



International Pilot Research Call on Climate Compatible Development

January 2011

Proposal Application Form

This form has 10 sections. Please ensure that all sections are completed fully.

Errors or omissions will delay or potentially disqualify your application from further consideration.

Detailed guidance on how to fill in the application is provided in the [CDKN Research Proposal Application Guide](#), found [here](#).

Section A provides details of the applicants and organisations.

Section B indicates the CDKN Research Theme you choose.

Section C is a summary of your proposed research project.

Section D includes the research proposal.

Section E is a description of the research project management.

Section F describes how applicants will address potential ethical issues.

Section G is the work plan and timeline of activities for your project.

Section H is a breakdown of the budget for your project.

Section I details the qualifications and experience of your research team.

Section J is a checklist to ensure the documentation is complete before submission.

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

A. PARTNER DETAILS <i>(please complete one table for each partner organisation)</i>	
Name of the Principal Investigator (PI)	
Name of organisation	
Postal address	
Postal code	
City	
Country	
Phone number (including international dialling and country code)	
Fax number	
Organisation website	
Name of contact person if not the PI	
E-mail address	
A2 <i>(please complete one table for each partner organisation)</i>	
Name of partner	
Proposed role in research group	
Name of organisation	
Postal address	
Postal code	
City	
Country	
Phone number (including international dialling and country code)	
Fax number	
Organisation website	
E-mail address	

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

B: CDKN Research Theme	
<i>Please mark an X beside the Research Theme(s) covered by your research application.</i>	
Research Theme 1: Climate Compatible Development	
Research Theme 2: Agriculture, Food Security and Climate Compatible Development	

C: SUMMARY OF PROPOSED RESEARCH PROJECT	
Project title (15 words max)	
Project duration (in months)	
Proposed start date (dd/mm/yy)	
Geographical locations of the research	
Abstract of research proposal (maximum 250 words)	

D: DETAILS OF RESEARCH PROJECT

D.1. Research Problem and Justification (maximum 800 words)

D.2. Relevance to the Context of the CDKN Research Call and Climate Compatible Development (maximum 300 words)

D.3. Aims and Objectives of the Project (maximum 200 words)

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

D.4. Methodology (maximum 1000 words)

D.5. Response to Developing Country Demand (maximum 300 words)

D.6. Project Impact and Potential Uptake of Results (maximum 300 words)

D.7. Dissemination Strategy and Exploitation of Project Output (maximum 300 words)

E: RESEARCH PROJECT MANAGEMENT

E.1. Project Coordination and Management Structure (maximum 200 words)

E.2. Partnership Arrangement and Capacity Building (maximum 300 words)

E.3. Project Goals, Purpose, and Outputs (maximum 200 words)

E.4. Monitoring Plan (maximum 200 words)

E.5. Management of Risks and Assumptions (maximum 200 words)

E.6. Sustainability Plan and Cost Effectiveness (maximum 200 words)

F: ETHICAL CONSIDERATIONS

F.1. Potential Ethical Issues of Proposed Research (maximum 200 words)

F.2. Research Project Actions to Address Ethical Issues (maximum 300 words)

G. PROJECT WORKPLAN

The project schedule should include a list of key outputs and milestones (key events or deliverables) that can be related to the items in the project budget.

Please provide a work schedule indicating the planned periods of implementation for the various tasks and work packages in a Gantt-diagram.

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

H. BUDGET SUMMARY

In this pilot funding round, CDKN has decided to keep the budget template as simple as possible¹.

Please provide in Table H1 the costs per activities and per year (summary of all partners) that you request from CDKN. If your salary costs do not include overheads, specify them in the respective budget line. Please indicate any extra (third party) financing your project will receive, or in-kind contribution per activity over the whole project period in Table H1. All budget indications must be in Pounds Sterling (£).

H1: Costs per activities and years (summary of all partners)				
	Requested from CDKN (POUNDS STERLING)			Third party or in-kind contribution (if any) Year 1 – Year 2
Budget Lines	Year 1	Year 2	Total Y1-Y2	
Staff costs (salaries)				
Travel and subsistence				
Equipment				
Consumables				
Dissemination activities				
Overheads				
Audit				
Other costs				
Total				

¹ Therefore we will NOT be using a differentiated system of Full Economic Costing for UK universities and other costing system for other research providers. It is likely that in subsequent rounds of funding, we will need to introduce this differentiated system. However, at present we will follow the simpler processes that are aligned with other funders such as the START research funding, and the DFID-funded SPLASH. UK-based HEIs may need to elaborate some of the reporting templates for their own use internally when recording fECs according to the more complex categories used in this system.

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

H2: Costs per activities and partners (summary of year 1 to year 2)										
Partner Acronym	Requested contribution from CDKN per consortium partner (in Pounds Sterling)									Total
	P1	P2	P3	P4	P5	P5	P7	P8	P9	
Staff costs (salaries)										
Travel and Subsistence										
Equipment										
Consumables										
Dissemination Activities										
Overheads										
Other costs										
Total										
Number of Person-days per partner (in person days)										
In kind contribution or third party funding per partner (in Pounds Sterling)										

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

Costings Guide

Staff costs (salaries)	CDKN will pay the costs of research staff time on the projects.
Travel and Subsistence	<p>CDKN encourages travel for the purposes of the research and for dissemination of findings in academic conferences and in relevant policy circles.</p> <p>The most economical means of transport should be used (economy class for flights, and economical flight transfer methods).</p> <p>Vehicles may be rented or hired for remote field work travel.</p> <p>Airport taxes, visas and inoculations are allowable.</p> <p>Subsistence rates (or per diems, if preferred) should be closely calculated to ensure value for money in the country of the research.</p> <p>CDKN may investigate any costs perceived as unreasonable, and may request justifications or modifications from the research institutions involved.</p>
Equipment	Equipment required for the project must be itemised and justified if over £100 in total value. CDKN will support leasing or rental of equipment for the project duration; and purchase of equipment that will remain in an organisation after the end of the project that will increase long-term capacity for conducting research. CDKN will not support purchase of equipment that becomes individual property after the project ends unless expressly granted in writing. CDKN needs to know why this item is needed for the project and why this is not provided from the research organisation's own resources.
Consumables	These are items that will be used up during the project such as ink and paper for printing.
Dissemination Activities	All costs for dissemination should be covered within the budget. CDKN provides no additional budget for attendance at conferences and policy meetings. We do not provide additional budget for production of journal articles – this should be costed in to the proposal.
Overheads	<p>We encourage applicants to put forward reasonable calculations for overheads to their institutions which accurately reflect the minimum requirements of those institutions. We recognise that some institutions have less external support than others and do not wish to penalise these institutions in our assessments. We ask that institutions pay close attention to value for money in these considerations.</p> <p>These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs that have not been included under other cost headings. They will be calculated by a research organisation and a single figure will be required at time of application.</p>
Other costs	<p>Allowable costs: printing, copying, communications, meeting room or workshop space rental, if NOT supported by your research organisation.</p> <p>Funding will NOT be provided for purchase of furniture, recruitment and relocation expenses, construction or maintenance of buildings.</p>
In-kind contributions	For in-kind contributions we will expect a written statement explaining what these contributions actually are. In-kind contributions will have to be included in the yearly audits, so make sure that you only declare in-kind contributions that can actually be quantified and are auditable.
Third Party contributions	Third Party contributions are co-funding that has been already committed to the proposed project. We will require formal written notification of this funding at approval stage of the project, so please ensure that you are able to provide this information when required.

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

Please provide brief details on each of the categories you have completed in the budget form:

Staff costs (salaries)	
Travel and Subsistence	
Equipment	
Consumables	
Dissemination activities	
Overheads	
Other costs	
In Kind	
Third Party	

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

Budgets must be realistic estimates of the funds required for the proposed research. Unless specified otherwise, grants should cover the costs of such items as: salaries for staff, research equipment and expendable supplies. Accurate financial tracking and management of the grant is the responsibility of the PI together with the institution's finance department.

Payments

All research payments are made solely to the PI's institution. Payments will be made in arrears on a monthly basis by electronic transfer to the host institution's bank account. If electronic transfer is not possible, payments will be made by cheque. All grant application budgets must be made in Pounds Sterling (£). Please note: if the host institution uses a currency other than Pounds Sterling (£) then the monthly payment will be subject to any fluctuations in the exchange rate when the payment is converted to that currency. These fluctuations will be at the grant holders' expense or gain.

Budget

Any changes from the approved application including the budget must receive prior approval from CDKN. Any requests for unforeseen additional expenses will be considered on a case by case basis. CDKN allows the PI justified transfers of funds between the following categories in the budget: salaries, equipment, consumables and travel/subsistence. Any transfers must be within the approved total budget. All transfers must be approved by CDKN in writing prior to expenditure.

- Salaries:

Allowable:

- Funds may be used to pay part-time staff fees, graduate students and other workers for their labour in support of the research project.

Not allowable:

- Funds may NOT be used to add to the salary of existing full time scientists, administrators or administrative staff.

- Equipment

Allowable:

- Leasing or renting equipment for the duration of the project.
- Purchase of equipment that will remain in the department as a way of increasing long-term capacity for conducting research.

Not Allowable:

- Equipment that will become the property of an individual researcher at the completion of the project - unless express permission is provided by CDKN.

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

- Travel and Subsistence

Allowable:

- Where travel is necessary for the performance of the project, the most economical means of transport should be used.
- Airfare for projects funded through CDKN must be at no more than economy rate. For more details and exceptions please contact the CDKN Research Call Secretariat.
- Transportation between the airport and hotel should be by the most economical means available, with an upper limit of £20 each way.
- Vehicles may be rented or hired for travel to remote field-work.
- The cost of any airport taxes and other taxes incurred, as well as necessary visas and inoculations.
- Excess baggage fees will be covered only for items necessary to the project.
- Subsistence Rates may be provided to Project Team Members when performance of the project requires them to travel away from home and spend a full night or more away. The subsistence rate is provided to cover costs of accommodation and daily allowance.
- The maximum subsistence rates paid for foreign travel on the dates of travel will be in accordance with the WHO per diem guidance rates less 20% as advertised on the WHO website. Efforts should be made to charge actual costs whenever possible. CDKN may request proof of expenditure throughout the duration of the project.

Not Allowable:

- Upgrades to business class or first class.
- Telephone calls during travel are not covered by this grant.
- CDKN will not cover expenses incurred from side trips or other travel unnecessary to the project.

- Other Expenses

Allowable:

- Printing.
- Copying.
- Communication.
- Rental of meeting rooms and workspace.

- Administrative Overheads

Allowable:

- **Reasonable** calculations for overheads to institutions which accurately reflect the minimum requirements of those institutions.

CDKN JAN 2011 RESEARCH CALL PROPOSAL APPLICATION FORM

I. CURRICULUM VITAE OF KEY MEMBERS OF THE RESEARCH GROUP

Please provide CVs (see guidelines for details).

J. CDKN CHECK-LIST PRE-SUBMISSION

Thematic relevance

Does the proposal fulfil the objectives of, and respond directly to, the themes of the research call?	
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Proposal Application Form

Have you read the Proposal Application Guide and followed it closely?	
Have you followed guidelines on word limits?	
Have you followed guidelines on font size and type?	

Research Proposal

Have you checked your proposed Research Project meets the eligibility criteria?	
Have you provided all evidence required by the CDKN to demonstrate that you meet the eligibility criteria?	
Have you checked your Research Organisation meets the eligibility criteria?	
