

**THE UWI-TRINIDAD AND TOBAGO RESEARCH AND  
DEVELOPMENT IMPACT FUND**

**Project Proposal**

**Template**

January 2013

## SUMMARY SHEET

### Contact Information & Project Details

Name of Lead Researcher/ Project Team Leader		
Project Title		
Faculty and Department		
Email address		
Telephone Contact	(work)	(mobile)
Total Funding Requested (TT\$)		
Execution Time (36 mths max)		

### Details on Members of Research Team (add additional rows if necessary)

<b>Last Name:</b>	<b>First Name:</b>
<b>Institution:</b>	
<b>Project Role/Responsibility:</b>	
<b>Last Name:</b>	<b>First Name:</b>
<b>Institution:</b>	
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<b>Institution:</b>	
<b>Project Role/Responsibility:</b>	

## PROJECT DETAILS

**A. Project Title:**

*[Re-state the title of the project]*

**B. Project Summary (1 page):**

*[Briefly outline the main aspects of the project]*

**C. Objectives (1 page):**

*[Describe the overall objective of the project as well as the specific objectives of its components/  
proposed activities]*

**D. Relevance/Rationale (1 page):**

*[Clearly explain the rationale for the project, indicating why the issue being addressed is considered a  
priority for national/regional development and justify your request for funding]*

**E. Methodology (2-3 pages):**

*[Explain in detail the methodological approach]*

**F. Anticipated Impact (2-3 pages):**

*[Describe in detail the anticipated impact of this research work, for example on policy, practice, development of new/enhanced products, services, knowledge creation, etc. Include any supporting statements or evidence of stakeholder feedback, interest or need for policy, product etc.]*

**G. Strategies for Stakeholder Sensitization/Engagement and Knowledge Dissemination (2-3 pages)**

*[Describe proposed activities to:]*

(i) *Engage stakeholder communities and interest groups*

(ii) *To disseminate knowledge and build awareness of the project and its outputs*

(iii) *Promote increased visibility of UWI's research making a difference in society (through the activities of your project)*

**H. Social and Environmental Safeguards (1-2 pages)<sup>1</sup>**

(i) *Identify any potential risk(s) that could be harmful to people and/or the environment*

(ii) *Outline strategies or measures to be implemented to mitigate the risk(s)*

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<sup>1</sup> Reminder: If your project entails work with human subjects, you will require approval from the Ethics Committee. Please refer to UWI Policy on Research Ethics: <https://sta.uwi.edu/media/documents/2011/UWI%20Policy%20on%20Research%20Ethics.pdf>

## FUNDING

### Project Funds

	Amount (TT\$)
<b>Approved Funding - RDI Fund</b>	
<b>Counterpart Funding</b> ( <i>non-UWI funds</i> )	
<b>Total Project Cost</b>	

### Counterpart Funding - Details <sup>2</sup>

[Insert additional rows for budgeted project activities, if necessary]

	Activities	Total Cost
1.0		
2.0		
	<b>GRAND TOTAL</b>	

### RDI Fund Budget - Details

[To be completed using [Project Budget Template \(Excel spreadsheet\)](#) and included in Appendices]

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<sup>2</sup> Please include in Appendices your letter(s) of confirmation of counterpart funding from external funding agencies, partner institutions, etc.

## PROJECT IMPLEMENTATION SCHEDULE

[Disbursements will be linked to progress reporting (every 6 months) and the achievement of milestones. Please list specific targets/milestones (e.g. Conference/Seminar; publication of a technical paper; stakeholder consultation, etc. Insert additional rows if necessary based on schedule of activities to be executed. A Project Implementation Chart that shows the sequencing of major project activities should be included in the Appendices (a separate Excel template has been provided)]

<b>Activity</b>	<b>July - Dec 2012</b>
<i>[Outline an activity or set of activities related to a specific component of the project]</i>	
<b>Milestone:</b> <i>[Insert a specific deliverable for this activity or set of activities e.g. progress report, seminar/conference, publications etc.]</i>	<b>Projected Date</b>
<b>Activity</b>	<b>Jan - June 2013</b>
<b>Milestone:</b> <i>[Insert a specific deliverable for this activity or set of activities e.g. progress report, seminar/conference, publications etc.]</i>	<b>Projected Date</b>
<b>Activity</b>	<b>July - Dec 2013</b>

<b>Milestone:</b> <i>[Insert a specific deliverable for this activity or set of activities e.g. progress report, seminar/conference, publications etc.]</i>	<b>Projected Date</b>
<b>Activity</b>	<b>Jan - June 2014</b>
<b>Milestone:</b> <i>[Insert a specific deliverable for this activity or set of activities e.g. progress report, seminar/conference, publications etc.]</i>	<b>Projected Date</b>
<b>Activity</b>	<b>July - Dec 2014</b>
<b>Milestone:</b> <i>[Insert a specific deliverable for this activity or set of activities e.g. progress report, seminar/conference, publications etc.]</i>	<b>Projected Date</b>
<b>Activity</b>	<b>Jan - June 2015</b>
<b>Milestone:</b> <i>[Insert a specific deliverable for this activity or set of activities e.g. progress report, seminar/conference, publications etc.]</i>	<b>Projected Date</b>



## Approvals

<b>Project Team Leader</b>	
I certify that the information presented in this project proposal is accurate to the best of my knowledge and commit to the timely execution of this project and the achievement of its objectives. I acknowledge my responsibility to submit periodic technical and financial reports to the RDI Fund Secretariat and the Bursary.	
----- Project Team Leader	----- Date
<b>Non-objection by the Faculty</b>	
The Faculty has noted the approval of this project by the RDI Fund and has no objection to the execution of this project by the project Team Leader and the members of the research team.	
----- Dean of the Faculty	----- Date
<b>RDI Fund</b>	
This project has been approved by the Technical Evaluation Committee.	
----- Professor Clement Sankat Chair – RDI Fund Technical Evaluation Committee Pro Vice Chancellor and Campus Principal	----- Date
<b>Bursary</b>	
I certify the availability of funds for this project as approved by the Technical Evaluation Committee of the RDI Fund.	
----- Ms. Carla Dubé Member–RDI Fund Technical Evaluation Committee Campus Bursar	----- Date

## **List of Appendices**

- Appendix 1: Detailed Project Budget (using template provided)
- Appendix 2: Project Implementation Chart (using template provided)
- Appendix 3: Bibliographical References
- Appendix 4: Curriculum Vitae for Team Leader (including a list of past research grants awarded, projects completed and summary of main outputs)
- Appendix 5: Curriculum Vitae for each member of the project team
- Appendix 6: Letters of confirmation of counterpart funding
- Appendix 7: Any additional Information (e.g. supporting letters from partner institutions)