

## **Concept Note Submission Guidelines**

All the concept notes must be submitted online, whether you are applying as an individual member or an institutional member you have to fill up the online concept note form. You have to log in with your user name and password to fill up the online form, if you are not a member please kindly be a member of our mailing list and then log in to submit the concept note. Membership is free of cost.

### **How to submit a Concept Note to SANDEE**

Click on “**Applications**” – this is on top-left of the web page.

#### **Two options:**

##### **1. If already a *Member***

Type in “Username” and “Password”

You will reach the Concept Note page.

Please fill in the required information.

You have two options: “Submit” or “Save as Draft”.

Use the “Submit” option if you are sure that all the information is in. If you want to update it later before final submission please use “Save as Draft option.” .

##### **2. If *not* already a *Member***

If you do not already have a “Username”,

Click on “Individual Membership Form” to become a member.

Once you have successfully created an account go to step 1 and follow the sequence there to submit your concept note form.

### **While preparing the concept note for SANDEE, please follow the following guidelines**

The total length of your concept note should not exceed 1500 words. Concept note with more than 1500 words will not be reviewed. Find below the sample of the online concept note submission form. **Please note, this words limit is applicable to items G – O only, and each of these sections has its own limit. If you are preparing your proposal as a Word file, before uploading it to the website, select sections G- O, and go to tools→word count, and see if your text is within the 1500 words limit.** If it is within limit, then open the online form, and copy and paste all subsections appropriately before submitting. In your pre-proposal, please provide the following information:

#### **A. Name of Principal Investigator:**

Gender:

Date of Birth:

Institutional affiliation:

Address:

Telephone:

Office

Residence

Mobile

Designation:

Email address:

**B. Study Title: (No more than 15 words)**

**C. Name of co-investigator(s), if any:**

Gender:

Address:

Telephone:

Office

Residence

Mobile

Email address:

Institutional Affiliation:

**D. Country:**

**E. Date of Proposal Submission:**

**F. Total Budget:**

Amount (USD):

Local Currency:

**G. Research Problem:**

Provide a clear and simple description of your research problem (maximum 200 words)

**H. Policy Context:**

Describe how your research would inform specific management or policy reforms (maximum 200 words)

**I. Objectives:**

Identify overall study goals and specific research objectives (maximum 100 words)

**J. Literature Review:**

Please restrict your review to literature most pertinent to the study (maximum 300 words). Identify at least three papers whose methodology/model you are most likely to use/build on.

**K. Hypotheses/research questions to be tested or answered (maximum 25 words each)**

**L. Analytical Methods:**

This section needs to follow from and be tied to the identified hypotheses (maximum 200 words)

**M. Description of the Study Site (if any) and data requirement (maximum 100 words)**

**N. Proposed Analysis (maximum 200 words)**

**O. Potential Policy Implications: (maximum 100 words)**

P. Personal Details of Principal Investigator:

**1. Educational Qualifications (starting from Bachelor's degree):**

Degree Name	Subject	Topic of dissertation	Institution	Year Passed
Bachelor				
Masters				
Ph.D.				

**2. Three best publications (if any):**

Title	Published in/as	Year	Page

**3. Two most important research projects (if any)**

Project Title	Sponsoring Authority	Years

**4. Current teaching responsibilities (if any)**

Course Title	Degree	Hours/Credit

Q. If you have co-PI, please include personal details of co-PI as well (same as P: 1- 5).