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RKEO Proposal Development Checklist

Step-by-Step Guide to Strong Research Applications

ORYX UNIVERSITY

In Partnership with Liverpool John Moores University

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What This Document Is

This document provides a structured, step-by-step checklist to support researchers in developing high-quality and competitive research proposals. It outlines the key stages of the proposal development process, from initial idea formulation and team formation to proposal design, budgeting, and final submission. The guide is designed to ensure alignment with funder requirements, institutional standards, and best practices in research development, while helping applicants avoid common pitfalls. By following this checklist, researchers can strengthen the clarity, impact, and overall quality of their proposals, ultimately increasing their chances of securing funding.

Main Phases

Phase 1: Idea Development & Alignment

- Define a **clear research problem** (relevance, novelty, impact)
- Ensure alignment with:
 - Funder priorities (e.g., QRDI themes)
 - National priorities (e.g., Qatar National Vision 2030)
 - Institutional strategy
- Identify:
 - Target beneficiaries
 - Expected outcomes (scientific + societal)
 - Potential impact

Phase 2: Team Formation

- Identify **Principal Investigator (PI)**
- Confirm **Co-Investigators (Co-Is)** and roles
- Include:
 - Industry / Government partners (if required)
 - Students / Research Assistants
- Ensure:
 - Complementary expertise
 - Clear responsibilities
 - Availability and commitment

Phase 3: Proposal Design

- Define:
 - Objectives (SMART: Specific, Measurable, Achievable, Relevant, Time-bound)
 - Research questions / hypotheses
- Develop:
 - Methodology (clear, justified, feasible)
 - Work Packages (WPs)
 - Timeline (Gantt chart if required)
- Include:
 - Risk assessment + mitigation plan
 - Ethical considerations
 - Data management approach

Phase 4: Impact & Innovation

Clearly articulate:

- Scientific contribution
- Innovation (what is new?)
- Practical application

Define:

- Short-term and long-term impact
- Stakeholder engagement plan
- Dissemination strategy (publications, workshops, etc.)

Phase 5: Budget Preparation

Prepare detailed budget:

- Personnel (effort days + daily rate)
- Equipment
- Travel
- Consumables
- Other direct costs

Ensure:

- Justification for each cost
- Alignment with work packages
- Compliance with funder rules

Phase 6: Supporting Documents

Upload:

- CVs of key personnel
- Letters of support (partners/stakeholders)
- Institutional approvals

Prepare:

- Ethics documents (if applicable):
 - Participant Information Sheet
 - Consent Forms
 - Risk assessment

Phase 7: Internal Review (RKEO Stage)

Submit draft to RKEO for review

Address feedback on:

- Clarity and structure
- Alignment with call criteria
- Budget accuracy
- Impact strength

Ensure:

- No missing sections
- Consistency across all parts

Phase 8: Final Checks Before Submission Proofread:

- Grammar and formatting
- Consistency of terminology

 Validate:

- All required fields completed
- Attachments uploaded correctly
- Budget totals correct

 Confirm:

- Submission deadline
- Correct submission portal (e.g., QGrant)

Phase 9: Submission & Follow-Up Submit proposal Save confirmation receipt Inform RKEO Prepare for:

- Reviewer queries
- Possible revisions or interviews