

# PART B – RESEARCH PROPOSAL WRITING PROCESS

## B.1 Objective

To transform a strategic funding opportunity into a competitive, compliant, and high-quality proposal that accurately reflects THINK's expertise, partnerships, and implementation capacity.

## B.2 Proposal Development Process

### Step 1 – Proposal Kickoff

Within one day of confirming grant eligibility.

- Review the funding call line by line.
- Create a compliance checklist from every mandatory requirement.
- Assign responsibilities and deadlines.
- Establish internal submission timelines.

### Step 2 – Backward Planning

Work backward from the submission deadline.

Minimum milestones should include:

- Concept development
- Letter of Intent submission (if applicable)
- First proposal draft
- Budget completion
- Scientific review
- Compliance review
- Revision period
- Institutional approvals
- Final submission

Internal deadlines should precede external deadlines by at least 48 hours.

## Step 3 – Develop the Concept Note

Where required:

- Prepare a one-to-two-page concept note.
- Obtain feedback from internal reviewers.
- Incorporate funder feedback before beginning the full proposal.

## Step 4 – Develop the Scientific Core

Draft proposal components in the following order:

1. Research questions and objectives.
2. Background and significance.
3. Innovation statement.
4. Research design and methodology.
5. Preliminary findings or feasibility evidence.
6. Project timeline.
7. Dissemination strategy.
8. Knowledge translation plan.
9. Risk management framework.
10. Sustainability strategy.

For AI-related proposals, additional sections should address:

- Responsible AI principles.
- Data governance.
- Inclusion and accessibility.
- Bias mitigation strategies.
- Ethics and privacy considerations.
- AI safety measures.
- Stakeholder engagement plans.

## Step 5 – Develop Supporting Documentation Concurrently

Supporting documentation should be prepared throughout proposal development and not immediately before submission.

Required documents may include:

- Budget and budget justification.
- CVs or biosketches.
- Letters of support.
- Data management plans.
- Ethics documentation.
- Institutional certifications.
- Partnership agreements.

- Facilities statements.
- References and appendices.

## Step 6 – Internal Review

All proposals must undergo:

### a) Scientific Review

Assess:

- Clarity
- Innovation
- Methodological rigor
- Feasibility
- Strategic alignment

### b) Compliance Review

Assess:

- Eligibility
- Formatting requirements
- Required attachments
- Budget compliance

### c) Financial Review

Assess:

- Cost allowability
- Budget calculations
- Institutional rates
- Cost-sharing obligations

## Step 7 – Revision and Quality Assurance

All revisions should be tracked.

Following revisions, verify:

- Page limits
- Budget consistency
- References
- Formatting requirements
- Supporting documentation

## Step 8 – Final Compliance Review

Confirm:

- Fonts and margins comply with guidelines.
- File names follow required conventions.
- Required attachments are included.
- Submission portal requirements have been met.

## Step 9 – Institutional Approval

Obtain all required approvals before submission.

Institutional approval timelines should be incorporated into proposal schedules and should never be treated as a final-day activity.

## Step 10 – Submission

All proposals should be submitted a minimum of 24–48 hours before funder deadlines.

Following submission:

- Save confirmation receipts.
- Archive all submitted materials.
- Update the grants tracker.

# B.3 Pre-Submission Checklist

Before submission, confirm that:

- All funder requirements have been met.
- Page and word limits are respected.
- Budgets are internally consistent.
- Supporting documents are complete.
- Letters of support are signed.
- Institutional approvals have been obtained.
- Formatting requirements have been met.
- Submission confirmation has been received.

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Revision #1

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