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# Template/format for proposals

1. **Cover Page** that includes the title of the proposal, name, address, and contact information of the applicant (not to exceed 1 page).
2. **Table of contents** (not to exceed 1 page).
3. **Abstract** The abstract should be a summary of the proposed research, anticipated findings, and implications (not to exceed 1 page).
4. **Proposal Background**

The proposal should provide the general context of the topic being studied, stating clearly what the study is all about in addition to providing more topical and contextual information about what is known and what is unknown about the intended area of research. In addition, it should provide a clear justification of why the study is important and how it will contribute to generating additional knowledge/ expansion of digital payment for health workers (2 pages).

1. **Research questions and Objectives**

The research questions, general objective and specific objectives should be clearly stated (1 page).

1. **Methods section**

The proposal should clearly indicate basic information on the study design, setting, study subjects or items, sample size and sampling procedure where applicable. In addition, the researchers should clearly show how data will be collected and analyzed after getting the appropriate ethical and administrative approvals. Cognizant of the fact that some of the research in digital payments may be new, in as much as possible, applicants are encouraged to refer to previous research in the same area to avoid duplication and or repetition. Researchers who are carrying out extensions of existing projects should still provide adequate descriptions of the above where relevant. (4 pages)

1. **Expected outputs**

Expected outputs must include a minimum of one policy brief, one manuscript (smaller grants) and two manuscripts (large grants) and a research report (½ page).

1. **Dissemination and communication**

Describe how the proposed research will be disseminated and communicated both nationally and internationally (½ Page).

1. **Bibliography** (not to exceed 1 page using APA style).
2. **Timeline** A list of the projected dates for completion of major milestones should be included. This list must include dates for submission of all expected outputs (1 page).
3. **Budget and Budget Justification -** The itemized budget should total no more than the maximum award amount depending on the category of the research award. Research expenses are intended to support the gathering, analyzing, and/or dissemination of the data. A budget justification should also be included clearly elaborating the cost indicated per budget line. Please use the budget template provided below for your budget.
4. **Resume/Curriculum Vitae**). Please provide a summary of the experience and qualifications of the proposed research team (2 pages). Attach a. resume or abbreviated two-page curriculum vitae for each member of the research team. (Submit them as additional documents).
5. **Letter of support.** Applicants are asked to submit a letter of support from their host institutions. Other support letters may be submitted as well if deemed necessary.

# Budget and budget justification template

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| **Expenditure description** | **Budget requested ($)** | **Justification** |
| **1. Field expenses** | | |
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| **2. Materials and supplies** | | |
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| **3. Travel and meetings** |  |  |
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| **4. Other costs** |  |  |
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| **Total Direct costs** |  |  |