**PROPOSAL FORM**

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\*\*Definition\*\*

*The institution* is defined as the institution/organization that proposes this form to IDE-JETRO.

**1. Proposal on Research/Survey**

**(1) Technical Approach and Methodology**

*(Explain how to implement the assigned activities in details. Points: How do you implement the survey [transportation, staff accommodation in the field, etc]? How do you identify target firms? What are your plans to obtain high-quality data in the field and to ensure data quality at the stage of data entry? What are your plans to implement the survey and data entry in a timely manner? If your actual activities are behind schedule, how do you overcome it?)*

**(2) Team Composition and Task Assignments**

*(List all team members involved in this project, including the principal researcher/analyst. Describe briefly how tasks (interview, data entry, and supervision of activities) are allocated to each member. If you need more than one page, copy and paste the format below and fill it in the next page. )*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Name | Employment Status (full time or other) | Education/Degree | Language skills (list all, including local and foreign languages) | Task Assigned | Years of Relevant Survey Experience |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |

**(3) Work Schedule**

*(Describe work schedule/timeline, separately for (1) Data collection/Field work, (2) Data input, (3) Data cleaning/correction, and (4) Submission of the final results. If preferred, duration of each activity shall be indicated in an Excel sheet.)*

**(4) Experience of the Institution with Other Relevant Projects**

*(List all other relevant experience the organization has ever had. Relevant experience includes any activities in the study area, firm and other surveys, and collaboration with Japanese organizations. Include the following information for each experience: 1.Name and Country of Orderer, if appropriate, 2. Place, 3. Duration, 4. Very brief description of the project).*

**(5) Budget Estimation Form**

Expense Items　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Amount (**JPY**)

I. Direct Expenses

1. Honoraria for Researchers

Chief Senior Researcher

**JPY**/h x hours/day x days x persons =

Senior Researcher

**JPY**/h x hours/day x days x persons =

Associate Senior Researcher

**JPY**/h x hours/day x days　　　　　　　x persons =

Researcher

**JPY**/h x hours/day x days　　　　　　　x persons =

II. Overhead Expenses

2. General administrative expenses (under 10% of “Direct Expenses” listed above)

Total (addition of I and II listed above)

**(6) Comment**

*(Present the strength of the organization to carry out the assigned survey and raise any appealing points the institution wants to emphasize in the proposal: not more than one page.)*

**2. Administrative Information of the Institution**

**(1) General Information of the Institution**

*(Briefly describe the background of the institution, the name of the principal researcher/analyst, and the address, the contact number and main activities of the organization: not more than one page)*

**(2)CV and Major Experience of Principal Researcher/Analyst**

*(CV of the principal Researcher/Analyst can be in any form and attach it as an Appendix. In addition, list professional services, such as lectures/ workshops/ technical supports/ publication / project reports, the principal Researcher/Analyst has ever provided).*