

2017 Collaborative Regional Research Programme (CRRP) Call for Proposals for Awards from August 2018¹

CRRP Proposals - Guide for Proponents

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¹ Awards are subject to the availability of funds from APN's stakeholders and funds become available around September – see [Online Advisory Service](#) for more details.

INTRODUCTION

The Asia-Pacific Network for Global Change Research (APN) is a network of 22 Member Country governments that promotes global change research in the region, increases developing country involvement in that research and strengthens interactions between the science community and policymakers. The mission of the APN is to enable investigations of changes in the Earth's life support systems and their implications for sustainable development in the Asia-Pacific region through support for research and science-based response strategies and measures, effective linkages between science and policy, and scientific capacity development.

Under its Fourth Strategic Phase, APN focuses on 5 scientific themes including: (1) Climate Change and Climate Variability; (2) Biodiversity and Ecosystems; (3) Changes in the Atmospheric, Terrestrial and Marine Domains; (4) Resources Utilization and Pathways for Sustainable Development; and (5) Risk Reduction and Resilience. These themes are interrelated and involve the interface of natural, social, economic, behavioural and political sciences. Thus, the APN supports research and capacity development on crosscutting issues, science-policy linkages and the human dimensions of global change and sustainability. The APN is committed to bridging the gap between scientists and policymakers by creating opportunities for them to interact effectively and by providing robust scientific input to policy decision - making and scientific knowledge to the public, civil society and other non - science communities.

COLLABORATIVE REGIONAL RESEARCH PROGRAMME (CRRP) DESCRIPTION

APN supports regional research on global change through its Collaborative Regional Research Programme (CRRP). This programme is one of the main scientific pillars of the APN to encourage and promote global change research in the Asia-Pacific region that has potential, in addition to improving 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 and sustainability are important factors.

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

Proposals submitted under the CRRP will relate to the APN's Science Agenda and fall under the following categories:

- Collaborative research on global change and sustainability that, particularly, addresses **GAPS, ANALYSIS, SYNTHESIS** and **ASSESSMENT** work.
- Collaborative research that develops **PATHWAYS** and **MECHANISMS** to achieve sustainable development and develop adaptation strategies.
- Collaborative **PLACE-BASED INTEGRATIVE RESEARCH** particularly from developing countries.
- Collaborative research that **CONTRIBUTES TO THE EVOLVING SCIENCE-POLICY ARENA**, including IPCC, IPBES, post-2015 Sustainable Development Goals, as well as ongoing and new global change and sustainability research programmes.

ELIGIBILITY INFORMATION

A. Proponent Eligibility

Proposals may only be submitted by proponents from the following:

- Researchers or academics from universities, colleges or other academic institutions based in APN member/approved countries.
- Researchers, practitioners from non-profit, government institutions, non-academic organizations: Independent museums, observatories, research labs, professional societies and similar organizations associated with research, education, policy analysis related to global change or sustainable development activities, based in APN member/approved countries.
- Project leaders of APN ongoing project are not eligible to submit a proposal. Project leaders who have successfully completed or are due to complete a project before the summary proposal deadline (1 November 2017) are eligible to apply for funding with the caveat that their project reporting is completed in full by the deadline for full proposal stage, and on the quality and impact of their previous APN-project outcomes.
- Independent researchers are not eligible to apply for an APN grant.
- A proponent who is a former project leader that has received cumulative APN funding greater than or equal to \$135,000 within the last five years is not eligible to submit a proposal.

Additional terms for submission:

- One proponent may only submit one proposal.
- A proponent cannot be an existing collaborator in more than one APN project at the time of proposal submission.

B. Collaborators' Eligibility

- A collaborator cannot be involved in more than 2 ongoing APN projects in each fiscal year
- Collaborators should be working in an institution that is based in an APN member or approved country.
- Collaborators from non-APN member or approved countries may be involved in an APN activity as resource person(s)/expert(s), but strictly cannot seek funds from APN for his/her participation in the project, even though the activity is conducted in an APN Member or Approved country.
- Collaborators must be affiliated to an institution; i.e., independent researchers are not eligible to participate in an APN-funded activity.

C. Proposal Basic Eligibility

- Proposals must reflect regional cooperation in global change and sustainability research. The primary goal of the APN is to develop regional cooperation in global change and sustainability research particularly relevant to the Asia-Pacific region. Accordingly, projects submitted to the APN under CRRP must involve **significant** regional cooperation. **APN does not fund one-country projects under CRRP. Proposals must involve at least three (3) APN member and/or approved countries, at least two (2) of which must be developing countries.**

At the APN's 22nd Inter-Governmental Meeting (held in April 2017), APN established high priority topics based on inputs from member countries in each of the APN's subregion. Following the decision, APN invites

trans- and interdisciplinary research and capacity development proposals focusing on the following topics for South Asia, Southeast Asia and Temperate East Asia as indicated in the table below:

South Asia	Southeast Asia	Temperate East Asia
• Policy-relevant research and capacity development on implementation of Nationally Determined Contributions (NDCs) • Extreme events related to monsoon and climate change	• Disaster risk reduction and resilience to climate change • Community resilience to climate change impact in vulnerable areas • Energy, ecosystems in changing climate, low carbon society • Water, agricultural productivity, nutrient management	• Climate change impacts on global supply chain • Climate change and human security (water-food-energy nexus) • Water treatment technology transfer in the context of Paris Agreement • Extreme events related to monsoon and climate change

While acknowledging that high priority will be given to regional research proposals and capacity development proposals that address the abovementioned topics in each subregion, APN is also interested in receiving trans- and interdisciplinary research and capacity development proposals related to the following topics (not in priority order):

- Human health and climate change
- Technology transfer in contribution to the Paris Agreement
- Climate change impacts on biodiversity and ecosystem services
- Management of ecosystem services for water and food security
- Air quality: urban air quality; transboundary air quality management
- Sustainable consumption and production
- Mainstreaming gender equity in global environmental change
- Economic valuation and modelling on global change impacts

Proposals that do not address any of the above topics will not be accepted under the 2017 Call for Proposals.

Further, the proposal must:

- follow the template and guidelines provided separately.
- not duplicate any previous or currently implemented activities by APN or other organizations and/or institutions. It is expected that the proponent will carry out an extensive literature review taking into consideration similar past and/or ongoing activities conducted by other institutions, as well as a detailed review of the projects conducted under APN (refer to APN electronic library, E-Lib: <http://www.apn-gcr.org/resources/>), before submitting the summary proposal.
- clearly outline policy-relevant questions to be addressed and answered.
- clearly indicate how the results of the project activities might be mainstreamed into national and regional level policy-making processes. In other words, the proposal should provide information on the expected tangible outputs that can be conveyed to policy- and decision-making communities.
- clearly explain organizational arrangements of the proposed activity and a publication and dissemination plan.
- have high potential to provide excellent outcomes for developing countries that could be appreciated by the international community.

Any proposal that fails to meet the basic criteria will not be considered for funding by the APN

PROPOSAL PREPARATION AND SUBMISSION PROCEDURES

I. Proposal Preparation

In preparing the proposal, note that APN **will not** support:

1. The running costs of institutions (this is considered as in-direct administrative support, which is not allowable).
2. The salaries of administration staff or researchers who receive or are to receive **full-time salary support**.
3. The salaries of consultants (proponents and collaborators should have the credentials and expertise to conduct the activities being proposed).
4. The establishment or maintenance of long-term observation and monitoring systems.
5. The establishment and/or upgrade of institutional departments and infrastructure; the purchase of general purpose equipment such as personal computers, laptops, smartphones or tablets, general office furnishings, etc.

Please also note:

1. **Funding Limit.** The APN is able to provide **limited** financial support for CRRP activities that fall within its areas of interest. The average grant that APN provides for a one-year period is approximately US\$ 45,000.
2. **Multi-Year Funding.** Proponents should be aware that, while APN may consider multi-year projects (maximum of 3 years), only a limited number of multi-year projects may be funded due to budgetary limitations. Proposals submitted for **multi-year funding** will be considered provided that a **clear budget estimate breakdown of the year-by-year funding requirements is given**, together with the expected outcomes at each stage of the proposal. If a multi-year proposal is approved, there will be rigorous review of progress at the end of each year, the results of which will determine whether activities can be continued for additional year/years.

II. Submission Procedure

An **Online Advisory Service** is provided for any queries on the Calls for Proposals. The online advisory service is available for the whole year round.

i. Summary Proposal Submission

All proponents interested in submitting a proposal to the APN under its CRRP Call for Proposals should submit a Stage 1 Summary Proposal through the online submission process (URL: <https://www.apn-gcr.org/apnis>). A guideline on filling the form for the Summary Proposal is provided in Appendix 2. Summary Proposal submission should be accomplished by the deadline of **Wednesday, 1 November 2017, midnight (24:00) – Japanese Standard Time. As the online system will automatically close by the deadline, proponents will be unable to submit a proposal after the deadline.** Screening will commence following the deadline and all proponents will be notified of the results of the Stage 1 review in early-December 2017.

Submissions received via means other than the online system will not be considered.

ii. Full Proposal Submission

Successful proponents will proceed to **Stage 2** and will be invited to submit a **Full Proposal** for further consideration by APN. The full proposal must follow the instructions and format specified in this guideline (please see Appendix 3), and must be received by the APN Secretariat no later than **Wednesday, 7 February 2018, midnight (24:00) – Japanese Standard Time**. Full proposals from successful Stage 1 proponents submitted after the deadline will not be considered.

IMPORTANT DATES

Stages	Action	Date
Advisory Service (Voluntary)	Potential proponents can consult the Online Advisory Service, which has extensive information on APN's Funding Opportunities.	Available Year Round
Stage 1: Online Submission & Review of Summary Proposal	Online Submission of Summary Proposal to the APN Secretariat. Preliminary screening process to shortlist proposals and notification of successful proponents.	Deadline: Wednesday, 1 November 2017 Early December 2017
Stage 2: Submission & 3-Step Review of Full Proposal	Submission of Full Proposal to the APN Secretariat by successful Stage 1 proponents. Submission is by INVITATION only.	Deadline: Wednesday, 7 February 2018
	Step 1 Review by the SPG members Proponents are sent questions and comments from the SPG members and External Reviewers.	Mid-February – Mid-March 2018 Comments sent to Proponents mid-March 2018
	Step 2 COMPULSORY: Proponents respond in writing to SPG reviewers' questions and comments. Step 3 Review: SPG members provide final ratings based on responses of the proponents at Step 2/ Stage 2 .	Deadline: Early April 2018 End of April 2018
Stage 3	The APN's 23 rd Inter-Governmental Meeting (IGM) approves which proposals to fund, following the recommendations made from the SPG. The APN Secretariat then communicates the final decisions to proponents.	Results: July 2018

PROPOSAL REVIEW AND EVALUATION

Proposals received under the CRRP Programme will be reviewed and evaluated by the APN's [Scientific Planning Group \(SPG\)](#) and other external experts, as appropriate. The evaluation criteria are outlined under "Proposal's Basic Eligibility" (above) and the following criteria.

1. Technical soundness and degree of consistency and sustainability
2. Extent and quality of regional collaboration and project team expertise
3. Building regional and national capacity for global change and sustainability research
4. Relevance to policy and policy processes, developing/strengthening links with government policy and programmes, and contributing to sustainable development
5. Increasing synthesis and analysis work at national and regional levels
6. Developing and strengthening relations with regional and international global change programmes and inter-governmental bodies and mechanisms and apn member country governments
7. Budget and other external funding including administrative and salary support, as well as other important in-kind contributions in order to support and conduct proposed activities
8. Methodology, timeline and project management
9. Improving networks and knowledge of global change and sustainability issues among scientists, policy makers and civil society through an active communications and outreach strategy
10. Meeting standardized data collection and user needs, and open access to data and research sites according to the APN's policy on "[Data Sharing and Data Management](#)" provided separately

Detailed explanation of each criterion is provided in Appendix 1.

OTHER INFORMATION

APN Support

Where APN funding is provided for a proposal, the Secretariat, the Project Leader and the Project Leader's Institution (an authorized representative) will sign a Contract with detailed Contract Documentation (including regulations and supplementary information) outlining payment, activities, Project Leader responsibilities, timelines and reporting requirements, etc. Reports will cover a common set of issues, including financial accountability, and outcomes and tangible outputs of the funded activity.

The [2017 Financial Regulations](#) are available separately in order to help the proponent devise a budget in accordance with these regulations.

Funding from other Sources

Where additional funding from other sources is stated in the proposal, the proponent may be required to show evidence that this funding has been secured. Funding from other sources is highly recommended and will add strength to the proposal.

APPENDIX 1. FULL CRITERIA FOR PROPOSAL REVIEW

Proposals will be judged against the following criteria:

CRITERION #1. TECHNICAL SOUNDNESS AND DEGREE OF CONSISTENCY AND SUSTAINABILITY

Proposals should generate confidence about research excellence, data quality, capacity for programme management, and willingness and ability to pursue activities from a trans- inter- and multi-disciplinary perspective, as appropriate.

Proposals should clearly explain the background of the proposed research, whether it is based on, or part of, a planning and scoping activity in or about the region, as activities based on adequate planning and scoping processes are more likely to lead to successful long-term outcomes. Proposals should be able to elaborate the methodology (see also Criterion 8) used in the proposed project, clearly articulate objectives and identify the expected results, including **outcomes and tangible outputs**.

CRITERION #2. EXTENT AND QUALITY OF REGIONAL COLLABORATION AND PROJECT TEAM EXPERTISE

Proposals **must** involve actions or contributions by **three or more APN Member and/or Approved Countries, at least two of which are developing countries**. Due regard should be given to proposals from or involving less developed countries. The overall goal should be the generation of long-term sustained regional collaboration, not just a one-time event or project. In addition, the scientific contribution of **each** participating country should be explained in detail (for example this may include the extent of participation in the writing of the proposal, the scientific contribution and activities to be undertaken, data-collection, report writing, etc.).

The scientific contribution by each participating country/institution(s) should be explained in detail (for example this may include the extent of participation in the writing of the proposal, the scientific contribution and activities to be undertaken, coaching and mentoring support for capacity development, data-collection, report writing, research/training activities).

The project team should clearly demonstrate the skills, capacities and qualifications necessary to conduct proposed project. If the proponent is from a developed country, the activity must clearly demonstrate that the work to be undertaken is beneficial for the APN developing countries engaged.

APN member and approved countries are:

Australia, Bangladesh, Bhutan, Cambodia, China, Fiji, India, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Maldives (approved), Mongolia, Myanmar (approved) Nepal, New Zealand, Pacific Island Countries (approved), Pakistan, Philippines, Republic of Korea, Russian Federation, Sri Lanka, Singapore (approved), Thailand, United States of America and Viet Nam.

(Countries underlined are considered by APN as developed)

CRITERION #3. BUILDING REGIONAL AND NATIONAL SCIENTIFIC CAPACITY FOR GLOBAL CHANGE RESEARCH AND SUSTAINABILITY

It is expected that proposals will contribute to the fundamental APN goal of building regional and national capacity (technical expertise) for research that provides evidence-based solutions in the field of global change and sustainability. The result should be a long-term gain, for example, by increasing local skills and knowledge, improving decision-making processes, and increasing or improving national involvement in

international processes. This could be achieved through opportunities for training and professional development as part of the research activities.

Proposals should also show how existing resources (buildings, laboratories, research sites, equipment, libraries, data sets, communication facilities, travel budgets, etc.) can be used more efficiently or how their potential value can be better realized as a result of the proposed activity.

CRITERION #4. RELEVANCE TO POLICY AND POLICY PROCESSES, DEVELOPING/STRENGTHENING LINKS WITH GOVERNMENT POLICY AND PROGRAMMES, AND CONTRIBUTING TO SUSTAINABLE DEVELOPMENT

The APN is committed to improving science-policy linkages and fostering harmony between its activities and policy issues that concern most governments in the region. Proposals should demonstrate relevancy to decision- and policy-making processes and include details on how the activity might assist local and national government policy cycles, which include stages of: problem identification, policy planning, implementation, monitoring and evaluation. Further, proposals should describe an action plan on how the activities or outcomes of the project are to be brought to policy communities and decision makers for their attention. APN highly encourages the involvement of collaborators from policy/decision-making sectors to the project team to deepen the understanding of policy needs. Engagement of policy/decision makers in a capacity other than proposal collaborator should be elucidated, including the expected contribution and how such contribution will help enhance science-policy linkages.

The proposal should explain how the proposed activity will aim to interpret outstanding policy-relevant questions identified, for example, by IPCC or IPBES for developing countries within the Asia-Pacific region and how, as a result of the outcomes of the project, developing countries might be able to contribute to future international assessments such as IPCC or IPBES, and other processes such as the UNFCCC, UNCBD, etc. Harmonization with the work of other bodies active in the region (for example, APEC, ASEAN, UNEP, ESCAP, SPREP, SAARC, NEAR) is desirable.

APN strongly emphasizes the need to work towards achieving the post-2015 sustainable development goals and solving ecological, social and economic problems associated with global change impacts. A proposal that shows strong links to the aforementioned will be favoured as meeting the ultimate mission of APN.

CRITERION #5. STRENGTHENING SYNTHESIS AND ANALYSIS WORK AT NATIONAL AND REGIONAL LEVELS

The APN believes that more attention needs to be paid to synthesis and analysis work derived from the many research outcomes already available. APN is also increasing its focus on integrated applied research or action research directed towards assessing or improving concepts or knowledge already available to address global change and sustainability issues. This will require the development and use of appropriate integrative techniques, and will often involve research teams drawn from several disciplines and from policy- and decision-making interests.

CRITERION #6 DEVELOPING AND STRENGTHENING RELATIONS WITH REGIONAL AND INTERNATIONAL GLOBAL CHANGE PROGRAMMES AND INTER-GOVERNMENTAL BODIES AND MECHANISMS AND APN MEMBER COUNTRY GOVERNMENTS

One of the key goals of APN is to forge cooperative relations/partnerships among the **global change and sustainability research community**. Accordingly, proposals that incorporate cooperation with activities of

new and/or existing global environmental change research programmes should specify the extent of engagement of such programmes in the proposed activity.

Proposals that contribute to the goals of international programmes and processes such as the post-2015 SDGs, UNFCCC, IPCC, IPBES and that are related to the thematic areas of APN can also be considered.

Proposals that are related to regional networks such as the Inter-American Institute for Global Change Research (IAI) or other regional networks both inside and outside the Asia-Pacific region can be considered within APN procedures provided that they comply with APN requirements.

The existing or proposed extent of the project's involvement in global change research initiatives and programmes should be clearly stated.

Other proposals related to regional networks such as the Inter-American Institute for Global Change Research (IAI) or other regional networks outside the Asia-Pacific region can be considered within APN procedures provided that they comply with APN requirements. **The APN encourages regional initiatives to be seen as part of a global effort.**

CRITERION #7. BUDGET AND OTHER EXTERNAL FUNDING INCLUDING ADMINISTRATIVE AND SALARY SUPPORT, AS WELL AS OTHER IMPORTANT IN-KIND CONTRIBUTIONS IN ORDER TO SUPPORT AND CONDUCT PROPOSED ACTIVITIES

Proposed budget plan should be a realistic and cost effective as well as consistent with the project plan. Please refer to APN financial regulation for more information on allowable cost item and applicable rates under the APN grant. While a concise budget is needed during the summary proposal stage, a detailed and justified budget is required to submit at the full proposal stage. Budgets are often subject to negotiation before awarding, however, clear and realistic budget will strengthen the proposal.

Proposals should show how the existing human capital and physical resources (buildings, laboratories, research sites, equipment, libraries, data sets, communication facilities, travel budgets, toolkits, training manuals etc.) can be used more efficiently or show their potential value can be better realised as a result of the proposed activity.

APN funding is not available for in-direct administrative staff payments, or to financially supplement the salary of researchers who receive or are to receive full-time salary support (see the APN Financial Regulations for more information). Thus, proponents should indicate how necessary administrative support will be provided for the proposed activity. Ideally, administrative support would be provided by proponent and collaborators' institutions that involved in the project, freeing any APN funding for the proposed core activity. Trainees from developed countries are not allowed to receive APN funds under any circumstances, but may be involved in an APN activity as a self-funded participant.

The APN strongly encourages co-financing arrangements. In addition, it is the APN's desire that funding from other sources should be secured. The APN also highly encourages in-kind contributions from the institutions of both proponent and collaborators. Where additional funding is secured from sources other than the APN, evidence of the funding may be required before drawing the project contract.

CRITERION #8. METHODOLOGY (LOGICAL FRAMEWORK) TIMELINE AND PROJECT MANAGEMENT

The proposed project should clearly identify the appropriate and realistic timeline in order to achieve its objectives, bearing in mind that APN funded projects should not be designed for more than three years.

Proposal should identify appropriate project management plan with description of responsibilities of each project team member. It is mandatory to provide a logical framework matrix with indicator at the full proposal stage (see Appendix 4). Proposal should allocate sufficient time for project monitoring, progress evaluation and fulfilling the APN reporting requirements. If the proposed project implements similar activity at multiple locations, proposal should indicate relevant evaluation step between each activity in order to improve the overall outcome of the project.

The proposed project should plan its activities according to the APN award cycle which usually begins in August/September of the next fiscal year (August/September 2018). The APN award cycle may change based on availability of funds. Thus, if the proposed project has any time-sensitive activities, these should be clearly reflected in the proposal plan.

CRITERION #9. IMPROVING NETWORKS AND KNOWLEDGE OF GLOBAL CHANGE AND SUSTAINABILITY ISSUES AMONG SCIENTISTS, POLICY MAKERS AND CIVIL SOCIETY THROUGH AN ACTIVE COMMUNICATIONS AND OUTREACH STRATEGY

APN members consistently stress the importance of good public knowledge of global change issues, to help ensure the successful development and implementation of response strategies to these issues. Proposals should be able to demonstrate a good communications and networking plan/strategy –including the use of network or communications channel/media– to raise awareness, knowledge and skills to address global change and sustainability issues. Proposals should also be able to demonstrate plans to disseminate results of the proposed research to the stakeholders at scientific, policy and public levels. The best proposals will also contribute to lasting improvement in communications among APN members. APN also strongly encourages publication of peer-reviewed scientific research papers.

CRITERION #10. MEETING STANDARDISED DATA COLLECTION AND USER NEEDS, AND OPEN ACCESS TO DATA AND RESEARCH SITES ACCORDING TO APN'S "DATA SHARING AND DATA MANAGEMENT POLICY" PROVIDED SEPARATELY.

As APN becomes increasingly involved in the funding of projects that develop and deploy new observing systems that collect increasing amounts of data providing needed input to research, APN aims to ensure that all data that is generated using APN funds is shared with the scientific and policy-making communities in a timely manner. APN believes that significant results of the research it sponsors should be submitted promptly for publication to assure that the widest possible scientific community is able to benefit from this research.

APN's [Data Sharing and Data Management Policy](#) aims to encourage open access to and/or sharing of data and to strengthen data distribution (hubs, portals, etc.) and overcome, as far as possible, existing limitations on the availability of and access to data.

All Projects funded by the APN MUST comply with the policy.

APPENDIX 2. FORMAT AND CONTENT FOR SUMMARY PROPOSAL

Summary Proposals (*compulsory*)

Summary proposals MUST be submitted through the online submission process (<https://www.apn-gcr.org/apnis>) Below is the guideline on filling the online form. **Note that deadline for submission is Wednesday 1 November 2017, midnight (24:00) Japanese Standard Time (JST).** As the online system will automatically close by the deadline, proponents will be unable to submit a proposal after the deadline.

Content for Summary Proposals

1. Go to the URL: <https://www.apn-gcr.org/apnis>
2. Login to your account, if you have already created an account, or **Create a new user account** if you are a new user. Fill in all the necessary details and click **Register**.
3. Once you have logged in with your account, you will see the Call for Proposals listed under box “Call for Proposals”.
The Call for Proposals will only be visible during the submission period (from launching time to the submission deadline). Note that if you missed the deadline for submission, there will be no opportunity to submit your summary proposal.
4. Click on the Call for Proposal (CRRP or CAPaBLE) that you aim to submit your proposal to. Note that you can only submit one proposal. So, please be very careful in selecting which call for proposal that suits your proposed activity. Please refer to the guidelines or the [Online Advisory Service](#).
5. For further information regarding the use of APNIS, please refer to: <https://apn.gitbooks.io/using-apnis/content/>

STEP 1. COMPLETE YOUR BASIC INFORMATION AND PROPONENT PROFILE

Basic Information

Item to be completed	Information required
Title	Select the appropriate title from the dropdown menu
First Name	Fill in your first name
Last Name	Fill in your last name
Gender	Select the appropriate gender from the dropdown menu
Nationality	Select your nationality from the dropdown menu
Country of residence	Select your country of residence from the dropdown menu
Primary email	Fill in your primary email address. This is mandatory.
Secondary email	Fill in another email address that is different to your primary email address. This is not mandatory.

Proponent Profile

Item to be completed	Information required
Job Title	Fill in your current job position/title
Organisation	Fill in the name of the organisation that you are currently working for or affiliated to.
Address	Fill in the address of the organisation that you are currently working for or affiliated to.
Country	Select the country where the organisation is based from the dropdown menu

Date of birth	Fill in your date of birth
Telephone	Fill in the telephone number by which you are reachable.
Fax	Fill in the fax number by which you are reachable.
Website	Fill in the website of your organisation, if available.
Profile	Provide a concise description about yourself.
Education	Please list your educational history (institution, degree, year of degree attainment)
Employment	Please provide information of employment history (institution, position, year)
Publications	List maximum 5 most recent publications relevant to your proposed project.

STEP 2: COMPLETE THE SUMMARY PROPOSAL FORM

Item to be completed	Information required
Proposed project title <i>(maximum length: 255 characters, including spaces)</i>	Provide the title of your project
Thematic Area (s)	Check the box(-es) of appropriate thematic area(s) that the proposed project will focus on. Refer to the APN's 4 th Strategic Plan for more information.
Countries involved	Check the boxes of countries involved in your project. Note that for CRRP, three APN member countries collaboration is required— at least two of which should be developing countries Please refer to APPENDIX 1. FULL CRITERIA FOR PROPOSAL REVIEW under Criterion #2 to check which countries are considered developing or developed.
Other countries involved	Please list other countries involved, if there is any non APN member/approved countries involved.
Abstract <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise abstract of your project. Maximum length: 1500 characters, including spaces.
Description and relevance to APN goals <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise description of the proposed activity's and its relevance to APN Goals and Action Agenda (that addresses APN's research, capacity development and Science-Policy agenda). Refer to APN's 4th Strategic Plan. Maximum length: 1500 characters, including spaces.
Objectives of the project <i>(Maximum length: 1500 characters, including spaces)</i>	Describe the objectives of your proposed project. Maximum length: 1500 characters, including spaces.
Expected outcomes <i>(Maximum length: 1500 characters, including spaces)</i>	Describe the expected outcomes of your project referring to the objectives specified. Maximum length: 1500 characters, including spaces.
Methodologies	Describe the project methodologies. Maximum length: 3000 characters, including spaces.

<i>(Maximum length: 3000 characters, including spaces)</i>	
Literature review <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise literature review with citations. Maximum length: 1500 characters, including spaces.
Mode of operation <i>(Maximum length: 1500 characters, including spaces)</i>	Explain the proposed mode of operation (elaborate on which collaborator will do what task). Maximum length: 1500 characters, including spaces.
Proposed Timeline <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise timeline for activity. You can choose the starting date/month and end date/month, for each period describing what kind of activity is going to be performed.
Duration	Select from the dropdown menu to indicate the duration of your project (APN may be able to fund CRRP activities up to 3 years)
Amount requested (year 1)	Indicate the budget requested for Year 1 of the project
Amount requested (year 2)	Indicate the budget requested for Year 2 of the project. If your proposed project is a one-year project, please leave it blank
Amount requested (year 3)	Indicate the budget requested for Year 3 of the project. If your proposed project is a one-year or two-year project, please leave it blank
Other funding secured	Indicate the total amount of funding secured from other sources for the project
Budget <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise budget for your project. If your project is a multiyear project, please provide concise budget year by year. For example: <u>Year 1 2018-2019</u> Data collection activity/Field research: USD 4,000 Training workshop: USD 12,000 <u>Year 2 2019-2020</u> Research assistant fee: USD 2,000 Focus Group Discussion: USD 1,000
Details of co-funding secured <i>(Maximum length: 1500 characters, including spaces)</i>	Provide details of co-funding available for the proposed project. Note that in this section, please provide more details on the co-funding and the source of co-funding. Example: 1. US\$20,000 (in cash) from University of Tokyo 2. US\$10,000 (in kind) from University of Peradeniya 3. Etc.
Award history	Please indicate whether you are, or has been, a project leader or collaborator of an APN funded project. If so, please list the reference number of all those projects. Maximum length: 1500 characters, including spaces.
Collaborators' information	List the name, country, institution and email address of each collaborator of the proposed project. Maximum length: 1000 characters, including spaces.

Collaborators' award history	For each collaborator, if s/he is or has been engaged in one or more APN projects, please provide the reference number of all those projects. Maximum length: 500 characters, including spaces.
Any other relevant information <i>(Maximum length: 800 characters, including spaces)</i>	Provide information on whether your proposed project is part of any global change research programme or has any correlation with a global development agenda such as IPCC, IPBES, SDGs, UNFCCC, etc.

STEP 3. SUBMIT YOUR PROPOSAL

If you have completed the summary proposal and would like to submit, scroll up to the top page and click the box **Click here to submit your proposal**. The other way is to click the **update draft** and under My Proposal, press the button **Submit** next to the draft summary proposal that you want to submit.

APPENDIX 3. FORMAT AND CONTENT OF FULL PROPOSAL

Full Proposals (for successful Stage 1 proponents)

Full Proposals must follow the template, which will be made available only to successful Stage 1 proponents. **Deadline is Wednesday, 7 February 2018, midnight (24:00) Japanese Standard Time (JST).** Below is the sample format of Full Proposal. An updated version will be made available in due course

Format for Full Proposals

Successful Stage 1 proponents are required to complete **four parts**:

- a. Part One: Project Summary Sheet (1 Page)
- b. Part Two: Main body of full proposal (maximum 15 pages)
- c. Part Three: Appendices
 - o Appendix 1. Detailed timeline
 - o Appendix 2. Detail budget with justification as required
 - o Appendix 3. CVs of Proponent and Major Collaborators (1 page per person)
 - o Appendix 4. Logical Framework Matrix

The Main Body of the Full Proposal

The main body of the proposal (parts 1 to 10) should be **a maximum of fifteen (15) pages** (together with the additional specified appendices) in the format below.

1. *Project Title*

Full title of the proposed project.

2. *Fully Detailed Proposal*

By expanding on the information provided in the summary proposal submitted to APN, your full proposal needs additional information on the following points:

- a. Description of the entire proposed project
- b. Concise literature review
- c. Relevance to APN's High Priority Topics and Fourth Strategic Plan (2015-2020) ([download here](#))
Having read the Fourth Strategic Plan (4SP), describe how your proposed project can give valuable input to the agendas under APN Action Agenda:
 - Research Agenda (page 8, 4SP)
 - Capacity Development Agenda (p9 4SP)
 - Science-Policy Agenda (p9, 4SP)
 - Communication and Outreach Agenda (p10, 4SP)
- d. Objectives of the project and deliverables expected from the project
- e. Detailed methodology and workplan.
Describe in detail the research methodology, as well as scientific contribution of **each participating country institution(s)**, i. e. in writing the proposal, in the activities to be conducted, report writing and other relevant information
- f. Budget.
Provide concise budget plan (detailed budget will be part of appendix) as well as information on administrative support, in-kind contribution and co-funding consideration.
As the APN **does not** support the running costs of institutions or the salaries of administration staff or researchers who receive or are to receive full time salary support, provide details on the support that will be provided by the lead and/or collaborating institutions. As the APN **strongly encourages** co-financing arrangements, please provide details of co-funding and/or in-kind contributions.

3. *Relevance to Policy Processes and Sustainable Development*

Provide an explanation of how the proposed project is policy-relevant and what mechanisms you propose for mainstreaming the results of your proposed project into policy processes. Describe how

your proposed project tackles the issue of sustainable development and how these are integrated into your proposed project.

4. Scientific Capacity Development for Global Change Research

Provide an explanation of how the proposed project will help develop national/regional capacity to conduct Global Change Research.

5. Relationship between other Global Change Research Programmes and Networks

Specify how the activity will incorporate cooperation with activities of global change and other programmes such as IPCC, IPBES, START, WCRP, IAI and other global change and environmental research networks with global change components, governmental bodies, etc. If there are any links with the former global change programmes of IGBP, IHDP and DIVERSITAS and/or the new research programme Future Earth, details should be clearly articulated in the proposal. Information should include previous, current and/or future relationships and specific collaboration, if any, in the proposed project.

6. Related Research Work

Gap-filling studies are very important in global change research given its vast expansion and lack of data. Details of existing research work on the proposed topic in your proposal must not duplicate the work of others. As such, a fully detailed background literature review is required to verify that the proposed project is new and relevant; and that it relates to, but not duplicates, ongoing research in your region.

7. Data Management and Data Sharing Plan

As APN becomes increasingly involved in the funding of projects that develop and deploy new observing systems that collect increasing amounts of data providing needed input to research, APN aims to ensure that all data that is generated using APN funds is shared with the scientific and policy-making communities in a timely manner. APN believes that significant results of the research it sponsors should be submitted promptly for publication to assure that the widest possible scientific community is able to benefit from this research. APN's [Data Sharing and Data Management Policy](#) aims to encourage open access to and/or sharing of data and to strengthen data distribution (hubs, portals, etc.) and overcome, as far as possible, existing limitations on the availability of and access to data.

This section of the proposal should **set forth a plan** for preservation, documentation and sharing of data, samples, physical collections, curriculum materials and other related research, capacity building, training and education materials. This plan should identify the responsibilities in this respect of the Project Leader and of each Project Scientist (collaborator) who is expected to be involved in the collection of Project data. Plans outlined in this Section (9) for handling what will become **APN-funded DATA** (as defined in the Data Sharing and Data Management Policy), as well as other materials mentioned in the present paragraph, will be considered during the review process.

8. Communications and Publications

The proponent should provide a communications and networking plan to disseminate the results to the stakeholder community at scientific, policy and public levels. The APN also strongly encourages proponents to publish peer-reviewed papers and provide open access to data.

Appendix 1: Timeline and Budget

(1.1) A full month-by-month timeline and

(1.2) Detailed budget estimate for the project in US dollars, including a year-by-year breakdown of the costs and a clear indication of any co funding, in-kind and other contributions. Proponents should

refer to the APN Financial Regulations. Templates are provided to guide you in formulating your project timeline and budget.

Appendix 2: Proponent & Major Collaborators

List of the proponent and major collaborators (*names, organisations, postal address and e-mail contact details*). This should also include the contribution, if any, of developed country expertise.

Appendix 3: CVs of Proponent & Major Collaborators

CVs of proponent (2 pages max.) and major collaborators (1 page max. for each person). Please include a list of the 5 most recent peer-reviewed publications and experience in involving capacity development activities in each CV. Please use the formats provided. Note that APN Secretariat reserves the right to reduce/cut information in the CV should the CV provided is longer than one page.

Appendix 4: Logical Framework Matrix

Provide logical framework matrix for project management purpose. The matrix provides as a clear basis for monitoring progress; verifying purpose and goal level progress and simplifies evaluation. Kindly follow the template provided.