

## Guidance to complete the ICTD Detailed Proposal

Detailed proposals are designed to give a **clearer and more comprehensive description of your project**, which will allow members of the ICTD team to be able to assess whether the project is suitable for funding. They are generally between **eight and ten pages**, but may be somewhat shorter or longer depending on the project. Proposals should elaborate a clear and structured plan that explains how your project would go ahead. This would include, at minimum, a comprehensive explanation of the **questions** you want to ask and why they are **relevant and important**, and a clear and well-defined methodology that outlines **what data you will be using and how you will analyse your findings**. The detailed proposal will allow reviewers to better understand the project, its potential contribution to knowledge, and whether the methodology is appropriate and feasible.

In order to submit your proposal, you must complete the following form ensuring that you:

1. **Upload a full research proposal in word format** that includes all of the relevant answers to the guiding questions.
2. **Complete a short summary of your proposal** as requested in the main sections of this form. These summaries will offer reviewers an initial overview of the project before they then review the full research proposal that you have uploaded. The summaries are also used for eventual contracting if the project is accepted for funding. The summary is not a simple copy of what you have already included in the full word proposal; it is a brief and succinct statement of the most important information about the project.
3. **Complete a fully costed budget** to be uploaded as part of the form submission process. The budget template will be available to download when you get to the project budget section of the form but can also be found here (*link to be added*).
4. **Complete a plan of project milestones and deliverables** that are based on your project timeline. This will help reviewers better understand the feasibility of the proposal. Further guidance will be found when you reach the project budget section of the form or on our website here (*link to be added*)

Once submission has been made, ICTD will respond with detailed comments and provide you with an answer **on whether the proposal can proceed to external review, needs revision or isn't suitable for funding**.

You can also find our guiding questions below that help outline what should be included. **These guiding questions are also embedded in the relevant sections of the form.**

1. *What is the central question you want to answer?*
2. *Why is this question important, both for policy and for our broader (or more conceptual or theoretical) understanding of tax and development issues?*
3. *What is the current state of knowledge on this question?*
4. *What hypotheses, if any, do you have about the answers to your central question? Or, tell us what you imagine your conclusions might be, in one or two sentences.*
5. *What other questions do you need to address to answer the central question?*
6. *Will a qualitative and/or quantitative research methodology be applied?*
7. *What are the key methodological challenges you anticipate in answering your questions?*

8. *What data already exists to answer your question?*
9. *If data already exists, are you planning to use it and how?*
10. *If not, what are the gaps you need to address with new data?*
11. *What survey tools / instruments will be used?*
12. *How will you collect and process the data?*