RERIPA

Strengthening Research and Innovation ecosystems to address the Impact of climate change in the Pacific

ANNEX 1

Project Proposal Template

RERIPA is a project collaboratively implemented by:

General Information

1. If you wish to submit a project proposal, please send an email to contact@reripa.com to inform about your intention to submit.

2. RERIPA Coordination and Management Team will send you a personal link that will allow you to upload all your documents/files once your application is complete.

3. Your proposal must be written in English and must not exceed 15 pages including references and illustrations (but excluding the budget summary Table).

4. Use Corbel font, size 12, single spacing and normal margins (min. 2.5 cm on each side). Hand written proposals will not be accepted.

5. Complete the application form and attach the following documents:

    i.   A completed proposal following this Template, ANNEX 1 (.doc, .docx)

    ii.   A Logical Framework following the Template ANNEX 2 (.xls, .xlsx)

    iii.   A detailed budget following the Template ANNEX 3 (.xls, .xlsx)

    iv.   Official letters of support signed by the heads / legal representatives of the Lead Applicant and co-applicants, stating the project title, the activities carried out by each Applicant, the funding requested by each Applicant, and the overall Project budget. (.pdf)

    v.   A copy of an official certificate(s) of registration (or incorporation) of the Lead-Applicant and Co-applicants (organisation) and where applicable (.pdf)

    vi.   For the Lead Applicant, evidence (ex. official copy of the grant contract) of having managed at least two R&I grants for of at least 75 000 € each, between 2018-2021 (.pdf)

    vii.   Curriculum Vitae of the Project Coordinator (personnel from the Lead Applicant) (.pdf)

Project Synopsis

Project Title	
Project Acronym	
Lead Applicant[1] full Name	
Legal status of the Lead Applicant[2]	
Physical Address of the Lead Applicant	
Project coordinator (person) contact: name and email address	
Administrative contact of the Lead Applicant: name and email address	
Project location(s)	
Project Duration	
Project Budget requested to RERIPA	
Co-funding (in €) / external funding (if any ; cofounding is optional)	
[3]Co-applicant 1 (name of the organization, address, and contact person/email	
Co-applicant 2 (name of the organization, address, and contact person/email	
Co-applicant x (name of the organization, address, and contact person/email	

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[1] The applicant should be a legally established entity.

[2] Eligible applicants: Academic and research institutions/organisations; spin-off companies; VET providers; organisations representing indigenous and local communities; agencies and associations working for gender equality in research and innovation; national science, technology and innovation agencies; non-governmental organisations; innovation support organisations (technology clusters, innovation labs and technology transfer offices); incubators and start-ups; and other similar organisations.

[3] The consortium should comprise **at least 3 Applicants (i.e. at least 1 Lead Applicant and 2 Co-applicants)** established in the eligible countries and from at least 2 different OACPS Pacific countries: at least 1 academic and research institution/organisation and at least 2 other co-applicants from 2 different types (as listed above). Nonetheless, Projects can involve more than 2 Co-applicants. Add lines in the Table if needed.

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1   Project summary

Provide an overview of your project clearly stating its significance, objectives and how they will be achieved including benefits to target groups.
(Max ½ page)

2   Consortium/Partnership

Briefly describe in the Table below the key collaborators in your project, explaining their role and contribution and how activities will be jointly implemented. Include any other actors you will consult during implementation of activities. Nb. The consortium should comprise at least 3 Applicants (i.e. at least 1 Lead Applicant and 2 Co-applicants) but could include more co-applicants and external partners (own funds) - add lines in the Table if needed.
(Max 1 page)

Organisation name	Persons and expertise mobilised / Role in the project
Lead Applicant (Coordinator) : xxxx	
Co-applicant 1: xxxx	
Co-applicant 2: xxxx	
Co-applicant X: xxxx	
External partner X: xxxx	

3   Background

(Max 1 page)

4   Project objectives (outcomes) & expected results

State what the project will achieve. Explain the expected changes in behaviour and/or practice(s) to beneficiaries that your project will make.
Refer to your Logical Framework, ANNEX B.
(Max 2 pages)

5   Activities planned, methodology & beneficiaries

Explain the activities, the methodology followed to achieve the expected results, and the beneficiaries
(Max 6 pages)

6 Gender and youth considerations

Describe how your project has incorporated aspects of gender and issues concerning youth and the likely impact on women, men, and youth
(Max 1 page)

7 Risk analysis

Indicate the potential physical, environmental, political, economic, and social risks expected from the project and mitigation strategies.
(Max 1 page)

8 Ethical considerations

Briefly describe the ethical issues that your project is likely to present during implementation, and how you plan to obtain the necessary ethical approvals.
(Max ½ Page)

9 Sustainability

Explain how you will sustain or carry on with the initiatives beyond the funding period.
(Max ½ Page)

10 Communication and visibility Plans

Describe a dissemination/ visibility plan for the project's results to key stakeholders or targeted beneficiaries/ audiences.
(Max ½ page)

11 References

List the references
(Max ½ Page)

12 Budget summary

Summarise the budget claim using the Table below, extracted from ANNEX 3.
Add columns if needed to account for more Co-applicants.

	All Applicants		Lead Applicant		Co-Applicant 1		Co-Applicant 2	
	All Years	Year 1	All Years	Year 1	All Years	Year 1	All Years	Year 1
Budget Item	Costs in EUR	Costs in EUR	Costs in EUR	Costs in EUR	Costs in EUR	Costs in EUR	Costs in EUR	Costs in EUR
1 Human Resources								
2 Travel								
3 Equipment and Supplies								
4 Local office								
5 Other Costs, Services								
6 Total Direct Costs (TDC)								
7 Indirect Costs (max. 4% of TDC)								
8 Total Eligible costs								