



ASIA-PACIFIC NETWORK FOR
GLOBAL CHANGE RESEARCH

2023 Collaborative Regional Research Programme (CRRP) Call for Proposals for Awards from October 2024¹

CRRP Proposals - Guide for Proponents

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¹ Awards are subject to the availability of funds from APN's stakeholders – see [Frequently asked questions](#) for more details.

INTRODUCTION

The Asia-Pacific Network for Global Change Research (APN) is dedicated to fostering a dynamic community of global change researchers, policymakers, practitioners and civil society. APN engages innovative and transdisciplinary approaches across a vast network of expertise to build a more resilient and sustainable future. APN's commitment is demonstrated through:

- Supporting research and action: Empowering collaborative research and science-based strategies for effective change.
- Bridging science and policy: Effectively linking scientific outcomes with policy mechanisms applicable at all levels of governance and across diverse societal sectors.
- Building scientific capacity: Enhancing scientific capabilities of early-career professionals, policymakers and practitioners, extending to local communities and civil society.

In an era where global change transcends borders and disciplines, APN adopts a holistic approach by actively engaging member countries, supporting transdisciplinary networking between stakeholders, and coordinating knowledge dissemination and publishing to address a broad spectrum of global change challenges.

To fulfil its mission, APN promotes understanding of global environmental change through collaborative regional research and scientific capacity building. This is achieved by implementing activities within research, capacity building, and science-policy interactions in areas of [air, land, coasts and oceans](#); [biodiversity and ecosystems](#); [climate](#); [food, water and energy](#); [human dimensions](#); and [risk reduction and resilience](#). These themes are interrelated and interface with natural, social, behavioural, economic and political sciences. APN's strategic goals, as outlined in the [5th Strategic Phase \(2020-2026\)](#), are:

1. Supporting regional and international cooperation in research on global change and sustainability issues particularly relevant to the Asia-Pacific region.
2. Enhancing capabilities to participate in research on global change and sustainability and to support science-based decision-making.
3. Strengthening interactions between scientists, policymakers, practitioners and members of other societal groups, and providing sound scientific information for policymaking processes.
4. Continuing to enhance communication and collaboration with like-minded organisations and other stakeholder groups on issues of common interest.
5. Enhancing the institutional, operational and financial base that is efficient, durable, equitable and able to support APN and its activities.

Through the support of research on issues that are holistic and transdisciplinary, APN aims to produce scientific knowledge that can contribute to the implementation of international agendas, such as the **Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030), and the accumulation of scientific knowledge at IPCC, IPBES, etc.**

With the above, **APN encourages all of its proposals to be co-designed together with stakeholders** from the outset.

COLLABORATIVE REGIONAL RESEARCH PROGRAMME (CRRP) DESCRIPTION

APN supports regional research on global change through its Collaborative Regional Research Programme (CRRP), one of the main scientific pillars of APN. This programme encourages and promotes global change research in the Asia-Pacific region, aiming to improve the understanding of global change and its implications in the region. Additionally, it contributes to the establishment of a sound scientific basis for policymaking, particularly in areas where global change and sustainability play crucial roles. APN's commitment extends to promoting regional collaborative research across the physical, biological and human dimensions of change in the Earth system. This approach aims to advance actionable science that informs decision-making.

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 CRRP will relate to APN’s Science Agenda, specifically [priority topics](#) for the call, 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 is **CO-DESIGNED** to contribute to the **Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030)**, and the **accumulation of scientific knowledge at IPCC, IPBES, etc.**

In accordance with its mission and activities in [APN’s 5th Strategic Plan \(2020-2026\)](#), APN aims to support research on issues that are holistic and interdisciplinary. **APN reiterates** that it is crucial to produce scientific knowledge that can contribute to the implementation of international agendas, such as the **Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030)**, and the **accumulation of scientific knowledge at IPCC, IPBES, etc.** With this, APN strongly encourages proposals to be **co-designed** together with stakeholders from the outset.

ELIGIBILITY INFORMATION

A. Proponent Eligibility

Proposals may only be submitted by Proponents that fall under the following categories:

- 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 organisations: Independent museums, observatories, research laboratories, professional societies and similar organisations associated with research, education, or policy analysis related to global change or sustainable development activities based in APN member/approved countries.
- Researchers from Global Change Research Programmes working in the [Asia-Pacific region](#).
- Project leaders who have successfully completed or are due to complete a project before the summary proposal deadline (**Sunday, 10 December 2023**) are eligible to apply for funding with the condition that their project reporting is completed in full by the deadline of the full proposal stage. Acceptance of the full proposal will be determined based on the quality and impact of their previous APN-project outcomes.
- **Early-career professionals are particularly encouraged to submit a proposal.** Please refer to the eligibility criteria for early-career professionals [here](#).

Proposals cannot be accepted from:

- Project leaders of ongoing APN projects.
- Independent researchers not affiliated with an institution.
- A proponent who is a former project leader who has received cumulative APN funding greater than or equal to USD135,000 within the last five years.

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.
- Regardless of the role to be undertaken (proponent or collaborator), a member of a project team can only collaborate in no more than 2 projects.

B. Collaborator Eligibility

- A collaborator cannot be involved in more than 2 ongoing APN projects at the time of the proposal submission deadline.
- A collaborator should be working in an institution that is based in an APN member or approved country.
- A collaborator must be affiliated with an institution; i.e. independent researchers are not eligible to participate in an APN-funded activity.
- A collaborator from a non-APN member/approved country may be involved in an APN activity as a resource person/expert for the benefit of APN member countries but strictly cannot seek funds from APN for his/her participation in the project, even though the activity is to be conducted in an APN member or approved country.

C. Basic Eligibility for Proposal Submission

- In order to understand the physical, biological and human dimensions of global environmental change, the APN has six (6) main scientific themes of (1) [Climate](#); (2) [Biodiversity and ecosystems](#); (3) [Air, land, coasts and oceans](#); (4) [Food, water and energy](#); (5) [Risk and resilience](#); and (6) [Human dimensions](#). These themes are interrelated and involve the interface of natural, social, economic, behavioural and political sciences. A proposal must link to one or more of these thematic areas while specifically targeting one or more of the [priority topics](#) for the call.
- A proposal must contribute to the implementation of one or more of the international agendas, such as the Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk

Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030), and the accumulation of scientific knowledge at IPCC, IPBES, etc.

- A proposal must reflect regional cooperation in [global change](#) and sustainability research. The primary goal of APN is to develop regional cooperation in global change and sustainability research particularly relevant to the Asia-Pacific region. Accordingly, proposals submitted to 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.
- **Co-design of proposals is highly encouraged.** This involves the participatory engagement of multiple institutional stakeholders to develop a project eligible for the APN Call for Proposals in alignment with the project proponents and the proponent's institution.

D. Priority Topics for 2023 Proposal Submission

APN's subregional committees establish priority topics based on inputs from member countries in each of the [APN's four subregions](#). This year, APN is inviting trans- and interdisciplinary regional-based research (CRRP) proposals focusing on the following themes for each subregion as indicated below:

Pacific

1. Global change and its impacts on ecosystems and livelihoods in the Pacific

This topic examines global change affecting Pacific ecosystems and livelihoods, with a focus on pollution, fisheries, and food security. It seeks to understand and address challenges while promoting sustainability, environmental resilience and human wellbeing.

2. Climate adaptation, disaster risk reduction, displacement and relocation

This topic places emphasis on the strengths of global knowledge and indigenous & local knowledge systems. It aims to develop strategies that protect communities from climate impacts, reduce disaster risks, and manage displacement and relocation, to ensure resilience and sustainability in a rapidly changing global landscape.

3. Climate variability and change and their impacts in national and regional contexts

This topic encompasses various aspects, including climate monitoring, projections, and downscaling, as well as utilising remote sensing and earth observations for assessment. Particular focus is given to exploring knowledge and technology transfer for monitoring and anticipating extreme events and to equip the region with insights needed to effectively navigate the complex challenges posed by changing climate patterns.

4. Biodiversity and ecosystem conservation for human wellbeing and protection in the Pacific

This topic places importance on the conservation of biodiversity in both aquatic and terrestrial ecosystems in the Pacific region. By doing so, it aims not only to support human wellbeing, but to also ensure the participatory protection, traditional custodianship and sustainability of the region's natural resources and environment.

South Asia

1. Climate change adaptation, loss and damage, and the impacts of extreme events

This topic has a key focus on climate change adaptation, loss and damage, and the impacts of extreme events in a changing climate that addresses (1) region-specific challenges like monsoons and high-altitudinal environmental stability, and (2) climate-smart solutions in urban and rural contexts.

2. Future GHG emission scenarios, including decarbonisation pathways

This topic focuses on future greenhouse gas (GHG) emission scenarios, specifically examining decarbonisation pathways within the South Asia region. It aims to project and analyse potential GHG emissions and strategies for reducing carbon emissions in the context of South Asian countries.

3. Integrated urban waste management for sustainable development

This topic focuses on integrated urban waste management, combining waste reduction, recycling, and sustainable practices to promote sustainable urban development, address urbanisation challenges, mitigate climate change, and promote resilient and sustainable urban development.

4. Enhancing urban and rural water security in South Asia in the face of Global Change

This topic addresses South Asia's water security challenges in the face of global change, considering urban and rural needs, climate change, and shifting precipitation patterns. It aims to enhance water resilience and access while mitigating the impacts of global change

5. Ecosystem resilience: Addressing climate change and ecosystem services through promotion of ecosystem-based adaptation

This topic focuses on addressing the impacts of climate change by promoting ecosystem-based adaptation strategies or technological solutions. It emphasises the critical role of ecosystems in providing valuable services while seeking innovative approaches to strengthen their capacity to withstand environmental challenges and deliver benefits to communities.

Southeast Asia

1. Climate change and climate variability (CC&V) and disaster risk reduction

Topics in this area are particularly focused on innovative strategies that integrate climate change and climate variability (CC&V) adaptation with disaster risk reduction efforts. This integrated approach aims to enhance resilience in countries across Southeast Asia.

2. Transboundary issues (specifically air pollution, marine plastics, marine debris)

This topic on transboundary challenges in Southeast Asia has a key focus on issues of air pollution, marine plastics and marine debris. These complex problems necessitate collaborative regional efforts and the development of innovative solutions to alleviate the region's environmental and societal consequences.

3. Big Earth Data for SDGs

This topic on Big Earth Data is premised on earth science and observation technology innovation to support the evaluation of data gaps in achieving the SDGs in Southeast Asia, with relevance to Sustainable Cities and Communities (SDG 11), Climate Action (SDG 13), Life below Water (SDG 14), and Life on Land (SDG 15). Focus is given to the development of data products, and new evaluation methodologies and models to monitor SDG progress and inform policymaking at local, national and regional scales.

4. Bio-circular green economy (BCG) and circular ecological economy (CEE)

This topic is centred around resource efficiency, ecosystem restoration, waste and pollution reduction, and sustainability. This approach prioritises responsible resource utilisation, revitalization of ecosystems, minimising waste and mitigating pollution, seeking to promote sustainable post-pandemic growth by preserving natural resources and fostering ecological and economic resilience.

5. Achieving SDGs in the face of a changing climate: Food, water and energy security

This topic addresses the critical aspects of food, water and energy security in the context of climate change. It examines the interconnectedness of these elements within the food-water-energy nexus, with a focus on their contributions to achieving the Sustainable Development Goals, specifically Goals 2, 6, and 7.

Temperate East Asia

1. Nature-based solutions for climate resilience and ecosystems restoration

This topic places a strong emphasis on nature-based solutions for enhancing climate resilience and tackling biodiversity loss. Aligned with the Paris Agreement and the Global Biodiversity Framework, it highlights the essential role of nature-based solutions in enhancing climate resilience and reducing disaster risk, promoting climate-smart practices, restoring ecosystems and preventing further biodiversity loss.

2. Climate extremes, carbon neutral societies, and alternative energy production

This topic addresses climate extremes in Temperate East Asia, encompassing the seasonal variability of energy consumption patterns. It focuses on understanding and mitigating the effects of extreme climate conditions on energy demand while exploring alternative energy production methods. Additionally, it promotes the transition to a carbon-neutral society, aiming to enhance sustainability and resilience within the region.

3. Big Earth Data for global change

This topic on Big Earth Data is premised on earth science and observation technology innovation to support new earth observation methodologies in the subregion of Temperate East Asia with the purpose of contributing to SDGs 11, 13, 14 and 15, and informing policymaking at local, national and regional scales.

4. Knowledge innovation for sustainable resource management

This topic focuses on knowledge innovation for sustainable resource management that addresses issues around waste, water security and marine pollution. The topic seeks to advance innovative practices, technology and insights to responsibly use resources and mitigate the impacts of global change.

Proposals that do not address one or more of the above themes will not be accepted under the 2023 Call for Proposals

Further, the proposal must:

- Strictly follow the template and guidelines when formulating the proposal.
- **Not duplicate** any previous or currently implemented activities by APN or other organisations 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 the APN Publications library at <https://www.apn-gcr.org/publications-library/>), **before** submitting the summary proposal.
- Clearly outline **policy-relevant questions**, capacity development to be addressed and answered, organisational arrangements of the proposed activity, co-design components of the proposed proposal and its implementation, and a publication and dissemination plan.
- Have high potential to provide excellent outcomes for developing countries that contribute to achieving sustainable development goals.

Proposals that fail 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 permitted).
2. The salaries of administrative staff.
3. The salaries of researchers who receive or are to receive **full-time salary support**.
4. The salaries of consultants (proponents and collaborators should have the credentials and expertise to conduct the activities being proposed).
5. Capacity development of developed-country scientists and policymakers who are not early-career professionals. (Note: Developed country scientists and policymakers can be involved in a project as experts but not as trainees. Experts from developed countries can be involved in APN activities as self-funded participants.)
6. 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.
7. The establishment or maintenance of long-term observation and monitoring systems.

Please also note:

1. **Funding Limit:** The maximum grant for a one-year CRRP project is approximately USD45,000.
2. **Multi-Year Funding:** Proponents should be aware that, while APN may consider multi-year projects under the CRRP programme, a multi-year proposal cannot exceed 3 years. A **clear budget estimate breakdown of the year-by-year funding requirements and the expected outcomes** at each stage of the proposal needs to be submitted.

II. Submission Procedure

a. **Summary Proposal Submission (Stage 1)**

Proponents interested in submitting a proposal to APN under CRRP must register and submit a **Summary Proposal** through the [APNIS system](#). Guidelines for accomplishing the online form are provided in [Appendix 2](#). Summary Proposal submission should be submitted by the deadline of **Sunday, 10 December 2023, 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 proponents will be notified of the results of Stage 1 review by early March 2024.

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

b. **Full Proposal Submission (Stage 2)**

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 these guidelines (see Appendix 3) and must be received by the APN Secretariat no later than **Sunday, 31 March 2024, midnight (24:00) – Japanese Standard Time**. **Full proposals submitted after the deadline will not be considered.**

IMPORTANT DATES

Stages	Action	Dates of deadlines and announcements
Stage 1: Online submission & review of Summary Proposal	1. Register or login to your account on the APNIS system at https://www.apn-gcr.org/apnis/login 2. Submit your online Summary Proposal via your APNIS account	Deadline: Sunday, 10 December 2023
	3. Preliminary screening process and notification of results. 4. <u>Stage 1 Review</u> Summary proposals are reviewed. 5. Stage 1 results announcement Proponents who pass Stage 1 are invited to submit a full proposal (refer to Stage 2 below).	Announcement of results: Early March 2024
Stage 2: Online submission & review of Full Proposal By INVITATION Only	1. Submission of a Full Proposal to the APN Secretariat by successful Stage 1 proponents. Full Proposals and compulsory appendices are to be submitted on the APNIS system. 2. <u>Stage 2 Review</u> Full proposals and appendices are reviewed.	Deadline: Sunday, 31 March 2024
Stage 3: Decision-making and announcement of results	1. Decision-making By APN's Steering Committee 2. Announcement of results Announced on the APN website and by email	Announcement of results: End July 2024
Stage 4: Project commencement	1. Projects commence on 1 October, 2024	1 October 2024

PROPOSAL REVIEW AND EVALUATION

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

Criteria for Evaluation

1. Technical soundness and degree of consistency and sustainability.
2. Extent and quality of regional collaboration.
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 (co-design encouraged), and contributing to sustainable development.
5. Increasing synthesis and analysis work at national and regional levels.
6. Developing and strengthening networking and relationships with national, regional and international global change programmes and intergovernmental bodies and mechanisms.
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 (Logical framework), timeline and project management.
9. Improving networks and knowledge of global change and sustainability issues among scientists, policymakers and civil society through an active communications and outreach strategy.
10. Meeting standardised 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.

A detailed explanation of each criterion is provided in Appendix 1.

OTHER INFORMATION

i. APN support

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

The APN 2023 Financial Regulations are available separately in order to help the proponent devise a budget in accordance with these regulations. The Regulations are included in the APNIS supporting documentation.

ii. Funding from other sources

Where additional funding from other sources is stated in the proposal, the Proponent is required to show evidence that these funds have been secured before a Contract can be drawn with APN. Funding from other sources is highly recommended and will add strength to the proposal.

iii. Frequently asked questions

An information page detailing [Frequently asked questions](#) is provided to guide applicants. Please direct your queries here before reaching out to the APN Secretariat.

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- and interdisciplinary perspective.

Proposals should clearly explain the background of the proposed research, whether it is based on or part of a planning and scoping activity within 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 on the methodology (see 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

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.).

APN Member and Approved Countries are:

Australia, Bangladesh, Bhutan, Cambodia, China, Fiji, India, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, the 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. For more information, please visit [here](#).

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.

CRITERION 4. RELEVANCE TO POLICY AND POLICY PROCESSES, DEVELOPING/STRENGTHENING LINKS WITH GOVERNMENT POLICY AND PROGRAMMES (CO-DESIGN STRONGLY ENCOURAGED), AND CONTRIBUTING TO SUSTAINABLE DEVELOPMENT

APN is committed to strengthening evidence-based science-policy linkages and informing decision-making in its member countries. Therefore, proposals should demonstrate relevance to regional and national level policies and plans, preferably be **co-designed with stakeholders**, and include an indication of how the results of its scientific research will be brought to policy- or decision-making bodies. It should also justify how the proposed research assists national government and business decision-making processes, or supports national, regional or global scale programmes aimed at dealing with global change problems that will also contribute to sustainable development. Harmonisation with the work of other bodies active in the region (for example, APEC, ASEAN, UNEP, ESCAP, SPREP, SAARC, NEAR) is desirable.

APN strongly emphasises the need to contribute to solving ecological, social and economic problems associated with global change impacts, such as those identified by international processes such as the **Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030)**, as well as the **accumulation of scientific knowledge at IPCC, IPBES, etc.** A proposal that shows strong links to the aforementioned agendas, and considers a co-design approach with stakeholders, will be favoured as meeting the ultimate mission of APN.

CRITERION 5. INCREASING SYNTHESIS AND ANALYSIS WORK AT NATIONAL AND REGIONAL LEVELS

APN believes that greater 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 NETWORKING AND RELATIONSHIPS WITH NATIONAL, REGIONAL AND INTERNATIONAL GLOBAL CHANGE PROGRAMMES AND INTERGOVERNMENTAL BODIES AND MECHANISMS

A key goal of APN is to strengthen cooperative relations among the **global change and sustainability research community**. Therefore, proposals that specify how the activity will incorporate cooperation with activities of global change programmes such as the World Climate Research Programme (WCRP), Future Earth or other global change and environmental research networks with global change components will have more advantage. **The existing or proposed extent of the project's involvement in global change research 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. **APN encourages regional and inter-regional initiatives 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

The proposed budget plan should be realistic and cost-effective as well as consistent with the project plan. At the summary proposal stage, the Proponent is required to provide an annual concise budget indicating costs for the main activities. Please refer to the 2023 APN Financial Regulations for more information on allowable cost items and applicable rates. A more detailed and justified budget is required at the full proposal stage based on the template APN provides. APN strongly recommends justifiable narration for cost items that may be considered as unusual. Budgets are subject to negotiation before a Contract with APN is drawn, and, therefore, a clear and realistic budget at the proposal-writing stage will strengthen the proposal application.

Proposals must show how 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, and/or show how 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 attached 2023 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 the Proponent and collaborators' institutions, freeing any APN funding for the proposed core

activities. Experts from developed countries cannot receive APN funds but can be engaged in an APN activity as a self-funded participant.

APN strongly encourages direct co-financing arrangements. In addition, it is APN's strong belief under the partnership approach of CRRP that funding from other sources should be secured. APN highly encourages in-kind contributions from the institutions of proponents and collaborators. Where additional funding is secured from sources other than APN, evidence of said funding must be provided before a Contract with APN can be drawn.

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

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

A proposal should identify an appropriate project management plan that describes the responsibilities of each project team member. A logical framework matrix with indicators must be provided at the full proposal stage (see Appendix 3). A proposal should allocate sufficient time for project monitoring, progress evaluation and fulfilling APN reporting requirements. If a proposed project implements similar activities at multiple locations, the proposal should indicate relevant evaluation steps between each activity in order to improve the overall outcome of the project.

A proposed project should plan its activities according to APN's award cycle, which starts from October of the next fiscal year (1 October 2024). The APN award cycle may change based on the availability of funds from APN donors. Thus, if there are any time-sensitive activities planned in the proposed project, it should be clearly indicated and justified.

CRITERION 9. IMPROVING NETWORKS AND KNOWLEDGE OF GLOBAL CHANGE AND SUSTAINABILITY ISSUES AMONG SCIENTISTS, POLICYMAKERS 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 and solutions to these issues. Proposals should be able to demonstrate a good communications and networking plan/strategy – including the use of networks or communication channels/media – to raise awareness, knowledge and skills to address global change and sustainability issues. Proposals should also be able to demonstrate plans to disseminate the results of the proposed research to stakeholders at scientific, policy and public levels. The best proposals will contribute to lasting improvement in communications among APN members. APN strongly encourages the publication of a minimum of two peer-reviewed scientific research papers, particularly in high-end journals, as well as the publication of at least one policy brief.

CRITERION 10. MEETING STANDARDISED 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"

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 policymaking 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 APN **MUST** comply with the policy.

APPENDIX 2. FORMAT AND CONTENT FOR SUMMARY PROPOSAL

Summary Proposals

Summary proposals must be submitted through the [APNIS system](#). Instructions for completing the online summary proposal are provided below. Note that the deadline for submission is **Sunday, 10 December 2023, 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 of Summary Proposals

1. Go to the APNIS system URL: <https://www.apn-gcr.org/apnis>
2. Log in 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 into your account, you will see the Call for Proposals listed under the 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 miss the deadline for submission, there will be no opportunity to submit your summary proposal.
4. Click on the Call for Proposals box under CRRP. Note that you can only submit one proposal. Please refer to the guidelines or the [Frequently asked questions](#) for any further information.
5. For further information regarding the use of APNIS, please refer to <https://apn.gitbook.io/apnis-user-guide/>

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 your 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 (mandatory)
Secondary email	Fill in another email address that is different to your primary email address (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 with
Address	Fill in the address of the organisation that you are currently working for or affiliated with
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 (including international calling code) by which you are reachable
Fax	Fill in the fax number (including international calling code) by which you are reachable
Website	Fill in the website of your organisation, if available
Profile	Provide a concise description about yourself
Education	List your educational history (institution, degree, year of degree attainment)
Employment	Provide information of employment history (institution, position, year)
Publications	List a maximum of 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
Priority Topic	Select the most accurate priority topic from the dropdown list that best describes the focus of your project.
Thematic Area (s)	Check the box(-es) of the appropriate thematic area(s) the proposed project will focus on. Refer to the Frequently asked questions for more information.
APN Countries involved	Check the boxes of countries involved in your project. <i>*Note: If you are a proponent from an APN developed country, your activity should target participants from APN developing countries. APN funds cannot be used to support developed country participants.</i>
Other countries involved	List any other countries involved that are not mentioned in the field above

Item to be completed	Information required
Relevance to SDGs	Indicate which SDG(s) your project is contributing to, as applicable
Summary <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise abstract of your project.
Description and relevance to APN goals <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise description of the proposed activity and its relevance to APN Goals and Action Agenda (that addresses APN's research, capacity development and science-policy agendas). Refer to APN's 5th Strategic Plan .
Objectives of the project <i>(Maximum length: 1500 characters, including spaces)</i>	Describe the objectives of your proposed project.
Expected outcomes <i>(Maximum length: 1500 characters, including spaces)</i>	Describe the expected outcomes of your project referring to the objectives specified.
Methodologies <i>(Maximum length: 3000 characters, including spaces)</i>	Describe the research-based project methodologies and capacity development approaches to be used in the proposed project.
Literature review <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise literature review with citations.
Mode of operation <i>(Maximum length: 1500 characters, including spaces)</i>	Explain the proposed mode of operation (elaborate on the role of each collaborator). Explain any co-design of the proposal with stakeholders.
Proposed Timeline <i>(Maximum length: 1500 characters, including spaces)</i>	Provide a concise timeline for your activity. You can choose the starting date/month and end date/month, for each period. Describe what kind of activity is going to be performed.
Duration of Proposed Project	Select from the dropdown menu to indicate the duration of your project (APN may be able to fund CRRP projects 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.
Details of direct cash co-funding secured	Provide details of direct cash co-funding available for the proposed project.
Details of in-kind co-funding secured	Provide details of in-kind co-funding available for the proposed project.

Item to be completed	Information required
Budget (Maximum length: 1500 characters, including spaces)	<p>Provide a concise budget for your project. If your project is a multi-year project, please provide a concise budget year by year.</p> <p>For example:</p> <p><u>Year 1 2024-2025</u></p> <p>Data collection cost: USD11,000</p> <p>Part-time research assistant fee: USD5,000</p> <p>Workshop facilities: USD1,500</p> <p>Foreign travel: USD8,000</p> <p>Per diem: USD10,000</p> <p><u>Year 2 2024-2025</u></p> <p>Part-time research assistant fee: USD5,000</p> <p>Workshop facilities: USD2,000</p> <p>Foreign travel: USD8,000</p> <p>Per diem: USD12,000</p> <p>Focus Group Discussion: USD500</p> <p>Training workshop: USD5,000</p> <p>Training material development: USD1,500</p> <p>Publication cost: USD3,000</p> <p>Indicate that you have read the Financial Regulations and that a risk management plan for managing your APN Grant will be implemented (further elaboration will be requested at the full proposal stage).</p>
Brief description of co-funding	Provide a brief description of the co-funding secured. Include explanations of the co-funding figures indicated above.
Award history (Maximum length: 1500 characters, including spaces)	Indicate whether you are, or have been, a project leader or collaborator of <u>an APN funded project</u> . If so, please list the reference number of all projects you were involved in.
Collaborators' information (Maximum length: 1000 characters, including spaces)	List the name, country, institution and email address of each collaborator of the proposed project.
Collaborators' award history (Maximum length: 1500 characters, including spaces)	For each collaborator, if they have been <u>engaged in one or more APN projects</u> , please provide the reference number of all those projects.
Any other relevant information (Maximum length: 500 characters, including spaces)	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 international processes such as the Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030), as well as the accumulation of scientific knowledge at IPCC, IPBES, 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 (by invitation only for successful Stage 1 proponents)

Full Proposals must follow the template, which will be made available to proponents. The deadline for receiving the full proposals is **Sunday, 31 March 2024, midnight (24:00) Japanese Standard Time (JST)**.

Below is a sample of the Full Proposal.

Format for Full Proposals

Successful Stage 1 proponents are required to complete a full proposal template, which has **three main parts**:

- a. Part One: Project summary sheet (1 page)
- b. Part Two: Main body of full proposal (maximum 15 pages)
- c. Part Three: Appendices
 - ☐ Appendix 1. Detailed timeline
 - ☐ Appendix 2. Detailed budget with justification as required
 - ☐ Appendix 3. List and CVs of Proponent, Major Collaborators/Stakeholders (1 page per person)
 - ☐ Appendix 4. Logical framework matrix

Full Proposal

The **main body of the proposal** should be **a maximum of fifteen (15) pages** (excluding appendices) in the format below.

PART ONE

The Project summary sheet consists of project title, Proponent's information, project abstract and major collaborators/stakeholders' information.

PART TWO

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

1. Introduction

- a. Description of the entire proposed project
- b. Concise literature review
- c. Relevance to APN's [priority topics](#) for 2023 and Fifth Strategic Plan (2020-2026) ([download here](#)). Having read the Fifth Strategic Plan (5SP), describe how your proposed project can give valuable input to the agenda:
 - Research (page 6, 5SP)
 - Capacity Development (p7, 5SP)
 - Science-Policy interactions (p8, 5SP)
 - Community engagement (p9, 5SP)
 - Communication, dissemination and Outreach (p11, 5SP)

2. Objectives and Expected Outcomes

Provide overall goal(s)/objective(s) of the project. The overall objective(s) should link to the overall objective(s) inserted in the required logical framework matrix (Appendix 4.).

3. Detailed methodology and work plan

- Describe in detail the research methodology, as well as the 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.

- A concise timeline with a list of activities (with information on the target country). A detailed timeline is to be provided under Appendix 1; thus please limit the information by indicating the main activities and target country and/or area.

4. Budget

- A concise budget plan should be prepared that indicates the expected allocation for each collaborating country (major expenditures only, but only but ensure that it is consistent with the detailed expenditures to be provided under Appendix 2. Detailed budget)
- Administrative support, in-kind (including external expertise) and co-funding consideration is to be included. 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, provide specific details of co-funding that will be or are to be secured other than the APN grant.
- The proponent should provide a statement that they understand the financial regulations of APN and will implement a risk management strategy to manage the APN grant.

5. Relevance to Policy Processes and Sustainable Development

- Provide an explanation of how the proposed project is policy-relevant and the proposed mechanisms for mainstreaming the results of the proposed project into policy processes.
- Describe how the proposed project tackles the issue of sustainable development and how these are integrated into the proposal. Please be specific.
- Specify how the activities will incorporate cooperation with activities of global change and other regional and international programmes or processes such as the Paris Agreement, Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Post-2020 Global Biodiversity Framework, UN Decade of Ocean Science (2021-2030), and the accumulation of scientific knowledge at IPCC, IPBES, etc and other global change and environmental research networks with global change and sustainability components.

6. 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.

7. 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 IAI, WCRP, Future Earth, etc., and other global change and environmental research networks with global change components, governmental bodies. Information should include previous, current and/or future relationships and specific collaboration, if any, in the proposed project.

8. 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.

9. 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 are shared with the scientific and policymaking 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 the 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 Proponent and of each collaborator who is expected to be involved in the collection of Project data. Plans outlined in this section 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.

10. Communications and Publications

The proponent should provide a communications and networking plan to disseminate the results to the stakeholder community at the science, policy, civil society, and/or general public levels. APN strongly encourages proponents to publish peer-reviewed papers, policy briefs, and share project-related commentaries and discussions through the "[Perspectives](#)" section on the APN website, and enable open access to data for dissemination activities. Strong knowledge management practices are desirable.

The APN Knowledge Management team will also support your outreach activities by disseminating project updates and outcomes via the APN project web pages, social media channels, and newsletters. As such, project teams are strongly encouraged to disseminate their activities using social and institutional media channels to enable cross-sharing opportunities.

PART THREE

Appendix 1: Timeline

A full month-by-month timeline. Please refer to the template provided in the APNIS supporting documentation to guide you in formulating this submission.

Appendix 2: Budget

A 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, and financial risk management strategy. Proponents should refer to the APN 2023 Financial Regulations, attached in the APNIS supporting documentation. Please refer to the template provided in the APNIS supporting documentation to guide you in formulating this submission.

Appendix 3: Proponent & Major Collaborators/Stakeholders, and CVs

1. List of the Proponent and major collaborators/stakeholders (names, organisations, postal address and email contact details). This should also include the contribution, if any, of developed country expertise.
2. CVs of the Proponent (**2 pages maximum**) and major collaborators/stakeholders (**1-page maximum**). Please include a list of the 5 most recent peer-reviewed publications in each CV.

Appendix 4: Logical Framework Matrix

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