

GUIDELINES FOR PRESENTATION OF RESEARCH PROPOSALS

LACEEP's research awards are granted through twice-yearly competitions. Since funding is limited, the assessment of proposals is done on a competitive basis involving several revisions, both internal and external, i.e. by scientists specifically appointed to review and comment the proposals. Proposals will be evaluated according to their quality and pertinence. The issues discussed should be relevant to the Latin American and Caribbean context and should include economic analysis of environmental problems or policies. Innovative research topics and methods are encouraged.

The grant program is aimed at junior researchers who are citizens of any country in Latin America or the Caribbean. Applicants should have prior training in economics, preferably at the master's level or higher and be attached to an institution in the LAC region or be currently enrolled in a Ph.D. program. Ph.D. students and postdoctoral researchers working outside the region should convincingly demonstrate their willingness to work in Latin America after concluding their studies. Projects may be carried out by individuals or teams¹. Grants may also be assigned to cover the cost of PhD fieldwork, leading to a chapter (not necessarily the whole) thesis². The research budget should not exceed US\$ 15.000. Projects should be one year in duration.

The proposal should be at most 10 pages (font size = 12, font type = times new roman, paragraph spacing = 1.5). Additional information may be attached as an annex. Applicants are strongly encouraged to write their proposals in English to facilitate the revision by researchers not fluent in Spanish. The proposal should follow exactly these guidelines, (please name your file: "last name – full dd-mm-yy") and include the following sections:

FULL RESEARCH PROPOSAL – LAST NAME

1. COVERING PAGE AND ABSTRACT

- a) Title of the project;
- b) Project leader (name and nationality);
- c) Contact information: (name, address, telephone, fax, email);
- d) Institution;
- e) Date of submission;
- f) Abstract: a one-paragraph summary of the proposal.

¹ Teams must name a responsible person, who will attend all workshops.

² LACEEP does not cover tuition or residence.

2. RESEARCH PROBLEM

This section should provide a clear description of the problem to be investigated, and the questions that will guide the research process. It should include information on:

- a) the scientific and policy relevance of the problem to be investigated;
- b) an overview of the literature related to this problem; and,
- c) a statement as to how the research project will contribute to the solution of the problems identified.

3. RESEARCH OBJECTIVES

- a) General Objectives - the overall aims of the research project; and
- b) Specific Objectives - the elements of the research which are directly addressable by the methodology.

4. RESEARCH METHODS

This section should be 2-3 pages long and describe in detail the research design and procedures to be followed to achieve each research objective.

The following information should be included:

- a) the hypotheses to be tested or research questions to be answered.
- b) the variables or factors to be measured or otherwise addressed by the research.
- c) where applicable, a description of the population and samples to be used in data gathering, including explanations of sampling or selection procedures.
- d) the methods to be applied in collecting primary and secondary information, indicating instruments to be used, and sources of information. If draft questionnaires are available, those should be attached.
- e) if economic valuation methods are used, an indication of any relevant biases in these methods, and the means by which these biases would be overcome in this project.
- f) the procedures and techniques for processing and analysis of information.

Where applicable, due attention should be given to gender as a variable in the research design (e.g. disaggregation of data by gender; assessment of the differential impact of practices or policies, and so on).

Comments from the scientific supervisors are likely to improve or/add to this section, which will then ultimately serve as an action plan for your research activities.

XII ROUND

5. EXPECTED RESULTS AND DISSEMINATION

These should be specified and could include:

- a) the solution of specific problems upon which the research has focused;
- b) new knowledge in the scientific area under inquiry;
- c) policy formulation and/or implementation;
- d) methodological development in the field of inquiry.

This section should also describe the ways in which the project's findings will be disseminated. These could include seminars, and publications.

6. INSTITUTION AND PERSONNEL

This section should describe:

- a) the prior experience and training of the researcher or research team, including curriculum vitae;
- b) the role and responsibilities of each member of the research team;
- c) where applicable, information on the implementing institution(s).

7. TIMETABLE

This section should include a schedule of activities for the duration of the project. Normally, LACEEP grants will be of 12 months duration.

8. BUDGET

The ceilings for research budgets (financed by LACEEP) have been set at US\$ 15.000.

The budget should be submitted in US dollars. "Budget Notes" should be included for any items requiring justification or clarification. The budget should be divided into two parts: (a) direct research costs and (b) remuneration.

a) Direct Research Costs

- a1. Research Expenses - Research expenses encompass services and materials (including reference materials) required to carry out the research. They can include remuneration to research assistants; vehicle hire; consumable goods or non-capital equipment such as photocopier supplies; maintenance of research equipment; computer services, data analysis; local travel.
- a2. Dissemination - This budget category includes the cost of project-related seminars organized by the recipient to disseminate research results. It also includes the costs of publishing, and distributing reports, such as publications, bibliographies, abstracts, databases, etc.

XII ROUND

- a3. Support Services - Support services should only encompass those administrative costs that are not directly related to research. They can include clerical, accounting or secretarial help, general office expenses, office accommodation, rent and utility charges, 30% (i.e. not the full cost) of typical capital goods in a research project (computers, printer); communication and postage expenses, computer services of an administrative nature, unrelated to data analysis; photocopying and general office costs.
- a4. Overheads – LACEEP does not permit the payment of unspecified overhead charges in addition to support services. The budget may include: (1) support services, as described in (iii); or (2) an unspecified overhead, expressed as a percentage of the total budget but not both. In either case, the amount requested should not exceed 13% of the total budget.
- a5. *Recipient Contribution* - The budget should specify the value of any contributions from the recipient institution or other local funding source to the project. This may include salaries and facilities provided to the researchers.

b) Remuneration

- b1. In addition to direct research costs (as described above), LACEEP will consider requests for salary support or honoraria for the principal researcher, assuming these are consistent with the policies of the researchers' institution. Given the wide range of circumstances facing researchers, there are no fixed limits for remuneration, although it is expected that salaries do not account for the larger budget share. This section of the budget proposal should indicate and clearly justify the remuneration requested.
- b2. LACEEP retains the right to suggest changes to the budget in accordance with the objectives of the research proposal.

Proposals are reviewed in twice-yearly competitions. Visit www.laceep.org or contact lanceep@catie.ac.cr for more information on deadlines and how to participate.