**The Osaka Gas Foundation of International Cultural Exchange (OGFICE)**

**Research Grant for 2022-2023: Project Proposal**

Date: , 2022

**I. Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of project leader(Last name, first name) |  | Date of birth(Month, date, year) |  |
| Institution |  | Position |  |
| Address of institution |  |
|  |
| Post code: | Tel. | Fax. |
| E-mail: | URL: |
| Home address |  |
|  |
| Post code: | Tel: | Fax. |
| E-mail: | Mobile number: |
| Name of contact person(*if other than project leader*) |  |
| Contact Address(*if other than home or organization address*) |  |
|  |
| Post code: | Tel. | Fax. |
| E-mail: | URL: |

**II. Project Arrangement**

|  |  |
| --- | --- |
| Have you received similar grant from OGFICE? If yes, please mention the title and date of project period: |  |
| 1. | Date: |
|  |
| 2. | Date: |
|  |  |
| 3. | Date: |
|  |
| Total amount of this project budget (rounded down to units of US $ 10) | $ |  |  |  |  |
| Amount of grant requested to OGFICE (rounded down to units of US $ 10) | $ |  |  |  |  |
| Amount already approved by other institution(s): |  |
| 1. | $ |  |  |  |  |
| 2. | $ |  |  |  |  |
| Amount will be requested to other institution(s): |
| 1. | $ |  |  |  |  |
| 2. | $ |  |  |  |  |
| Project team *Please include the project leader. If the team members are more than 2 persons, you can add extra pages* |
| Name | Age | Institution | Major | Role in the project |
|  |  |  |  |  |
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| Curriculum vitae *Please add extra pages using items below for each person in the project team* *Page layout: 15 mm margins, Georgia 10 pt, single space, itemized, max. 4 pages for each person.*Date (month, date, year)1. Personal data (name; home address, phone numbers, and e-mail address; institution/position, expertise/major, institution address, phone numbers, and website (if any).
2. Educational background (from senior high school to the latest; for graduate students: please submit the latest transcript of academic records)
3. Working experiences (year, institution, position)
4. Research experiences (year, title, sources of fund, role/position)
5. List of publication (Publication include: graduation thesis in undergraduate, master, doctoral degree; scientific/journal papers, books, oral/poster presentation, proceedings of seminar, and other published materials. Please refer to APA style – <http://owl.english.purdue.edu/owl/resource/560/01/#resourcenav ->- about ‘reference list format’ when writing your list of publication)
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| Before submitting your proposal, please make sure the following items have been provided/completed: *Please insert 🗸 for appropriate answer* |
| Each box in this proposal forms (8 pages) has been completed |  |
| Amount of grant requested to OGFICE has been filled |  |
| Detail of activities in the project schedule has been completed |  |
| Breakdown of project budget fulfilled the requirements and made in detail |  |
| Softcopy: one set of proposal forms, curriculum vitae, and other related documents |  |
| Hardcopies (printed documents): Three sets of proposal forms and one set of curriculum vitae*When sending by post, please consider the deadline. Documents must be received by the Committee on July 5, 2022 at 2.00 PM.* |  |
| Completed proposal forms (soft & hardcopies) must be received by the Committee on *July 5, 2022* at 2.00 PM. Address: OGFICE Research Grant Committee c/o. Pusat Penelitian Lingkungan Hidup (PPLH) – IPB, Gedung PPLH Lt. 3, Jl. Lingkar Akademik, Kampus IPB Darmaga, Bogor 16680.  |  |

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| Authorization *Please provide a sign of your supervisor that indicates that you are eligible. Please erase the unnecessary information: Head of department (for lecturer)/Head of center for (researcher from research center)/Head of graduate school (for master’s or doctorate student)*Bogor, …………………………., 2022Head of department /Head of center/Head of graduate school,*Please erase this sentence and insert full name with title here* |

**III. Project Setting**

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| --- |
| Theme: Renewable energy to strengthen community life and sustainable environment |
| Topics: |
| 1. Access to modern energy services
 |  |
| 1. Energy efficiency improvement
 |  |
| 1. New technology and innovation in renewable energy
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| 1. Sustainability of renewable energy to enhance household economy
 |  |
| 1. Gender equality issues in the management of renewable energy sources
 |  |
| 1. Renewable energy and sustainable environment
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| 1. Title of the project
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| 1. Summary of the project

*Please explain within 300 words: why the project is necessary, objectives, location, targeted beneficiaries, expected results* |

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| 1. Background and objectives of the project

*Please give a concise description of problems and issues will be addressed that lead to the objectives of the project* |

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| 1. What problems and issues will be solved by this project?
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| 1. Why the above problems and issues are necessary to be solved?
 |
| 1. Target area(s) and beneficiaries *Why are they selected? Please provide information on the area(s) and beneficiaries*
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| 1. Methodology *Please explain in detail: what method, what will be investigated, and where*
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| 1. Expected result(s) and the effect to target area(s) or the impact to beneficiaries
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| 1. Publication of project results *Please provide planned publication, place, and the year, e.g. seminar, journal article, books, CD/DVD, etc. (OGFICE must be mentioned as the source/partly sources of fund in each publication)*
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| 1. Project schedule
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| Month/Year | Stage of Project | Detail Activities |
| Dec/2022 |  |  |
| Jan/2023 | Start of grant periodFirst installment of budget |  |
| Feb/2023 |  |  |
| Mar/2023 |  |  |
| Apr/2023 |  |  |
| May/2023 |  |  |
| Jun/2023 | Deadline of progress report (June 15, 2023)Second installment |  |
| Jul/2023 | Monev |  |
| Aug/2023 |  |  |
| Sep/2023 |  |  |
| Oct/2023 | Deadline of final report & Draft of Journal or Published Journal(Oct 31, 2023) |  |
| Nov/2023 | Presentation at OGFICE Seminar |  |

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| 1. Breakdown of project budget1
 |
| No. | Item | Detail | Amount requested (rounded down to US $ 10) |
| 1. | Direct expenses for the project |  | $ |  |  |  |  |
|  | 1. Documents & materials2
 |  | $ |  |  |  |  |
|  | 1. Copying3
 |  | $ |  |  |  |  |
|  | 1. Meeting4
 |  | $ |  |  |  |  |
| 2. | Travel expenses5 |  | $ |  |  |  |  |
|  | 1. Domestic travel
 |  | $ |  |  |  |  |
|  | 1. International travel
 |  | $ |  |  |  |  |
| 3. | Honoraria |  | $ |  |  |  |  |
|  | 1. Collaborators6
 |  | $ |  |  |  |  |
|  | 1. Assistants7
 |  | $ |  |  |  |  |
|  | 1. Others (*please specify*)8
 |  | $ |  |  |  |  |
| 4. | Other supplies9 |  | $ |  |  |  |  |

Notes:

1 Project budget **must not** include: a) honoraria for project team; b) tuition fees or scholarships to students;

c) Purchases of electronic equipments; and d) basic needs for office/lab management (rental of office/lab.equipments, electricity, water supply, gas, etc.).

2 Documents & materials include: books, digital data, chemical reagents, material for experiment, microfilm, photo, map, etc.

3 Copying includes: printing and photocopying documents.

4 Meeting expenses: rental of meeting room, refreshment, meals, etc.

5 Domestic travel means travel inside Indonesia, international travel means roundtrip travel to outside Indonesia.

6 Collaborators means researchers, field-workers, technician, and specialists who support the project (**must not** include project team).

7 Assistant means: secretaries, or other staffs who support the project.

8 Others (honoraria) include: translator, porter, and other personnel who support the project.

9 Other supplies means expenses not covered in 1-8