**Step by step guide to writing a research grant proposal**

**Introduction**

**Step 1:** Announce the topic and the area  
**Step 2:** State your focus  
**Step 3:** Place the proposed research in context and explain the need for this research. Is the research timely? Why?  
**Step 4:** State the broad aims of the study

**Context/Background**

**Step 1:** Review previous studies  
**Step 2:** Indicate gaps/limitations/shortcomings or show how you can extend this work  
**Step 3:** Talk about prior work done by you (and collaborators) and explain how the proposed research will build on this work  
**Step 4:** State the specific objectives of the research and research questions  
**Step 5:** Show how this study is going to be innovative and offer something new

**Method and Data**

**Step 1:** Describe the data collection/sample  
**Step 2:** Highlight advantages of using the sample and show its representativity  
**Step 3:** Present an overview of the data analysis method  
**Step 4:** Highlight advantages of the method and originality

**Dissemination/Impact**

**Step 1:** Discuss who the research will benefit (specific user groups, policy makers, society at large)  
**Step 2:** What is the project going to produce? How will user groups hear about the project and its findings? You can talk about: journal papers, conference presentations, teaching materials/courses, other publicity/other media, workshops (target audiences, purpose), networking/partnerships, any other materials