



Institute for Social & Environmental Research - Nepal

ISER - NEPAL

Proposal Review Form for Collaboration



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Collaboration 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 conducting 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 it to ISER- N at iser.nepal@outlook.com

RESEARCH, TRAINING, POLICY, INTERVENTION AND VISITOR

1. GENERAL INFORMATION ABOUT THE APPLICANT(S):

Collaborator's name:Position:

Home institution: Department/Research center:

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

Curriculum Vitae (please attach a copy of your CV): [click here to upload your CV](#)

Collaborator's name:Position:

Home institution: Department/Research center:

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

Curriculum Vitae (please attach a copy of the collaborator's CV): **[Click here to upload your CV](#)**

Collaborator's name:Position:

Home institution: Department/Research center:

Email:..... Telephone:.....

Vitae (please attach a copy of the collaborator's CV): **[Click here to upload your CV](#)**

2. TYPE OF PROGRAM: (Mark as applicable)

2.1 RESARCH

GO TO 2.1

2.2 CAPACITY
BUILDING

GO TO 2.2

2.3 EXPOSURE
VISIT

GO TO 2.3

2.4 DISSEMINATION
AND POLICY

GO TO 2.4

2.5 INTERVENTION

GO TO 2.5

2.1. RESEARCH PROPOSAL REVIEW FOR

2.1.1. Title:.....

2.1.2. Duration: From..... to

2.1.3. Type: (Mark as applicable)

Exploratory, no data collection

Secondary data analysis (analysis of de-identified data)

Primary data collection

Other, please 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, please specify

2.1.6 Summary of the proposed study (maximum 500 words):

2.1.7 Specific aims (objectives) of the proposed study:(maximum 300 words):

2.1.8 Significance of the proposed study (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. Researcher are required to have prior approval from respective government and ethical review authorities (IRB approval for human subject protection), **maximum 300 words**):

Does your study require government approval?

No – Please explain why you do not need approval?

Yes – Please state the government ministry, department or local government you need approval from?

.....

.....

Describe how and when you are going to get this 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 the names of the ethical review boards you need approval from?

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Describe how and when you are going to get this approval

.....

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.....

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

Yes

No

Other specify

2.1.12 If reviewed or currently under review, please list institutions where it has been reviewed or is in review (complete name and address)

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Other specify.....

2.1.13 Has this study been funded?

Yes

No

Other specify

2.1.14 If funded, please list name of funding agencies

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■ Other specify.....

2.1.15 Scope of Work: Briefly describe *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):*

2.1.16 Timeline of the study activities (Please provide detail of activities)

PROJECT ACTIVITIES												
Activities	YEAR MONTH	YEAR 1						YEAR 2				
A. PREPARATION												
A1. Acquiring government approval *												
A2. Staff recruitment and training												
A3. Consultative meetings												
A4. Stakeholder workshop												
B. INSTRUMENT DESIGN, REFINEMENT, PRETEST AND PROGRAMMING												
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												

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)	Required Days/hour	Amount	Remarks
1. Research support Cost	a. Faculty Researcher	US\$ 125 per day			
	b. Research Manager	US\$ 95 per day			
	c. Research Officer	US\$ 60 per day			
	d. Assistant Research Officer/Team Leader	US\$ 50 per day			
	e. Interviewers/Logistic Support Staff	US\$ 30 per day			
	f. Interpreter	US\$ 50 per day			
	g. Translator	US\$ 100 for one hour long interview			
	h. Transcriber/Editing/Typing	US\$ 60 for one hour long interview			
	i. Office space use	US\$ 40 per month			
2. Ground Transportation	a. Private car/SUV (along with driver including fuel)	US\$ 115 per day			
	b. Motorbike use	US\$ 10 per day			
3. ISER-N Guest House Services (Food and Accommodation)	a. Food (includes breakfast, lunch, small afternoon snacks, non-alcoholic beverage, and dinner)	US\$ 35 per day			
	b. Guest house room: International visitors (excluding visitors from SAARC countries)	US\$ 80 per night (single occupancy. For additional person (double occupancy) an extra US\$ 10 per person per night will be charged.			
Additional support					

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 cost will be adjusted 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\$ 150.00 per night. Cheaper hotels are generally crowded, have no parking, and are mostly unsafe. Hotels with price range US\$ 80.00 to \$ 120.00 are star hotels with good conditions and are safer.
- 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.**

2.1.19 visitor form: Are you planning to stay in ISER-N?.

Yes

No

Other specify
.....

2.1.20 Planning to stay ISER-N please provide detail itinerary

Date of arrival/...../...../
Date (MM/DD/YYYY)

Date of departure/...../...../
Date (MM/DD/YYYY)

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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At ISER-N, we highly value the opportunity to learn from our collaborators and visitors. During your visit, we would appreciate your support in enhancing the professional development of our staff. If there are specific areas where you can offer assistance, such as providing training on statistical software or report writing, sharing knowledge and best practices, or offering mentorship, please let us know below:

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2.1.21 To be completed by ISER-N Reviewers

Reviewer 1:

Name: _____ Position: _____

Comments:.....
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Signature: Date:

Reviewer 2:

Name: _____ Position: _____

Comments:.....
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Signature: Date:

2.2 CAPACITY BUILDING

2.2.1. Training Type:

2.2.2. Duration: From to

2.2.3. Type: (Mark as applicable)

Survey Data Analysis (SDA Training)

Secondary data analysis (analysis of de-identified data)

Primary data collection

Other specify.....

2.2.4. Design: (Mark as applicable)

In-house training

Field training

Other specify

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

2.2.6 Expectation: (maximum 300 words):

2.2.7 Has this training funded?

Yes

No

Other specify

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2.2.8 If funded please list name of sponsors

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■ Other specify.....

2.2.9 Scope of Work: Briefly describe what and how you may want to accomplish training activities which may include theoretical and practical training related activities (maximum 500 words):

2.2.10 Visitor form: Are you planning to stay at ISER-N?.

Yes

No

Other specify

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2.2.11 Planning to stay at ISER-N please provide detail itinerary

Date of arrival/...../...../ **Date of departure**/...../...../

Time of arrival AM/PM

Means of transportation: 1) By car 2) By air Flight #.....

Accommodation: 1) ISER-N Guest House

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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2.2.12 To be completed by ISER-N Reviewers

Reviewer 1

Name: _____

Position: _____

Comments:

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.....

Signature: _____

Date: _____

Reviewer 2

Name: _____

Position: _____

Comments:

.....

.....

Signature: _____

Date: _____

2.3 EXPOSURE VISIT

2.3.1. Interested Area:

2.3.2. Duration: From to

2.3.3. Type: (Mark as applicable)

Exploratory, no data collection

Secondary data analysis (analysis of de-identified data)

Other Specify.....

2.3.4. Design: (Mark as applicable)

In-house training

Field training

Other specify

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

2.3.6 Expectation: (maximum 300 words):

2.3.7 Has your visit program funded?

Yes

No

Other specify

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2.3.8 If funded please list name of sponsors

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Other specify.....

2.3.9 Scope of Work: Briefly describe what and how you may want to accomplish this during your exposure visit (maximum 500 words):

2.3.10 Visitor form: Are you planning to stay at ISER-N?.

Yes

No

Other specify

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2.3.11 Planning to stay at ISER-N please provide detail itinerary

Date of arrival/...../...../
Date (MM/DD/YYYY)

Date of departure/...../...../
Date (MM/DD/YYYY)

Time of arrival AM/PM

Means of transportation: 1) By car 2) By air Flight #.....

Accommodation: 1) ISER-N Guest House

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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2.3.12 To be completed by ISER-N Reviewers

Reviewer 1

Name: _____

Position: _____

Comments:
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.....

Signature: _____

Date: _____

Reviewer 2

Name: _____

Position: _____

Comments:
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.....

Signature: _____

Date: _____

2.4 DISSEMINATION AND POLICY

2.4.1. Project Title:

2.4.2. Duration: From to

2.4.3. Type: (Mark as applicable)

Workshop

Publication

Announcement/News forcaste

2.4.4. Design: (Mark as applicable)

In-house training

Field training

Other specify

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

2.4.6 Expectation: (maximum 300 words):

2.4.7 Has this Dissemination program funded?

Yes

No

Other specify

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2.4.8 If funded please list name of sponsors

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■ Other specify.....

2.4.9 Scope of Work: Briefly describe what and how you may want to accomplish this dissemination/policy programme (maximum 500 words):

2.4.10 Visitor form: Are you planning to stay at ISER-N?.

Yes

No

Other specify
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2.4.11 Planning to stay at ISER-N please provide detail itinerary

Date of arrival/...../...../
Date (MM/DD/YYYY)

Date of departure/...../...../
Date (MM/DD/YYYY)

Time of arrival AM/PM

Means of transportation: 1) By car 2) By air Flight #.....

Accommodation: 1) ISER-N Guest House

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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2.4.12 To be completed by ISER-N Reviewers

Reviewer 1

Name: _____

Position: _____

Comments:
.....
.....

Signature: _____

Date: _____

Reviewer 2

Name: _____

Position: _____

Comments:
.....
.....

Signature: _____

Date: _____

2.5 INTERVENTION

2.5.1. Intervention Type:

2.5.2. Duration/...../...../
Date (MM/DD/YYYY)

...../...../...../
Date (MM/DD/YYYY)

2.5.3. Method: (Mark as applicable)

Workshop

Publication

Other specify.....

2.5.4. Design: (Mark as applicable)

In-house training

Field training

Other specify

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

2.5.6 Expectation: (maximum 300 words):

2.5.7 Has this intervention funded?

Yes

No

Other specify

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2.5.8 If funded please list name of sponsors

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■ Other specify.....

2.5.9 Scope of Work: Briefly describe what and how you may want to accomplish intervention activities (maximum 500 words):

2.5.10 Visitor form: Are you planning to stay at ISER-N?.

Yes

No

Other specify
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2.5.11 Planning to stay at ISER-N please provide detail itinerary

Date of arrival/...../...../
Date (MM/DD/YYYY)

Date of departure/...../...../
Date (MM/DD/YYYY)

Time of arrival AM/PM

Means of transportation: 1) By car 2) By air Flight #.....

Accommodation: 1) ISER-N Guest House

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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2.5.12 To be completed by ISER-N Reviewers

Reviewer 1

Name: _____

Position: _____

Comments:

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.....

Signature: _____

Date: _____

Reviewer 2

Name: _____

Position: _____

Comments:

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Signature: _____

Date: _____