Cover Letter

Title of the proposal:

Category: Researcher/Student *[mention a category]*

Submitted to

Bangladesh Center for Communication Programs

House # 08, Road #03, Block# A
Section# 11, Mirpur, Dhaka-1216, Bangladesh

Submitted by

|  |  |  |
| --- | --- | --- |
| Name of the applicant  | **:** |  |
| Mobile Number | **:** |  |
| Email ID | **:** |  |
| Mailing Address | **:** |  |

**Declaration**

“As a Principal Investigator (PI) of the research proposal, I declare that neither I nor any staff members proposed in the proposal are a recipient of financial support from any tobacco product manufacturer or the parent, subsidiary, or affiliate of a tobacco product manufacturer including PMI IMPACT and Foundation for a Smoke-free World.”

|  |  |  |
| --- | --- | --- |
| Name of the PI  | **:** |  |
| Signature  | **:** |  |

**Proposal abstract** ***(maximum 300 words)***

**Coverage of geographical/study area**

**Background and problem statement *[provide a clear and simple description of the research problem/gap (maximum 700 words)]***

**Rationale/justification of the research *(maximum 300 words)***

**Research question/hypotheses and objectives *[general and specific objectives (maximum 200 words)]***

**Methods *[study design, study type, study population, sampling design, data collection method and instrument, and concrete analysis plan (maximum 1000 words)]***

**Implications of the proposed research for tobacco control policy in Bangladesh *(maximum 500 words)***

**Proposed personnel plan *(maximum 500 words)***

**Work plan *(activities and timeline)***

**Reference(s) *(list down all the studies or research or documents those have been cited in the text)***

**Budget**

* **Personnel Cost [(Salary for proposed staff members including Principal Investigator, Co-Investigator, Data Analyst, Data Entry Operator, etc.)- maximum 40% of the total cost.]**
* **Field Activity Cost [(Allowance for Data Collectors, the cost for Enumerators’ training, local data collection costs, etc.)- maximum 30% of the total cost.]**
* **Travel and Transportation Cost [(Inter-district travel costs by Principal Investigator and Co-Investigator, and other travel costs not related to data collection)- maximum 10% of the total cost.]**
* **Professional Service [(Honorarium for Supervisor/Mentor and fees for Ethical Clearance)- maximum 10% of total cost]**
* **General Operating Cost [(any other costs related to the research work) - maximum 10% of the total cost.]**