



## Proposal Application Guide for Second International Research Call on Climate Compatible Development

September 2011

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### Introduction

This is a guidance document created to assist applicants in completing their application. It is specific to CDKN and should be used in conjunction with the following information:

1. Research Call Announcement
2. Proposal Application Form
3. Non-disclosure Agreement
4. CDKN Expenses Policy
5. PwC Terms and Conditions

**Please make sure you have read the above documents in detail as they contain valuable information on what CDKN expects from applicants and will help you ensure your proposal matches these expectations.**

One application form should be completed by the Principal Investigator on behalf of the whole research group. The application form and any other relevant documents (e.g. CVs) should be completed in English and submitted electronically by the Principal Investigator to the CDKN Research Team.

**Completed application forms must be sent in WORD format to the Research Secretariat by Monday 24<sup>th</sup> October 2011, 17:00 British Summer Time (GMT+1) to the following email address: [researchcall@cdkn.org](mailto:researchcall@cdkn.org)**

Please ensure you consider different time zones when submitting your application. **No late submissions or revisions after the submission deadline will be accepted.**

After closure of the call, the Research Team will contact the Principal Investigator to acknowledge receipt.

### How to complete the proposal application form

Before completing this application form, please ensure you have read the Research Call Announcement in detail and make sure you meet the eligibility criteria (SECTION 4). Please also consult all guidance documents provided by CDKN under this call.

Word limits are prescribed in all sections of the application form; please note, these are strict limits (rather than guidelines) and CDKN will apply these rigorously to ensure fairness across

the proposals received. **Any text exceeding word limits will be cut out of the application and will not be submitted to reviewers**, so affecting the coherence of your proposal. References to support various aspects of your proposal can be included, and will not count towards the word limits.

The application form must be completed using Times New Roman or Arial font. The minimum font size allowable is 11.

### Structure of the Proposal Application Form Guide

The Proposal Application Form is structured as follows:

Section A provides details of lead and partner organisations.

Section B indicates the CDKN Research Theme you choose.

Section C is a summary of your proposed research project.

Section D is the main 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 to indicate you accept the CDKN T&C, Expenses Policy and have signed and attached the non-disclosure agreement.

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

ANNEX 1 provides the evaluation criteria.

ANNEX 2 provides further guidelines on writing a good research proposal.

Please follow these guidelines closely for each Section and sub-Section of the Proposal Application form. Please contact the Research Team with any further questions. For all enquiries please contact Franziska Schwarz at [researchcall@cdkn.org](mailto:researchcall@cdkn.org).

## Section A. Lead and Partner Organisation Details

*A.1. Lead Organisation Details:* Please provide the name of the Principal Investigator and lead organisation which would administer the award. There is no limit to the number of organisations that can be included within the research group, but you should only name the lead organisation in this section. They will be responsible to the CDKN for the delivery of any successful proposals.

*A.2. Partner Details:* Please include details of all research partners. Copy and paste the table if necessary. Applicants should note that there is no limit to the number of organisations that can be included within the research group. However, you should only name organisations which will be directly involved in, and financed through, the research project.

## Section B. CDKN Research Theme

Mark an X beside the Research Theme and specific area to which your application corresponds. The two Research Themes issued in the CDKN call are:

*Research Theme 1: Climate Compatible Development: Policies and Processes*

1. Designing and delivering climate compatible development
2. Decision paths, tools and processes for climate compatible development
3. Low carbon policies on development and growth

*Research Theme 2: Climate-related Disaster Risk Management and Resilience*

1. Design of disaster risk management systems
2. Disaster responses that build resilience
3. Risk financing leading to risk reduction
4. Costs and benefits of risk management strategies

**Your proposal must correspond to one of these two themes to be within the scope of the call for proposals. If not, the proposal will be rejected.**

## Section C. Summary of Proposed Research Project

*Project Title and Project Duration:* Please provide a project title as well as the duration of the project in months. Projects should be between 18 and 24 months. The project title must be fifteen words or less.

*Proposed Start Date:* The anticipated implementation period is April 2012 – July 2014. However, project activities cannot commence until all formalities have been completed; awards must have been both offered and accepted with a signed contract in place before any expenditure can occur. Any expenditure that is committed prior to the formal acceptance of an award may not be met by the CDKN. Projects should not exceed 24 months' duration.

*Total Funding Required:* Please enter the total amount of funding required from CDKN for this proposal in POUNDS STERLING. We expect most proposals to request between £400,000-500,000 GBP; the total sum should not exceed £1 million GBP.

*The Geographical Location(s) of the Research:* Please indicate the geographical area of focus for the research. Projects may use regional, national and sub-national case studies from developing countries in Africa, Asia, Latin America and the Caribbean (as per this list [here](#)). The emphasis should be on the poorest countries, or the poorer regions of middle income countries. Researchers may also undertake research in developed countries for the purposes of 'light-touch' comparative analysis where appropriate, but this should not form the bulk of the research focus or investment. Please see the Research Call Announcement for more detail.

*Summary of Research Proposal:* Please provide a 250 word summary of your project, covering aims and objectives, activities, expected outputs and impacts.

*Research Outputs:* Please set out the major outputs expected over the lifetime of the project, including a description of the output, *objective, type and size of target audience, theme/ topic, etc.* Please copy and paste tables as necessary.

#### Section D. Details of Research Project

*Please insert text under each of the headings.*

*D.1. Research Problem, Justification and Hypothesis:* Please provide a description of the research problems that will be investigated and the questions, theoretical frameworks, and hypotheses that will underpin the research process. You should also provide a justification for research, including a brief overview of the body of research related to the problem, demonstrating the gaps that the proposed research will fill. CDKN research projects are expected to be of the highest quality and your proposal should clearly demonstrate how the project will contribute to scientific understanding of one of the two themes. The maximum length for this section is 1200 words.

*D.2. Overarching Aims and Specific Objectives of the Project:* Please specify the developmental aim(s) that your project will address and the specific objectives of the project in contributing to this aim. Please mention target groups and beneficiaries. The maximum length for this section is 400 words.

*Aims are the wider development changes to which your project will contribute, or a wider development problem that the project will help to resolve. The aim is long-term and overarching, and its achievement will be beyond the scope of the project itself.*

*Objectives are the observable changes that occur over the short to medium term as a direct result of the project, for example, the immediate impacts that the project will have on the project area or target stakeholder groups. Objectives are therefore specific to the project. Your activities and outputs should clearly relate to the achievement of these project objectives.*

*D.3. Methodology:* Please outline the methodology used for undertaking this research project. The project should be divided into Work Packages and Tasks with clear indication of lead responsibility of different partners for each work package. Please describe the whole project as well as the individual work packages in terms of objectives, target groups and deliverables. A description of the management and a coordination plan must also be provided. The maximum length for this section is 1000 words.

*D.4. Response to Developing Country Demand:* Please demonstrate how the research relates to the development priorities of the country or countries concerned and the expected

contribution the research will make to the understanding and implementation of climate compatible development in developing countries. Direct evidence of demand for the project is preferable, such as (but not limited to) a support letter from government/ government departments. Indirect evidence may also be drawn from documents such as national climate change strategy papers, ministerial statements, interviews, and donor studies or reports. Please reference these sources of evidence or provide copies where relevant. If one of your research partners is a government institute or ministry, then please make clear how the research is relevant to the needs and priorities of that ministry. The maximum length for this section is 500 words.

*D.5. Relevance to the Context of the CDKN Research Call and Climate Compatible Development:* Please specify how the research project will address one of the research themes of this call and demonstrate relevance to the specific research questions as set out in the Research Call Announcement. Please also specify how the research project will contribute to the delivery of CDKN's objectives, and CDKN Research Output's guiding principles also found in the Research Call Announcement. The maximum length for this section is 400 words.

*D.6. Project Impact and Potential Uptake of Results:* Please describe the potential impact and contribution of the project in assisting developing country decision-makers to consider and respond to complex climate change and development-related challenges. Discuss how the research results are likely to be used and by whom, for example identifying specific policies that are being targeted by the project. This section should also describe the degree to which research is integrated with policy makers throughout the duration of the project. You should set out the key policy makers and other stakeholders that you will engage with, and how. The maximum length for this section is 400 words.

*D.7. Dissemination Strategy and Exploitation of Project Outputs:* Please set out the major outputs expected from the research in the box provided, including a description of the output, *objective, type and size of target audience, theme/ topic, etc.* Please also include a description of the plan for the dissemination and exploitation of the research findings. CDKN projects are expected to produce research outputs across a variety of publication formats and types. The maximum length for this section is 300 words, excluding text in the box.

## Section E. Research Project Management

*E.1. Project Coordination and Management Structure:* Please describe the project coordination and management strategy and structure. You may wish to use an organogram as part of your response to this question. Please also detail the previous management experience of the Principal Investigator. The maximum length for this section is 400 words, excluding the text in the organogram.

*E.2. Partnership Arrangement and Capacity Building:* Please describe the contributions of each research partner within the work packages and to the project as a whole and also provide a clear indication of the division of responsibility between partners. CDKN is interested to support projects that build the capacity of developing country institutions to conduct high-quality and policy-relevant research, as well as building the technical capacity of government institutions. Projects are expected to foster networks across research institutions, policy makers, private sector and/or civil society. Please detail planned activities relating to capacity building, training, and mentoring in, and between, research partner institutions. The maximum length for this section is 400 words.

*E.3. Monitoring Plan:* Provide a plan for monitoring both management and research activities. You may wish to refer to your answers to Section G, the Project Work Plan. The maximum length for this section is 400 words.

NB – CDKN will work with the successful applicants to outline aims and objectives, with suitable indicators for these, including sources of information, collection methods and timeframes for collecting the information. CDKN will provide suitable templates and guidelines to assist in developing such information once proposals are underway.

*E.4. Management of Risks and Assumptions:* Describe any risks and assumptions that could affect project implementation and delivery. Please also consider any obstacles to the execution of the research or the eventual use of the results. Set out how these will be mitigated and by whom. The maximum length for this section is 400 words.

*E.5. Sustainability Plan and Cost Effectiveness:* Describe the sustainability of the project impact and how cost-effectiveness is ensured throughout the project. Please refer to the different work packages to demonstrate sustainability and cost effectiveness. The maximum length for this section is 400 words.

## Section F. Ethical Considerations

*F.1. Potential Ethical Issues of Proposed Research:* Please identify any potential ethical issues that might arise during the implementation of the research project. Researchers should refer to the Economic and Social Research Council's Framework for Research Ethics ([here](#)). The maximum length for this section is 300 words.

*F.2. Research Project Actions to Address Ethical Issues:* Please describe the actions you will take to mitigate or address any ethical issues related to the research project implementation. The maximum length for this section is 300 words.

*F.3. Potential Environmental Impact of Proposed Research and actions to minimise these:* CDKN aims to minimise its environmental impact and encourages applicants to also consider the environment when undertaking research. Please identify potential environmental impacts arising when undertaking research, and reasonable actions to minimise these, such as travelling only when necessary, combining meetings with other activities and using electronic means of communication whenever possible. The maximum length for this section is 300 words.

## Section G. Project Work Plan

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 period of implementation of the various tasks and work packages in a simple Gantt diagram.

## Section H. Budget

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

Therefore we will NOT be using a differentiated system of Full Economic Costing (FEC) for UK universities and other costing system for other research providers. We follow the simpler processes that are aligned with other funders such as the START research funding, and the DFID-funded SPLASH. UK-based Higher Education Institutions 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 their system.

*H.1. Costs per category and per project year:* Please provide in Table H1 the costs per category and per project 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 (£).

*H.2. Costs per category and project year, per partner* Please provide in Table H2 a summary of costs per category and partners for Project Year 1 and Project Year 2 (please add partners if required).

*H.3. Costs per work package and per partner:* Please provide in Table H3 below a summary of costs per work package and partners as well as person-days per partner. One person day assumes a working day of 8 hours.

*H.4. Detailed costings:* Please provide details on each of the categories included in Sections H.1. and H.2. Please see below for further information, as well as a detailed costing guide.

#### Budget

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

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 Principal Investigator transfers of funds between the following categories in the budget, if justified: salaries, equipment, consumables and travel/subsistence. Any transfers must be within the approved total budget. All transfers must be approved by CDKN prior to expenditure.

CDKN may request proof of expenditure throughout the duration of the project. CDKN may investigate any costs perceived as unreasonable, and may request justifications or modifications from the research institutions involved.

#### Payments

All research payments are made solely to the Principal Investigator's institution. Payments will be made according to a payment schedule, provided by the PI's institution, which should be linked to outputs and milestones. If electronic transfer is not possible, payments will be made by cheque. All 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 award holders' expense or gain.

## COSTING GUIDE

Staff costs (salaries)	CDKN will pay the costs of research staff time on the projects. Please note this should be calculated to comprise the overall funding requested by CDKN to cover staff costs. Funds may be used to pay part-time staff fees, graduate students and other workers for their labour in support of the research project. <b>Funds may not be used to <u>add</u> to the salary of existing full time scientists, administrators or administrative staff.</b>
Travel	<p>CDKN encourages travel for the purposes of the research and for dissemination of findings in academic conferences and in relevant policy circles.</p> <ul style="list-style-type: none"> <li>• The most economical means of transport should be used (economy class for flights, and economical flight transfer methods).</li> <li>• Vehicles may be rented or hired for remote field work travel.</li> <li>• Airport taxes, visas and inoculations are allowable.</li> <li>• Transportation between the airport and hotel should be by the most economical means available.</li> <li>• Excess baggage fees will be covered only for items necessary to the project.</li> </ul> <p><b>CDKN will not cover upgrades to business class or first class. CDKN will not cover expenses incurred from side trips or other travel unnecessary to the project.</b></p>
Subsistence	Per diems as a simple formula for reimbursement are being dispensed with, and being replaced by a requirement to only claim on receipted expenditure. This is more complicated than a per diem basis, but nervousness around abuse of the per diems is now driving this policy which we have to pragmatically manage. Per diems act as a ceiling on what might constitute reasonable expenditure, and therefore they will continue to be used as a benchmark against the receipted expenditure claims. For reference purposes the World Health Organisation rates less a discount of 20% should be used as this benchmark.
Equipment	<p>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 if this will increase long-term capacity for conducting research. 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.</p> <p><b>CDKN will not support purchase of equipment that becomes individual property after the project ends unless expressly granted in writing.</b></p>
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 the proposal.
Overheads	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. 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.
Other costs	Allowable costs: printing, copying, communications, meeting room or workshop space rental, if NOT supported by your research organisation. <b>Funding will not be provided for purchase of furniture, recruitment and relocation expenses, construction or maintenance of buildings.</b>
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.

#### *H5. Preferred Payment mechanism:*

For research awards, CDKN usually makes several payments throughout the life of the contract, linked to certain milestones or deliverables (which can include signature of the contract, if required). A minimum of 25% of the overall funding required is usually retained for payment on successful completion of the contract. Please indicate your preferred payment mechanism in the table provided.

#### Section I: Curriculum Vitae of Key Members of the Research Group

We will only accept CVs up to 3 pages each. If your CVs exceed this length we will ask peer reviewers to consider only the first 3 pages of each CV. This is to ensure fairness across all applicants.

Please provide CVs of the key members of the project team. Do not attach more than 10 CVs in total for the whole group. You may choose the format of the CV but you should make sure that the CVs submitted contain the information below.

1. Personal details
2. Degrees or other equivalent qualifications (include subject, awarding authority and date)
3. Posts held (with dates)
4. Duties and responsibilities (for three most recent posts)
5. Relevant recent publications (title, web link-if available- and reference)
6. Countries of work experience (include length of time)
7. Capacity and experience relevant to this proposal
8. Relevant achievements, including in particular examples of where research has had policy or other impact.

## Section J: CDKN and PwC Policies

CDKN is being managed by an alliance of partners led by [PricewaterhouseCoopers LLP](#) and comprising the [Overseas Development Institute \(ODI\)](#), [LEAD International](#), [INTRAC](#), and three regional partners – [Fundación Futuro Latinoamericano](#) (Latin America), [SouthSouthNorth](#) (Africa) and [LEAD Pakistan](#) (Asia).

The contract will therefore be issued by PwC, and will be governed by the PwC Research Terms and Conditions. **Please review these terms and conditions before you submit your proposal.** You will need to indicate whether you are able to accept these terms and conditions in the checklist at the end of your application form. You will also need to signal that you will comply with the CDKN Expenses Policy which can be found on the [CDKN website](#). Please see section J of the Application Guide for more details.

This section is to confirm that you have read and understood the CDKN policies and requirements for the research call. PwC Terms and Conditions and CDKN Expenses Policies can be found on the CDKN website.

### *J.1. PwC non-disclosure agreement (NDA)*

This allows CDKN and the applicants to have open and confidential discussions about the project in advance of the contract being signed, and is something we put in place to protect research institutions and their intellectual property. Please print out the NDA (found on the Research Call Website) and complete the first paragraph of the first page with your organisation details. Please attach a signed electronic copy of the NDA when submitting your proposal.

Please note that if your proposal is successful this must be followed up with hard copies of the NDA. **Without a hard copy NDA CDKN will not be able to issue a contract.**

**Please indicate in the box you have signed and attached a copy of the NDA when submitting your proposal.**

### *J.2. CDKN Expenses Policy and PwC Terms and Conditions*

As part of their proposal, applicants must indicate whether they are able to agree to the CDKN Expenses Policy and PwC Terms and Conditions. We would encourage you to read these early on during the application process. Both documents can be found on the CDKN website. We provide these documents at an early stage in order to speed up the contracting processes for successful applicants.

**Please indicate in the boxes provided if you are able to accept the CDKN Expenses Policy and the PwC Terms and Conditions at this stage.**

## Section K: Pre-submission Checklist

Please read this section carefully and ensure you have provided us with all necessary detail and information to support your application.

## ANNEX 1: EVALUATION CRITERIA

Expert peer reviewers will assess each proposal. The evaluation will be based on the eight criteria below. Projects will be scored out of 50 marks, with weighting towards the demonstration of scientific excellence and policy impact amongst the other criteria. Proposals scoring less than 7 on either of the first two criteria will not be considered for funding.

	Evaluation Criteria	Detail	Scoring
1	Scientific Excellence and Research Quality	Level of scientific quality of research in climate change and development. Scientific methodology, scoping study and progress beyond the current state-of-the-art knowledge. Degree to which the proposed research applies new, innovative research approaches and/or results in new findings.	10
2	Policy Impact	Evidence of need and likelihood of uptake of research results by policy makers. Level of contribution to understanding and implementation of Climate Compatible Development in developing countries.	10
3	Demand-led <sup>1</sup>	Degree to which the proposed research directly responds to developing country research needs on climate change. Degree to which research is integrated with policy makers throughout duration of the project.	5
4	Research Communication and Dissemination	Degree to which research outputs are likely to be communicated across a variety of publication formats and types, for example. Peer-reviewed journal articles, policy briefing papers, working papers and other media outputs including video, blogs and so on. Level of production of scientific journal articles and targeted briefings for non-specialist audiences.	5
5	Value for Money <sup>2</sup>	Cost of proposed research and value for money considered with relation to its significance and scientific excellence.	5
6	Fostering Partnerships and Networks	Quality, impact, and sustainability of relationships between research institutions and actors in the research-policy area. Degree to which proposed research assists with the development of long-term South-South, South-North relationships. Level and quality of capacity building, training, and	5

<sup>1</sup> Please note that research projects that do not provide sufficient evidence of research being demand-led will not be eligible for this research call. This criterion will look at the strength of this evidence and will be assessed once eligibility criteria have been met.

<sup>2</sup> Applicants must ensure funding requests are realistic as well as demonstrating value for money. Low or under-costed proposals do not necessarily demonstrate value for money and may be deemed unrealistic.

		mentoring between research partner institutions.	
7	Relevance to CDKN call	Degree to which researchers show a strong understanding of Climate Compatible Development in theory and practice (NB. applications which fail to show this at all will be rejected)	5
8	Project design	Appropriate project planning tools for monitoring both management and research activities including key milestones and dates that they are expected to be achieved. Risks and assumptions that are likely to affect project implementation and achievement of the outputs and how they are planned to be managed.	5

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## ANNEX 2 EXCELLENT PROPOSAL GUIDELINES

### CDKN: Guidelines for excellent research proposals

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These notes are intended to assist applicants in the preparation of research proposals that meet the requirements and expectations of CDKN funded research. They provide informal guidance on points for applicants to remember when drafting proposals and are based on experience from the ESRC. We encourage you to action the activities outlined below.

#### 1. RESEARCH UNDER CDKN

Please consider CDKN's objectives and principles. To be considered for funding, projects need to meet the guiding principles of research excellence, links to policy networks and capacity building. See the full research principles below:

Excellence and Quality	CDKN focuses on supporting the best quality research in climate change and development, to be produced as scientific journal articles and briefings for non-specialist consumption.
Response to Demand	Well-targeted, accessible and high quality research benefits from having a direct link with policy makers – we aim to integrate the research with policy makers from start to finish ensuring that research is taken up immediately.
Fostering Partnerships and Networks	CDKN fosters relationships between research institutions and actors in the research-policy arena; particularly in assisting development of long term South-North and South-South relationships, training and mentoring.
Impact	CDKN will be closely monitoring the impact and uptake of research outputs created through this funding stream, honing and reviewing the funding process on an ongoing basis to ensure greatest productivity, effectiveness and value for money.
Ethics	CDKN expects the highest ethical standards of its researchers, and alignment with rigorous ethics policies on research.

CDKN seeks to fund new, policy-relevant applied research that responds directly to demands from developing country decision-makers and aims to strengthen research capacity and build more effective national and international research networks. In particular, CDKN is looking for proposals which demonstrate exceptional scientific merit and originality.

#### Scientific excellence and research quality

CDKN focuses on supporting the best quality research in climate change and development, to be produced as scientific journal articles and briefings for non-specialist consumption. Proposals should demonstrate exceptional scientific merit and originality, and are expected to have major scientific impact, contributing significantly to the understanding and implementation of climate compatible development in developing countries. Research design should demonstrate specificity, clarity and coherence between research questions, methods and anticipated intellectual outcomes. Proposals should also demonstrate conceptual

understanding, theoretical or methodological development, and application of research-based knowledge to policy or practice.

## Policy Impact and Response to developing country demand

Proposals should demonstrate direct evidence of likely uptake of research results by policy makers and CDKN expects high levels of contribution to the understanding and implementation of climate compatible development in developing countries. This means, applicants must demonstrate clear relevance of proposed research over and beyond the academic community and how research can be used in an applied, non-theoretical way. Well-targeted, accessible and high quality research benefits from having a direct link with policy makers – therefore, applicants should aim to integrate the research with policy makers from start to finish ensuring that research is taken up immediately.

Research under CDKN should directly respond to developing country research needs on climate change. Therefore, applicants should aim to provide direct evidence of demand for the project, such as (but not limited to) a support letter from government/ government departments. Indirect evidence may also be drawn from documents such as relevant scoping studies, national climate change strategy papers, ministerial statements, interviews, donor studies or reports and national assessment reports, though direct evidence is more preferable. Ideally, policymakers should be integrated into the research project from planning to dissemination stages as detailed in a stakeholder engagement plan. Please reference these sources of evidence or provide copies where relevant.

## 2. READ THE RULES

Please follow the Proposal Application Guide, which is designed to help you through completing the proposal template. A careful read of the CDKN Research Call Announcement will help you to avoid some simple errors which might lower your chance of success. Ensure your organisation and research project meet the eligibility criteria as outlined in Section 4 of the Research Call Announcement. If you are unsure, please contact the CDKN Research Team: [researchcall@cdkn.org](mailto:researchcall@cdkn.org).

## 3. STUDY YOUR FUNDING SOURCE

CDKN has several criteria for deciding on allocation of resources. Please ensure your application clearly addresses CDKN requirements for this research call. CDKN will commission new policy-relevant applied research that responds directly to demands from developing country decision-makers. It aims to strengthen research capacity and build more effective national and international research networks. Characteristics of successful CDKN research awards are constant. They must:

- Promise excellence and quality in research and demonstrate capacity to achieve this
- Respond to demand
- Foster partnerships and networks
- Have a workable plan to achieve substantial policy impact
- Adhere to criteria for ethical research processes

For more detail see the Research Call Announcement and the [CDKN website](#).

#### 4. ALLOW YOURSELF TIME AND DISCUSS YOUR APPLICATION

Prepare a draft proposal and consult others on it. You will need to allow time to prepare the project costings and get advice on these and you will need to read the regulations of the CDKN funding approach carefully. Do not leave submission to the very last minute. Please make sure your proposal is submitted on time. In order to ensure fairness across all applicants CDKN will not allow late submissions.

Discuss your proposal with peer groups, colleagues and, if you are a relatively new researcher, with senior and more experienced researchers. Experienced collaboration or supervision for the project is important.

#### 5. JUSTIFY YOUR COSTINGS

Costings should be considered with care and close reference to the CDKN Research Funding Guide and the Research Call Announcement ([link](#)). Be realistic – high costs may not demonstrate good value for money. Very low costs for projects may show an unrealistic expectation of researchers' time. Give as detailed a breakdown of costs as possible so that the Panel can properly assess the case for support.

#### 6. CONTENT AND PRESENTATION

Think carefully about what information you are going to give and how it is presented. Make sure you think your plan through and cover all stages. In your proposal show your genuine interest, understanding and enthusiasm for the work.

Keep the following questions in mind:

- What is the story you are telling?
- Who is the audience?
- Why does it matter?
- Why now?
- Why you?

Please write clearly in plain, simple English. CDKN strongly advises applicants to seek translation and/or proof-reading by a fluent, technically-proficient, English speaker if English is not their first language.

Ask yourself the following questions:

- Have I provided a well-considered project description? Am I being realistic about this? Am I using the most relevant approach and the most appropriate methods? How will it relate to and deliver the objectives?
- Have I clearly formulated the research problem and justification and hypothesis? Have I put it in context of contemporary scientific and theoretical debates, demonstrated the way in which my work will build on existing research and make a contribution to the area?

- Have I established appropriate aims and objectives? Are they clear and concise? Do they reflect intellectual aims and practical, attainable objectives?
- Have I given a full and detailed description of the proposed research methods? Is there any innovation in the methodology I am planning to use? Am I developing any new methods or using established methods innovatively?
- What will my research design allow me to say in the interpretation of anticipated results?
- Have I clearly demonstrated the relevance of the research proposal to the context of the CDKN Research Call and Climate Compatible Development?
- Is my proposal a response to developing country demand as outlined as a CDKN requirement?
- Have I demonstrated the policy impacts of the proposal and how I will achieve them?
- Have I identified potential users of this research outside of the academic community; have I involved/consulted them in my planning? Have I arranged for their continuing involvement in the research process in an appropriate way?
- Have I provided a clear engagement and dissemination strategy for the research demonstrating how the research outcomes will be communicated to all interested parties including potential users of the research outside of the academic community?
- Have I thought about the ethics of what I am planning to do? Are there any sensitive issues or potential problems which need to be addressed? Have I fully consulted on these issues and obtained the approval of an ethical committee where required?
- Is the proposal good value for money? How have I demonstrated this?
- If I am using data collection, have I considered already existing data resources? Am I sure that access will be given where necessary, and do I have written confirmation of this? Am I convinced of its quality, validity, reliability and relevance? Have I considered the costs of cataloguing and preparing data for archiving?
- Have I demonstrated a clear and systematic approach to the analysis of data and how this fits into the research design?
- Have I recognised and planned for the skills and competencies that will be required to bring the work to a satisfactory conclusion?
- Have I anticipated potential difficulties? Have I shown that I recognise these and discussed how they would be handled?
- This proposal will be subject to the critical appraisal of my peers. Am I satisfied that I have fully defended my chosen research design and made it clear why others are not appropriate?



- Have I considered the possibility of co-funding of the research, with CDKN providing only a proportion of the project funding?

## 7. DISSEMINATION AND INFLUENCE

One of CDKN's main roles is to ensure that decision makers get access to the best research. Your dissemination and influence plans are very important. Your choice of publication format is critical. Projects are expected to commit to producing academic journal articles from the funded research in addition to other publication formats, which will also be peer-reviewed through the CDKN system. CDKN encourages you to use media formats appropriate to your target stakeholder group for information dissemination.