

# Guidelines for Research and Financial Proposal Submission

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## **Research Proposal**

Applicants must submit a Research Proposal. This document should provide a broad outline of the project idea and will serve as the basis for review and selection. The proposal should be clear, concise, and limited to up to **3 pages**, with **1.5 spacing** and a **12-point font**. The proposal should include the following:

### **Title**

Provide a short, meaningful title that reflects the focus of your research.

### **Abstract**

Summarize your project idea in 3–5 sentences, covering the problem, objectives, and expected contribution.

### **Research Theme & Motivation**

- Indicate which research theme (from the call for proposals) your project aligns with.
- Briefly explain why this topic is important and relevant to Pakistan's labor market.

### **Preliminary Literature Review**

A short overview of existing research and justification of how your study will add value.

### **Problem Statement and Research Question**

Provide a **clear and concise description** of the research problem or gap that your study aims to address. Clearly explain why this problem matters and what remains unresolved in existing research.

In addition, state your **primary research question(s)** and, if applicable, your **hypotheses** that will guide the study. These should directly connect to the identified problem and frame the direction of your research.

### **Methodology**

Indicate your proposed research approach (e.g., survey, interviews, data analysis).

### **Policy Relevance**

Explain how your proposed research could inform and influence policy. Discuss the potential real-world implications of your findings and how they could be used to create positive change.

### **Timeline of the Study**

Provide a tentative timeline for how you will complete the project (e.g., literature review, data collection, analysis, writing).

### **References**

Provide 2–3 references to demonstrate familiarity with the research area.

## **Financial Proposal**

*A detailed financial proposal will be submitted separately.*

At this stage, candidates must simply indicate that they understand eligible reimbursable activities. Reimbursable activities include:

- Travel related to research.
- Gifts or tokens of appreciation for respondents (if applicable).
- Access to paid websites, databases, or tools necessary for research.

The financial proposal must be prepared in an Excel sheet with the following columns:

1. Action Item – The specific activity or resource (e.g., survey printing, travel, data collection).
2. Cost per Unit – The cost of one unit (e.g., cost of one survey, per trip, per respondent).
3. Total Units – The number of units required.
4. Total Cost – The total cost for that item (Cost per Unit × Total Units).

After completing the table in Excel, convert it into PDF format and upload it through the official form provided.