

# GUIDELINES FOR WRITING THE PROJECT PROPOSAL / RESEARCH APPLICATION

## APPENDIX A



To enable us to evaluate your proposal and to make the necessary arrangements for the implementation of your project, please use the following format when drawing up the proposal (which serves as the research application). Failure to supply the required information will result in a delay in project registration.

### Contact Details

Main Researcher:	
Institution, Telephone, Fax, Cell number, physical address and E-mail address:	
Co-worker/s:	
Institution/s, E-mail addresses	

[Please provide abbreviated CV of main researcher outlining experience in the field of study for which this proposal is submitted.]

- Title:** *Please provide a concise and informative title, with sufficient information to provide an accurate indication of the scope of the project.*
- Introduction/ Project Statement/Rationale/Background:** *Provide a short introduction to the envisaged research and indicate, where relevant, how it relates to other projects or programmes. Include a brief discussion of the problem, the reasons for the research (i.e. motivation), including why the research cannot be done elsewhere, and a short summary of the relevant literature. A full review is not required.*
- Summary details:** Please provide clear unambiguous responses to the following questions:
  - *Who is the project being undertaken for?*
  - *Duration of the project*
  - *What are the project phase timelines?*
  - *Who will benefit from the project being achieved?*
  - *Who is funding the project?*
  - *What is the study area for the project?*
  - *How may the study benefit the National Park?*
  - *What assistance is expected, if any, from the National Park?*

4. **Keywords:** *Include 3-8 words/phrases that are not in the title but that will enable subject indexing of the project.*
5. **Objectives and key questions:** *Objectives should be concise and realistic, and it must be possible to establish during reporting whether the objectives have been met. Long-term objectives should cover the duration of the study and should not be changed without motivation and informing the Science Liaison Officer. Researchers must report on progress in achieving stated objectives in their annual and final reports.*
6. **Work procedure:** *A summary is required of the research material used, samples needed and the methods to be followed. The details must conform to acceptable scientific standards. In order for SANParks to be able to evaluate the practical and logistical implications of your project, please provide information on the following:*
  - 5.1 **Study area.** *Define clearly the area where you would like to work, if possible providing GPS locality information.*
  - 5.2 **Activities in study area.** *The type of activity in the study area must be described. What is going to be done in the study area? How will it be done? What equipment will be used? Will it be done from a vehicle or on foot? Will it be necessary to leave roads and firebreaks?*
  - 5.3 **Description of animals/plants/people.** *List the animals or plants and/or people that you will be working with.*
  - 5.4 **Handling of animals/plants.** *If animals are to be handled and/or kept in captivity, a detailed description of the capture procedure, drugs, housing (cages and food), or any other manipulation of the animals is needed. This information is vital for a review of the ethical aspects of the project by the Animal Use & Care Committee.*
  - 5.5 **Collecting.** *If you need to collect plants, animals (dead or alive), archaeological material, etc. this must be described and the number clearly stipulated. Give reasons for the number required, preferably justified on statistical grounds. Supply name of institution (e.g. museum, herbarium) where specimens will be deposited.*
7. **Major Milestones:** *List all major reviews, outputs (i.e. documents, theses) or deliverables planned and their prospective dates.*
8. **Project Risks:** *List and classify all risks against achieving your objectives as either high, medium or low risk. High risk and medium risk items should have brief statements indicating fall back plan actions.*
9. **Environmental Impacts:** *Describe what impacts the research will have on the environment as well as what rehabilitation will be undertaken, where necessary.*
10. **Ethical considerations: (Only applicable to Social Science Research):** *Describe, where applicable, how your research will adhere to the recognised social science ethics, as described in the Guidelines for Research Applications.*