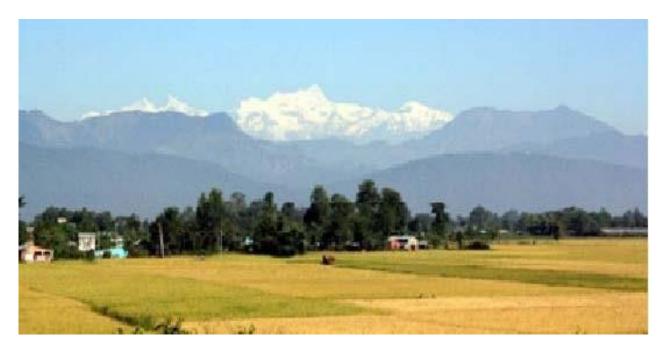


Proposal Review Form for Collaboration



Institute for Social and Environmental Research-Nepal Bharatpur Metropolitan City, Ward No. 15, Fulbari, Chitwan, Nepal P.O. Box 57 Tel:-+977-56-591054/592406 E-mail: <u>iser.nepal@outlook.com</u> Web: www.isernepal.org.np

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 <u>iser.nepal@outlook.com</u>

RESEARCH, TRAINING, POLICY, INTERVENTION AND VISITOR

1. GENERAL INFORMATION ABOUT THE APPLICANT(S):

Collaborator's name:Position:
Home institution: Department/Research center:
E-mail:
Curriculum Vitae (please attach a copy of your CV):lick 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. 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):

researc	val (ISER-N places high values on local cultural and legal requirements including nfidentiality and rights to privacy; and strictly adheres to highest possible standards ir h steps. Researcher are required to have prior approval from respective government as v authorities (IRB approval for human subject protection), maximum 300 words):
Doe	s your study require government approval?
No	– Please explain why you do not need approval?
Yes	s – Please state the government ministry, department or local government you need approval from?
	Describe how and when you are going to get this approval
	••••••
Do	es your study require ethical approval for Human subject protection?
N	o – Please explain why you do not need ethical approval?
Y	es – Please list the names of the ethical review boards you need approval from?
	1
	Describe how and when you are going to get this approval

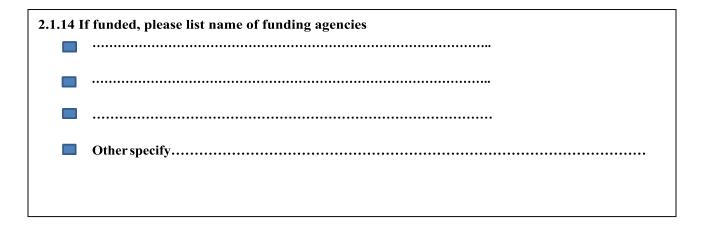
2.1.11 Has this study proposal been reviewed or is it currently under review for scientific merit?

Yes

No

Other specify

2.1.13 H	Has this study been funde	ed?	
	Yes	No	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	Activities YEAR 1 YEAR 2																			
YEAR MONTH										-										
A. PREPARATION																				
A1. Acquiring government approval *																				
A2. Staff recruitment and training																				
A3. Consultative meetings																				
A4. Stakeholder workshop																				
B. INSTRUMENT DESIGN, REFINEMENT, PRETI PROGRAMMING	EST A	ANI)	<u>.</u>																
B1.																				
B2.																				
ВЗ.																				
B4.																				
В5.																				
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																				

not		he table below).				
Research Services/Facilities			Rate/(day/month/hour)	Required Days/hour	Amount	Remarks
1.	Research	a. Faculty Researcher	US\$ 125 per day			
	support	b. Research Manager	US\$ 95 per day			
	Cost	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 Transportati	a. Private car/SUV (along with driver including fuel)	US\$ 115 per day			
	on	b. Motorbike use	US\$ 10 per day			
3.	ISER-N Guest House Services (Food and	a. Food (includes breakfast, lunch, small afternoon snacks, non-alcoholic beverage, and dinner)	US\$ 80 per day			
	Accommod ation)	b. Guest house room: International visitors (excluding visitors from SAARC countries)	US\$ 50 per night (single occupancy. For additional person (double occupancy) an extra US\$ 10 per person per night will be charged.			
	Additional support					

2.1.17 Budget estimate (please don't hesitate to contact ISER-N if you need other research and logistical 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 o	f arrival/ Date of departure// Date (MM/DD/YYYY) Date (MM/DD/YYYY)
Time	of arrivalAM/PM
Mear	ns of transportation: 1)By car 2) By air Flight #
Acco	mmodation: 1) ISER-N Guest House2) Outside ISER-NDetails if stay in ISER-N Guest House
	Food, any allergies and restrictions
	•••••••••••••••••••••••••••••••••••••••
	Ground Transportation:
	Additional Information you would like to provide:
_	

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:

.....

2.1.21 To be completed by ISER-N Reviewers						
Position:						
	Date:					
Position:						
•••••						
Date:						
	Position:	Position: 				

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

2.2.8 If funded please list name of sponsors						
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 V	visitor form: Are you pla	nnning to stay at ISER-N?.		
	Yes	No	Other specify	

2.2.	2.2.11 Planning to stay at ISER-N please provide detail itinerary						
Dat	e ofarrival// Date of departure///						
Tim	e of arrival AM/PM						
🔳 Mea	ns of transportation: 1)By car 2) By air Flight #						
Acc	ommodation: 1) ISER-N Guest House						
	Details if stay in ISER-N Guest House						
	Food, any allergies and restrictions						
	1 oou, uny unorgres unu resurceions						
	Ground Transportation:						
	-						
	Additional Information you would like to provide:						

2.2.12 To be completed by ISER-N Reviewers	
Reviewer I	
Name:	Position:
Comments:	
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.....

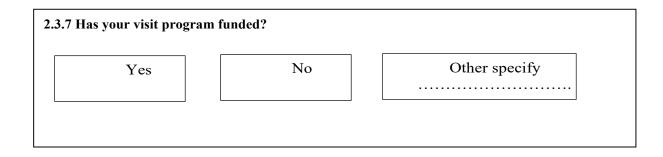
2.3.4. Design: (Mark as applicable) In-house training

Field training

Other specify

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

2.3.6 Expectation: (maximum 300 words):



2.3.8 If funded please list name of sponsors	
■	
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

Dat	e ofarrival// Date of departure//. Date (MM/DD/YYYY) Date (MM/DD/YYYY)
Tin	e of arrival AM/PM
Ма	and of the sector (1) Decore (2) Decoin Elistet #
wie	ans of transportation: 1)By car 2) By air Flight #
Aco	ommodation: 1) ISER-N Guest House
_	Details if stay in ISER-N Guest House
	Food, any allergies and restrictions
	•••••••••••••••••••••••••••••••••••••••
_	Ground Transportation:
	Additional Information you would like to provide:

2.3.12 To be completed by ISER-N Reviewers	
Reviewer I	
Name:	Position:
Comments:	
Signature:	Date:

Reviewer 2	
Name:	Position:
Comments:	
Signature:	Date:

2.4 DISSEMINATION AND POPICY

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

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	

2.4.8 If	funded please list name of sponsors
—	
■	
	ther specify

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

) Visitor form: Are you planni	ng to stay at ISER-IV	
Yes	No	Other specify

Date	ofarrival//// Date (MM/DD/YYYY)	1	// Date (MM/DD/YYYY)
Time	of arrival AM/PM		
Mean	as of transportation: 1)By car 2) B	y air Flight #	
Acco	mmodation: 1) ISER-N Guest House Details if stay in ISER-N Guest Ho	1150	
	Details if stay in ISER-IN Guest Ho		
		••••••	
	Food, any allergies and restrictions		
	Ground Transportation:		
	Ground Transportation: 	like to provide:	

2.4.12 To be completed by ISEI	-N Reviewers
Reviewer 1	
Name:	Position:
Comments:	
Signature:	Date:

Position:
Date:

2.5 INTERVENTION

2.5.1. Intervention Type:

2.5.2. Duration	//	/
	Date (MM/DD/Y	YYY)

...../..../..../ 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

2.5.8 If funded please list name of sponsors	
□	
■	
□	
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 V	isitor form: Are you plann	ning to stay at ISER-N?.	
	Yes	No	Other specify

Б (
Date	ofarrival///	Date of departure	
	Date (MM/DD/YYYY)		Date (MM/DD/YYYY)
Time	e of arrival AM/PM		
Mear	ns of transportation: 1)By car 2)) By air Flight #	
Acco	mmodation: 1) ISER-N Guest House	;	
	Details if stay in ISER-N Guest l	House	
		••••••	
		••••••	
	•••••	•••••	
	Food, any allergies and restriction	ns	
		••••••	
		••••••	
	••••••	•••••	
	Ground Transportation:		
		••••••	
		••••••	
	••••••	•••••	
	Additional Information you wou	ıld like to provide:	

2.5.12 To be completed by ISER-N Reviewers				
Reviewer 1				
Name:	Position:			
Comments				
		••••		
Signature:	Date:			

Reviewer 2	
Name:	Position:
Comments:	
Signature:	Date:
	Duie