
Guidelines for the submission of research/project proposals for evaluation by the Board of the Institute for Climate Change and Sustainable Development.

Applicants are to submit a report (max. 10 pages) following these guidelines to iccsd@um.edu.mt and include a separate, detailed Curriculum Vitae.

All documents should be typed in English and submitted in doc or pdf format.

Proposals that do not follow these guidelines and therefore not provide the requested information will not be considered.

Cover page

- Tentative title of the research describing the topic to be investigated
- Applicant name
- Applicant details
- Date
- Document version

Introduction

The introduction section should introduce the background of the research area. The applicant must state the key issue or the overall research problem and identify specific research questions (1-3 separate questions) connected to the research problem area. These should be formulated in a very clear language in the form of a question. Research questions should have a strong connection to the methodology.

In the introduction chapter, the applicant must include the justification and motivation of the applicant to conduct such research and briefly describe the stages of the research. Applicants are requested to state the benefits that they foresee in conducting this research.

The applicant must state why the research is important for:

- the research community
- any impact on national economic competitiveness and sustainable development
- benefits of the research for the Institute and the University of Malta.

This part should include references to journal and other articles pinpointing the importance of the research area.

Applicants are to identify:

- the achievements and outcomes of the research (e.g. research paper, book, etc.)
- proposed length of stay (and link it to the schedule later on in the report)
- expectations at the end of the study period (e.g. degree award, certification, etc.)
- new skills and competences learnt during the study/research period.

Existing literature

This section (one page) should contain a literature review of recent literature dealing with the area of interest, therefore showing the applicant's familiarity with the problem domain.

Method

Methodology chapter should describe in detail how the study will be conducted. For example, what type of methods will be used and what models and tools will be applied to answer the research questions.

The methods need to be described in detail showing the connection to the stated research questions, including data collection sources.

Expected outcomes of the project

State briefly what are the expected outcomes of the research and what is the significance of potential results in terms of its contributions to the research community and to the sustainable development of Malta and beyond.

Schedule of work

A detailed schedule should include milestones for completion of the various stages of the study including the literature review, data collection and analysis, any events/conferences the applicant is considering attending, and overall cover the whole period of study. Include start date and end date of project.

Budget

Applicant has to provide information about how the research is going to be financed? Include details of how the applicant will support him/herself during the period of study. If applicant is applying for funding, please state which funding bodies are being considered and the relevant dates when the award of funds will be made.

References

List key references already reviewed. This list should include all references made in the proposal.