

## Components of a Proposal / Project Report

Topic	Description	Size (Max)
<b>Summary</b>	Umbrella statement of the case and summary of the entire proposal	1 page
<b>Statement of Need</b>	Why this project is necessary; identification of the problem and research need	1 pages
<b>Literature Survey</b>	Summary of papers and reports available on the research problem	2 pages
<b>Objective and Scope of the Proposal</b>	Goals of the proposal in detail	1 page
<b>Project Description</b>	Nuts and bolts of how the project will be implemented and evaluated	3 pages
<b>Project Deliverables</b>	Should be clearly written, point wise and the tangibility of the deliverables should be clearly understood	1 page
<b>Time Line</b>	Month-wise break-up with identifications of milestones to be achieved in the indicated time	1 page
<b>Funding Requirements and Budget</b>	Financial description of the project plus explanatory notes	1 page
<b>Organizational Information</b>	Structure of the Organization and relationship of the proponent(s) with the organization where the funding will be made.	1 page
<b>Declaration and attestation</b>	Statutory formalities	1 page
<b>Biodata and experience of Proponent(s)</b>	Statements should be in brief and only related publications are required to be highlighted	As Appendix

### Summary

This first stage of the proposal is the most important section of the entire document. Here you will provide the assessor with a snapshot of what is to follow. Specifically, it summarizes all of the key information and is a document designed to convince the assessor that this project should be considered for support. The summary has to have the project title as headline and should include:

#### Problem

A brief statement of the problem or need your agency has recognized and is prepared to address (one or two paragraphs);

#### Solution

A short description of the project, including what will take place and how many people will benefit and in what way, they will benefit, from the program, how and where it will operate, for how long, and who will staff it (one or two paragraphs).

## **Statement of Need**

Beyond the summary, the need statement should be based on the interest generated from the summary statement. The task is to build on this initial interest in the project by enabling the assessor to understand the problem that the project will deal with.

The statement of need will enable the assessor to learn more about the issues. It presents the facts and evidence that support the need for the project and establishes that the proposal can reasonably address them. The information used to support the case can come from authorities in the field, as well as from the proponents' experience.

The need section is required to be succinct, yet persuasive assembling all the arguments. Presentation should be made in a logical sequence that will readily convince the assessor of their importance. In marshalling the arguments, the following points may be considered.

- Facts or statistics best support the project. Be sure the data presented are accurate. There also should be a balance between the information presented and the scale of the program.
- Give the assessor hope. The picture painted should not be grim as to give the impression that the solution appears hopeless. Avoid overstatement and overly emotional appeals.
- Determine whether it is reasonable to portray the need as acute, in the sense that the proposal is something that serves certain unsolved purpose of the State Pollution Control Board within its' mandate.
- Argue whether it can be demonstrated that the proposal can address the need differently or better than the already available knowledge, information and analysis that preceded it. It is often difficult to describe the need for a project without being critical of the rest. This may be carefully avoided. It is required to describe how the outcomes of the proposal complement, but do not duplicate, the work of others.
- Avoid circular reasoning. In circular reasoning, one presents the absence of proponents' solution as the actual problem. Then the solution is offered as the way to solve the problem.
- The statement of need does not have to be long and involved. Short, concise information captures the reader's attention.

## **Literature Survey**

Relevant literature and the findings described therein are required to be delineated. Non mention of published papers or reports are considered to be major drawback of a proposal.

## **Objective and Scope of the Proposal**

Objective of a proposal is a short and simple statement that is built on the need statement. An objective statement makes understanding of the purpose of the proposal easy. Scope of the work identifies, may be in multiple points, the option of the present work on the backdrop of the problem identification. A scope of work has to have a clear linkage with the available information and the capability of the project proponent(s). Objectives are to be framed so as to be measurable outcomes of the program. They should be such as to imply methods as well.

Objectives must be tangible, specific, concrete, measurable, and achievable in a specified time period. Grant seekers often confuse objectives with goals, which are conceptual and more abstract.

### **Project Description**

Details of plan of work, site description, methodologies adopted etc.. This portion can not have a defined format and changes with the nature and field of the the problem.

### **Project Deliverables**

Sharp statements are required to identify the deliverables. The assessor always wishes to understand the outcomes of the project. Unambiguous statements in this section should appear to identify the project deliverables.

### **Time Line**

Identification of milestones are important for this section. The time lines are presented in various ways, employing simple statements, bar charts, or other diagrams. These are mere presentation techniques, what is important is to communicate how and when the milestones are proposed to be reached. This has to be in commensurate with the project deliverables.

### **Funding requirements and Budget**

An explanation of the amount of grant money required for the project and plans for funding it in the future for sustenance in case the project has a way forward (one paragraph).

The budget for the proposal may be as simple as a one-page statement of projected expenses. Or the proposal may require a more complex presentation, perhaps including a page on projected support and revenue and notes explaining various items of expense or of revenue.

### **Expense Budget**

During the course of assembling the budget, go back through the proposal narrative and make a list of all personnel and non-personnel items related to the operation of the project. Be sure that you list not only new costs that will be incurred if the project is funded but also any ongoing expenses for items that will be allocated to the project. Then get the relevant costs from the person in your organization who is responsible for keeping the books. You may need to estimate the proportions of your organization's ongoing expenses that should be charged to the project and any new costs, such as salaries for project personnel not yet hired. Put the costs you have identified next to each item on your list.

### **Organizational Information**

Normally a resume of the organization should come at this section. The natural inclination may be to put this information up front in the document. But it is required to be put in this section of the project. Administrative relationship and financial controls of the organization in relation of the proposed project are required to be mentioned here. Most important in this section is to put the available institutional facilities and details of available equipment and accessories to be utilized for the project. These statements are required to be certified in the following section.

**Declaration and attestation**

This declaration is to be done in the way prescribed below.

We certify that all the details declared here are correct and complete.

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Signature of PI with Date

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Signature of Co-PI with Date

**Certificate of the head of the Department and Institution**

The present proposal is being submitted with full cognizance of the undersigned. The necessary institutional facilities are available and will be provided for the implementation of this research proposal being submitted to the West Bengal Pollution Control Board for funding. Full account of expenditure will be rendered by the institution yearly as required by the funding agency communicated in form of grant order.

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Name of the head of the Department

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Signature with date & Seal

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Name of the head of the Institution

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Signature with date and Seal