

## PROJECT PROPOSAL FORM

Table of contents	Method of writing
<b>1. Overview</b>	<ul style="list-style-type: none"> <li>- Summarise and describe the aims, objectives, scopes, prerequisites of the proposal with a clear understanding of the purpose and content of the project.</li> <li>- Literature review</li> <li>- Describe the expected effects of the research.</li> </ul>
<b>2. Performance</b>	
<b>2-1. Strategy</b>	<ul style="list-style-type: none"> <li>- Describe overall work strategies for efficient project implementation that are satisfied with ToR.</li> <li>- It may include creative proposals other than those presented in ToR.</li> </ul>
<b>2-2. Methodology</b>	<ul style="list-style-type: none"> <li>- Describe detailed research methodology to develop data collection tools</li> <li>- Describe detailed methodology on data collection and analysis.</li> </ul>
<b>3. Management</b>	
<b>3-1. Plan</b>	<ul style="list-style-type: none"> <li>- Expenditure list</li> </ul>
<b>3-2. Management Method</b>	<ul style="list-style-type: none"> <li>- Describe how you will manage the research process.</li> </ul>
<b>3-3. Reporting and Feedback</b>	<ul style="list-style-type: none"> <li>- Describe plan for reporting and feedback.</li> </ul>

*\* Any other structures no mention in regard to writing up the report should be followed by general academic writing*

### § The guideline for document format

- Portrait format
- Maximum of **10 PAGES** excluding appendices.
- Times New Roman or Arial with 11 pt font size.
- Margins need to be set at: 2.5cm left-hand margin, 3cm top margin, 2.5cm right-hand margin, 2.5cm bottom margin.
- 1.5 line spacing.
- Pages should be numbered consecutively throughout, including appendices.
- Page numbers should be centred at the bottom of each page.