The Migration Studies Delegation
Ju 2013:17

Guidelines for project proposal (information to the author)

Design of project proposal

A project proposal directed to Delmi should contain a *project description*, *budget* and a *time plan*.

1. *Project description*

- <u>Name/s of author/s, and contact information</u>

If the report is an edited volume, specify the editors as well as the authors of the chapters respectively.

- <u>Background</u>

Describe the background of the project proposal, how the study would support the mission of the Delegation, and in in what way the study would be interesting to policy-makers and the general public. In what way would it be relevant for policy? This section should provide a general understanding of the project theme and create an interest in the proposed study.

- <u>Aim of the project</u>

Describe the projects main focus, its overarching goal(s) and specific objectives. State what question(s) the study will answer, and why such question(s) is interesting and important to answer.

If the report is an edited volume, each chapter should have a research question that sheds light on the overall research question from a certain perspective. The authors of an edited volume can represent one and the same discipline or several different disciplines (have an interdisciplinary approach).

If the study is a research overview, that should be stated. However, there should still be an overarching research question or scientific inquiry guiding the overview.

- <u>Previous research as well as theories/hypotheses that will be used</u>

Provide a brief literature review that specifies what previous research has revealed, debated and missed on similar topics. State also what theories that will be used for the study, and why these specific theories are selected.

If the report is an edited volume, the above is applicable to each chapter.

- <u>Method</u>

Describe the method (quantitative/qualitative, etc.) and material that will be used to answer the questions. Also specify whether the study is based on already analysed data or if new data is going to be collected and/or analysed. If the proposed project is an evaluation, this should be stated together with the evaluation method to be used.

- <u>Tentative results</u>

Specify what kind of conclusions that the study is expected to deliver, including to what extent the conclusions can be generalised to other similar cases. Also discuss possible policy recommendations.

2. *Proposed budget*

Payments for contracted authors vary in accordance with the expected workload of the project (e.g. the scope of the report – usually 50 pages), the weight given to the project topic, and whether new raw data should be analysed or if the author has already published on similar issues. The budget should include all costs for the author(s) related to the execution of the study.

3. *Time plan*

The duration of a project is estimated to approximately 6-12 months (not full time). When specifying the detailed time plan, include time for an internal academic seminar. The final report is to be presented at a public seminar with academia, policymakers, interest groups and the general public.

State tentative dates for:
- When a first, nearly complete, draft can be delivered (about 1-2 weeks before the internal academic seminar).
- When the internal academic seminar can be held.
- When the final draft together with any tables and figures can be delivered to Delmi (at least two months before the external seminar).
- When the external seminar can be held.