**Proposal Review Form for Collaboration**

# Institute for Social and Environmental Research-Nepal

**Bharatpur Metropolitan City, Ward No. 15, Fulbari,**

**Chitwan, Nepal**

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**EVIEW PROCEDURE FORM**

**COLARBORATION WITH INSTITUTE FOR SOCIAL AND**

**ENVIRONMENTAL RESEARCH NEPAL (ISER-N)**

Institute for Social and Environmental Research-Nepal (ISER-N) is a premier research and development institute in Nepal. Since its inception, ISER-N has been devoted to conduct high quality research, training and intervention programs on social and environmental issues facing the nation. ISER-N collaborates or works with its partners in areas that match with its mission and objectives that commensurate with ISER-N’s existing capacities including infrastructure and work schedule. In order to evaluate the significance, relevance and feasibility of the proposed research, capacity building and intervention program, ISER-N has a proposal review procedure as outlined below. It is our belief that “a careful review of the proposed plan” is the first cornerstone for a successful program. Therefore, to facilitate the effective implementation and management of the program you proposed, we urge you to carefully read the following guideline, fill out the forms as accurately and concisely as possible, and submit to ISER N at iser.nepal@outlook.com

# RESEARCH, TRAINING, POLICY AND INTERVENTION

1. **GENERAL INFORMATION ABOUT THE APPLICANT(S):**

E-mail: ………………………………........ Telephone: …………………………………………...

Fax: ……………………………………… Curriculum vita (please attach a copy of your cv): ….

Department/Research center: ………………………

Home institution: …………………………

Collaborator’s name: …………………. Position: ……………………………………………

E-mail: ……………………………….... . Telephone: …………………………………………...

Fax: …………………………………….. Curriculum vite (please attach a copy of collaborator’s cv):….

Department/Research center: ………………………

Home institution: ……………………….

Collaborator’s name: ……………………. Position: ………………………………………

E-mail:………………………………........ Telephone: …………………………………………...

Fax:……………………………………… Curriculum vite (please attach a copy of collaborator’s cv):….

Department/Research center: ………………………

Home institution: …………………………

Collaborator’s name: ……………………..Position: ……………………………………………

E-mail: ………………………………........ Telephone: …………………………………………...

Fax: ……………………………………… Curriculum vita (please attach a copy of collaborator’s cv):….

Department/Research center: ………………………

Home institution: …………………………

Collaborator’s name: …………………….. Position: ……………………………………………

 **2.TYPE OF PROGRAM: (Mark as applicable)**

2.1 RESEARCH

2.2 CAPACITY

BUILDING

2.3 DISSEMINATION AND POPICY

**2.4 INTERVENTION**

 Go To 2.1 Go To 2.2 Go To 2.3 Go To 2.4

2.1 RESEARCH PROPOSAL REVIEW FORM

2.1.1. Research Title: ………………………………………………………………………………………….

**Month Date Year Month Date Year**

**………/………/………/**

**2.1.2. Duration ………/………/………/**

2.1.3. Type: (Mark as applicable)

 Exploratory, no data collection

 Secondary data analysis (analysis of de-identified data)  Primary data collection

 Other specify………………………………………………………………………….

2.1.4. Design: (Mark as applicable)

 Clinical trial involving bio specimen collection

 Clinical trial not involving bio specimen collection  Random Control Trail

 **Survey**

 Other specify …………………………………………………………

2.1.5. Design:

 **Cross sectional ** **Panel**

 Other specify ………………………………………………………………………….

2.1.6 Summary (maximum 500 words):

2.1.7 Specific aims (objectives):(maximum 300 words):

2.1.8 Significance (rationale, literature, theoretical framework - maximum 500 words):

2.1.9 Approach (research design, sampling, sample size, data collection instrument design and validation, data collection and analysis plan - maximum 1000 words):

**2.1.10** Approval (ISER-N places high values on local cultural and legal requirements including individual confidentiality and rights to privacy; and strictly adheres to highest possible standards in every research steps. Researchers are required to have prior approval from respective government and ethical review authorities (IRB approval for human subject protection),

Does your study require government approval?

No – Please explain why you do not need approval (already approved, ……)?

Yes – Please state from which government ministry, department or local government need approval and describe how you plan to get it?

…………………………………………………………………………………....

…………………………………………………………………………………….. Describe how and when you are going to get the approval ………………..

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Does your study require ethical approval for Human subject protection?

 No – Please explain why you do not need ethical approval?

 Yes – Please list from which ethical review boards?

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Describe how and when you are going to get the approval ……………….

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 Other specify ……………………….

 No

 Yes

 Other specify ……………………….

 No

 Yes

2.1.11 Has this study proposal reviewed or currently under review for scientific merit?

* 2.1.12 If reviewed or currently under review please list institutions (complete name and address:
* .…………………………………………………………………………………..
* ………..…………………………………………………………………………………. .
* ………………………………………………………………………………………..
* Other specify……………………………………………………………………

2.1.13 Has this study funded?

2.1.14 If funded please list name of sponsors

* ………………………………………………………………………………………..….
* .. ………………………………………………………………………………………….
* ………………………………………………………………………………………

  Other specify……………………………………………………………………

**2.1.15 Scope of Work:** Briefly de*scribe what and how you may want to accomplish project activities which may include, project inception, government approval acquisition, instrument design, pre-test, translation, data collection (in-depth, cognitive, survey interview) samples size, focus group, data entry and other related activities* **(maximum 1000 words):**

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|  **2.1.16 Timeline of the study activities (Please provide detail of activities)** |
| **ACTIVITIES** | **YEAR 1** | **YEAR 2** |
|  **Years**  |   |   |   |   |
|  **Months** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **A. PEPARATION** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| A1. Acquiring government approval \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| A2. Staff recruitment and training |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| A3. Consultative meetings |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| A4. Stakeholder workshop |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B. INSTRUMENT DESIGN, REFINEMENT, PRETEST AND PROGRAMMING** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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| B1. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| B2. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| B3. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| B4. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| B5. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **C. DATA COLLECTION** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| C1. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| C2. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| C3. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| C4. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| C5. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D. DATA PROCESSING AND ANALYSIS** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| D1. Data coding and data entry |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| D2. Data Linking , processing and analysis |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| D3. Manuscript preparation and publication |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **E. DISSEMINATION** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| E1. Dissemination Workshop with stakeholders |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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| **2.1.17 Budget estimate (please don’t hesitate to contact ISER-N if you need other research and logistical support not included in the table below).** |
|  | Research Services/Facilities | Rate/(day/month/hour) | RequiredDays/hour | Amount | Remarks |  |
| 1. Researchsupport Cost | a. Faculty Researcher | US$ 100 per day |  |  |  |
| b. Research Manager | US$ 75 per day |  |  |  |
| c. Research Officer | US$ 50 per day |  |  |  |
| d. Assistant ResearchOfficer/Team Leader | US$ 40 per day |  |  |  |
| e. Interviewers/Logistic SupportStaff | US$ 25 per day |  |  |  |
| f. Interpreter | US$ 40 per day |  |  |  |
| g. Translator | US$ 60 an hour longinterview |  |  |  |
| h. Transcriber/Editing/Typing | US$ 25 an hour longinterview |  |  |  |
| i. Office space use | US$ 40 per month |  |  |  |
| 2. GroundTransportation | a. Private car/SUV (along withdriver including fuel) | US$ 115 per day |  |  |  |
| b. Motorbike use | US$ 20 per day |  |  |  |
| 3. ISER-N Guest House Services (Food and Accommodation) | a. Food (includes breakfast, launch, small afternoon snacks, non-alcoholic beverage and dinner) | US$ 30 per day |  |  |  |
| b. Guest house room: International visitors | US$ 40 per night (single occupancy. For additional person (double occupancy) an extra US$ 10 per person per night will be charged. |  |  |  |
| Additionalsupport |  |  |  |  |  |

2.1.18 Important additional information

## Working knowledge of local language is basic for any successful research program. We, therefore, strongly encourage all students and scholars to develop some working knowledge of Nepali language. If you plan to attend language training while you are in Nepal, please let ISER/N know. ISER/N will be delighted to arrange Nepali language instructor for you. The cost may vary depending upon the type of instructor. Please contact ISER/N for detail. Any visitors who wish to skip the stay or meals should inform to the guesthouse in-charge 24 hours in advance and will be charged accordingly. Failing to inform will result in full charge.

Visitors not working on ISER-N research projects but who wish to visit ISER-N must apply for an invitation in advance. Those who do not receive sufficient external financial support may request that ISER-N cover some portion of the costs. However, ISER-N is not obligated to do so.

Recent volume indicates that ISER-N may not always be able to accommodate all visitors who request ISER-N guest rooms. ISER-N will make decisions about availability of rooms based on priority for research in which each visitor is engaged.

Room cost in hotels in Kathmandu varies. The cost ranges from US$ 30.00 to US$ 50.00 per night. Cheaper hotels are generally crowded, no parking, and are mostly unsafe. Hotels with price range US$ 80.00 to $ 120.00 are star hotels with good conditions and are safe.

If you plan to visit other places in Nepal outside Kathmandu Valley, hotel costs could be cheaper (around US$ 50.00 to $ 75.00 per night in Pokhara and Sauraha

**The rates mentioned above are applicable for short term visits and small scale research and training programs. These rates are negotiable for long term large scale research and training programs on case by case basis.**

 Other specify ……………………….

2.1.19 Visitor form: Are you planning to visit/stay in ISER-N?.

2.1.20 Planning to visit/stay ISER-N please provide detail itinerary

 No

 Yes

Date of arrival ………/………/………/ Date of departure ………/………/………/ Month Date Year Month Date Year

Time of arrival ………… AM/PM

Means of transportation: 1) By car 2) By air Flight # ………… Accommodation: 1) ISER-N Guest House 2) Outside ISER-N

Details if stay in ISER-N Guest House

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Food, any allergies and restrictions

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Ground Transportation:

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Additional Information you would like to provide:

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| **2.1.21 To be completed by ISER-N Reviewers***Reviewer 1* *Name: Position:*   *Comments: ….*…………………………………………………………………………….......................................... ………………………………………………………………………………………………………………………… ………………………………………………………………………………………………………………………… *Signature: Date:*   |

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|  *Reviewer 2* *Name: Position:*  *Comments: ………………………………………………………………………………………………………………………….*  *….*……………………………………………………………………………………...................................................  …………………………………………………………………………………………………………………………  *Signature: Date:*   |

 **2.2 CAPACITY BUILDING**