	Audience - Who is the reader? What is the organizations' mission, goals and values? How is your research project aligned with the funding organizations' mission, goals and values? Purpose - Why are you doing this research (focus, approach, intended outcomes)? How does your research investigate or address a problem to close a gap? Justification - Why is your project important and relevant? Explain the context for the problem with descriptions and relevant data (e.g. short lit review).	University of Wisconsin - Planning and Writing a Grant Proposal University of North Carolina Chapel Hill - Grant Proposals (or Give me the money!) Guide for Writing a Funding Proposal
Part II - The What	Theory of Change - How will the proposed activities achieve the intended purpose? What is the pathway or theory of change for the project?	Center for Theory of Change has resources on how to develop a clear descriptions.

Part III - The How	Criteria for assessing grant applications - What factors are considered while evaluating research projects? Budget- what can I consider during project costings and budget categories?	Criteria for assessing grant applications: a systematic review | Humanities and Social Sciences Communications (nature.com) Project costings and budget categories | The University of Edinburgh Preparing a Proposal Budget Toolkit (ucdavis.edu)
Part IV - The So What	Monitoring, Evaluation and Learning - How will the project measure whether and how the results are achieved? Knowledge Dissemination - How can the findings from the project be shared with key stakeholders to have impact on the system?	Collection of evaluation approaches, tools, and resources. Short article on how to think about dissemination strategies. Guidelines on preparing research findings dissemination plans by Yale University.

Research Proposal: Project Design

Type of research

- What do theories and literature say?
- To pilot innovation on a small scale and then scale up
- To gather evidence on the effectiveness of a contextually appropriate solution
- Action Research – mixed method – qualitative – quantitative?

- What is the theory the research team should be basing their work on?
- Were there any relevant research projects somewhere in the world that worked hence promising to work in the context/s we intend to research?
- How are you responding to the local context? What specificity are you considering (governance system – Rural/urban…)

Data Collection tools

- Pre-test/post-test
- Focus group interviews
- In-depth interviews
- Observations
- Surveys
- Learning assessments

- Are you developing your tools from scratch or are you adapting tools that have been tested and validated in other research projects?
- Sample design

Research Value

- How Innovative approaches be introduced?
- How it contributes to achieving national, regional, and SDG goals?

- What does the national strategic plan/s is/are targeting and how would my research project fit into the bigger picture and help move towards the target?
- Relevance to SDGs (4)
- Interlinkages with other national/regional projects (not separate islands)

Sustainability, Quality and Dissemination

- How will project sustain the research outcomes beyond the research lifetime?
- Will the project generate policy documents?
- Will national programs be adopted or integrated?
- How can granting agency be confident you are following the best quality standards/indicators while conducting your project?
- What code of ethics will the project follow? (child rights/consents/data management & privacy…)
- How does the team intend to disseminate and promote the outputs/outcomes of the project to target groups (policymakers, educators, practitioners..)

- What is the body that would carry on with research outcomes and is it represented?
- Dissemination activities and tools (conferences – websites – newsletters…)