



## Appendix 3.1: Project Proposal Template

The Project Proposal provides a detailed explanation of all aspects of the research project, including a log frame, a time plan and a detailed budget. The templates provided for the Project Proposal are structured around 13 sections, each with its own heading. All sections must be used and no new sections should be added. It is important to ensure that the proposal is clear and focused. The description of the Project Proposal should not exceed 20 A4 pages using Verdana font size 9 and 1.5 line spacing excluding basic information and references

**TABLE 1. BASIC INFORMATION**

<b>Submission, title, duration and budget</b>	
<i>Date of submission</i>	
<i>Project title</i>	
<i>Start date</i>	
<i>End date</i>	
<i>Total budget</i>	
<b>Responsible Ministry</b>	
<i>Name</i>	
<i>Department</i>	
<i>Head of department</i>	
<b>Project Coordinator</b>	
<i>Name</i>	
<i>Title and academic qualifications</i>	
<i>Place of employment</i>	
<i>Department</i>	
<i>Head of department</i>	
<b>Lead Research Institution and Lead Researcher</b>	
<i>Name of research institution/university</i>	
<i>Name of Lead Researcher</i>	
<i>Title and academic qualifications</i>	
<i>Department</i>	
<i>Head of department</i>	
<b>[Co-applicant research institution/university 1]</b>	



<i>Name of research institution/university</i>	
<i>Responsible department</i>	
<i>Head of responsible department</i>	
<i>Role of the research institution/university in the project</i>	
<b>[Co-applicant research institution/university 2]</b>	
<i>Name of research institution/university</i>	
<i>Responsible department</i>	
<i>Head of responsible department</i>	
<i>Role of the research institution/university in the project</i>	
<b>[Partner stakeholder 1]</b>	
<i>Name of partner stakeholder</i>	
<i>Responsible department</i>	
<i>Head of responsible department</i>	
<i>Role of the partner stakeholder in the project</i>	
<b>Finance Management</b>	
<i>Name of ministry/researcher institution/university</i>	
<b>Key researchers and other individual project participants listed with CVs</b>	

[Please add new rows as needed to include all co-applicant institutions or universities and partner stakeholders].



## Description of the Research Project

### 1. Project summary/abstract

*[A summary of the research project, including the rationale, relevance, aim, interventions and project methodology, as well as expected outcomes. This summary should not exceed half a page].*

### 2. Background

#### 2.1. National AMR Context

*[Please provide information on the current status of AMR surveillance, relevant in-country AMR-related activities and capacities and an overview of existing systems / programmes that are relevant to the project.*

*It will be helpful to describe ongoing AMR initiatives to date that this project will build on and link with, including the key stakeholders for these additional programmes. You may also want to describe what data is available on antimicrobial resistance and antimicrobial use as relevant to this work, relevant existing laboratory capacities, in-country AMR governance structures, other key actors, or any other relevant information about the in-country landscape for designing and implementing this proposed project. When discussing other initiatives, it is useful to include the names of collaborating organisations and funders.]*

#### 2.2. Problem and Rationale

*[Provide a brief analysis and summary of the main problem identified that this project is designed to address. Explain the rationale for this project and why this project is needed.]*

#### 2.3. Relevance

*[Based on your recent review of relevant and related literature please explain how this project will enhance knowledge in the scientific field concerned and highlight how this project relates to prior and on-going research. If using interventions that have proven successful elsewhere, please provide references.*

*Describe the relevance of the research project to national priorities, policies, regulations and guidelines (including National AMR Action Plans), to public and private stakeholders within the country and how it aligns with ICARS' five core principles.]*

### 3. Aim and Objectives

*[Describe the overall aim and objectives of the research project. Please formulate the objectives so that it is clear that the study is implementing/testing intervention(s). One objective should be focussed on understanding implementation factors, and therefore, by achieving this objective the project will support sustainability and scale up of effective interventions.]*

### 4. How and Why will your Project have an Impact? (Theory of Change)

*[Describe how and why the research project is expected to bring about the desired change in AMR in the country.*

*This should articulate your project Theory of Change, meaning the underlying logic of how this project will progress from identifying a problem, moving through the proposed mechanisms of change, why this would result in the expected outcome(s) and finally contribute to the overall intended impact. When you describe your impact, please explain the expected policy/legislative, societal and economic impact of the research project].*



## 5. Outputs and Expected Outcomes

*[List the expected outcomes for the project overall, as well as the associated outputs. For each of your outcomes and outputs, please also list the associated indicator(s) that you will use to measure success. While outcomes should be included for the project overall, you may wish to divide outputs by individual work packages. If you choose to divide by work package, please sure you include the work package title or focus area.]*

## 6. Methodology

*[Describe the interventions and methodologies used to address the aim and objectives, as relevant to the project. You should include the study design, study setting/location (e.g. sites), sampling methodology and target population. You should also include an overview of the interventions, their design and timeline, as well as any protocols/additional technical materials you intend to develop during the initiation phase. Please include information on all components including quantitative and qualitative methods, including economic and behavioural analyses where relevant. You should also describe the approaches to research capacity and capability strengthening].*

### 6.1. Work packages and Milestones

*[Describe the work plan, including a bulleted list of the individual activities per work package. Include a timeline for the research project with milestones for each activity using the template provided below.*

*Please add/remove rows and columns and adjust the timeframe as needed. The text included below in italics provides an example of how to complete this section, and should be replaced by your own project activities and milestones].*

Activities	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Work package 1</b>												
1.1 <i>Project co-development</i>	<i>M1</i>											
1.2												
1.3												
<b>Work package 2</b>												
2.1												
2.2												
2.3												
<b>Work package 3</b>												
3.1												
3.2												
3.3												
<b>Work package 4</b>												
4.1												
4.2												
4.3												

Note: Q1 covers January-March, Q2 covers April-June, Q3 covers July-September and Q4 October-December. Please indicate the quarter(s) where the activity will take place by marking the appropriate box/boxes.

**Milestones (please list, and inset in the table above (see example):**



Milestone 1 (M1): Complete project proposal

## 7. Project Governance, Organisation and Management

[Describe the project organisation, governance (e.g. steering committees, etc) and day-to-day management, including the roles and responsibilities of the project participants (Responsible Ministry, the Project Coordinator, the Lead Research Institution, the Lead Researcher, co-applicant research institutions or universities, partner stakeholders and the ICARS Advisor.)]

## 8. Additional Stakeholder Involvement

[Describe how the Project Proposal has been co-developed with relevant stakeholders. This includes both the co-applicant institutions/universities and public, private and non-governmental partner stakeholders. Also describe how you will ensure continued participation, coordination and engagement with the relevant stakeholders throughout the project.

Please also articulate linkages and partnerships with relevant local, national and international activities, including how you will ensure meaningful partnerships and maintain effective lines of communication between these complementary initiatives.]

## 9. Risk Management

[Describe the identified risks for the research project and their likelihood of occurrence, potential impact, how they will be mitigated, and how you will monitor risks throughout the duration of the project. Due to the current global situation, please ensure you have considered relevant COVID-19 related risks and how to mitigate these risks to support project delivery].

Risk (please identify as many as relevant)	Likelihood that this risk occurs during project lifetime  (Low, Medium, or High)	Impact if this risk occurs during project lifetime  (Low, Medium, or High)	How will this risk be monitored?	Mitigation measures to prevent the occurrence or adapt should it occur.

### Likelihood:

- Low: This risk is unlikely to occur.
- Medium: It is possible that this risk will occur.
- High: This risk will almost certainly occur.

### Impact:

- Low: This risk will not prevent the project from achieving the defined aims and objective under the agreed timeline and budget.
- Medium: This has the potential to impact the project from achieving the defined aim and objectives within the expected timeline or budget.
- High: This risk would almost certainly prevent the project from achieving the defined aim and objectives within the expected timeline or budget.

## 10. Ethical considerations and approvals

[Describe the ethical approvals and other permissions that will be needed to implement and publish the results of this project. If there are any known timelines for national ethical approvals, please ensure that approval times are built into the proposal].



## **11. Approach for large-scale implementation**

*[Describe how the Responsible Ministry (or ministries) will work with relevant research institutions and partner stakeholders, and other stakeholders as relevant to ensure sustainability and facilitate large-scale implementation of the identified solution(s).]*

*Please also describe the implementation research methods you will employ to facilitate uptake of the research generated and how the evidence-based solutions will be translated into policy, programmes and practice by the relevant stakeholders. Plans to document the implementation process to prepare for scale-up should be included here. You should also include an initial plan of implementation outcomes that you will prioritise noting and including in a scale up plan, such as the acceptability, adoption, appropriateness, costs-effectiveness, feasibility and sustainability of the intervention.]*

## **12. Publication and Dissemination Strategy**

*[Describe how the results of the research project will be communicated and disseminated to different stakeholders locally, nationally and across the global community. This may take the form of inter alia academic publications, conference presentations, policy briefs, guidelines, and standard operating procedures for implementation and scale up. Please note that ICARS' communications team will support this effort].*

## **13. References**

*[List of publications and reports etc. used in the Project Proposal].*

### **Appendix 2.2. Logframe**

### **Appendix 2.3. Budget**

### **Appendix 2.4. CVs of Researchers**

***Additional appendices can be added as required, but please speak with your ICARS Advisor first.***