



Guidelines for CHE Research Proposals

The following template is a guide to submitting research proposals to the CHE based on research calls made. It is a guide and may be amended based on the requirements of the specific research proposal being submitted. Not all sections will be relevant to all types of study.

1. Researcher(s) name(s)¹, title(s), affiliation(s) and contact details
2. Introduction and Background
 - Align to the CHE call
 - Expand on the CHE call
 - Motivate and explain the philosophical framework
 - Explain unique perspective and / or contribution
3. Aims and objectives of the study
4. Research questions
5. Literature review
6. Research design and methodology
7. Expected data and information types, format and administration
8. Research ethics
9. Research plan
 - Activities
 - Timelines: for specific activities and for the overall project
 - Expected number of hours per activity
 - Specific researchers that will be responsible for different activities
10. Budget
 - The budget should be aligned to the expected overall number of hours, with a rate per hour based on the seniority of the researcher(s)²
 - Additional costs such as data, travel and accommodation, if required
11. Outcomes
 - Typically includes a draft report submitted to the CHE by a due date
 - The draft report should be language-edited and in a reasonably professional format style (not print-ready and not in pdf)
 - A final report including the feedback after internal and external review by the CHE (this may take place in several iterations based on the CHE timelines)
 - A presentation of the report at an event to be communicated by the CHE
 - Other possible avenues of dissemination may be proposed
12. References

¹ Senior researchers are encouraged to include junior and developing researchers in teams to build capacity.

² The final hourly rate will be aligned to the approved CHE rates.