

	Organization Name: አዲስ አበባ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY	Document No.: VPRT/LTT/ OF/003	
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Cover page:

University name -----

School -----

Department-----

Project title-----

Year -----

Student name-----

Phone number-----

Submission date-----

Short summary of the innovation project (0.5 page)

Explain the subject matter your proposal is interested in along with its importance, what the problem/issue you want to address, your intention (objective), how you plan to address it, the expected result, and essential points from other sections of the proposal.

Background and Justification:

What is the specific focus of your project interest or area/sector of application? Explain the importance of the subject introduced in the previous section to your specific area of application.

Objectives of the innovation project

Have one general objective and multiple specific objectives. General objective should expand and rephrase the titles with few additional points. The project keywords should be part of this objective statement. Specific objectives should be millstones that would, in cumulative, enable achievement of the general objective. Don't put procedural steps that are mandatory steps in your topic area. All statements must be written on objective statements indicating what you want to achieve after all.

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Description of application area

Brief description of the application area with who is beneficiaries from this project.

Methodology

This section should demonstrate a description of your proposed solution/approach and expected results. Although you may not know the precise details of how you will solve the problem you have just described, you should be able to give sufficient detail to convince that you know the subject matter sufficiently.

Expected output

What do you expect the final output look like?

Time schedule

Explain the time plan to accomplish each activity of your outlined methodology for the project. Identify the major activities and sub activities under each major one so that your plan would be well estimated for smaller and manageable tasks.

Budget and material

How much funding will be required to do this project? This would demonstrate whether you have identified what you are going to do in sufficient detail and an estimated cost for the project. Don't be generic in your cost estimation.