|  |  |  |
| --- | --- | --- |
|  | **ANNEXE B:**  **PROJECT PROPOSAL FORM** |  |

|  |  |
| --- | --- |
| **Table of contents** | **Method of writing** |
| **1. Overview** | - Summarise and describe the aims, objectives, scopes, prerequisites of the proposal with a clear understanding of the purpose and content of the project.  - Literature review  - Describe the expected effects of the research. |
| **2. Performance** |  |
| **2-1. Strategy** | - Describe overall work strategies for efficient project implementation that are satisfied with ToR.  - It may include creative proposals other than those presented in ToR. |
| **2-2. Methodology** | - Describe detailed research methodology to develop data collection tools (consent forms and survey questionnaires).  - Describe detailed methodology on data collection and analysis. |
| **3. Management** |  |
| **3-1. Schedule and Plan** | - Describe detailed timeline and plan. |
| **3-2. Management Method** | - Describe how you will manage the research process. |
| **3-3. Reporting and Feedback** | - Describe plan for reporting and feedback. |
| ***\* Any other structures no mention in regard to writing up the report should be followed by general academic writing*** | |

**§ The guideline for document format**

- Portrait format

- Maximum of **10 PAGES** excluding appendices.

- Times New Roman or Arial with 11 pt font size.

- Margins need to be set at: 2.5cm left-hand margin, 3cm top margin, 2.5cm right-hand margin, 2.5cm bottom margin.

- 1.5 line spacing

- Pages should be numbered consecutively throughout, including appendices.

- Page numbers should be centred at the bottom of each page.