**GUIDELINES ON THE RESEARCH PROPOSAL FORMAT FOR NIH RESEARCH GRANTS**

v. October 2022

Note: Unless otherwise indicated, sections listed are REQUIRED.

1. **Administrative Information**
   1. Title:
   2. Principal Investigator, Affiliation
   3. Implementing Unit
   4. Co-investigator/s, Affiliation \*(as applicable)
   5. Collaborating Unit/s \*(as applicable)
   6. RGAO Registration Code
   7. NUHRA 2017-2022 Topic/s: to indicated under which NUHRA topic the research is under
   8. Sustainable Development Goal/s: to list all applicable SDG/s the research supports
   9. Policy Implications: to describe how the results of the research could potentially impact on existing health policies or support the formulation of new ones
   10. Research Dissemination Plan: to describe the different how the results of the research will be disseminated
   11. Copyright/Patent Potential: to describe any output of the research that could be copyrighted or patented (put NONE if not applicable)
2. **Research Proposal**
   1. Introduction / Background
   2. Rationale / Significance of the Study
   3. Study Objectives
   4. Methods
   5. Ethical Considerations
   6. Scope and Limitations
   7. References
   8. Timelines and Deliverables
   9. Line-item Budget (see format below)
   10. Appendices:
       1. Flowchart of activities
       2. Dummy tables
       3. Case report forms / data collection forms
       4. Informed consent form \* (as applicable)
       5. Questionnaire\* (as applicable)
       6. Curriculum vitae of all investigators (1-page each only)
3. **Research Project Workplan Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTIVITIES | FIRST QUARTER | SECOND QUARTER | THIRD QUARTER | FOURTH QUARTER |
|  |  |  |  |  |

1. **Research Project Workplan Schedule**

|  |  |
| --- | --- |
| FIRST QUARTER | SECOND QUARTER |
|  |  |
| THIRD QUARTER | FOURTH QUARTER |
|  |  |

**Line-item Budget (LIB) Format:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUANTITY** | **UNIT** | **RATE/UNIT PRICE** | **AMOUNT** |
| **Maintenance and Other Operating Expenses (MOOE)** | | | | |
| Local Travel Expenses |  |  |  |  |
| Supplies and Materials |  |  |  |  |
| Communication Expenses |  |  |  |  |
| Other Professional Services |  |  |  |  |
| Representation Expenses |  |  |  |  |
| Transportation and Delivery Expenses |  |  |  |  |
| Printing, Photocopy and binding Expenses |  |  |  |  |
| **TOTAL:** |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** | TOTAL |
| **MOOE** |  |  |  |  |  |
| Local Travel Expenses |  |  |  |  |  |
| Supplies and Materials |  |  |  |  |  |
| Communication Expenses |  |  |  |  |  |
| Other Professional Services |  |  |  |  |  |
| Representation Expenses |  |  |  |  |  |
| Transportation and Delivery Expenses |  |  |  |  |  |
| Printing, Photocopy and binding Expenses |  |  |  |  |  |
| Subtotal MOOE: |  |  |  |  |  |
| Other sources |  |  |  |  |  |
| Subtotal: |  |  |  |  |  |
| **GRAND TOTAL:** |  |  |  |  |  |