

Workshop Report Proposals-Writing Training Workshop



Shanghai, China
28 October 2008

APN
Asia-Pacific Network for Global Change Research

APN Proposals-Writing Training Workshop

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Proposal-Writing Training Workshop

Shanghai, China
28th October 2008

EXECUTIVE SUMMARY

The Proposal-Writing Training Workshop (PWTW) was organised for young/early career scientists in the Temperate East Asia (TEA) and South Asia (SA) sub-regions of the Asia-Pacific by the Asia-Pacific Network for Global Change Research (APN) in partnership with the East China Normal University and EMECS on 28th October 2008 in Shanghai, China.

The workshop was structured with the goal of providing information on the Annual Calls for Proposals under the APN's regional research programme (ARCP) and its capacity development programme (CAPaBLE) and enhancing the capacity of young/early career scientists in writing proposals intended for submission to the APN to allow them to compete effectively in the proposals process. In addition, the workshop served as an opportunity for young/early career scientists to participate in the EMECS-8 International Conference: Harmonizing River Catchment and Estuary, which was also held in Shanghai, China.

Eighteen participants from five countries in TEA and SA, i.e. Bangladesh, China, Mongolia, Nepal and Pakistan, as well as two resource persons from the APN Secretariat, the Scientific Planning Group (SPG) member for Bangladesh and two APN Project Leaders attended the workshop (see Annex 3). The first half of the workshop focussed on presentations and discussions on the APN Calls for Proposal Process, Writing a Competitive Proposal for the APN and Lessons Learned, Roles of Scientific Planning Group (SPG) members and national Focal Points (nFPs) in the proposals process and, lastly, on Guidelines and Advice on Proposal Writing. The second half of the workshop covered the hands-on training for the participants in writing and reviewing APN proposals followed by an open discussion and feedback session.

WORKSHOP REPORT

Workshop Overview

The workshop was arranged by the Asia-Pacific Network for Global Change Research (APN) in partnership with the East China Normal University and EMECS. It was held at Everbright Convention Centre in Shanghai China on 28 October 2008. It was organised to provide information on the Annual Calls for Proposals under the APN's regional research programme (ARCP) and its capacity development programme (CAPaBLE) and enhance the capacity of young/early career scientists in writing proposals intended for submission to the APN to allow them to compete effectively in the APN Calls for Proposals Process. In addition, the workshop served as an opportunity for young/early career scientists to participate in the EMECS-8 International Conference: Harmonizing River Catchment and Estuary, which was also held in Shanghai, China. In order to achieve these goals, the workshop was structured with the following topics:

1. APN: Overview and Calls for Proposals Process
2. Writing a competitive proposal for the APN: A Case from the Asia Mega-Delta Project
3. Lessons Learned in Writing a Proposal for the APN

4. The APN Proposals Process: the role of SPG Members and nFPs in reviewing APN Proposals
5. Guidelines and Advice for Proposal Writing

Workshop Report

Dr. Linda Anne Stevenson, APN Scientific Officer, opened and welcomed all the participants to the workshop. She thanked Prof. Chen for the logistical arrangements of the workshop, which he simultaneously arranged with the EMECS-8 conference. She acknowledged the presence of Prof. Giashuddin Miah, SPG member for Bangladesh and Prof. Li, current Project Leader of an APN-funded seed grant project. Prof. Chen also gave a brief welcome remark.

Following this were presentations by Dr. Stevenson on Overview and Calls for Proposals Process of the APN, Prof. Chen on Writing a Competitive Proposal for the APN and Dr. Guiqiong Li on Lessons Learned in Writing a Proposal for the APN. After a short coffee break, Prof. Giashuddin Miah made a very comprehensive presentation on the Roles of SPG Members and nFPs in reviewing APN Proposals. This was followed by the presentation from Dr. Stevenson on Guidelines and Advice for Proposal Writing.

The second half of the workshop started with an overview of the workshop mechanics from Dr. Stevenson. The participants were divided into four groups and they were asked to review the proposals they submitted to the APN prior to the workshop. During the activity, the participants identified the strengths and weaknesses of each proposal against the criteria and guidelines of the APN for the Calls for Proposals. Following this, each group made a presentation with their comments and suggestions on the proposals they had reviewed. Dr. Stevenson commended all the participants for a job well done considering that it was their first time to review the proposals for the APN. This exercise highlighted, in particular, the importance of the APN criteria for funding proposals.

A question and answer session followed which provided participants with an opportunity to raise questions (see *Annex 4*). The participants were then asked to provide their comments and feedback on how to further improve the workshop (see *Annex 6*). It was agreed that the Secretariat would upload the workshop materials onto a secure site in the APN website.

Presentation 1: APN: Overview and Calls for Proposals Process ***Dr. Linda Anne Stevenson***

This presentation focussed on the set of guidelines and criteria for eligibility in submitting a proposal to the APN as well as an introduction of the APN and its two main programmes: Annual Regional Calls for Proposals and the Capacity Development programme (CAPaBLE).

Presentation 2: Writing a Competitive Proposal for the APN: A Case from the Asia Mega-Delta Project ***Prof. Zhongyuan Chen***

This presentation focussed on the experience of Prof. Chen in writing and developing a competitive proposal for the APN.

Prof. Chen noted the importance of networking particularly that a good network of scientists is crucial in developing and submitting a proposal to the APN. He said that the APN Mega-Delta project has established a large network of scientists in the past years of project implementation. He noted that in the EMECS-8 international conference almost 100 scientists are from, or have links to, the APN Mega-Delta project.

Prof. Chen highlighted the 15 member countries of the mega-delta project and how it was able to involve other countries from other Asian sub-regions. He pointed out that to develop a good proposal the proponent must communicate and have a good network to local government officials, stakeholders and policy-makers. The proponent should think on the mechanisms on how the proposal can be linked from the regional to global scale. He added the importance of the scientific contribution of each participating country in developing a good proposal.

Furthermore, Prof. Chen noted that there should be good interaction between “*the software or science and hardware or policy*” aspects of the proposal and it should be that the proposal should focus on the wider themes of the APN Science and Policy Agendas.

Prof. Chen briefly discussed his project entitled “Asian Mega-Delta: Monsoon Circulation in Relation to Deltaic-Coastal Hazards and Future Mitigation-millennial to Seasonal Dimensions” that is currently being funded by the APN. He showed the project website and its links to other international organisations and cited the importance of these linkages and the strong emphasis that APN places here.

Prof. Chen suggested the following points in developing a good proposal:

- Show your previous role in the region
- Show your existing networks in the region
- Show your involvement in different regional/international activities
- Show your project funds that aid(ed) the above activities
- Additional funding sources
- Policy-relevancy and sustainable issues
- Related research work
- Quarterly timeline: this is importance for reviewers to understand what your project is going to do.

Presentation 3: Lessons Learned in Writing a Proposal for the APN **Dr. Gouqing Li**

This presentation focused on the lessons learned by Dr. Guiqong Li and the project team in writing a proposal for the APN.

Dr. Li shared the project team’s experiences and explained the activities they conducted in writing a proposal for the APN

Stage A: Preparation to write a proposal.

- Why do we want to contribute to the APN? And how will such work benefit us? There should be a connection between the proponent’s interest and global change research. He highlighted the importance of data availability and how to use it to develop a proposal on global change research.
- Then, decide what you want to do. He highlighted that, in writing a proposal, the proponent should think of the relationship as a two-way process: how the APN and the proponent’s research can benefit each other.
- Next, how do we organise the proposal team?
- Followed by, what kind of resource should we get to support such proposal?
 - Fundamental resources
 - Necessary outside resources
 - AP countries resources

Stage B: Generating the proposal

Dr. Li stressed that face-to-face or direct/personal communication is very important in developing a proposal. He said that it is important that the research team members should meet and communicate

personally in order to understand fully what each collaborator is expected and can provide for the project from writing the proposal, developing methodologies, conducting activities to writing the final reports.

Stage C: Seed-granted project activities

The project team held a scoping meeting on proposal updating in Bangkok where they invited experts and gave much attention to the contribution of developing countries.

Stage D: Updating the proposal

Other important institutions were invited to participate in the proposal as suggested by the APN, and other young scientists as key members of the proposal.

Dr. Li presented the following lessons/pointers that he learned in writing a proposal for the APN.

- A well-organised proposal team is a must for a proposal to be successful
- It is very important to make the objectives of the proposed activities very clear
- Understand carefully any comment from the APN peer review experts which can help the team adhere to the APN criteria for eligibility and funding
- If you are not sure of what to do, feel free to seek assistance from the APN Secretariat.
- Pay detailed attention to the budget design. Since funding is limited, you have to prioritise and remove unnecessary items
- Ultimately, we should submit a proposal to the APN not just for funding, but for contribution, cooperation and collaboration.

Presentation 4: The APN Proposals Process: The Role of SPG members and nFPs in Reviewing APN Proposals ***Prof. Giashuddin Miah***

Prof. Miah explained the roles of SPG Members and nFPs in reviewing the proposals submitted to the APN and explained clearly the criteria for eligibility. He highlighted the regional collaboration criteria, which is of the highest priority to the APN.

He discussed the official process for approving proposals submitted and noted that, in addition to the SPG Members, external reviewers who are experts from the global change community are also engaged in reviewing proposals. He explained how the comments and suggestions for proposals are processed from the reviewers to the proponents and noted that the proponents have an opportunity to respond to reviewers' comments and suggestions.

Prof. Miah noted that nFPs do not formally participate in the review process, but play a very important role and serve as the final authority for funding approval of proposed projects recommended by the SPG.

He said that so far from his experience, the APN Proposals Process is the most transparent and clear process he has encountered, and which offers an opportunity for scientists to develop their capacity.

Presentation 5: Guidelines and Advice for Proposal Writing ***Dr. Linda Anne Stevenson***

Dr. Stevenson talked on the Guidelines and Advice for Proposal Writing. She reinforced what Prof. Chen had said earlier that a proponent should develop his own proposal from his own idea and must not copy from someone's proposal. She discussed the basic characteristics of a good proposal and added that a proponent should determine his/her long-

term research aims. She highlighted the importance of proper linkages in developing a new proposal or further strengthening a developed proposal

Dr. Stevenson gave information on the Voluntary Advisory Service. She suggested that if a proponent has not yet submitted a proposal to the APN, it is highly recommended that he/she should submit a letter of intent to the APN through the advisory service process.

Dr. Stevenson discussed the funding resources of the APN. She said that co-funding is of high importance to the APN since funding is limited and might not cover all the project activities. Aside from the importance of the research work itself for the region and very strong regional collaboration; she suggested that the higher the matching fund, the stronger the proposal would be.

She noted that the proponent should not assume that the reader knows his/her proposal and suggested the best thing to do is to continuously cross-reference with the criteria for funding and constantly address if the proposal meets the criteria. She also suggested to engage policy/decision-makers as early as possible by, perhaps, holding an informal dialogue (i.e. nFP) to engage support and seek advice.

She advised the proponents not to get discouraged if their first proposal submission to the APN fails but rather consider this as an opportunity to further strengthen their proposals based on the comments and suggestions from the reviewers.

Annex 1: Workshop Agenda



Proposal-Writing Training Workshop 28th October, 2008; Shanghai, China Venue: Shanghai Everbright Convention Center

Introduction

The APN, in partnership with the East China Normal University and EMECS, is convening its first Proposal-Writing Training Workshop during the EMECS8 Conference on 28th October, 2008.

The objectives of this one-day workshop are to:

- Raise the profile of the APN among young/early career scientists in the TEA and SA sub-regions of the Asia-Pacific
- Provide information on the Annual Calls for Proposals under the APN's regional research programme (ARCP) and its capacity development programme (CAPaBLE)
- Enhance the capacity of young/early-career scientists in writing proposals intended for submission to the APN to allow them to compete effectively in the APN Calls for Proposals Process
- Provide an opportunity for young/early-career scientists to participate in an International meeting

Agenda

TIME	ITEM	SPEAKER
09:00-09:10:	Opening and Welcome	Prof. G. Miah Dr. L. Stevenson
09:10-09:30:	APN: Overview and Calls for Proposals Process	Dr. L. Stevenson
09:30-10:10	Writing a competitive proposal for the APN: A case from the Asia Mega-Delta Project	Prof. Z. Chen
10:10-10:30	Lessons Learned in Writing a Proposal for the APN	Dr. G. Li
10:30-11:00	COFFEE BREAK	
11:00-11:20	The APN Proposals Process: the role of SPG Members and nFPs in reviewing APN Proposals	Prof. G. Miah
11:20-11:40	Guidelines and Advice for Proposal Writing	Dr. L. Stevenson
11:40-12:00	Q&A Session and Overview of the Hands-on Training Session	L. Stevenson/ Z. Chen
12:00-13:00	LUNCH BREAK	

13:00-14:30	<p><i>Task One: Review of summary proposals submitted by workshop participants to the APN:</i></p> <p>Participants will form four working groups and perform a review of summary proposals submitted by workshop participants in advance of the meeting. They will select one proposal and provide an oral presentation for Workshop comments</p>
14:30-15:30	<p><i>Task Two: Group Oral Presentations (15 x 4 presentations)</i></p> <p>Each group will select 1 or 2 people to present on:</p> <ul style="list-style-type: none"> 🌐 General strengths and weaknesses of the summary proposals 🌐 General suggestions for improving the summary proposals 🌐 Selection of best proposal and why.
15:30-16:00	COFFEE BREAK
16:00-17:00	<p>Discussion Session: The Panel of experts will provide general comments on the hands-on exercises and oral presentations. Experts will then answer questions raised by the workshop participants.</p>
17:00-17:20	<p>Overview of the Training Workshop and suggestions for Improvement</p>
17:20-17:30	<p>Concluding Remarks and Group Photograph</p>
18:30-20:30	<p>Reception dinner</p>

Appendix 2: Workshop Presentations

Promoting Research and Capacity Building on Global Change: The APN 2008 CALLS FOR PROPOSALS

Dr. Linda Anne Stevenson
Scientific Officer
APN Secretariat

Proposals Writing Training Workshop
Shanghai, China
28 October 2008

OUTLINE

- 1 Introduction to the APN
- 2 Past and Current Projects
- 3 The Calls for Proposals
- 4 ARCP CAPaBLE CRP

What is the APN?

Asia-Pacific Network for Global Change Research

- Inter-governmental Network to foster global change research in the Asia-Pacific region
- Established in '96 as a result of the '90 White House Conference on Science & Economics Research Related to Global Change
- 21 member countries
- Full time Secretariat in Kobe, Japan since '99
- Major activities
 - Funding research projects (ARCP)
 - Funding capacity building projects (CAPaBLE)
 - Science-policy linkages

APN Member Countries

† Australia	† New Zealand
† Bangladesh	† Pakistan
† Cambodia	† Philippines
† China	† Republic of Korea
† Fiji	† Russian Federation
† India	† Sri Lanka
† Indonesia	† Thailand
† Japan	† United States of America
† Lao PDR	† Viet Nam
† Malaysia	
† Mongolia	
† Nepal	

† Pacific Island Countries and Singapore are approved countries whose scientists are eligible to receive funding under APN awards.

† Financial contributors

APN's Mission

(APN Strategic Plan 2005/06 – 2009/10)

The mission of the APN is to enable investigation of change in the Earth's life support systems as it occurs in the Asia-Pacific region to:

- Identify, explain and predict changes in the context of both natural and anthropogenic forcing,
- Assess potential regional and global vulnerability of natural and human systems, and
- Contribute, from the science perspective, to the development of policy options for appropriate responses to global change that will also contribute to sustainable development.

APN's Goals

(APN Strategic Plan 2005/06 – 2009/10)

- Goal 1:** Supporting regional cooperation in global change research on issues particularly relevant to the region
- Goal 2:** Strengthening appropriate interactions among scientists and policy-makers, and providing scientific input to policy decision making and scientific knowledge to the public
- Goal 3:** Improving the scientific and technical capabilities of nations in the region
- Goal 4:** Cooperating with other global change networks and organisations
- Goal 5:** Facilitating the development of research infrastructure and the transfer of know-how and technology



- ### Uniqueness of the APN
- Network consisting of both policy-makers and scientists to enhance research
 - APN decision-making always after thorough discussion among/with scientists
 - Collective decision-making by all member countries, developed and developing
 - Collaborative research projects **by or with** the participation of **developing countries**
 - **Therefore** Enable and encourage research and capacity building/enhancement projects based on both policy needs and scientific gaps



Science Agenda

(APN Strategic Plan 2005/06 – 2009/10)

What do we mean by "Global Change"?

- The set of natural and human-induced changes in the Earth, in its physical and biological systems that, when aggregated, are significant at a global scale.....
- **Global Change Research** is research regarding global change and its implications for sustainable development in the Asia-Pacific region.



PAST AND CURRENT PROJECTS

Research Projects (ARCP)

ARCP2008-09CMY-Espaldon:
Assessing the Vulnerability of Communities and Understanding Policy Implications of Adaptation Responses to Flood-Related Landslides in Asia

ARCP2008-05CMY-Adrianov:
Marine Biodiversity of the Coastal Zones in the NW Pacific: Status, Regional Threats, Expected Changes and Conservation

Research Projects (ARCP)

ARCP2007-15NSY:
Assessment, synthesis and promotion/policy guidance related to integrated management of Tropical Peatlands to Reduce GHG Emissions and Increase Resilience to Climate Change:
Faizal Parish & Pep Canadell

References: Hermy, F., Sirois, A., Charman, D., Jordan, H., Mosquera, I., Silvius, M. and Stringer, L. (Eds.) 2008. *Assessment and Promotion of Integrated Management of Tropical Peatlands to Reduce GHG Emissions and Increase Resilience to Climate Change: Main Report*. Global Environment Centre, Kuala Lumpur and Wetlands International, Wageningen.

Capacity-Building Activities

APN2004-CB02-CHINVANNO
Building Capacity of Mekong River Countries to Assess Impacts of Climate Change - Case Study Approach on Assessment of Community Vulnerability and Adaptation to Impacts of Climate Change on Water Resources and Food Production

APN2004-CB06-NSY-RHAMAN:
Vulnerabilities Training Seminars on Methodological Issues Related to the Human Dimensions of Global Environmental Change

Capacity Building Activities

CBA2008-01CMY-Boer:
Increasing Adaptive Capacity of Farmers to Extreme Climate Change through Policy-Science-Community Networking

CBA2007-02CMY-AALBERSBERG
Climate Change and Variability Implications on Biodiversity - Youth Scenario Simulations and Adaptations

Research Projects on Adaptation (CPP)

Climate Change in Southeast Asia and An Assessment on the Impacts, Vulnerability and Adaptation on Rice Production and Water Resources

Project Leader: Dr. Attachai Jittrawat, Multiple Cropping Centre, Thailand


Objectives, among others:

To understand vulnerability and adaptation options on impact of climate change of selected systems and sectors in the pilot study site (s)

APN Products

The APN produces publications in order to help achieve its goal of "providing scientific input to policy decision-making and scientific knowledge to the public."

- Annual Report 2006/2007
- Project Bulletin, Vol. 3
- APN General Brochure (English) and translated into native languages of APN member countries (11 translations)
- Proceedings of the IGM/SPG Meeting
- Scientific Capacity Building and Enhancement for Sustainable Development in Developing Countries (CAPaBLE) Programme of the Asia-Pacific Network for Global Change Research (APN) is currently undergoing a review of its *First Phase*, which ran from April 2003 to March 2006.



Financial Resources

The APN is sponsored by the governments of:

- Australia (Department of Environment and Water Resources)
- Japan (Ministry of the Environment and Hyogo Prefecture)
- New Zealand (Ministry for the Environment)
- Republic of Korea (Ministry of Environment)
- United States of America (National Science Foundation, US Climate Change Science Program)




The APN 2008 Calls for Proposals

for funding from April 2009 under the




ARCP

Annual Regional Call for Proposals ...for global change research



CAPaBLE

Scientific Capacity Building and Enhancement for Sustainable Development in Developing Countries Programme ...for capacity development activities



CRP

Comprehensive Research Proposals for Capacity Enhancement for Phase III of the CAPaBLE Programme

Annual Regional Call for Proposals (ARCP)

- One of the scientific pillars of the APN to support **global change research** in the Asia-Pacific region
- Competitive process launched in 1998 to select projects for funding under the Science Agenda of the APN

ARCP

Types of Activities Eligible for Funding:

- New research which addresses knowledge gaps in key areas
- **Synthesis and analysis of existing research**
- **Research planning/scoping activities**
- The development of policy products such as integrated assessments, impact assessments, climate models, etc.



ARCP


Basic Eligibility:

1. Relate to an area of interest within the APN Science Agenda
2. Be an approved activity of interest to the APN
3. Involve action or contributions from at least three APN member or approved countries, at least two of which must be developing countries
4. Provide a clear indication of how the results of the project activities might be mainstreamed into national and regional level policy-making processes

ARCP

Basic Eligibility (cont'd)


5. Proponent's institutions must be based in an APN Member or Approved country
6. Be written in the format of the template provided
7. Arrive at the APN Secretariat by the deadline
8. The proposal must also be carbon copied to the proponent's nFP and SPG member



ARCP

Evaluation of ARCP Proposals:


1. Extent and quality of regional collaboration
2. Technical soundness
3. Building regional and national capacity for global change research
4. Policy-relevance, mainstreaming results into policy-processes, developing/strengthening links with government policy and programmes, and contributing to sustainable development
5. Adequate administrative and salary support
6. Consideration of funding options



ARCP

Evaluation of ARCP Proposals:


7. Increasing synthesis and analysis work at national and regional levels
8. Developing and strengthening relations with regional and international global change programmes and inter-governmental bodies and mechanisms
9. Raising awareness of global change issues with the general public
10. Meeting standardised data collection and user needs, and open access to data and research sites
11. Increasing communications through networking and publications



ARCP

Project Duration and Funding:


- The **average grant awarded for 2008/09** (April 2008 – March 2009) projects was approximately **US\$ 40,000**. While APN may consider multi-year projects (maximum of 3 years), only a limited number may be funded
- If a multi-year proposal is approved, continued funding for year one is not guaranteed and the project will be subject to rigorous review after year one



CAPaBLE

Scientific Capacity Building and Enhancement for Sustainable Development in Developing Countries (CAPaBLE) Programme

- The second pillar of APN supporting **capacity development projects/ activities**
- Registered as a World Summit on Sustainable Development (WSSD) Type II Partnership/Initiative
- Launched in 2003 as a concrete initiative to realize part 107 to 114 of the Plan of Implementation for the WSSD



CAPaBLE

Of particular relevance is part 117:

"Establish regular channels between policy-makers and the scientific community for requesting and receiving science and technology advice for the implementation of Agenda 21, and create and strengthen networks for science and education for sustainable development, at all levels, with the aim of sharing knowledge, experiences and best practices, and building scientific capacities, particularly in developing countries."



CAPaBLE


Three main objectives of CAPaBLE:

1. Capacity building of aspiring scientists through sharing of knowledge, experience, scientific information and data collection on climate change impacts, vulnerabilities, adaptation and mitigation
2. Capacity enhancement of leading researchers in developing countries to produce comprehensive scientific results on climate change impacts, vulnerabilities, adaptation and mitigation
3. Improvement of informed decision-making in developing countries by dissemination of the outcomes of research activities to policy-makers and civil society

CAPaBLE

Types of Activities Eligible for Funding:

- Scientific capacity development for sustainable development
- Scientific policy interfacing
- Awareness raising activities
- Dissemination activities



CAPaBLE

Basic Eligibility:

1. Proponent's institution must be based in an APN member or approved country

* A potential proponent holding a position of International Project Officer (IPO) or Executive Director of an international global change research programme (DIVERSITAS, IGBP, IHDP, WCRP, ESSP and START) whose institution is outside the APN region may submit a proposal to APN but ONLY for travel support proposals under the CAPaBLE Programme.

CAPaBLE

Basic Eligibility:

2. The main activity in the proposal must be relevant to global change and sustainable development, with emphasis on a topic or topics from the APN's Science and Policy Agendas with (a), (b) and/or (c) below as the main activity:
 - (a) Scientific capacity development for sustainable development in at least one developing country of the Asia-Pacific
 - (b) Science-policy interfacing
 - (c) Awareness raising and/or dissemination activities in at least one developing country of the Asia-Pacific

CAPaBLE

Basic Eligibility:

3. The proposal must arrive at the APN Secretariat by the deadline, and must be carbon copied to the proponent's nFP and SPG Member
4. Be written in the format of the template provided
5. Proposed activities must not duplicate any previous or currently implemented APN activities
6. The proposal must clearly outline policy-relevant questions to be addressed and answered, organisational arrangements of the proposed activity and a publication and dissemination plan
7. High potential to provide outcomes for developing countries that could be appreciated by the international community

CAPaBLE

Evaluation of CAPaBLE Proposals:

1. Extent and quality of regional collaboration
2. Enhancing national and regional capacity for global change research and sustainable development, and problem solving in developing countries
3. Raising awareness of global change issues among policy-makers and civil society of the developing countries and improving communications, publications and dissemination

CAPaBLE

Evaluation of CAPaBLE Proposals:

4. Policy-relevancy and developing and strengthening links with government policy and programmes
5. Support from APN Scientific Planning Group Member and/or national Focal Point
6. Adequate consideration of funding options
7. Developing and strengthening partnerships with regional and international global change programmes, institutions, and other inter-governmental bodies and mechanisms

CAPaBLE

Evaluation of CAPaBLE Proposals:

8. Technical soundness and degree of consistency and sustainability
9. Adequate administrative and salary support

* APN funding is not available for administrative staff payments, or to supplement the pay of researchers who receive or are to receive full-time salary support

CAPaBLE

Project Duration and Funding:

- While it is expected that capacity building projects will have a one-year duration, each proposal will be considered on a case by case basis
- The **average grant awarded for 2008** projects with duration of 12 months was **US\$ 30,000**

Proposals Process

Following the APN's 12th IGMSPG Meetings in March 2007, a more streamlined process was implemented.

This new procedure includes a **voluntary Advisory Service** and a **compulsory Proposals Submission and Review Process**.

Proposals Process

ADVISORY SERVICE (Voluntary)

A potential proponent can consult with the APN Secretariat by sending a **Letter of Intent...**

*The APN has also developed a comprehensive list of **Frequently Asked Questions (FAQs)** to assist proponents in developing a proposal for submission to the APN.*

Proposals Process

Stage 1

Stage 2

Stage 3

Submission and Review of Summary Proposal (commented)

Submission and Review of Full Proposal (commentary and by invitation)

The APN's Inter-governmental Meeting (IGM) approves which proposals to fund*


*following recommendations from the SPG

Proposals Process

PROPOSALS SUBMISSION AND REVIEW PROCESS (Compulsory)

Stage 1. Submission and Review of **Summary Proposal (compulsory)**. The summary proposals will undergo a screening process performed by the SPG Sub-Committee, who will select proposals that will proceed to Stage 2.

All proponents will be notified of the results of the preliminary screening by mid-September.




Proposals Process

PROPOSALS SUBMISSION AND REVIEW PROCESS (Compulsory)

Stage 2. Submission and Review of **Full Proposal (compulsory and by invitation)**. Successful proponents from Stage 1 are invited to submit their full proposals.

Two-Step Review Process
Review by the APN internal reviewers (SPG members) and external reviewers from the international global change community.

Stage 3. The APN's 14th Inter-governmental Meeting (IGM), to be held in March 2009, approves which proposals to fund, following recommendations from the SPG. The Secretariat informs proponents of the final decision in April 2009.




Financial Guidelines

Items NOT supported by the APN:

1. The running costs of institutions
2. The salaries of administration staffs or researchers who receive or are to receive full-time salary support
3. The salaries of consultants (project leaders and collaborators should have the expertise to conduct the activities)
4. The maintenance of long-term observation and monitoring systems

Please refer to the **APN 2008 Financial Guidelines** to see what costs will and will not be covered by the APN funding and to what extent.




Comprehensive Research Proposals (CRP)

Call for Comprehensive Research Proposals for Capacity Enhancement for Phase III of the CAPaBLE Programme on

Climate Change Impacts, Adaptation and Vulnerability

Please note that this Call is also under the CAPaBLE Programme but it is not launched annually.



CPP

CAPaBLE Programme

- Phase I (April 2003 – March 2006) : Climate Change Adaptation and Mitigation – completed projects and currently evaluated
- Phase II (April 2006 – March 2009) : Water and Food Security – current projects
- **Phase III (April 2009 – March 2012) : Climate Change Impacts, Adaptation and Vulnerability**




CPP

Phase III (April 2009 – March 2012) : Climate Change Impacts, Adaptation and Vulnerability

This call focuses specifically on capacity enhancement of leading researchers in developing countries to produce **comprehensive scientific information on climate change impacts, adaptation and vulnerability**, which are made available for policy-makers in developing countries and will also contribute to international scientific exercises such as the IPCC.

Project Duration and Funding Limit
The total budget that APN will set aside for this Call for Proposals will be approximately **US\$ 180,000** in the first year. With this in mind, up to 2 or 3 projects are expected to be funded so that approximately US\$60,000-80,000 per year will be allocated for an individual project (subject to funds becoming available).



Basic Eligibility

CRP

- Follow the format specified in the Guide for Proposers.
- The proposal must arrive at the APN Secretariat by the deadline
 - Be related to the theme of climate change impacts, adaptation and vulnerability as outlined above.
 - Be led by (i) a **Project Leader** – the proponent, and (ii) **major collaborators**; all of whom are experienced scientists from APN member (or approved) **developing countries** who meet at least one of the following criteria:
 - Have contributed to relevant IPCC reports and technical papers as Coordinating Lead Author – CLA, and/or Lead Author – LA (preferably CLA);
 - Currently are, or have been, involved with established international global change research programmes such as DIVERSITAS, IGBP, IHDP, WCRP and ESSP; and
 - Have experience in planning, implementing and coordinating international research projects in the relevant field.



Basic Eligibility

CRP

- Have a research team that is composed of leading developing country scientists from three or more APN member (or approved) developing countries, augmented with expertise from developed country scientists from the region, as appropriate. Expertise from developed countries may also be sought, for example, by involving them as resource persons or advisors.
- Does not duplicate any previous or currently implemented projects, particularly those being carried out by previous (Phase I) or currently funded (Phase II) CRP projects.
- Have, written in the proposal, a clear description of policy-relevant questions to be answered, organisational arrangements of the research teams, and a publication and dissemination plan.



Basic Eligibility

CRP

- Have high potential to create scientifically excellent outcomes in integrated studies on climate change impacts, adaptation and vulnerability that could be appreciated by the international community.
- Have a clear vision and scientific components that have high potential to contribute to the development of the 5th IPCC Assessment Report and other policy-relevant international activities.
- Include awareness raising and capacity building as one of the research activities, e.g., research outcome dissemination for policy-makers through seminars, peer-review journals and other publications, internet-websites, etc.



Evaluation of CR Proposals

CRP

- Extent and quality of regional collaboration
- Technical soundness and degree of consistency and sustainability
- Enhancing national and regional capacity for climate change research and sustainable development, and problem solving in developing countries
- Policy-relevancy, mainstreaming results into policy-processes, developing/strengthening links with government policy and programmes, and contributing to sustainable development
- Raising awareness of climate change issues among policy-makers and civil society of the developing countries and improving communications, publications and dissemination



Evaluation of CR Proposals

CRP

- Support from APN Scientific Planning Group (SPG) Member and/or national Focal Point (nFP)
- Adequate consideration of funding options
- Increasing synthesis and analysis work at national and regional levels
- Developing and strengthening relations with regional and international global change programmes and inter-governmental bodies and mechanisms
- Meeting standardised data collection and user needs, and open access to data and research sites
- Adequate administrative and salary support

Proposals received under call for CRP will be reviewed and evaluated by a review board consisting of relevant experts from the APN Scientific Planning Group and other experts as appropriate



Contact the APN



For more information, please visit:
www.apn-gcr.org

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APN PWTW-2008-Chen

Writing a competitive proposal for the APN: A case from the Asia Mega-Delta Project

Zhongyuan Chen
East China Normal University, Shanghai

APN PWTW-2008-Chen

To better understand the strategy of APN goal

<http://www.apn-gcr.org>

- The Asia-Pacific Network for **Global Change Research** (APN) is an inter-governmental network for the promotion of global change research and links between **science and policy making** in the **Asia-Pacific Region**.

APN PWTW-2008-Chen

To better understand the strategy of APN goal

- **Global Change Research** – Past global change and human dimension; Asian Mega-delta: Monsoon circulation in relation to deltaic-coastal hazards and future mitigation – millennial to seasonal dimensions
- **Science and policy making** – fill in the knowledge gap between science and policymaking, enhancing dialog between scientist and local government administrator
- **Asia-Pacific Region** – Australia, Bangladesh, Cambodia, China, Fiji, India, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, Philippines, Republic of Korea, Russian Federation, Sri Lanka, Thailand, United States of America and Viet Nam
- Megadelta project involves more than 15 countries, i.e. Australia, Bangladesh, Brazil, Cambodia, China, India, Indonesia, Korea, Japan, Pakistan, Singapore, Sri Lanka, Thailand, USA, and Vietnam, of which 10 are developing countries.

APN PWTW-2008-Chen

To better understand what is called 'Annual Regional Call for Proposals (ARCP)

- The Annual Regional Call for Proposal (ARCP) - Key scientific pillars of the APN to encourage and promote global change
- To improve the understanding of global change and its implications in the region
- To contribute to the establishment of a sound scientific basis for policy-making with regard to issues for which global change is an important factor
- Activities eligible for funding include new research addressing knowledge gaps in key scientific areas; synthesis and analysis of existing research; planning and scoping workshops; and the development of integrated assessments, impact assessments and climate models to assist policy-making decisions

APN PWTW-2008-Chen

To better understand APN main themes under its Science Agenda for the Second Strategic Phase (2005/06 – 2009/10) as indicated below:

- Climate
- Ecosystems, Biodiversity and Land Use
- Changes in the Atmospheric, Terrestrial and Marine Domains
- Use of Resources (such as food, water, energy, materials) and Pathways for Sustainable Development
- Cross-cutting Issues and Science-policy Linkages

APN PWTW-2008-Chen

Example from Megadelta Project

Project Title

- **Asian Megadelta: Monsoon circulation in relation to deltaic-coastal hazards and future mitigation – millennial to seasonal dimension**
- keywords: Asia, megadelta, monsoon, human dimension



APN PWTW 2008-Chen

Asia Megadelta Project – 2006 - 2008

In Fully Detailed Proposal, what are we trying to tell??

- This proposal is seeking new APN support to build upon our previous 2-years APN project: 'Mega-deltas of Asia: Conceptual Model and its Application to Future Delta Vulnerability', conducted successfully in 2003/04. The mega delta project under **Capacity Building Networks** involves 15 countries, of which 9 are developing nations. In total >140 participants were involved and are in agreement that our work, while successful, was incomplete without the full integration of climatological controls on the Asian mega-deltas.

APN PWTW 2008-Chen

Asia Megadelta Project -

- Thus, we propose a 2-year project that will seek to:** 1) establish a comprehensive database through our delta specialists from various deltas. This will serve as a fundamental base to approach the goal of this project; 2) enhance understanding of the mechanisms of coastal landform change in response to monsoon circulation; and 3) focus on monsoon-triggered delta hazards on centennial to seasonal dimensions, and 4) improve policy modification through communication to policy-makers, project workshops, and website, etc.

APN PWTW 2008-Chen

Controlling force - Millennium dimension

- The monsoon circulation on the Asia mega-deltas was also discussed and incorporated into the megadelta conceptual model establishment. However, due to complexity these systems, in terms of their temporal and spatial dimensions, all participants recommended that monsoon dynamics and related hazard assessment be brought into the forum at millennial to seasonal scales. We note that non-Asia megadeltas have not been affected largely by the monsoon circulation. From the LGM to the post-glacial, the rapid global climate warming strengthened the monsoon circulation over the Asian continent, including deltaic coasts, and this forcing continued when the climate furthered its warming during what is called the mega-thermal period in the early and mid-Holocene. Many previous studies indicate that this monsoon-associated climate change played key roles in delta topographic evolution, and hence susceptibility to sea-level change. Historical records from existing database have also shown that tremendous precipitation and huge discharge on centennial to seasonal scales has resulted in extensive inundation of the lower delta plain where most people, agriculture, and industry exist.

APN PWTW 2008-Chen

Controlling force - human dimension

- Nowadays, in the East Asia and Southeast Asia delta systems, the strong western Pacific summer monsoon extends into these lower delta-plain settings and even further inland along the river valleys to the deltaic-sediment source areas. This external forcing has brought about tremendous rainfall to the river basin, shaping river-delta topography through sediment transport. For example, more than 4000 mm/y rainfall on average have poured into the Mekong River, which has modified the entire coastal landscape in the past 5000 years. The well-known Tonle Sap lake in Cambodia was built specifically by the over-siltation along the former coast. Also, in the Yangtze River valley, there has been more than 2000 mm/y precipitation that had dramatically changed the coastal land by bringing tremendous quantities of sediment to the coast. In this way, the large depression of Taihu lake, about 50 km away from the coast was formed by this monsoon-related morphological aggradation. Inundation prevailed in the basin and delta coast region, with tremendous loss of land properties and people livelihood.

APN PWTW 2008-Chen

Regional Collaboration

- To show you previous role in the regions
- To show your existing networks in the region
- To show your involvement into different regional/international activities
- To show your project funds that help convince the above activities

APN PNTW-2008-Chen

- **Example from megadelta project –**
- As successfully conducted, the previous 2-years megadelta project has laid a very strong base for our regional collaboration. The best example is that our APN PI, Co-PIs and key members from different APN-proved countries have recently been funded by other regional and international funding sources, to carry out academic activities of APN-related agenda. Dr. Zhongyuan Chen has been funded by China/Shanghai Government and UK (The Leverhulm Trust), and Dr. Yoshiki Saito and Steve Goodbred have been funded by IGCP-475 (5-years project) and CCOP, and with those funds, they have carried out intensively research in the river-delta region and workshops. Dr. Tran and Dr. Islam are also funded by their national agencies. Many former APN-project members have been involved and contributed their great efforts to sustain a sound earth surface, thanks to the previous APN-funded regional collaboration. Therefore, we strongly believe that if awarded, the existing regional collaboration network will further make a great contribution to APN-related strategic agenda towards a long-term development.

APN PNTW-2008-Chen

Relationship to the Human Dimension of Global Change – What is your project Theme in relation to global change???

- **Example from magedelta project –**
- Monsoon and associated precipitation is a unique phenomenon, primarily in Asia. The precipitation in South and Southeast Asia can reach 2000-4000 mm/year, and 1500-2000 in East Asia. The rainfall is seasonal, mostly concentrated in the summer, which often meets coastal cyclone and typhoon to largely damage people property and hinder societal development. This project will specifically examine the seasonal monsoon processes, in terms of driving forcing and consequences of human dimension. The recent study has clearly shown that the seasonal monsoon circulation is linking to global warming. Most Asian delta coast has been suffering more frequently monsoon-floods and inundation. It is our intent that we shall integrate our existing database from individual river-delta in Asia to deepen discussion on monsoon evolution-response on global change scale.

APN PNTW-2008-Chen

Capacity Building for Global Change Research

- Many our delta-coast scientists and collaborators serve as PIs to carry on their ongoing research projects on the Asia megadelas. These projects are supported by a variety of federal and international agencies, but few of these provide the means to integrate the extensive basic research into a more accessible and policy-friendly format. Such basic research is likely to continue, and the groundwork laid by the proposed APN study would provide a long-lasting nucleus for these future results.

APN PNTW-2008-Chen

Scientific Contribution of each Participating Country

- **Example from megadelta project -**
- In term of existing 4 working groups, the East Asia working group (China, Japan and South Korea) will contribute the historical monsoonal database on the Yellow, Yangtze, Pearl and Han Rivers; the Southeast working group (Vietnam, Laos and Thailand) will contribute database on the Red, Mekong, Chao Phraya and Irrawaddy rivers; the South Asia working group will contribute their database on the Ganges-Brahmaputra and Indus Rivers, and Oceania (Australia, Indonesia and Philippine) will contribute their database on some river-deltas.
- In addition, Zhongyuan Chen - PI, in charge of project administration, including communication to all participants, interim and final report, financial allocation, workshop organization and website set-up; Yoshiki Saito, - co-PI, in charge of database collection of East Asia, data processing, workshop organization, publication; etc., Steve Goodbred, - co-PI, in charge of database collection of Oceania, data processing, and fieldwork, etc., Tran Duc Thanh, - co-PI, in charge of database collection of Southeast Asia, data processing, and related fieldwork, etc; Badrul Islam, - co-PI, in charge of database collection of South Asia, data processing, and related fieldwork, etc.

APN PNTW-2008-Chen

Additional funding sources

- It is worthwhile mentioning that Dr. Z.Chen will receive funds from his university and Shanghai Government to match this APN project, and Dr. Saito Yoshiki and Dr. Steve Goodbred will have continuously received funds from the on-going IGCP-475 project. We secure (like the former APN project) a sum of US\$ 20,000 in 2007/08 other than APN, to jointly carry out the project.
- To provide certificates of funding sources attached with your proposal

APN PNTW-2008-Chen

Policy-relevancy and sustainable development issues

- **Example from megadelta project-**
- As is well known, the Asian monsoon is the unique driving force that has been shaping not only the delta-coast topography, but also the entire catchment land surface. This project objective, benefited from our former one, has specifically brought the monsoon issue on the forum to detail its mechanism and related hazards. The monsoon fluctuation in Asia is the essence of global change, which has largely influenced our societal health. However, there is a persistent gap between science, assessment, and policy making. Ineffective communication exists between the science and policy-decision, which causes poor coastal management, leading to unnecessary social and economical loss. To minimise this short-coming, the proposed project will insist on a long-term communication with local governor and policy-maker to disseminate the project results for a significant attention.

APN PRTM-2008-Chen

Relationship between global change research programmes and networks

- **Example from megadelta project -**
- Our project PI and co-PIs, and many scientists have been actively involved into Global Change Research Programmes. Prof. Z. Chen has taken part in EMCCS, LOICZ and IOCP-475, GLOCOSS, and IAG-Working Group on Large Rivers. He has organized many relevant project events, including fieldwork, consensus workshops and special issue editing on peer-review international journal, etc. Dr. Y. Saito and Dr. S. Gopalred have now been the leader of IOCP-475 and CCOP Asia megadelta projects. Also, Dr. B. Idani and Dr. Thanh Tran Duc have been committed into many relevant events, in terms of workshops and fieldworks. In the meantime, key members of the project are closely linked with various regional organizations in their own country. It is our purpose that the project is to further integrate with global/regional organizations, in order to upgrade the achievements being obtained.
- The recent activities related to Global Change Research Programmes include: Z. Chen - EMCCS-7, Caen, France (06/2005); IAG-Working Group on Large Rivers IOCP-475 field workshop, Convent, Sanghai-Haijing (10/2005); GLOCOSS workshop (09/2005); IAG-Regional Level dynamic, Singapore (07/2008); IOCP-475 workshop, Vladivostok, Russia, (10/2005); Y. Saito - IOCP-475, Convent, DeltaWao, Vietnam - Brunei (01/2005); Dr. Gopalred - IOCP-475, Convent, D. etchMao, Vietnam - Brunei (01/2005); APN/ASCC/OM/LOICZ Workshop, 2005-2007 - Co-leader (February, 2004) - Convent and other of ASU Special Session San Francisco, CA, 2005; Dr. B. Idani - IOCP-475, Vietnam (01/2005); organizer of IOCP-475 (01-2007); Dr. Thanh Tran Duc - IOCP-475, Brunei (01/2005).
- It is much likely that the planned APN workshop be combined to some of our existing funded similar events, which will enhance project results, approaching project goals set-back.

APN PRTM-2008-Chen

Related Research Work

- **Example from megadelta project -**
- Many our delta-coast scientists and collaborators serve as PIs to carry on their ongoing research projects on the Asia megadeltas. These projects are supported by a variety of federal and international agencies (such as China NSF, US-NSF, Japan Geological Survey, Vietnam National Oceanography Institution, and Bangladeshi Geological Survey, Indian National Oceanography Institute, etc.). But few of these provide the means to integrate the extensive basic research into a more accessible and policy-friendly format. Such basic research is likely to continue, and the groundwork laid by the proposed APN study would provide a long-lasting nucleus for these future results.

APN PRTM-2008-Chen

Quarterly timeline

4-6/2007	7-9/2007	10-12/2007	1/2008	4-6/2008	8-9/2008	10-12/2008	1-3/2009
Project organization	Workshop preparation	Budget collection & processing	Workshop (field) location report	Site selection & processing	Workshop location and analysis	Final assessment workshop (Singapore)	Project summary

This is important for reviewers to understand what is your project going to do. If this is unclear, your proposal has been somehow problematic.

APN PRTM-2008-Chen

To enrich your academic career by through developing APN ARCP

- You will be more broadened
- You will be more knowledgeable
- You will be beneficially to share with colleagues
- You will be linking into regional/world networks

APN PRTM-2008-Chen

Coastal delta networks is incorporating you



中国科学院对地观测
与数字地球科学中心

Exemplified Proposal Work on APN Project

Prof. Guoping Li
CEODE CAS
Presented to APN FWO 10 Workshop
2007 Oct 2009

Outline

- 1 Stage A: Preparation to write proposal
- 2 Stage B: Generating the proposal
- 3 Stage C: Seed-Granted project activities
- 4 Stage D: Updating the proposal
- 5 Lessons learned

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Stage A: Preparation to write proposal (1)

□ Who am I ?

- ◆ A scientist from CAS, with technical background on earth observation
- ◆ A member of WGISS/CEOS international society. I served as the chair of Grid Task Team at that time.
- ◆ A member of GEOSS/ADC technical team.

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Stage A: Preparation to write proposal (2)

□ How did we get the information of APN?

- ◆ Dr. Martha, the WGISS chairwoman, forwarded the information of APN 2007 call to us.

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Stage A: Preparation to write proposal (3)

□ Why do we want to contribute to APN? And how will such work benefit to us?

- ◆ WGISS is the leading society and main technical exchange platform in EO area. WGISS can always guide the technical trends in this area.
- ◆ Next Generation Spatial Data Infrastructure is the important concept generated from WGISS. Some systems had been built out by space agencies.
- ◆ I have had a lot of experiences on these systems and I believe it can deeply change the research methods of GC.
 - (ESA CAT-1 Plus Programme and Dragon Programme)
- ◆ We were looking for the opportunities to spread this concept to GEO and GC.

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Stage A: Preparation to write proposal (4)

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Stage A: Preparation to write proposal (5)

□ How did we organize the proposal team?

- ◆ Firstly, I informed WGISS society what I want to do, and I got three volunteers.
 - Prof. Chuang Lu and Dr. Pakorn A.
- ◆ Secondly, according to the project target we reached, we should find additional peoples to extended our scope.
 - Prof. Chuun T. and Dr. O. Osamu
- ◆ Thirdly, according to the craft proposal, we try to find suitable persons to fill the needs on the proposal.
 - Reaching to more than ten peoples from necessary outside International societies and different AP countries.



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Stage A: Preparation to write proposal (6)

□ Which kinds of resource should we get to support such proposal?



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Stage B: Generating the proposal

□ Proposal Title:

Inter-Agency Collaborative Technologies in Earth Observations (EO) for Global Change Research in the Asia-Pacific Region (CBA2008-13NSG-L1)

□ Executive Team

- ◆ Writing Team
 - Guoqing Li, Chuang Lu
- ◆ Review Team
 - All key members
 - Three rounds review




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Stage B: Generating the proposal (2)

□ Answer to APN comments after stage 1

- ◆ It is very important to give reasonable and clear explain to APN review comments
- ◆ This work cannot be done only by PI.
 - We exchanged our answer with all team members many times before it was sent out.



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Stage C: Seed-Granted project activities

□ For our first application, APN approved the seed-grant of \$10,000 in April, 2008

□ APN gave clear requirements to update this proposal in some factors.

- ◆ To make strong relationship with GEO
- ◆ To strength the team and the proposal



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Stage C: Seed-Granted project activities (2)

□ Scope meeting of proposal updating was taken in Bangkok at the July of 2008

- ◆ GEO experts participated
- ◆ Paying much attention to developing countries



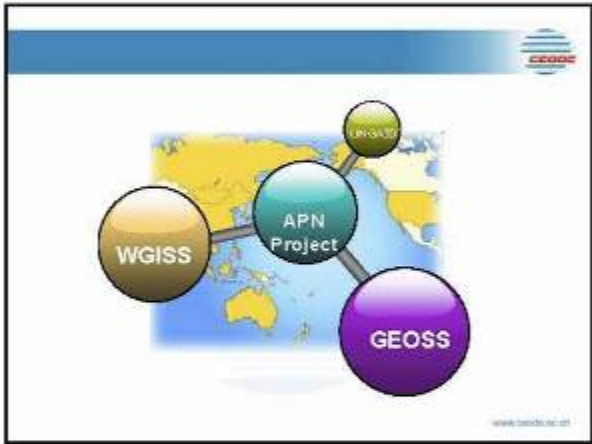
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Stage D: Updating the proposal

- GEOSS was added into the scope of proposal
 - ◆ Dr. J. Fan from GEO HQ and Prof. Shao from China GEO have been involved in the proposal team
 - ◆ More than two showcases are related with GEOSS action (2008-2009 GEO Work-Plan)
- To start such training from part of AP area, and then spread the experience to other AP area
 - ◆ Fixing East Asia area this time, instead of Whole A-P Area
 - ◆ Encouraging Mongolia as the workshop host

Stage D: Updating the proposal (2)

- To welcome young scientists to participant
 - ◆ Inviting Miss Tomoko from Japan as the key member in proposal team
 - ◆ Planning to fund and involve more young scientists from Mongolia and China to attend the workshop



Lessons learned

- Well-organized proposal team is the basic of successful application.
 - ◆ To make clear the target
 - ◆ To overcome the problem
 - ◆ To find the potential support from personal background
- Carefully to understand any comment from APN peer review experts, which can help the team go much close to what APN want.
 - ◆ If you are not sure, feel free to ask help from the friendly and professional APN staff.

Lessons learned (2)

- Frequently Conversations are necessary to reach the reasonable and valuable proposal.
 - ◆ More than 200 mail conversations
 - ◆ Four meeting conversations, two of them was funded by APN
 - Hanoi, Vietnam (2007, joint with WGISS 24)
 - Beijing, China (2008, joint with ISPRS conference)
 - Bangkok, Thailand (2008, independent APN action)
 - Boulder, USA (2008, APN action, joint with WGISS 26)
 - ◆ Three teleconference

Lessons learned (3)

- Paying much attention to the budget design.
 - ◆ Budget planning is not only a mathematic game
 - ◆ It can help PIs to make their proposed plan more reasonable and reliable
- You are special, you should keep yourself and do what you are best.

It's a cooperation between you and APN.
- We should not answer APN just for a fund, but for contribution.

The APN Proposals Process: The Role of SPG Members and nFPs in Reviewing APN Proposals

Professor Dr. Md. Glashuddin Miah
SPG Member, APN, Bangladesh

Role of SPG Member in Review Process

SPG members as per their areas of interest, receive proposals from APN those passed the Stage one review process scrutinized by the SPG Sub-Committee.

In reviewing the proposals, reviewers (SPG member) try to focus on the following types of questions:

SPG (Scientific Planning Group) Members:

- SPG members are the Scientific Personnel usually Academicians or Researchers in the field of global change research nominated by the member countries (one member from each country);

Main responsibility of the SPG members:

- ✓ Review Research Proposals (ARCP and CAPaBLE) received by the APN
- ✓ Recommend prioritized proposals (through SPG meeting) to the IGM for funding approval
- ✓ Give scientific advice to the IGM

Role of SPG Member in Review Process

For CAPaBLE:

- ✓ Is the proposed project REALLY a capacity building activity?
- ✓ Does the proposed project contribute towards the goals of the CAPaBLE Programme?
- ✓ Is it scientifically and/or methodologically sound?
- ✓ Does it meet the "basic eligibility" criteria (proposal *must* meet the four basic criteria)
- ✓ Are the objectives of the project realistic and achievable?
- ✓ Does the project represent good value for money?

nFPs (National Focal Points):

- nFPs are the decision makers usually involve in coordinating national activities nominated by member countries like SPG member. They making up the Inter-Governmental Meeting (IGM) which is the policy and decision making body.

Main responsibility of the nFPs:

- ✓ Approve policies, rules and procedures for the APN.
- ✓ Approve projects and activities based on recommendation made by the SPG.
- ✓ Review and approve annual financial report and budget.
- ✓ Review and update research themes based on national reports.

Role of SPG Member in Review Process

For ARCP:

- Is the proposed study really on global change research as defined by APN in its Second Strategic Plan?

[APN defines Global Change Research as 'research regarding global change (the set of natural and human-induced changes in the Earth's physical and biological systems that, when aggregated, are significant at a global scale) and its implications for sustainable development in the Asia-Pacific region.']

- Is the proposed study related to one or more of the 5 themes outlined in the Science Agenda?

[(1) Climate, (2) Ecosystems, Biodiversity and Land Use, (3) Changes in Atmospheric, Terrestrial and Marine Domains, (4) Use of Resources (food, water, energy, materials) and Pathways for Sustainable Development, (5) Crosscutting and Science-Policy Linkages.]

Role of SPG Member in Review Process

- ✓ Does the proposal duplicate past or current efforts?
- ✓ Does it contribute towards any/some/all of the 5 goals of the APN?
- ✓ Is the proposal scientifically/methodologically sound?
- ✓ Does the proposal meet any/some/all of the eleven weighted criteria?
- ✓ Are the proposed project activities realistic and achievable within the timeframe and funding requested?

Evaluation Criteria

- ✓ Enhancing local, national and/or regional scientific capacity for global change research and problem solving in developing countries
- ✓ Raising awareness of global change issues among policy-makers and civil society; and improving communications, publications and dissemination
- ✓ Developing and strengthening links with government policy and programmes
- ✓ Support from APN Scientific Planning Group Member and/or national Focal Point

Role of SPG Member in Review Process

- ✓ Has co-funding and/or in-kind contributions been secured?
- ✓ Does it represent good value for money?
- ✓ What are the proposed outputs?
- ✓ Will publications in peer-reviewed journals be considered?
- ✓ Does the proposed study really involve regional collaboration by 3 (or more) countries?

Evaluation Criteria

- ✓ Adequate consideration of funding options
- ✓ Developing and strengthening relations with national, regional and international global change programmes and inter-governmental bodies (such as DIVERSITAS, IGBP, IHDP, WCRP etc.)
- ✓ Technical soundness and degree of consistency and sustainability
- ✓ Adequate administrative support

Evaluation Criteria

Evaluation is done against the following criteria:

CAPaBLE Proposals:

CAPaBLE proposals each have 9 criteria in which they are to be judged. These are outlined below:

- ✓ Extent and quality of collaboration (at the local, national or regional level. Note: One-country projects are acceptable under the CAPaBLE programme, as long as the country is considered a developing nation)

Evaluation Criteria

ARCP proposals are judged against 11 criteria:

1. Extent and quality of regional collaboration
2. Technical soundness and degree of consistency and sustainability
3. Building regional and national capacity for global change research and problem solving
4. Developing and strengthening links with government policy and programmes
5. Adequate administrative support
6. Adequate consideration of funding options
7. Increasing synthesis and analysis work at national and regional levels

Evaluation Criteria

8. Developing and strengthening relations with regional and international global change programmes and inter-governmental bodies and mechanisms
 9. Raising awareness of global change issues with civil society
 10. Meeting standardized data collection and user needs, and open access to research sites
 11. Improving communications.
- (Criteria 1 to 6 are considered as High Weight, 5 to 6 as Medium Weight and 7 to 11 as Lower Weight)

Approval Processes

- ✓ After receiving the evaluation sheets from the all reviewers (SPG members), the Secretariat compiles the comments/questions of the reviewers and makes average score from 1 to 10.
- ✓ Then the comments/questions are sent to the proponents and asked them to respond.
- ✓ The revised proposals/modifications provided by the proponents are sent back to the reviewers for their information and re-scoring of earlier ratings if needed.

Rating Scale (Both ARCP and CAPaBLE)

Proposals are rated from 1 to 10 (no zero scores)

9-10 (excellent):

An excellent proposal that will make a significant contribution to the APN's goals. Little or no modification are needed.

7-8 (very good):

A proposal fundamentally sound but may require a few modifications.

5-6 (good):

A proposal that is/could be sound but which requires important modifications and further negotiation with the APN.

Approval Processes

- ✓ SPG (reviewer) re-assesses the proposals/modifications and re-scoring the rating if modifications/answers are satisfactory.
- ✓ After that, Secretariat compiles the final ratings/scores and place to the SPG Sub-Committee meeting for prioritizing and recommending to the next SPG meeting.
- ✓ The recommendations are then placed and discussed at the SPG meeting, revised as necessary and then submitted to the IGM for approval.

Rating Scale (Both ARCP and CAPaBLE)

3-4 (fair):

A proposal that is not yet sound and does not meet most of the criteria but show signs of future potential. The proposal may be suitable for seed money.

1-2 (poor):

A proposal that does not meet the criteria, has fundamental flaws, and does not display any possibility for future consideration by the APN.

Role of nFPs in Review Process:

- ✓ nFPs do not play important role in reviewing process but they are the final authority for funding approval.
- ✓ The potential proposals recommended by the SPG meeting are critically discussed by the nFPs in the IGM where SPG members present as observers and then approved the potential proposals unanimously.

Promoting Research and Capacity Building on Global Change:

Successful Proposal Development - What you Need to Know

Dr. Linda Anne Stevenson
Scientific Officer
APN Secretariat

APN

Regional Office Training Programme
Chengde, China
25 October 2009

APN

A Good Proposal is a Good Idea, Well Expressed, With a Clear Indication of Methods for Pursuing the Idea, Evaluating the Findings, and Making Them Known to All Who Need to Know.

APN

Key questions to ask yourself: ??

- What do I intend to do?
- Why is the work important?
- What has already been done?
- How am I going to do the work?
- Who am I going to involve?

APN

Determine Your Long-Term Research Aims

- Develop Your Bright Idea
- Survey the Literature & the APN Website
- Contact Investigators Working on Topic
- Prepare a Brief Concept Paper & Discuss with Colleagues/Mentors
- Submit a Letter of Intent outlining the concept to the APN Advisory Service

APN

Prepare to do the Research

- Determine Available Resources
- Realistically Assess Needs
- Develop Preliminary Data
- Share with interested regional partners and assess their willingness to collaborate
- Continue your self assessment by discussing with colleagues/mentors


APN

Determine Possible Funding Sources

- How much will you need to request?
- What co-funding options do you have?
- Consider in-kind contribution options
- Remember simple rule of thumb:
 - Matching funds = stronger proposal
 - APN funds only = weaker proposal
- Exhaust all possible funding options

APN

Are you ready now to write the Proposal?



- Don't assume your reader knows
- "Sell" your proposal by addressing the evaluation criteria
- Show the work is relevant to policy by clearly addressing the relevant literature
- Engage policy/decision-makers as early as possible

APN

Reasons for Declining Proposals

- ✗ Improper submission format/missed deadline
- ✗ lack of new or original ideas
- ✗ diffuse, superficial, or unfocused research plan
- ✗ lack of knowledge or published, relevant work
- ✗ lack of experience in essential methodology
- ✗ uncertainty concerning future direction

APN

Reasons for Declining Proposals

- ✗ Questionable reasoning in experimental approach
- ✗ Absence of acceptable scientific rationale
- ✗ Unrealistically large amount of work
- ✗ Lack of sufficient detail
- ✗ Uncritical approach
- ✗ Lack of funds/no support from institution
- ✗ No real regional collaboration

APN

!!Don't Despair!!



Perseverance pays off

APN awards are highly competitive

Declination may be because of budgetary limitations

Resubmit - try, try again

Annex 3: List of Participants

Name	Country	Occupation	Affiliation	E-mail Address
Giashuddin Miah	Bangladesh	Professor	Dept. of Agroforestry and Environment Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU)	giash1960@gmail.com
Md. Nasimul Bari	Bangladesh	Associate Professor	Department of Agronomy, BSMRAU	bari_nasimul@yahoo.com
Md. Abiar Rahman	Bangladesh	Lecturer/ Researcher	Department of Agroforestry and Environment, BSMRAU	abiarbd@yahoo.com
Daidu FAN	China	Lecturer/ Researcher	School of Ocean & Earth Sciences, Tongji University	ddfان@mail.tongji.edu.cn
Gouqing Li	China	Scientist	China Earth Observation and Digital Earth Scientific Centre	gqli@ne.rsgs.ac.cn
Shouye YANG	China	Lecturer/ Researcher	Dept. Marine Biology, Tongji University	syyang@mail.tongji.edu.cn
Shuqin QIAO	China	Researcher	Key laboratory of Marine Sedimentology & Environmental Geology	qiaoshuqing@fio.org.cn
Fu WANG	China			tjwfu@cgs.gov.cn
Dong WANG	China	Associate Professor	Director of Hydrology & Water Resources, Dept. Earth Sciences, Nanjing University	wangdong@nju.edu.cn wangdongm1@gmail.com
Qianli SUN	China	Researcher	East China Normal University	sql3698@sina.com
Jing CHEN	China			jchen@geo.ecnu.edu.cn
Zhen LI	China	Associate Professor	State key laboratory of Estuarine & Coastal Research, East China Normal University	zli@sklec.ecnu.edu.cn

Name	Country	Occupation	Affiliation	E-mail Address
Cheng TANG	China	Vice Director & Researcher	Division of Scientific Research Administration , Yantai Institute of Coastal Zone Research for Sustainable Development	ctang@yic.ac.cn
Dongyan LIU	China	Professor	Yantai Institute of CZ Research for Sustainable Development, CAS	dylIU@yic.ac.cn
Zhongyuan Chen	China	Professor	East China Normal University	z.chen@ecnu.edu.cn
Davaanyam Surenjav	Mongolia	Researcher/PhD student	RS and GIS laboratory, National University of Mongolia & Global Citizen NGO	aanaad@yahoo.com
Tserenchunt BATTUMUR	Mongolia	Researcher/PhD student	Department of Geography, National University of Mongolia & Global Citizen NGO	bchunt_11@yahoo.com
Dhiraj Pradhananga	Nepal	Lecturer/ Researcher	Department of Meterology, Tribhuvan University	smallearth@wlink.com.np
Jagadishwor Karmacharya	Nepal	Senior Meteorologist	Dept. Hydrology & Meterology, Ministry of Environment	j_karmacharya@yahoo.com
Muhammad Arif Rashid Goheer	Pakistan	Scientific Officer	Global Climate Impacts Study Centre, Islamaabad	arif.goheer@gcisc.org.pk
Muhammad Nasir SALEEM	Pakistan	Section Officer (Development Wing)	Ministry of Environment, Sector G-5/2, Islamabad	drmnsaleempk@yahoo.com
Linda Anne Stevenson	APN Secretariat	Scientific Officer	Asia-Pacific Network for Global Change Research	l Stevenson@apn-gcr.org
Kristine Garcia	APN Secretariat	Programme Fellow	Asia-Pacific Network for Global Change Research	kgarcia@apn-gcr.org

Appendix 4: List of Questions Raised by the Workshop Participants

- **Question:** Will we receive comments for following summary proposal submission?
Answer: If there are specific comments that we think might be good for developing your full proposal, then we will send them to you. When you have the opportunity to respond to the comments to your full proposal, it will also be an opportunity to revise your full proposal.
- **Question:** Could you please clarify the purpose of a seed grant?
Answer: If the APN feels that a proposal has the potential to be developed into a good project, but is currently weak in one or more areas, the APN may provide a seed grant. Seed grants are not for conducting research activities but rather for developing and strengthening a current proposal further, for submission to the APN in the next round of proposals submission. A seed grant can be used to gather collaborating institutions to develop the proposal.
- **Question:** Can I include an SPG member as a collaborator?
Answer: Yes, you can. The collaborating SPG member would not be involved in the review of the proposal, however, as this would be considered a conflict of interest for that SPG member (as stated in the Conflict of Interest Policy of the APN).
- **Question:** Can I also add scientists that have current projects under the APN?
Answer: As collaborators, yes. They cannot lead the project.
- **Question:** If a proposal is focused in one country only but has collaborating countries, is it a possible cause of failure?
Answer: First, the topic should be agreed by all countries or all collaborating institutions in the proposed project. To answer the question, it really depends on the active role that the collaborating institutions from the countries have and the importance of the topic for the region.
- **Comment:** Is there a country-specific programme?
Answer: Today, in the workshop, we are only focussing on the ARCP Programme. We do have a country-specific programme, which is the CAPaBLE Programme (local, national, regional). We do look on the extent of regional collaboration under the CAPaBLE Programme. Essentially, however, we are a "regional" research programme, although capacity development for research can be conducted at the national level.
- **Question:** Is it possible to involve a country outside the APN region under the CAPaBLE programme?
Answer: If an institution is outside the APN region and would like to be involved in the project, is self-funded or has matching funding, then yes. Also, if the expertise from that country is considered essential, then yes. Generally, however, if the country is not self-funded, then the APN cannot support its contribution to the project activities.
- **Question:** If we are not yet sure whether we will get co-funding, how should we address this in the proposal?
- **Answer:** You should state in your proposal that there are potential co-funding sources being sought.
- **Question:** What are the main scientific outcomes you expect from a project? (i.e. journals, etc)?
Answer: In research activities, we expect peer-reviewed publications. We consider this as very important since the APN heavily relies on the funding received from the stakeholders. This serves as an indicator of success and a good basis for determining if

the projects are successful and, thus, securing funds from our stakeholders.

- **Question:** What is the chance of a project being funded?
Answer: If you are invited to submit a Full Proposal, generally, you have a 50% chance of receiving funding.
- **Question:** It seems that the APN is not “pure science” oriented. It seems that the APN focusses only on sharing and exchanging scientific information.
Answer: While we strongly encourage multi-disciplinary research projects that cut across the themes of global change, APN’s activities involve scientific research on both the human and natural drivers of global change.
- **Question:** Does the APN have training courses or programme to link policy-makers and scientists?
- **Answer:** Yes, this is strongly encouraged under the CAPaBLE Programme proposals process.

Appendix 5: Template for Participant Feedback



Asia-Pacific Network for Global Change Research

Proposal-Writing Training Workshop Shanghai Everbright Convention Center, Shanghai, China 28 October 2008

DEADLINE FOR SUBMISSION: 21 November 2008, Friday

POST-WORKSHOP EVALUATION

Please answer the following questions as thoroughly as possible. Your honest answers would be very valuable in improving the organisation and management of the workshop.

I. Attainment of Objectives

Based on the presentations, to what extent were the objectives of the workshop attained? (Please check).

OBJECTIVES	DEGREE OF ATTAINMENT		
	Fully	Partially	Not at all
1. To raise the profile of the APN among young/early career scientists in the TEA and SA sub-regions of the Asia-Pacific	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. To provide information on the Annual Calls for Proposals under the APN's regional research programme (ARCP) and its capacity development programme (CAPaBLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. To enhance the capacity of young/early-career scientists in writing proposals intended for submission to the APN to allow them to compete effectively in the APN Calls for Proposals Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. To provide an opportunity for young/early-career scientists to participate in an International meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What other objectives do you think should have been included in the workshop?

Click this part and write your answer in the box provided

In the light of these objectives, what other specific topics do you think should have been discussed?

Click this part and write your answer in the box provided

II. Discussion of Various Topics

How would you evaluate the presentation and discussion of the various presentations? Please use the following rating scale:

VS - Very Satisfactory S - Satisfactory U - Unsatisfactory

SUBJECT	LEVEL OF PRESENTATION / DISCUSSION		
	VS	S	U
APN: Overview and Calls for Proposals Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing a competitive proposal for the APN: A case from the Asia Mega-Delta Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessons Learned in Writing a Proposal for the AP N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The APN Proposals Process: the role of SPG Members and nFPs in reviewing APN Proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines and Advice for Proposal Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Overall Workshop Management

How would you rate the overall management of the workshop? (Please check).

- Very Satisfactory
- Satisfactory
- Unsatisfactory

IV. Suggestions and Recommendations for Workshop Improvement

1. Workshop Content

Click this part and write your answer in the box provided

2. Workshop Delivery/Presentation (resource persons, topics, allotted time)

Click this part and write your answer in the box provided

3. Administrative Matters

Click this part and write your answer in the box provided

4. Physical arrangement

Click this part and write your answer in the box provided

5. Overall Management

Click this part and write your answer in the box provided

V. Possible Areas of Collaboration with the APN

Please indicate possible areas of collaboration between your institution and the APN.

Click this part and write your answer in the box provided

VI. Information of Participant (please complete in full so that we can enter accurate information into our contacts database)

NAME : _____
DESIGNATION : _____
AFFILIATION : _____
INSTITUTION ADDRESS : _____
E-MAIL ADDRESS : _____
TELEPHONE NO. : _____
FAX NO. : _____

Thank You Very Much!

Appendix 6: Participants Feedback

I. Attainment of Objectives

1. To raise the profile of the APN among young/early career scientist in the TEA and SA sub-regions of the Asia-Pacific
Feedback: Most of the participants responded that this objective was fully attained.
2. To provide information on the Annual Calls for Proposals under the APN's regional research programme (ARCP) and its capacity development programme (CAPaBLE)
Feedback: Most of the participants responded that this objective was fully attained.
3. To enhance the capacity of young/early career scientists in writing proposals intended for submission to the APN to allow them to compete effectively in the APN Calls for Proposal Process
Feedback: Most of the participants responded that this objective was fully attained.
4. To provide opportunity for young/early career scientists to participate in an international meeting
Feedback: Most of the participants responded that this objective was fully attained.

What other objectives do you think should have been included in the workshop?

- *To strengthen the scientific objectives of the proposals especially in relation to the Science Agenda of the APN*
- *To familiarise the participants with the priority research areas of the APN.*
- *To form a network and to collaborate with other organizations and institutions*
- *To provide a platform for young scientists from Asian countries to exchange scientific ideas and promote potential collaboration*

In the light of these objectives, what other specific topics do you think should have been discussed?

- *Introducing the participants to some global change research organizations.*
- *More detailed discussion on the CAPaBLE Programme*
- *Budget preparation*

II. Discussion of Various Topics

1. APN: Overview and Calls for Proposal Process
Feedback: Most of the participants responded that this presentation was very satisfactory.
2. Writing a competitive proposal to the APN: A case from the Asia Mega-Delta project
Feedback: Most of the participants responded that this presentation was very satisfactory.
3. Lessons learned in writing a proposal for the APN
Feedback: Most of the participants responded that this presentation was very satisfactory.
4. The APN Proposal Process: The role of SPG members and nFPs in reviewing APN proposals
Feedback: Most of the participants responded that this presentation was very satisfactory.
5. Guidelines and advice for proposal writing
Feedback: Most of the participants responded that this presentation was either satisfactory or very satisfactory

6. Group oral presentation
Feedback: Most of the participants responded that this presentation was satisfactory. They said that the time allotted was too short.

III. Overall Workshop Management

Most of the participants responded that the overall workshop management was very satisfactory.

IV. Suggestion and Recommendations for Workshop Improvement

1. Workshop Content
 - *Should discuss in detail the CAPaBLE Programme*
 - *Include the budget preparation*
 - *Include self-introduction of each of the participants*
 - *Provide opportunity to the participants to discuss their proposals and exchange ideas*
 - *Individual participants should present his/her proposal and have open discussion*
2. Workshop Delivery /Presentation (resource persons, topics, allotted time)
 - *The resource persons are not intimidating and delivery was very satisfactory.*
 - *Invite resource persons from other international organizations*
 - *The presentations were balanced: successful project, APN presentation, participant's presentations and SPG member presentation. All of them were very useful.*
 - *The time is too short. The workshop would have been more effective if it was held for at least 2-3 days.*
 - *Workshop presentations should be provided before the workshop so that the participants can study the presentations especially for non-native English participants.*
3. Administrative Matters
 - *Very satisfactory considering that the time for preparation was short.*
 - *The host was very supportive.*
 - *Host institutions should provide clear indication in advance on what cost would be covered. Participants from the same country can share room to save expenses*
4. Physical Arrangement
 - *Round table seating arrangement would be more effective since the group was relatively small*
 - *Workshop could be held in an academic institution*
5. Overall Management
 - *Very satisfactory*
 - *Should be held in 2 days*

V. Possible Areas of Collaboration with the APN

- *Water resources management research*
- *Coastal zone research*
- *Organising similar workshops in-country with support from the SPG member, nFP and other institutions.*

WORKSHOP PHOTOS



Participant from Mongolia (left) and Prof. Miah (below) collecting workshop materials and APN publications.



Dr. Linda Stevenson (top left) presenting on the APN Calls for Proposals Process; (top right) explaining the workshop mechanics; (bottom left) with some of the workshop participants; (bottom right) presenting the APN Publication on Coastal Zone Management.

(Right) Prof. Chen discussing the writing of a competitive proposal for the APN.
(Below) Prof. Li sharing lessons he learned in writing a proposal for the APN.



The workshop participants (left) listen to Prof. Miah (right) as he presents the roles of SPG members and nFPs in reviewing the proposals submitted to the APN.



Workshop participants review the proposals they submitted to the APN for the Proposal-Writing Training Workshop.



Prior to the Proposal-Writing Training Workshop, members of the APN Secretariat namely Dr. Linda Anne Stevenson and Ms. Kristine Garcia attended the EMECS-8 International Conference. In the photos are the participants in the conference (top), Dr. Stevenson and Ms. Garcia together with Gov. Toshizo Ido of Hyogo Prefectural Government (bottom left); Dr. Stevenson together with Gov. Ido and Mr. Masayuki Kyo, Director General of Environmental Management Bureau, Hyogo Prefectural Government (bottom right).

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