Agricultural Development Program

Guide for ADP Proposal Submission

Proposals submitted to ADP should include the following sections.

1. *Proposal Title (English and Arabic)*
2. *Abstract (English and Arabic)*
3. *Introduction with relevant background.*
4. *Project Objectives.*
5. *Materials& Methods.*
6. *Facilities and Equipment.*
7. *Budget.*
8. *References.*
9. *Annexes.*
   - *9.1 Annex 1: CV format*
   - *9.2 Annex 2: Budget format*
   - *9.3 Annex 3: Logical Framework Matrix*
   - *9.4 Annex 4: GANTT Chart*

Following is a brief explanation of each of the above mentioned sections:

Table of Contents (Recommended)

1 Proposal Title (English and Arabic) 3

2 Abstract 3

3 Introduction with relevant background. 3

4 Project Objective(s) 3

5 Material &Methods 3

6 Facilities & Equipment 4

7 Budget 4

8 List of References 5

9 Annexes 6

9.1 Annex 1: CV format 6

9.2 Annex 2: Budget format 7

9.3 Annex 3: Logical Framework Matrix 8

9.4 Annex 4: GANTT Chart 8

1 Project Title:

Including the project title in Arabic and English.

2 Abstract

The proposal abstract should not exceed three hundred words and should appear at the beginning of the proposal. The abstract should briefly include:

1. Description of the project in view of the Strategy for Sustainable Agricultural Development (2030) needs.
2. Objectives and methodology.
3. Innovative approaches, if any.
4. Project benefits and the expected outputs.

3 Introduction with relevant background

The Proposal should start with an Introduction which gives a background on the subject and should address the following:

• The problem to be addressed.

• A brief Literature review.

• Document and quantify the significance of the problem.

• The objectives of the proposal.

• Relevancy of goals with the Strategy for Sustainable Agricultural Development (2030)

• Activities to be conducted to fulfill these objectives

4 Project Objective(s)

The objectives should describe clearly the expected outcome of the project which should be achievable within the suggested project duration.

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5 Materials & Methods

The materials and methods section should contain:

1. Description of the materials to be used throughout the proposed work.
2. Methods you plan to use to accomplish your objectives
3. Description of how you will implement these methods and who will be responsible for the implementation of each objective.
4. Description of the staff expertise involved.
5. Description of the plan of action.
6. Time frame required for the project implementation.

6 Facilities & Equipment

- A list of adequate facilities confirming the capabilities of the proposing institution's strength in the intended field of study.

- The description of facilities should include any special equipment or assets in the institution's involved.

- Justification should be provided for additional items needed to complete the work.

- The proposal must document the availability to use another organization's facilities or equipment.

7 Budget

The budget should contain an explanation and calculations of the project budget. The following items should be taken into consideration:

a. Itemize and account for all costs
b. Justify budget items
c. Try not to overestimate or underestimate resource needs.

Budget lines may include:

- Wages: This budget line states the salary to be paid to the staff involved in the project. It should contain an estimation of the percentage of time each person listed will be spending on the project.

- Rental, lease, or purchase of equipment. It includes research fields and office equipment.

- Materials and operation costs: consumables, transportation, per diems, services and labor wages (i.e. chemicals, glassware, seeds, fertilizers, fuel, maintenance, sample analyses, land and car rent, local transportation).

- International Travel: Costs related to travel (tickets, per diem, etc.)

- Other costs: For items that do not fit into other budget line items such as publications, attending workshops, symposium, etc.

- Indirect costs: Overhead of the P.I's institution as a compensation for costs that cannot be quantified, including administrative and accounting costs, maintenance and operation of equipment, etc.

Sources of funding for the above mentioned budget items, may include: funds requested from the ADP, co finance from other sources (including your institute).

Annex 2 of this template illustrates a suggested budget format.

8 List of References

- If the proposal contains a limited number of references, footnotes may be used in the text to cite them.
- If references are used extensively, they should appear after the budget and in separate list form where they arenumbered as they occur in the text.

9 Annexes

9-1 Annex1: CV format of PI, Co-PI and main researchers

Please copy the following sections to your word processing and fill them up. Please fill all sections included

9.1.1 PERSONAL DETAILS

Surname	
Other names	
Title	Prof □ Dr □ Mr. □ Mrs. □ Miss □ Ms □ Other □ Please specify
Gender	Female □ Male □
Address	
Office Telephone	
Mobile	Email
Date of birth	Day Mo Yr Place of birth

9.1.2 EDUCATION

Please start with the most recent degree (use extra lines if necessary)

Faculty/University/Other	Degree obtained	Dates (from-to)

9.1.3 EMPLOYMENT HISTORY

Please start with your /most recent post first (Use extra lines if necessary)

Employer	Position	Dates (from-to)

9.1.4 MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

9.1.5 FIELDS OF INTEREST

9.1.6 MAIN PUBLICATIONS

9.1.7 PATENT/ GRANTS/ AWARDS

9.1.8 ADDITIONAL INFORMATION

Please state any additional relevant information

9.2 Annex 2: Budget format

This format must be estimated for each year of the project

Eligible break down costs ADP support (L.E.)			**Cost sharing(L.E.)**	**Total project(L.E.)**
Wages (should not exceed 20 %)	PI (Wages per month) multiplied by number of months. Please indicate the % of time spent by each person in the project			
	For each of the Assistants, please indicate the wages per month multiplied by number of months. Please indicate the % of time spent on the project			
	Total			
Equipment	ADP purchases			
	Non-ADP purchases			
	Total			
Material and operating costs	Consumables			
	Transportation & per diem			
	Services and labor wages			
	Stationary			
	Miscellaneous			
	Total			
Travel Intern.	Air tickets			
	Per Diem			
	Conference registration fees			
	Total			
Other costs	-----			
	Report preparation			
	Publication Costs			
	Telephone and ---			
	other direct costs			
Total Direct Cost				
Indirect costs not to exceed 10% (Divided equally between P.I's institute (5%) and organization (5%))				
Total project cost (Direct + Indirect Costs)				

* Percentage of allocated budget for each Item will be negotiable.

9.3 Annex 3: Logical Framework Matrix

Logical Framework Matrix (LFM) is an analytical, presentation and management tool, which helps in developing a high quality project design.

Use ADP template, available at LFM Format, to develop an LFM for your project. This template will guide you on how to fill the LFM. The developed LFM must be uploaded together with the project proposal.

9.4 Annex 4: GANTT Chart

- This is a graphical representation of a project's schedule.
- To develop your GANTT chart, you should start by specifying the main tasks/ activities making up your project.
- Then break down each main task/ activity to its sub tasks/ sub activities.
- The amount of time required for each task/activity and sub tasks/ sub activities is represented as a horizontal bar on the chart.
- Those horizontal bars of varying lengths represent the sequences, timing, and time span for each task/ sub task.

Notes:

- You will need to highlight the dates of reports submission in alignment with ADP guidelines.
- You need to estimate the cost of the main activities in your project. The sum of the costs of those activities must be equal to the budget request in your project proposal.
- The Total Salaries should not exceed 20% of the total budget.
- The indirect costs should not exceed 10% of the total budge (5% PI's Institute + 5% PI's organization).

Use ADP template, available in Annex 4, to develop a GANTT chart for your project. This template will guide you on how to develop a GANTT chart. The developed GANTT chart must be uploaded together with the project proposal.

Annex 3

9.3 Logical Framework Matrix

Project Title:

Project ID:

Principle Investigator:

Activity description	Performance Indicators	Means of Verification	Risks and Assumptions
Goal (Overall Objective)			
Project Objectives			
Outputs (Results)			
Activities			

Annex 4

9.4: GANTT Chart

Project Title
Project ID
Principle Investigator
Start Date:
Expected End Date:

	Tasks/ Activities	Start	End	Duration (Days)	% Completed	Working Days	Days Complete	Remaining Days	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36	Expected cost (L.E)