

**APN**  
Asia-Pacific Network for Global Change Research



# **APN SOUTHEAST ASIA PROPOSAL DEVELOPMENT TRAINING WORKSHOP**

**11-12 November 2010  
Dusit Thani Hotel, Makati City, Philippines**



# Proposal Development Training Workshop

## PROCEEDINGS

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>2</b>
<b>WORKSHOP REPORT</b>	<b>4</b>
<b>APPENDICES</b>	<b>8</b>
Appendix 1: Agenda	9
Appendix 2: Workshop Presentations	11
2.1 An Overview of the APN	
2.2 Workshop Objectives and the APN's Calls for Proposals Process	
2.3 Writing a Competitive Proposal for the APN	
2.4 Guidelines and Advice for Proposal Writing	
2.5 The Roles of SPG Members and nFPs in Reviewing APN Proposals	
Appendix 3: Resources Used-Guiding Documents I, II and III	27
Appendix 4: Participants List	37
Appendix 5: Summarised Feedback from the Participants	43
Appendix 6: Selected Workshop Photos	44

# INTRODUCTION

One of APN's 4 goals is *improving the scientific and technical capabilities of nations in the region*. It is vital that countries in the Asia-Pacific region have the capacity to conduct high quality research that provides underpinning scientific support for policy-makers and policy-making processes. The APN believes that research must involve local scientists and that they must be given the capacity to continue their research, and analyse and utilise their research outcomes.

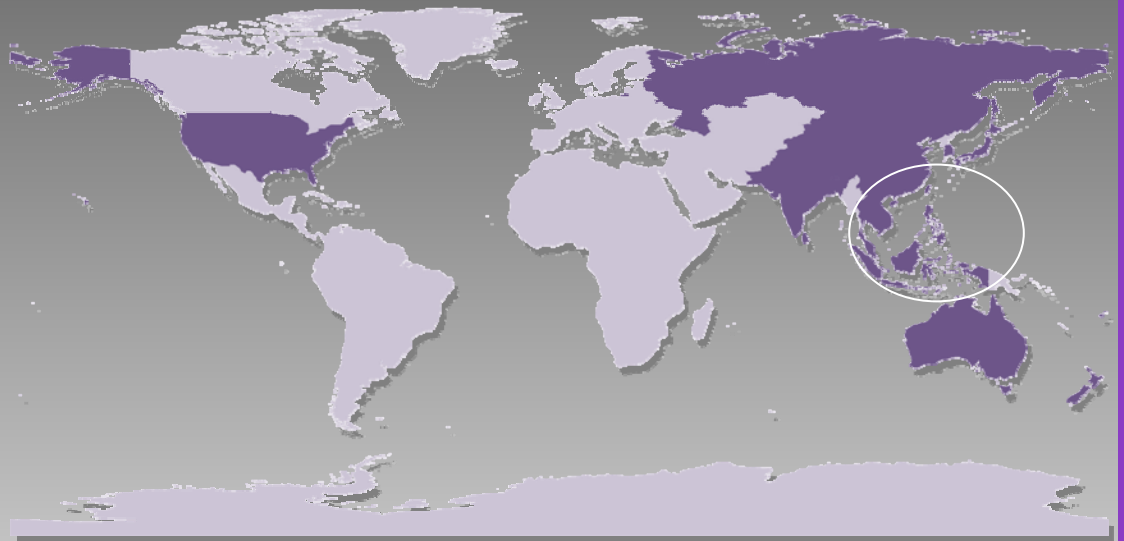
Under the Scientific Capacity Building/Enhancement for Sustainable Development in Developing Countries (CAPaBLE) Programme (registered WSSD Type II partnership) early-career scientists are provided with opportunities to develop their knowledge and capabilities in global change research. Since 2008, the APN has been conducting Proposal Development Training Workshops (PDTWs) in various parts of the region. Most recently, these were held in Shanghai, New York and Kobe back-to-back with other important meetings that brought together international participants.

The workshop was structured with the main goal of increasing capacity of young/early career scientists in Southeast Asia to submit competitive proposals to APN for its Annual Calls for Proposals in key scientific areas for sustainable development in the Asia-Pacific region.

The workshop was successfully held back-to-back with the APN *Southeast Asia Sub-Regional Cooperation (SEA-SRC) Meeting* in Makati, Philippines on 9-12 November 2010 in cooperation with the Department of Environment and Natural Resources (DENR) of the Philippines through the Ecosystems Research and Development Bureau (ERDB).



# WORKSHOP REPORT



First in the sub-region, the PDTW was a great success providing an opportunity for early-career scientists in the SEA to increase their capacity to submit a competitive proposal to APN for its Annual Calls for Proposals in key scientific areas for sustainable development in the Asia-Pacific region. The Workshop was also instrumental in putting APN one step forward in empowering the Scientific Planning Group (SPG) Members who shared their knowledge on the APN proposal submission/review process and were exposed in the conduct of PDTW so they can impart the learning and experiences they gained to constituents, back in their home countries.

A perfect forum to discuss and exchange information on common global change issues and strengthen regional collaboration for scientific research, capacity development and policy-relevancy, the workshop was attended by 16 young scientists from SEA (Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Philippines, Thailand, and Viet Nam); SPG Alternate/Members for Indonesia, Lao People's Democratic Republic, Malaysia, Philippines, and Thailand; Project Leader, Dr. Nestor Baguion; and representatives from APN Secretariat and ERDB Secretariat.

The workshop began with opening and welcome remarks from Mr. Marcial Amaro, Jr., SPG Member for the Philippines and Director of ERDB and APN Secretariat Director, Mr. Tetsuro Fujitsuka. Brief information about the APN was presented by Ms. Perlyn Pulhin, Programme Officer for Communications and Development, APN Secretariat while Ms. Kristine Garcia, APN Secretariat Coordinator discussed the workshop objectives and provided information on the selected outstanding APN-funded projects of the second phase evaluation and the Annual Calls for Proposals.

Dr. Nestor Baguion, Professor in the University of the Philippines Los Baños and former APN project leader, shared his experience in writing and developing a competitive proposal for the APN. He stressed on the relevance of strong regional collaboration and noted that a well-organised proposal team is basic to a successful research proposal application. A team of experts with different technical background needs levelling-off from the very start of writing the proposals so that targets/objectives are clearly set. Expected outcomes should be beneficial for both the APN and the proponents.

Scientific contribution and institutional support from collaborating organisations are also very important factors to consider in developing a strong proposal according to Dr. Baguion. Exploring additional funding sources to support the project is an immediate task that the research team should be able to work out at the early stage. It is also crucial, Dr. Baguion advised, that the team pay close attention on the initial feedback from the APN reviewers. An effective feedback mechanism in the case of his project was achieved through close communications with the APN Secretariat and the members of the research team, complementary consultations and mutual support among the participating institutions.

He concluded his presentation by sharing the lessons learned in the APN's Calls for Proposals submission and review process. The title of his APN project is *Collaborative Studies on Tropical Asia Dendrochronology, Addressing Challenges in Climatology and Forest Ecology* with reference number ARCP2008-03CMY-Baguion.

The presentation on guidelines and advice for proposal writing was given by SPG Member for Malaysia, Dr. Subramaniam Moten and the SPG Member for Thailand and Associate Professor in Chulalongkorn University, Dr. Jariya Boonjawat. From the perspective of a reviewer, Dr. Boonjawat stressed that there is high chance of being funded if the proposal has a good idea that is well expressed, gives a clear indication of methods for pursuing the idea and evaluating the findings, and provides well thought out plan for making the information known to intended readers. She enumerated helpful key questions to guide the early-career scientists on determining long-term research aims, preparing to do the research, and identifying potential funding sources.

Dr. Moten explained a number of reasons why APN declines a proposal. If it is due, however, to budgetary limitations keeping in mind that APN awards are highly competitive, proponents are strongly encouraged to resubmit in the next Calls for Proposals. Co-financing arrangements are necessary. The higher the matching fund, the stronger the proposal will be.

He noted that for the Annual Regional Call for Research Proposals (ARCP) in particular, the proponents should ensure the relevance of the project not only in a regional but also at a global scale. The proposals should also demonstrate strong links to the governments, stakeholders and policy-makers. He recommended the trainees to seek advice on the appropriateness of the proposal intended for submission for APN funding consideration by sending a letter of intent to the Secretariat.

Dr. Erna Adiningsih, SPG Co-Chair and SPG Member for Indonesia presented on the roles of SPG Members and the national Focal Points (nFPs) in the APN proposals process. The SPG is mandated to review research proposals received by the APN, especially those in response to the Annual Calls for Proposals, and on the basis of this review, recommends to the Inter-Governmental Meeting (IGM) the proposals for APN funding. The IGM, participated by nFPs of each member country, reviews and approves projects and activities to be undertaken or supported by the APN, based on recommendations made by the SPG.

An outline of the questions that SPG Members consider in the initial review process was explained by Dr. Adiningsih. She also specified the roles of the SPG Members in the review of proposals submitted under the ARCP and CAPaBLE Programmes. She explained further each of the criteria in evaluating a proposal, the rating scale and the approval process. She advised the trainees to cross-reference with the criteria for eligibility and check if the proposal meets the criteria.

Following the five presentations was a 'Question and Answer (Q&A)' Session. The trainees had the opportunity to clarify with the invited speakers those vague points and other issues that were not covered in the presentations. Before the end of the morning session, Ms. Garcia explained the procedures of the hands-on training session.

The afternoon session was divided into two main tasks. Task One was the writing and review of summary proposals submitted by workshop participants to the APN. Four working groups were formed and they discussed the proposals they have been collaborating on in previous weeks prior to the workshop. SPG Members were distributed in the group as mentors. Based on the criteria



provided by the APN and earlier presentations on guidelines and advice on proposal writing, each group worked on the summary proposal.

Group oral presentations comprised the Task Two of the afternoon session. Assigned rapporteur of each of the working group provided a 10-minute presentation highlighting the main aspects of the group's proposal. Q&A session followed and based on the feedback from SPG Members and other participants, the groups were requested to revise the proposals for submission the following day.

On Day 2, Ms. Garcia provided a brief overview of the criteria to be used for Task Three (Review Process). Each group performed a review on the summary proposals of their respective peer groups. They prepared a presentation summarising the results of the review. Task Four comprised group oral presentations on the general strengths and weaknesses of the summary proposals, suggestions for improving the proposals, and selection of best proposal stating the reasons for choosing it as the best among the completed summary proposals.

A discussion session followed which accommodated the recommendations from resource persons and fellow-trainees on improving the proposals based on the writing and review process that were discussed earlier. Insightful comments were provided by the invited speakers on which areas need to be addressed and the trainees expressed profound gratitude to them for the mentorship.

Finally, Mr. Amaro Jr. concluded the workshop congratulating and thanking the trainees, resource persons and the Secretariat for the active participation. The cooperation of the trainees, invaluable expertise of resource persons, and the support of the Secretariat during the workshop contributed to the overall success of the Workshop. On behalf of the Secretariat, Ms. Pulhin thanked everyone for their inputs in the workshop and encouraged the trainees to continue the collaboration and submit a proposal to APN next year.

The APN Secretariat is especially grateful for the strong support and very active participation of all the persons involved to realise an exceptionally successful workshop.

# APPENDICES

Appendix 1: Agenda

Appendix 2: Workshop Presentations

2.1 An Overview of the APN

2.2 Workshop Objectives and the APN's Calls for Proposals Process

2.3 Writing a Competitive Proposal for the APN

2.4 Guidelines and Advice for Proposal Writing

2.5 The Roles of SPG Members and nFPs in Reviewing APN Proposals

Appendix 3: Resources Used-Guiding Documents I, II and III

Appendix 4: Participants List

Appendix 5: Summarised Feedback from the Participants

Appendix 6: Selected Workshop Photos

## APPENDIX 1: AGENDA



### Southeast Asia Proposal Development Training Workshop (SEA-PDTW)

Dusit Thani Hotel, Makati, Philippines

11-12 November 2010

#### Day 1, 11 November 2010 (Chairperson: Mr. Marcial Amaro, Jr. APN SPG Member for Philippines)

TIME	ITEM
08:30-09:00	<b>Registration</b>
09:00-09:10 (10 min)	<b>Opening and Welcome</b> <ul style="list-style-type: none"><li>Mr. Marcial Amaro, Jr., APN Scientific Planning Group (SPG) Member for Philippines will welcome the participants and provide a short message.</li><li>Mr. Tetsuro Fujitsuka, APN Secretariat Director will open the PDTW and provide his remarks.</li></ul>
09:10-09:20 (10 min)	<b>Self-Introduction</b> <p>The participants will be asked to introduce themselves.</p>
09:20-9:35 (15 min)	<b>An Overview of the APN</b> <p>Ms. Peryn Pulhin, APN Secretariat Programme Officer for Communications and Development will provide brief information about the APN.</p>
09:35-10:05 (30 min)	<b>Objectives of the Workshop and the APN's Calls for Proposals Process</b> <p>Ms. Kristine Garcia, APN Secretariat Coordinator will discuss the workshop objectives and provide information on the APN's Annual Calls for Proposals Processes.</p>
10:05-10:30 (25 min)	<b>Writing a Competitive Proposal for the APN</b> <p>Dr. Nestor Baguion, APN Project Leader will share his experience in writing a competitive proposal for the APN.</p>
10:30-10:50	<b>COFFEE BREAK</b>
10:50-11:20 (30 min)	<b>Guidelines and Advice for Proposal Writing</b> <p>Dr. Subramaniam Moten, SPG Member for Malaysia and Dr. Jariya Boonjwat, SPG Member for Thailand will share their thoughts and advice for proposal writing.</p>
11:20-11:40 (20 min)	<b>The Roles of SPG Members and nFPs in Reviewing APN Proposals</b> <p>Dr. Erna Sri Adiningsih, SPG Co-Chair and SPG Member for Indonesia will talk about the roles of SPG Members and nFPs in reviewing proposals submitted to the APN</p>
11:40-12:30 (50 min)	<b>Q&amp;A Session and Overview of the Hands-on Training Session</b> <p>Speakers will respond to questions raised by the trainees. Ms. Garcia of the APN Secretariat will provide an overview of the hands-on training session.</p>
12:30-13:30	<b>LUNCH BREAK</b>

TIME	ITEM
<b>13:30-15:30</b> (120 min)	<p><b>Task One: Review of Summary Proposals submitted by workshop participants to the APN</b></p> <p>Participants will gather in their working groups and discuss the summary proposal they have been collaborating on in previous weeks. With mentorship from assigned APN Members, each group of trainees will spend the afternoon writing their 4-page summary proposal, based on the criteria provided by the APN.</p>
<b>15:30-16:00</b>	<b>COFFEE BREAK</b>
<b>16:00-17:00</b> (60 min)	<p><b>Task Two: Group Oral Presentations</b></p> <p>A member from each task group will provide a 10-minute PowerPoint presentation to highlight the main aspects of his/her group's proposal. 5-minute Q&amp;A will follow each presentation. Based on the feedback from the proponents, the summary proposals may be revised in the evening but should be submitted by 8:30am the following morning to allow for photocopying and peer-review.</p>

### Day 2, 12 November 2010

TIME	ITEM
<b>09:00-09:10</b>	<p><b>Overview of the Review Process</b></p> <p>Ms. Kristine Garcia will provide a brief overview of the criteria to be used for the review of the summary proposals.</p>
<b>09:10-10:15</b> (65 min)	<p><b>Task Three: Review Process</b></p> <p>Each group will be asked to perform a review on the summary proposals of their respective peer groups (i.e. 3 proposals) with approximately 15 minutes per proposal. They will prepare a PowerPoint presentation with the results also indicating the best proposal and why (this will be presented after the coffee break)</p>
<b>10:15-10:30</b> (15 min)	<b>COFFEE BREAK</b>
<b>10:30-11:30</b> (60 min)	<p><b>Task Four: Group Oral Presentations (15min/group)</b></p> <p>Each group will present on:</p> <ul style="list-style-type: none"> <li>• General strengths and weaknesses of the summary proposals</li> <li>• General suggestions for improving the summary proposals</li> <li>• Selection of best proposal and why</li> </ul>
<b>11:30-12:00</b>	<p><b>Discussion Session</b></p> <p>The resource persons and trainees will discuss the writing and review process addressing issues of concerns and steps for improvement</p>
<b>12:00-12:20</b> (20 min)	<p><b>Questionnaire: Review of the Training Workshop and Suggestions for Improvement</b></p> <p>The APN Secretariat will ask the participants to complete a questionnaire on how they viewed the 1 ½ days workshop, providing comments and suggestions for improvement.</p>
<b>12:20-12:30</b> (10 min)	<p><b>Concluding Remarks and Group Photograph</b></p> <p>Mr. Amaro, Jr. will conclude the workshop and invite the participants for a group photograph.</p>

## APPENDIX 2: WORKSHOP PRESENTATIONS

# Asia-Pacific Network for Global Change Research

APN Southeast Asia Proposal Development Training Workshop  
11-12 November 2010, Makati, Philippines

## AN OVERVIEW



**APN** 


**Perlyn Pulhin**  
Programme Officer for Communications and Development  
APN Secretariat

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## An Overview

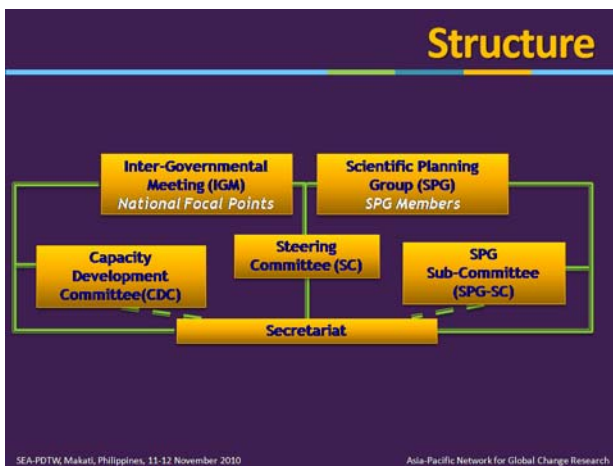
# APN

established in 1996, is a network of **22 member governments** in the Asia Pacific supporting **regional global change research** and **enhancing scientific capacity** in developing countries to improve decision-making in focus areas of global change and sustainable development.



*We define global change as the set of natural and human-induced changes in the Earth, in its physical, biological, and social systems that, when aggregated, are significant at a global scale.*

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research



## Member Countries



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

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Financial Resources

The APN is sponsored by the governments of:

- Japan**  
Ministry of the Environment and Hyogo Prefecture
- New Zealand**  
Ministry for the Environment
- Republic of Korea**  
Ministry of Environment
- United States of America**  
National Science Foundation  
US Global Change Research Program



SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Mission

The APN supports investigations that will:

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



SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## 3<sup>RD</sup> STRATEGIC PHASE

2010-2015  
Third Strategic Plan

**APN GOALS**

- Supporting regional cooperation in global change research on issues particularly relevant to the region
- Strengthening appropriate interactions among scientists and policy-makers, and providing scientific input to policy decision-making and scientific knowledge to the public
- Improving the scientific and technical capabilities of nations in the region, including the transfer of know-how and technology
- Cooperating with other global change networks and organisations

SEA-PDTW, Makati, Philippines, 11-12 November 2010  
Asia-Pacific Network for Global Change Research

## Partners

SEA-PDTW, Makati, Philippines, 11-12 November 2010  
Asia-Pacific Network for Global Change Research

## Involvement with GCR Community Events

SEA-PDTW, Makati, Philippines, 11-12 November 2010  
Asia-Pacific Network for Global Change Research

## OPPORTUNITIES

### Calls for Proposals

Seeking for Proposals Reviewers  
Connect to APN

SEA-PDTW, Makati, Philippines, 11-12 November 2010  
Asia-Pacific Network for Global Change Research

APN  
Asia-Pacific Network for Global Change Research

Home About APN News Activities Resources Opportunities Links Contact Us

Opportunities > Calls for Proposals

**Opportunities: Calls for Proposals**

**APN's 2010 Annual Calls for Proposals**

Information on the Two Calls for Proposals  
Download information on the two calls for proposals launched this year under the ARCP and CAPABLE Programmes (PDF)

APN Advisory Service (Voluntary)  
Download information on the Advisory Service, a voluntary component of the ARCP and CAPABLE Calls for Proposals to assist proposers (PDF)  
Download Advisory Service Letter of Intent Template (WORD)

Downloads

- Timetable for the Proposal Process
- Advisory Service Letter of Intent Template
- ARCP Guide for Proposers
- ARCP Stage 1 Summary Proposal Template
- ARCP Stage 2 Full Proposal Template
- CAPABLE Guide for Proposers
- CAPABLE Stage 1 Summary Proposal Template
- CAPABLE Stage 2 Full Proposal Template
- Example of a Budget (Click here to download pdf format)
- Example of a Timeline (Click here to download pdf format)

ARCP CAPABLE

## Contact APN

For more information, please visit  
<http://www.apn-gcr.org>  
or email  
[info@apn-gcr.org](mailto:info@apn-gcr.org)

East Building, 4F  
1-5-2 Wakinohama Kaigan Dori  
Chuo-ku, Kobe 651-0073, Japan  
Tel: +81-78-230-8017  
Fax: +81-78-230-8018

SEA-PDTW, Makati, Philippines, 11-12 November 2010  
Asia-Pacific Network for Global Change Research

# Asia-Pacific Network for Global Change Research

APN Southeast Asia Proposal Development Training Workshop  
11-12 November 2010, Makati, Philippines

## Workshop Objectives & Annual Calls for Proposals



**APN** 

**Kristine Garcia**  
Coordinator  
APN Secretariat

SEA-PDWTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## OUTLINE




- Workshop Objectives
- Selected Outstanding APN-funded Projects
- The Annual Calls for Proposals

SEA-PDWTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## INTRODUCTION

One of the APN's 4 goals is improving the scientific and technical capabilities of nations in the region. In this regard, since 2008, the APN has been conducting Proposal Development Training Workshop in various parts of the region.

*The most recent workshops were held Shanghai, New York and Kobe back to back with other important meetings that brought together international participants.*



SEA-PDWTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## OBJECTIVES

The objectives of this workshop are to:


- Raise awareness of the APN among young/early career scientists in the Southeast sub-region of the Asia-Pacific
- Increase capacity of young/early career scientists to submit proposals to the APN and compete effectively in its competitive Annual Calls for Proposals in key scientific areas for sustainable development in the Asia-Pacific region
- Empower APN members to
  - Provide their knowledge on the APN proposal submission process
  - Learn about the APN proposals process so that they might go back to their respective countries and impart their knowledge

SEA-PDWTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## SELECTED OUTSTANDING APN-FUNDED PROJECTS


APN-funded projects overall had *very good success in terms of meeting the five goals* stated in the APN Second Strategic Phase (2005-2010).

**Second Strategic Phase Evaluation (2005-2010)**



SEA-PDWTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Commonalities in the Outstanding Projects



- successfully addressed all APN's goals during the second phase
- achieved considerable research results producing products and scientific capacity building success
- had a target audience and disseminated project outputs well
- were able to augment financial resources from other projects and organisations

SEA-PDWTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Selected Outstanding Projects

### Theme 1: Climate

□ *Project Set 1:* Applying Climate Information to Enhance the Resilience of Farming Systems Exposed to Climatic Risk in South and Southeast Asia; Project Leader: Dr. Holger Meinke

□ *Project Set 23:* Development and Application of Climate Extreme Indices and Indicators for Monitoring Trends in Climate Extremes and their Socio-economic Impacts in South Asian Countries; Project Leader: Mr. Munir Sheikh

### Theme 2: Ecosystems, Biodiversity and Land-Use

□ *Project Set 20:* Standardisation and Systematisation of Carbon-Budget Observation in Asian Terrestrial Ecosystems Based on AsiaFlux Framework; Project Leader: Yoshikazu Ohtani

□ *Project Set 69:* Greenhouse Gas (GHG) and Aerosol Emissions under Different Vegetation Land Use in the Mekong River Basin Sub-region; Project Leader: Dr. Sirtornthep Towprayoon

### Theme 3: Changes in Atmospheric, Terrestrial and Marine Domains

□ *Project Set 48:* Capacity Development for Greenhouse Gases Inventory Development in Asia-Pacific Developing Countries; Project Leader: Dr. Hideaki Nakane

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Selected Outstanding Projects

### Theme 4: Use of Resources and Pathways for Sustainable Development

□ *Project Set 2:* Water Resources in South Asia: An Assessment of Climate Change - Associated Vulnerabilities and Coping Mechanisms; Project Leader: Dr. Amir Muhammed

□ *Project Set 62:* Integrated Assessment Model for Developing Countries and Analysis of Mitigation Options and Sustainable Development Opportunities; Project Leader: Prof. P.R. Shukla

### Theme 5: Crosscutting Issues & Science-Policy Linkages

□ *Project Set 42:* Carbon Financial Markets, Rural Poverty, and Global Climate Change in Southeast Asia – Scoping Workshop, Training and Project Site Development; Project Leader: Dr. David Skole

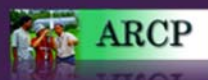


Asia-Pacific Network for Global Change Research

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## ANNUAL CALLS FOR PROPOSALS



Visit:

<http://www.apn-gcr.org/newAPN/opportunities/opportunities.htm>

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Annual Regional Call for research Proposals (ARCP)

One of the scientific pillars of the APN to support global change research in the Asia-Pacific region

Competitive process launched in 1998 to select projects for funding under the Science Agenda.



SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Types of Activities Eligible for Funding

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



SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## ARCP

### Basic Eligibility:

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research



**Basic Eligibility (cont'd):**

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

13

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

**Project Duration and Funding:**

- The average grant awarded for 2010/11 (April 2010 – March 2011) projects was approximately US\$ 45,000. While APN may consider multi-year projects (maximum of 3 years), only a limited number may be funded
- If a multi-year proposal is approved, continued funding for year one is not guaranteed and the project will be subject to rigorous review after year one

14

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

**Scientific Capacity Building and Enhancement for Sustainable Development in Developing Countries****CAPaBLE**

The second pillar of APN supporting capacity development projects/ activities

Registered as a World Summit on Sustainable Development (WSSD) Type II Partnership/Initiative

Launched in 2003 as a concrete initiative to realize part 107 to 114 of the Plan of Implementation for the WSSD



SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

**CAPaBLE supports capacity development projects/ activities**

Improve informed decision-making in developing countries by disseminating outcomes of research activities to policy-makers and civil society

Build the scientific capacity of aspiring scientists through sharing of knowledge, experience, scientific information and data collection on global change impacts, vulnerabilities, adaptation and mitigation

Enhance the capacity of leading researchers in developing countries to produce comprehensive scientific results on global change impacts, vulnerabilities, adaptation and mitigation

**OBJECTIVES**

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

**Types of Activities Eligible for Funding**

- Scientific capacity development for sustainable development
- Science-policy Interfacing
- Awareness raising Activities
- Dissemination Activities



SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

**Basic Eligibility:**

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## CAPaBLE

### Basic Eligibility:

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## CAPaBLE

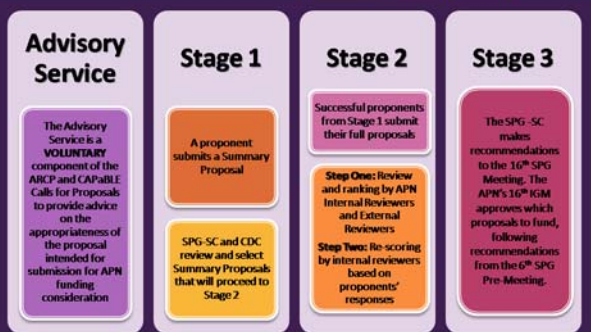
### Project Duration and Funding:

- While it is expected that capacity building projects will have a one-year duration, each proposal will be considered on a case by case basis
- The average grant awarded for 2010 projects with duration of 12 months was US\$ 30,000

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Proposal submission & Review STAGES



SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Proposals Process

### ADVISORY SERVICE (Voluntary)

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

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Proposals Process

### PROPOSALS SUBMISSION AND REVIEW PROCESS (Compulsory)

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Proposals Process

### PROPOSALS SUBMISSION AND REVIEW PROCESS (Compulsory)

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

#### Two-Step Review Process

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

**Stage 3.** The APN's Inter-governmental Meeting (IGM) approves which proposals to fund, following recommendations from the SPG. The Secretariat informs proponents of the final decision in April 2011.

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Financial Guidelines

### Items NOT supported by the APN:

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

*Please refer to the APN 2010 Financial Guidelines to see what costs will and will not be covered by the APN funding and to what extent.*

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

# THANK YOU!


SEA-PDTW, Makati, Philippines, 11-12 November 2010


Asia-Pacific Network for Global Change Research

# Asia-Pacific Network for Global Change Research

APN Southeast Asia Proposal Development Training Workshop  
11-12 November 2010, Makati, Philippines


## Writing a Competitive Proposal for the APN: A Project Leader Perspective



**APN** 

**Dr. Nestor T. Baguion**  
APN Project Leader

# Outline



- 1 Stage A: Preparation to write proposal
- 2 Stage B: Writing the proposal
- 3 Stage C: Awarding
- 4 Stage D: Updating the proposal
- 5 Lessons learned

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Stage A: Preparation to write proposal

- Who am I ?
  - I am Dr. Nestor T. Baguion who, after high school in 1966, worked as forest guard for four years in Cagayan province (1967-1971) where I was born and raised. In 1971, I enrolled at the College of Forestry (CFNR), UP Los Baños, College, Laguna finishing my B.S. Forestry maj. Forest Biology in 1977. I also finished my M.S. (UPLB, 1981) and in 1982 joined the Department of Forest Biological Sciences (FBS), CFNR-UPLB as faculty member. I had my Ph.D. in UPLB in 1997. Presently, am professor at FBS-CFNR-UPLB; Affiliate Faculty in SESAM-UPLB and in U.P. Open University; and, Adjunct Research Scientist in Lamont Doherty Earth Observatory (LDEO), Columbia U, NY, USA.

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Stage A: Preparation to write proposal

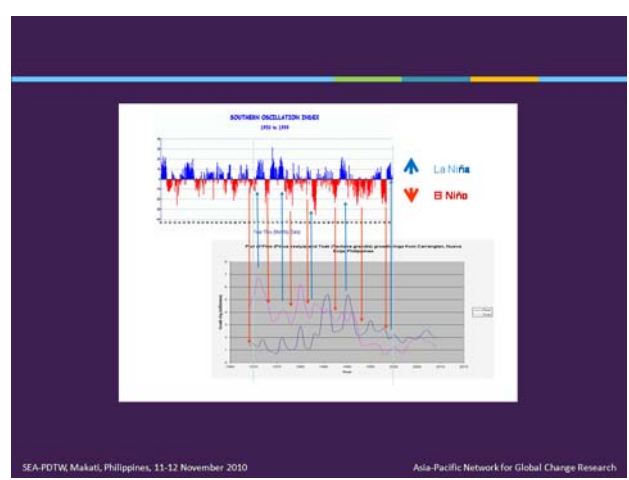
- How did we get the information about APN?
  - In 2005, my research interest was focused only on the problem of plant bioinvasion in Mt. Makiling forest.
  - In Dec., 2005, LDEO-Columbia U tree ring scientist, Dr. William Wright came to UPLB. I accepted his offer to be collaborator to their on-going 5-yr NSF-funded dendrochronology research on the Asia Tropical Monsoon by studying pine and teak trees in tropical Asia including the Philippines. A 4-day training on dendrochronology organized by LDEO scientists held in Bangkok, Thailand in May 24-28, 2006 was also an opportunity for grouping participants from India, Malaysia, Philippines, Sri Lanka and Thailand. Dr. Brendan Buckley who headed the LDEO trainers proposed to the training participants to submit a proposal to APN.

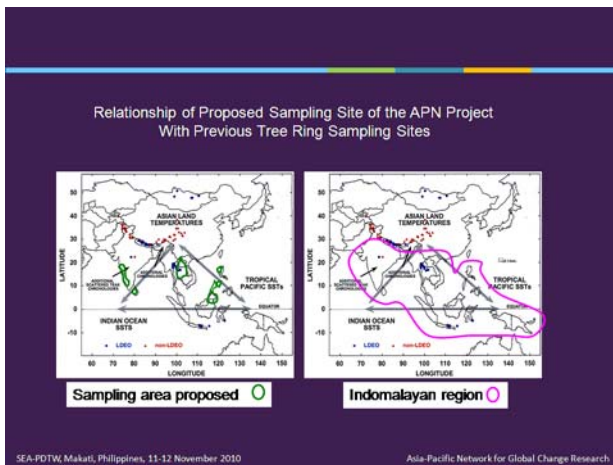
SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## COLLABORATING COUNTRIES

 UPLB, Philippines	 Katsarsart U, Thailand	 Peradeniya U, Sri Lanka
 ITTM, India	 UM Sabah, Malaysia	 Columbia U, USA

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research





### Stage A: Preparation to write proposal

- Why do we want to contribute to APN? And how will such work benefit to us?
  - Dr. Brendan Buckley, who christened the new group SSEADENDRO (South and Southeast Asia Dendrochronology researchers), explained that in their 5-yr NSF Tropical Asia Monsoon project they worked with only two species, pine (*Pinus kesiya*) and teak (*Tectona grandis*). The geographic distribution of these two species is limited only to continental tropical Asia but not in the majority of places in South and Southeast Asia.
  - Extension of dendrochronology to the rest of South and Southeast Asia would increase more regional data points and hence will increase the resolution of understanding the tropical Asia Monsoon.
  - But, there is no information which among native tree species have annual growth rings and, therefore, this is the identified research gap.
  - Dr. Buckley, challenged SSEADENDRO to submit a proposal that would focus on the reconnaissance of native tropical Asian tree species that will open opportunities of extending dendrochronology research in the region.

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Stage A: Preparation to write proposal

- How did we organize the proposal team?
  - Strong regional collaboration should be present and this direction was started after Dr. Brendan Buckley's meeting during the training in Bangkok in May, 2006. A directory of participants opened the very important opportunity – COMMUNICATION.
  - The participants who gelled together as SSEADENDRO were, Dr. Hemant Bargaonkar (Indian Institute of Tropical Meteorology), Eng. Mandy Maid (Universiti M Sabah, Malaysia), Dr. Nestor T. Baguion (UP Los Baños, Philippines), Dr. Kushan Tennakoon, Dr. Nimal Gunatilleke (U Peradeniya, Sri Lanka), and Dr. Kwanchai Duangsathaporn (Katsetsart U, Thailand).
  - After extensive reading/updating on dendrochronology, I wrote draft proposal with tentative title "Reconnaissance of tree species with annual growth rings in South/Southeast Asia." This was submitted to Dr. Buckley and was approved and distributed to the rest of SSEADENDRO.
  - Each member collaborator gave their unique inputs for their respective countries plus able editing by LDEO scientists, Drs. Buckley and Wright.
  - After six weeks of preparation and feedback among collaborators, the proposal snow-balled to its final form with the final title "Collaborative Studies on Tropical Asian Dendrochronology, Addressing Climatology and Forest Ecology."

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Stage A: Preparation to write proposal

- Which kinds of resource should we get to support such proposal? Resources needed were
  - Tree ring laboratories (APN money do not include procurement of equipment, unless justified)
    - Existing laboratories in the Indian Institute of Tropical Meteorology, India and Katsetsart U, Thailand;
    - LDEO, Columbia University donated a tree ring laboratory in UP Los Baños, College, Laguna, Philippines; promised another in Peradeniya University, Kandi, Sri Lanka.
  - Trained people to do the research
    - All collaborators trained in dendrochronology
  - Financial resources

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Stage B: Writing the proposal

- Proposal Title:  
Collaborative Studies on Tropical Asian Dendrochronology, Addressing Climatology and Forest Ecology
- Research Team
  - Principal Investigator – Dr. Nestor T. Baguion
  - Collaborators: Dr. Hemant Bargaonkar (India); Prof. Mandy Maid (Malaysia); Dr. Nimal Gunatilleke and Dr. Kushan Tennakoon (Sri Lanka); and, Dr. Kwanchai Duangsathaporn (Thailand) as country research leaders. Serving as advisors were Dr. Brendan M. Buckley and Dr. William E. Wright of LDEO, Columbia U, USA.

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Stage B: Writing the proposal

- In Fully Detailed Proposal, what are we trying to tell??
  - Given the research gap as mentioned, the full detailed proposal tells that the collaborators will
    - Procure increment borers to extract corewood samples from indigenous tree species
    - For field work, each collaborator conducts reconnaissance of tree species from natural forests
    - Conduct laboratory work, e.g. corewood samples are surfaced and examined through binocular microscope if with distinct, indistinct or absent rings.
    - Conduct meetings - share/learn from each other; use same methods of analysis, and presenting results.
    - Write and publish the results.

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Lessons Learned

- A well-organised proposal team is basic to a successful research proposal application.
  - To make the target clear – a team that has technically leveled-off write proposals with clear targets.
  - To overcome the problem due to a reduction of budget from 82,000 US Dollars to 70,000 US Dollars, the members of the team had an iterated feedback loop on how to adjust spending without sacrificing form and substance of research proposal
  - To find the potential support for the team, members communicated well with each other to clarify the point that they implement the research to produce results that will be useful to the international society at large.

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Stage C: Awarding of the grant

- The APN Secretariat sent us the Award Letter asking to revise the full proposal according to the conditions outlined.
  - We revised OUR PROPOSAL by reducing the budget from US\$82,000 down to the prescribed US\$70,000.
  - Project items in the budget were reduced and a new budgetary lay-out was prepared to match the recommended US\$70,000 budget.
  - The project timeline correspondingly changed as the original number of three meetings reduced to two due to the budget cut downs.
  - The more expensive brand of increment borers was replaced by cheaper Chinese-made increment borers.

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Lessons Learned

- Frequent conversations are necessary to reach the reasonable and valuable proposal.
  - Iterated feedback mechanism was employed until the best consensus for the better decision is met.
  - The internet and email made possible how SSEADENDRO members arrive at the best decisions through complementary consultations.
  - Mutual support among institutions in favor of pursuing the research was properly communicated through formal letter signed by institution heads.

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Lessons Learned

- Paying much attention to the budget design.
  - Budget planning is not only a mathematic game
  - It can help project leaders to make their proposed plan more reasonable and reliable.
- You are special, you believe in yourself and do what you are best. It's a cooperation between you and APN.
- We should not answer APN not only for the sake of obtaining a fund, but rather for the noble contributions the team could give to humanity and for mother Earth.

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

# THANK YOU

Questions or Comments?

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

# Asia-Pacific Network for Global Change Research

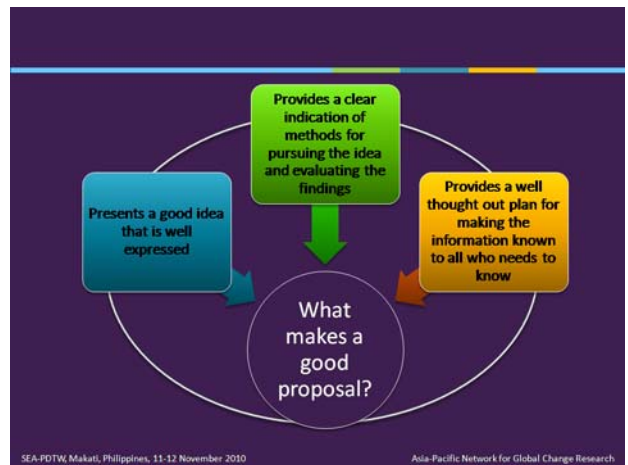
APN Southeast Asia Proposal Development Training Workshop  
11-12 November 2010, Makati, Philippines

## Successful Proposal Development: What you need to know



**APN** Dr. Subramaniam Moten/Dr. Jariya Boonjawat  
APN SPG Member for Malaysia/APN SPG Member for Thailand

SEA-PDITW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research



**Key questions to ask yourself:**

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

SEA-PDITW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Determine Your Long-Term Research Aims

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

SEA-PDITW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Prepare to do the Research


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

SEA-PDITW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

### Determine Possible Funding Sources

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


SEA-PDITW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research




# Are you ready to write the proposal?

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

- ① Don't assume your reader knows
- ② "Sell" your proposal by addressing the evaluation criteria
- ③ Show the work is relevant to policy by clearly addressing the relevant literature
- ④ Engage policy/decision-makers as early as possible



SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research



# Reasons for Declining Proposals

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Reasons for Declining Proposals

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


SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

## Reasons for Declining Proposals

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research

# !!Don't Despair!!



Perseverance pays off  
**APN awards are highly competitive**  
 Declination may be because of budgetary Limitations  
 If encouraged by APN = Resubmit - try, try again

SEA-PDTW, Makati, Philippines, 11-12 November 2010 Asia-Pacific Network for Global Change Research



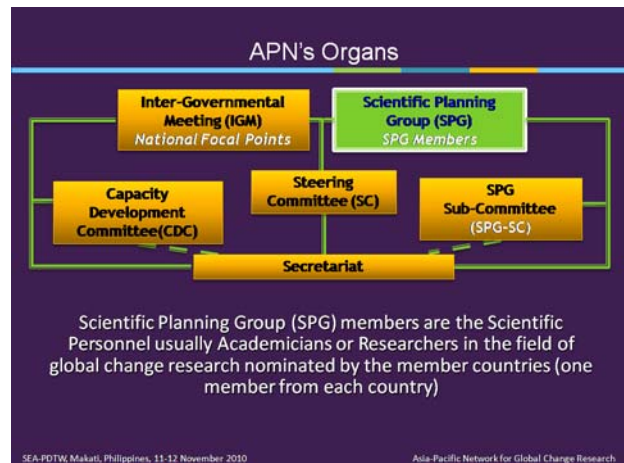
# Asia-Pacific Network for Global Change Research

APN Southeast Asia Proposal Development Training Workshop  
11-12 November 2010, Makati, Philippines

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



**Dr. Erna Sri Adiningsih**  
APN SPG Co-Chair/SPG Member for Indonesia

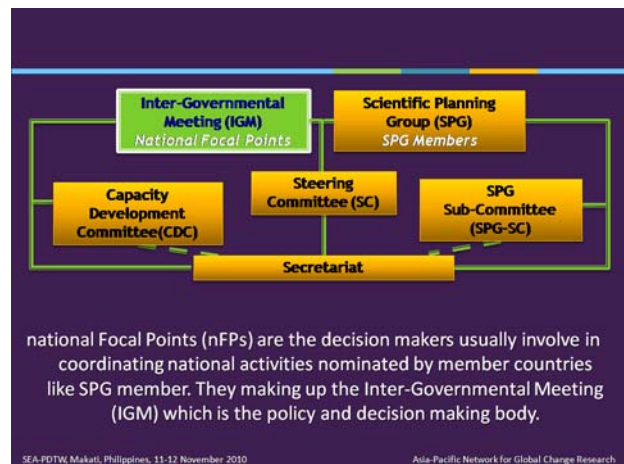


### Main responsibilities of the SPG members

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research



### Main responsibility of the nFPs

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

### Role of SPG members in proposal review process

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Role of SPG members in review process

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



SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Role of SPG members in review process

### Initial Considerations:

- ✓ Does the proposal duplicate past or current efforts?
- ✓ Does it contribute towards any/some/all of the 4 goals of the APN?
- ✓ Is the proposal scientifically/methodologically sound?
- ✓ Does the proposal meet any/some/all of the eleven weighted criteria?
- ✓ Are the proposed project activities realistic and achievable within the timeframe and funding requested?

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Role of SPG members in review process

### Initial Considerations:

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Role of SPG members in review process

### For ARCP

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

Is the proposed study related to one or more of the 4 themes outlined in the Science Agenda? See APN 3rd Strategic Plan document (Endnotes for details)



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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network

## Role of SPG members in review process

### For CAPaBLE:

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

**Evaluation Criteria**  
Evaluation of proposal is performed against the following criteria:

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## ARCP Proposals

ARCP proposals are judged against 11 criteria:

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

(Criteria 1 to 4 are considered as High Weight, 5 to 6 as Medium Weight and 7 to 11 as Lower Weight)

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## ARCP Proposals

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

(Criteria 1 to 4 are considered as High Weight, 5 to 6 as Medium Weight and 7 to 11 as Lower Weight)

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## CAPaBLE Proposals

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

1. Extent and quality of collaboration (at the local, national or regional level. Note: One-country projects are acceptable under the CAPaBLE programme, as long as the country is considered a developing nation)
2. Enhancing local, national and/or regional scientific capacity for global change research and problem solving in developing countries
3. Raising awareness of global change issues among policy-makers and civil society; and improving communications, publications and dissemination
4. Developing and strengthening links with government policy and programmes .....

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## CAPaBLE Proposals

5. Support from APN Scientific Planning Group Member and/or national Focal Point
6. Adequate consideration of funding options
7. Developing and strengthening relations with national, regional and international global change programmes and inter-governmental bodies (such as DIVERSITAS, IGBP, IHDP, WCRP etc.)
8. Technical soundness and degree of consistency and sustainability
9. Adequate administrative support

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Rating Scale (Both ARCP and CAPaBLE)

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

### 9-10 (excellent):

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

### 7-8 (very good):

A proposal fundamentally sound but may require a few modifications.

### 5-6 (good):

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

### 3-4 (fair):

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

### 1-2 (poor):

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Approval Processes

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Approval Processes

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

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## Role of nFPs in Review Process:

- ✓ nFPs do not normally play a role in reviewing process unless they have a scientific background in one of the thematic areas.
- ✓ nFPs, in the Inter Governmental Meeting, are the final authority for funding approval.
- ✓ The potential proposals recommended by the SPG meeting are critically discussed by the nFPs in the IGM where SPG members present as observers and then approved the potential proposals unanimously.

SEA-PDTW, Makati, Philippines, 11-12 November 2010

Asia-Pacific Network for Global Change Research

## APPENDIX 3: RESOURCES USED

### GUIDING DOCUMENT I: Advice for Developing a Proposal for the APN

One of the APN's objectives is to strengthen proponents' capacity to write good proposals that will fair well in the highly competitive review process. As such, this information is provided to assist proponents in preparing a proposal for submission to the APN under its annual calls for proposals

#### **What is a good proposal?**

A good proposal is one which is well expressed, states a clear indication of methods for conducting the proposed research activities, evaluates the findings, and makes the findings known to all interested parties.

#### **What should you look for in the APN Calls for Proposals?**

##### *1. Goal of Programme:*

- ❖ Will your work advance the goals and the objectives of the APN? In particular, how will it satisfy the aims outlined in the science agenda of the APN's strategic plan (3SP: 2010-2015)?

##### *2. Eligibility:*

- ❖ As a proponent, are you eligible to submit a proposal to the APN?
- ❖ Is the country of your home institution a member or an approved country?
- ❖ A current list of countries is available in the Calls for Proposals guidelines.

##### *3. Specific Requirements:*

- ❖ Please note that the opportunities for the Calls for Proposals under the APN's capacity development (CAPaBLE) programme and its research (ARCP) programme are different, and each should be checked for specific requirements and evaluation criteria.

##### *4. Submission Deadlines:*

- ❖ Please carefully note deadlines for proposal submission. This is very important as review timelines are tight. Proposals that arrive after the deadline stated in APN Calls for Proposals are not considered.

##### *5. Frequently Asked Questions:*

- ❖ Over the years, APN has developed a list of FAQs tailored to answer the main questions raised by proponents during the calls for proposals process. Currently, there are 40 questions.

#### **What research development strategies are you implementing?**

##### *1. Determine your long-term research goals or plan:*

- ❖ How does this fit with the APN's goals and objectives?
- ❖ How can aspects of your research be formulated to both advance your research and advance the APN's Science and Policy Agendas?

##### *2. Develop your Idea:*

- ❖ Research the literature (you must ensure that your idea is relevant and that it is not currently being undertaken, i.e. that it is not a duplication of the efforts of other).
- ❖ Contact investigators working on the research topic in your home institution, in others institutions in your country or in institutions in other countries. Strong regional collaboration is CRUCIAL for research proposals.
- ❖ Prepare a brief concept paper and discuss it with colleagues/mentors.

- ❖ Submit a Letter of intent to the APN under its ADVISORY SERVICE.

3. *Prepare to do the Research:*

- ❖ Determine the available resources (equipment, supplies, lab time, computer time, ship time, etc.) which are available to you and the equipment you will need to obtain in order to conduct the proposed research.
- ❖ Realistically assess needs (avoid requesting too much and seek in-kind contributions from your home institution or institutions of your collaborators). On the funding front THE HIGHER THE LEVERAGING OF FUNDS (both monetary and in-kind), THE STRONGER THE PROPOSAL
- ❖ Develop preliminary data.
- ❖ Present ideas to colleagues/mentors/students.

4. *Determine Possible Funding Sources:*

- ❖ How much will you need to request to conduct the research?
- ❖ Will you need to seek sources of funding in addition to the APN (check budget maximums in proposals guidelines)?

5. *Understand the Ground Rules:*

- ❖ Ascertain the overall scope and mission of your proposed research and the APN's calls for proposals.
- ❖ Read the APN's guidelines very carefully and contact the APN Secretariat if you need to clarify anything.
- ❖ Determine and understand the evaluation procedures and criteria and contact the APN Secretariat if you need to clarify anything.

6. *Coordinate with your Institution/Research Office:*

- ❖ This is necessary to ensure that infrastructure is available to you to perform the work indicated in the proposal, to clarify all in-kind contributions, and to check with the administration of your institution that it can accept and manage an APN grant without charging OVERHEADS (administrative overheads are not allowable).
- ❖ APN remits its grants in two installments:
  - 80% at the beginning of the project
  - Up to 20% of the grant, according to actual expenditure, at the end of the project activities and when all reporting requirements are completed.

**Finally: IF AT FIRST YOU DON'T SUCCEED TRY AND TRY AGAIN**

### **1. Key questions to ask yourself:**

- ❖ What do you intend to do?
- ❖ Why is the work important?
- ❖ What has already been done?
- ❖ How are you going to do the work?
- ❖ Who are you going to involve?

### **2. Guidelines to follow for project development:**

- ❖ **Sell** your project by addressing the evaluation criteria in the proposal guidelines, addressing special requirements listed in the announcement, and by conveying a sense of enthusiasm for your work from the scientific community, institution directors **and** decision/policy-makers
- ❖ Make a clear statement of the problem(s) to be addressed in your proposal (needs to be met; problems to be solved; what you want to and can accomplish)
- ❖ State the significance of the proposed work: the background (cite relevant literature and identify gaps to be filled) and its importance/justification (discipline; fields outside of discipline; future or long-term context)
- ❖ State the feasibility of the proposed research (valid, testable hypothesis; qualifications of investigators; available resources; and preliminary data)
- ❖ State the experimental plan: project design; methodology (*feasible? adequate? appropriate?*) and its innovations, limitations, and difficulties (anticipated/alternative approaches); sequence of activities and timelines;
- ❖ State the outcome and assessment (data analysis; interpretation of anticipated results; and evaluation of activities and check points to chart progress);
- ❖ State the plans for continuation of the research beyond the period of APN support within your long-term research plan
- ❖ Utilise available expertise: peer/mentor input; previous submission input received from the APN and reviewers
- ❖ Develop your ideas clearly and logically: put the essence of work at beginning of the proposal; ensure coherent outline of proposal in your introduction; organise your proposal to permit skim-reading; and never assume that the reader will know what you mean
- ❖ Use concise scientific writing style: use simple sentence structure; spell out acronyms and avoid use of jargon; and make sure do not exceed the page limitation
- ❖ Allow time for thorough editing and proofing and check proposal for completeness

### **3. Sections to include in your proposal:**

Following success at the advisory and summary-proposal stages, proponents are invited to submit a full proposal to the APN for further consideration. Full proposals have a 50% chance of success. The Full Proposal contains the following sections:

- ❖ **Part One: Project Summary Sheet (2 pages/14 columns): includes the title of proposal; name, position, address, phone and fax numbers of institution; e-mail address; date, program duration, and amount of funding requested.**
- ❖ **Part Two: Proposed budget, timeline and support leveraged (1 page / 3 columns)**
- ❖ **Part Three: Proponent CV/Resume (1 page; please follow template format)**

The above Parts 1-3 have been completed by the proponent at the “summary-proposal” stage.

❖ **Part Four: As outlined 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 the APN, your full proposal needs additional information on the following points:

- (a) Description of the entire proposed project
- (b) Detailed work plan
- (c) Relationship to the APN’s Third Strategic Plan (2010-2015). Describe how your proposed project can give valuable input to APN’s Science Agenda outlined in the Third Strategic Plan. Particularly, refer to the four goals of the APN during this strategic phase.

3. *Scientific Contribution of each Participating Country*

Provide an explanation of the scientific contribution of each participating country, for example, in writing the proposal, in the activities to be conducted, report writing and other relevant information.

4. *Capacity Building for Global Change Research*

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

5. *Relevance to Policy Processes and Sustainable Development*

Provide an explanation of how your 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.

6. *Administrative support, in-kind contributions 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.

7. *Relationship between Global Change Research Programmes and Networks*

Describe any interactions with the core and joint projects of DIVERSITAS, ESSP, IGBP, IHDP, START and WCRP; as well as any other global change research programmes and networks. The information should include previous 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. *Communications, Publications and Open Access to Data*

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

#### *Appendix 1: Timeline and Budget*

A full month-by-month timeline and 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, contact details*). This should also include the contribution, if any, of developed country *expertise*.

#### *Appendix 3: CVs of Proponent & Major Collaborators*

CVs of the proponent and major collaborators (*Maximum two pages each*). Contents should use the exact wording of your major sections and subsections of the proposal for clarity.

### **4. Criteria for evaluation of a proposal**

When writing the proposal, the proponent should observe the criteria that will be used during the evaluation by expert reviewers and try to address the criteria when writing the proposal. Proposals are judged primarily against criteria #1 to #4 reflecting the highest priorities of the APN. Criteria #5 and #6 are used to assess the proper administrative and financial arrangements required for conducting the project. The remaining criteria will be used to judge how thoroughly a proposal meets the wider aims of the APN.

- ❖ **Criterion #1. Extent and quality of regional collaboration:** Proposals **must** involve action or contributions by **three or more APN Member and/or Approved Countries, at least two of which are developing countries**, or promote the basis for initiating such collaboration, for example, through a workshop or similar activity. 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 APN Member and Approved Countries are:** 1. *APN Member Countries:* Australia, Bangladesh, Bhutan, Cambodia, China, Fiji, India, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, Philippines, Republic of Korea, Russian Federation, Sri Lanka, Thailand, United States of America and Viet Nam. 2. *APN Approved Countries:* Pacific Island Countries, Singapore (Countries underlined are considered by APN as developed.)

- ❖ **Criterion #2. 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 multidisciplinary perspective, as appropriate. It should be made clear in the proposal the extent to which 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.
- ❖ **Criterion #3. Building regional and national capacity for global change research and problem solving:** It is expected that proposals will contribute to the fundamental APN goal of building regional and national capacity (technical expertise) for researching global change issues. The result should be a long-term gain, for example, by increasing local skills and knowledge, improving decision making processes or increasing or improving national involvement in international processes. 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 realised as a result of the proposed activity.
- ❖ **Criterion #4. Policy-relevancy, mainstreaming results into policy processes, developing/strengthening links with government policy and programmes, and contributing to sustainable development:** The APN is committed to improving science-policy links and fostering harmony between its activities and policy issues, which concern most governments in the region. Proposals should demonstrate relevancy to decision and policy-making processes and include an indication of how the activities are brought to policy- or decision-makers, how the activity might assist with national government and business decision-making processes, or support 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) is desirable. The APN emphasises the need to contribute to solving ecological, social and economic problems associated with global change impacts, such as those identified by processes such as the IPCC and the UNFCCC.
- ❖ **Criterion #5. Adequate administrative and salary support:** Proponents should indicate how necessary administrative support will be provided for the proposed activity. Ideally, administrative support would be provided by one of the parties involved in the project, freeing any APN funding for the proposed core activity. *APN funding is not available for administrative staff payments, or to supplement the pay of researchers who receive or are to receive full-time salary support (see the APN Financial Guidelines for more information).*
- ❖ **Criterion #6. Adequate consideration of funding options:** The APN strongly encourages co-financing arrangements. In addition, it is the APN's concern that funding from other sources should be secured. The APN also encourages in-kind contributions from proponents. Where additional funding is secured from sources other than the APN, evidence of the funding may be required.
- ❖ **Criterion #7. Increasing 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. 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 #8. Developing and strengthening relations with regional and international global change programmes and inter-governmental bodies and mechanisms:** A key goal of the APN is to

strengthen cooperative relations amongst the global change research community. Accordingly, proposals should specify how the activity will incorporate cooperation with the global change programmes of ESSP, DIVERSITAS, IGBP, IHDP, WCRP, and other environmental research networks, such as START, with global change components. The existing or proposed extent of the project's involvement with START and the global change research programmes, if any, should be clearly stated. Other proposals related to regional networks such as the Inter-American Institute for Global Change Research (IAI) can be considered within APN procedures provided that they comply with the APN requirements. The APN encourages regional initiatives to be seen as part of a global effort.

- ❖ **Criterion #9. Raising awareness of global change issues with civil society:** 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 indicate how the proposed activity could lead to better public knowledge. Any proposed consultation processes should be indicated, and information provided about how results will be disseminated.
- ❖ **Criterion #10. Meeting standardised data collection and user needs, and open access to data and research sites:** In the interests of the greatest benefit in the shortest time for the greatest number of countries in the region, the best proposals will promote *better data collection, analysis and dissemination, open access to existing and new datasets, and access to research material and sites.*
- ❖ **Criterion #11. Increasing communications through networking and publications:** The proponent should provide a communications and networking plan, including both the enhancement and use of communications and networks and open access to data, to disseminate the results of project activities to the stakeholder community at scientific, policy and public levels. The best proposals will also contribute to lasting improvement in communications among APN members. The APN also strongly encourages the publication of peer-reviewed scientific research.

The content and quality of the proposal you submit to the APN will determine whether or not you are successful. Therefore, it is vital that you have a full understanding of what is required, as well as knowing the various stages of the application process, so that you maximise your chances of gaining an award. The information provided below gives informal guidance on points for proponents to remember when drafting proposals. Careful attention to detail will help you avoid some of the basic pitfalls and improve the chances of receiving funding for your research idea.

### **1. ALLOW YOURSELF TIME**

Preparing a draft proposal and consulting on it, preparing the project budget and getting advice on these, as well as reading the APN financial regulations to learn what is and what is not permissible, are all time-consuming parts of the process of application.

### **2. STUDY YOUR FUNDING SOURCE**

All funding agencies have their own criteria for deciding on allocation of their resources. It is worth while taking time to familiarise yourself with these and ensuring that your application clearly addresses your targeted source of support. For example, in addition to the criteria outlined in the guidelines of the APN Proposals Process, an excellent ARCP proposal has the following characteristics:

- ❖ promise strong regional collaboration and excellent research;
- ❖ be of value to potential users outside *or* within the research community;
- ❖ be convincing in terms of the ability of the research team to actually conduct and deliver research; and
- ❖ demonstrate value for money.

### **3. READ THE RULES**

This cannot be over-stressed; familiarising yourself with the content of the APN guidelines may seem tedious but will help you to avoid basic mistakes which at best will require clarification with the Secretariat and Reviewers and at worst may prejudice chances for success. **Make sure you are using the current versions** of the templates and guidelines because these are generally modified each year. If in doubt check with the APN Secretariat.

### **4. DISCUSS YOUR APPLICATION**

...with peer groups, colleagues and, if you are a relatively new researcher, with senior and more experienced researchers. Experienced collaboration or supervision rarely goes amiss. If you have never sent in an application to the APN before try to get the advice of someone who has already been successful. Contact the national Focal Points and SPG members in the countries that will be involved in the research and make sure they know what you are doing. It is not uncommon for APN members to be unaware of the substance of the work they are asked to comment on, have little knowledge of the applicant or his/her work, or even decline to comment for one reason or another. So do not let this discourage you in any way.

### **5. JUSTIFY YOUR BUDGET**

...which should be considered with care and close reference to the APN Financial Regulations. Be realistic - lavish costings are unlikely to find favour with the Reviewers and Panel and a proposal which promises the earth at remarkably low expense will be regarded with caution. Applicants should think carefully about the time and resources needed to complete the research successfully within the specified period. Awards will be based on the eligible costings included in applications and will be subject to the available funding at the time of announcement so it is important to get budgets right when applying. A well thought out financial plan helps to create confidence in the proposal generally. Give as detailed a breakdown of costs as possible so that reviewers can properly assess the case for support. Do make sure that what you are asking for is allowed within the regulations. Bear in mind that APN is always looking for value for money, and a little money, particularly in the Asia-Pacific region, can go a long way.

## 6. CONTENT AND PRESENTATION

The research proposal is the means by which you will be trying to convince the reviewers that your application is worth funding so think carefully about what information you are going to give and how it is presented. Make sure you think your plan through and cover all stages.

### i. Ask yourself the following questions:

- ❖ Have I clearly **formulated the problem**, have I put it in context of contemporary scientific and theoretical debates, demonstrated the way in which my work will build on existing research and make a contribution to the area? Is there a clear and convincingly argued analytical framework? What will the research do, to whom or to what, and why?
- ❖ Have I established appropriate **aims and objectives**? Are they clear and concise, do they reflect intellectual aims and practical, attainable objectives?
- ❖ Have I provided a well-thought out **research design** in which there is a reasoned explanation of the scale, timing and resources necessary? Am I being realistic about these? Am I using the most relevant approach and the most appropriate methods? How will it relate to and deliver the objectives?
- ❖ What will my research design allow me to say in the **interpretation** of anticipated results?
- ❖ Have I given a full and detailed description of the proposed **research methods**? Is there any innovation in the methodology I am planning to use? Am I developing any new methods or using established methods innovatively?
- ❖ If I am using **data collection** have I considered already existing data resources? Have I considered the APN's Data Policy? Am I sure that access will be given where necessary, and do I have written confirmation of this? Am I convinced of its quality, validity, reliability and relevance? Have I considered the costs of cataloguing and preparing data for archiving?
- ❖ Have I demonstrated a clear and systematic approach to the **analysis of data** and how this fits into the research design?
- ❖ Have I thought about the **ethics** of what I am planning to do? Are there any sensitive issues or potential problems which need to be addressed? Have I fully consulted on these issues and obtained the approval of a committee where required.
- ❖ Have I recognised and planned for the **skills and competencies** that will be required to bring the work to a satisfactory conclusion?
- ❖ Have I anticipated **potential difficulties**? Have I shown that I recognise these and discussed how they would be handled?
- ❖ Have I provided a bibliography/literature? This will indicate your familiarity with the theoretical grounding and current state of the art of your subject topic and, importantly, the relevance of the research for your region.
- ❖ Where there is genuinely little or no relevant literature, explain this fully. Assessors, Panel members and referees will not assume your erudition, they want evidence.
- ❖ This proposal will be subject to the **critical appraisal** of my peers. Am I satisfied that I have fully defended my chosen research topic and made it clear why others are not appropriate?
- ❖ Have I identified **potential users** of this research outside of the academic community; have I involved/consulted them in my planning? Have I arranged for their continuing involvement in the research process in an appropriate way?
- ❖ Have I considered the possibility of **co-funding** of the research, with APN being asked to provide only a proportion of the project funding?
- ❖ Have I provided a clear **dissemination strategy** for the research demonstrating how the research outcomes will be communicated to **all** interested parties including potential users of the research outside of the academic community?

### ii. Convey in the proposal your genuine interest, understanding and enthusiasm for the work. Keep the following questions in mind as you plan:

- ❖ What is the story you are telling?
- ❖ Who is the audience?

- ❖ Why does it matter?
- ❖ Why now?
- ❖ Why you?

*iii. Completing the template*

- ❖ It is also important to make sure that you devote enough space in the proposal to describing the research you intend to conduct and the research design and methods - the Assessors and Panel find it very frustrating when applicants devote pages to explaining why their proposed research is exciting but then provide only a short and inadequate explanation of how they propose to explore this in practice.
- ❖ Write in plain English. Your proposal is likely to be seen by a great many people, some of whom will not be versed in your particular specialisation. Detail and specification may necessitate the use of disciplinary or technical terminology and this will be clear to peer reviewers, but the ideas you wish to convey and your reasons for doing so should be apparent to a wide audience. By the same token, do take the trouble to check spelling, grammar and punctuation. These are all part of the quality of presentation and presentation matters!

**7. DISSEMINATION**

The APN's mission places emphasis on ensuring that researchers engage as fully as possible with the users of research outcomes. These may be other academics, government departments, public bodies, businesses, voluntary organisations or other interested parties. Try to consult with and involve people who could make a valuable contribution to the research and who could provide support and interest.

**8. CHECK THE DETAILS**

Once you have completed the application form make sure that all the required information is provided.

**9. IF YOU ARE SUCCESSFUL AFTER ALL THE HARD WORK, PLANNING AND NAIL-BITING...**

...then congratulations, and we hope the work proceeds without too many problems. However, if difficulties arise such as delays in recruitment, staff illness, replacements, or changes to the work plan then **please let the Secretariat know immediately.**

**10. IF YOU ARE UNSUCCESSFUL...**

...your application will fall into one of two categories:

- ❖ You will be provided with feedback and asked to resubmit the following year, addressing in full the comments and feedback received from the APN.
- ❖ You will be informed that you need not re-apply. This will likely be because your proposal is not relevant to the APN goals and areas of interest; the research being proposed is/has been conducted already; or there are fundamental flaws that do not provide confidence that the activity can be undertaken to successful completion.

## APPENDIX 4: PARTICIPANTS LIST

### Trainees

#### CAMBODIA



- 1. Ms. Somony CHHO**  
Assistant to Director, Department of International Cooperation  
Researcher of Biodiversity Conservation, Ministry of Environment  
#48, Samdech Preah Sihanouk, Tonle Bassac, Chamkarmon, Phnom Penh,  
CAMBODIA  
Tel: +855-12735358  
Fax: +855-23214 185  
Email: [somony77@gmail.com](mailto:somony77@gmail.com)



- 2. Mr. Boony TEP**  
Executive Director  
Save Cambodia's Wildlife (SCW)  
#150 Eo, Str.192, Teuk Laork 3, Toul Kork, Phnom Penh  
P.O. Box: 2032, Phnom Penh 3, CAMBODIA  
Tel: +855-23882035  
Fax: +855-23882036  
Email: [boonny@cambodiaswildlife.org](mailto:boonny@cambodiaswildlife.org); [boonny7@yahoo.com](mailto:boonny7@yahoo.com)

#### INDONESIA



- 3. Ms. Kharmila Sari HARIYANTI**  
Center for Agroclimate and Hydrology Research  
Indonesian Center for Agricultural Land Resources Research and Development -  
Ministry of Agriculture.  
Jl. Tentara Pelajar No. 1A,  
Bogor 16111, INDONESIA  
Tel/Fax: +62-251312760  
Email: [iahri@telkom.net.id](mailto:iahri@telkom.net.id), [Kharmilabalitklimat@yahoo.co.id](mailto:Kharmilabalitklimat@yahoo.co.id)



- 4. Ms. Laras TURSILOWATI**  
Researcher in Climate and Environmental Science  
Center for Atmospheric Science and Climate Applications,  
National Institute of Aeronautics and Space (LAPAN)  
Jl. dr. Junjuran no. 133, Bandung 40173, INDONESIA  
Tel: +62-226037445  
Fax: +62-226037443  
Email: [laras@bdg.lapan.go.id](mailto:laras@bdg.lapan.go.id); [laras\\_lapan@yahoo.com](mailto:laras_lapan@yahoo.com)

## LAO PDR



5. **Ms. Souphatta CHANTHARANONH**  
Water resources Research Center (WRC)  
Prime Minister Office  
Water Resources and Environment Administration (WREA)  
Water Resources and Environment Research Institute (WERI)  
Nahaideow, P.O.Box: 7864, Vientiane Lao PDR  
Tel: +856-021219 003; +856-021218915  
Email: [souphatta@gmail.com](mailto:souphatta@gmail.com)



6. **Ms. Soytavanh MIENMANY**  
Environmental Technician  
Water resources Research Center (WRC)  
Prime Minister Office  
Water Resources and Environment Administration (WREA)  
Water Resources and Environment Research Institute (WERI)  
Nahaideow, P.O.Box: 7864, Vientiane Lao PDR  
Tel: +856-021219 003 ; +856-021218915  
Email: [soytavanhm@wrea.gov.la](mailto:soytavanhm@wrea.gov.la); [soytavan@yahoo.com](mailto:soytavan@yahoo.com)

## MALAYSIA



7. **Dr. Mokhtar bin JAAFAR**  
Senior Lecturer  
Geography Program, School of Social, Development and Environmental Studies,  
Faculty of Social Sciences and Humanities, Universiti Kebangsaan Malaysia  
43600 UKM-BANGI, SELANGOR, MALAYSIA  
Tel: +60-0389213608  
Email: [mokhtar@eoc.ukm.my](mailto:mokhtar@eoc.ukm.my)

## PHILIPPINES



8. **Ms. Mylene APARENTE**  
Science Research Specialist  
Ecosystems Research and Development Bureau  
College, Laguna 4031 PHILIPPINES  
Tel/Fax: +63-495362850  
Email: [slym\\_a@yahoo.com](mailto:slym_a@yahoo.com)



9. **For. Jose Allan CASTILLO**  
Science Research Specialist  
Ecosystems Research and Development Bureau  
College, Laguna 4031 PHILIPPINES  
Tel/Fax: +63-495362850  
Email: [allan536@yahoo.com](mailto:allan536@yahoo.com)





- 10. Dr. Marco GALANG**  
Assistant Professor  
University of the Philippines Los Baños  
College, Laguna 4031 PHILIPPINES  
Tel/Fax: +63-495362557  
Email: [marcogalang@gmail.com](mailto:marcogalang@gmail.com)



- 11. Mr. Digno GARCIA**  
Science Research Analyst  
Ecosystems Research and Development Bureau  
College, Laguna 4031 PHILIPPINES  
Tel/Fax: +63-495362850  
Email: [digsgarcia@yahoo.com](mailto:digsgarcia@yahoo.com)



- 12. Ms. Karen SALANDANAN**  
Agriculturist II  
Bureau of Soil and Water management  
Department of Agriculture  
Elliptical Road cor Visayas Ave.  
Diliman, Quezon City, PHILIPPINES  
Tel: +63-29204318; +63-29204379 or 9204382  
Email: [karen\\_salandan@yahoo.com](mailto:karen_salandan@yahoo.com)

## THAILAND



- 13. Dr. Tanakarn MONSHUPANEE**  
Department of Biochemistry  
Faculty of Science, Chulalongkorn University  
THAILAND 10330  
Tel: +66-22185438  
Fax: +66-22185418  
Email: [tanakarn1@yahoo.com](mailto:tanakarn1@yahoo.com)



- 14. Dr. Siwatt PONGPIACHAN**  
Faculty of Environmental Management  
Prince of Songkhla University  
Hai-Yai, Songkhla, THAILAND 90120  
Tel: +66-74286838  
Fax: +66-74429758  
Email: [pongpiapun@gmail.com](mailto:pongpiapun@gmail.com); [siwatt.p@psu.ac.th](mailto:siwatt.p@psu.ac.th)

## VIETNAM



**15. DR. DOAN HUONG MAI**

Hanoi University of Science  
334 Nguyen Trai, Thanh Xuan, Hanoi, VIETNAM  
Tel: +84-435572605  
Fax: +84-438582069  
Email: [maidh@vnu.edu.vn](mailto:maidh@vnu.edu.vn); [doanhuongmai@yahoo.com](mailto:doanhuongmai@yahoo.com)



**16. Dr. Hieu NYUGEN NGOC**

Deputy Head of Urban Management and Rural development Division  
Academy of Public Administration  
77 Nguyen Chi Thanh Rd., Room 418, Building A VIETNAM  
Tel: +84-437730514  
Fax: +84-438358943  
Email: [hieunc@fpt.vn](mailto:hieunc@fpt.vn); [hieunc\\_napa@yahoo.co.uk](mailto:hieunc_napa@yahoo.co.uk)

## Southeast Asia APN Scientific Planning Group (SPG) Members



**Dr. Erna Sri ADININGSIH**

Director  
Aerospace Analysis and Information Center  
National Institute of Aeronautics and Space (LAPAN)  
Jl. Cisadane No.25, Cikini, Jakarta 10330, INDONESIA  
Tel: +62-2131927982  
Fax: +62-2131922633  
Email: [ernasri@lapan.go.id](mailto:ernasri@lapan.go.id); [ernasri@yahoo.com](mailto:ernasri@yahoo.com)



**Mr. Bounpakon PHONGPHICHIT**

Deputy of Chief  
Environment Research Center  
Water Resources and Environment Research Institute  
P.O. Box 2270, Vientiane, LAO P.D.R.  
Tel: +856-21219003  
Fax: +856-21263799  
Email: [kone\\_ph@yahoo.com](mailto:kone_ph@yahoo.com); [bounpakone@lnmc.gov.la](mailto:bounpakone@lnmc.gov.la).



**Dr. Subramaniam MOTEN**

Director  
Malaysian Meteorological Department  
Jalan Sultan, 46667 Petaling Jaya, Selangor, MALAYSIA  
Tel: +60-379678225  
Fax: +60-379550964  
Email: [subra@met.gov.my](mailto:subra@met.gov.my)



**Mr. Marcial AMARO, Jr.**  
 Director  
 Ecosystems Research and Development Bureau (ERDB)  
 College, Los Baños, Laguna 4031, PHILIPPINES  
 Tel: +63-495363628  
 Fax: +63-495362850  
 Email: [erdb@denr.gov.ph](mailto:erdb@denr.gov.ph)



**Dr. Jariya BOONJAWAT**  
 Associate Professor  
 Southeast Asia START Regional Center, Chulalongkorn University  
 5th Floor Chulawich 1 Building  
 Henri Dunant Road, Pathumwan, Bangkok 10330, THAILAND  
 Tel: +66-22189466  
 Fax: +66-22519416  
 Email: [jariya@start.or.th](mailto:jariya@start.or.th)

### Invited Speaker



**Dr. Nestor BAGUINON**  
 Professor  
 Department of Forest Biological Sciences  
 College of Forestry and Natural Resource  
 University of the Philippines Los Baños  
 College, Laguna, PHILIPPINES 1031  
 Tel: +63-495363314  
 Fax: +63-495362273  
 Email: [ntbaguinon2001@yahoo.com](mailto:ntbaguinon2001@yahoo.com)

### ERDB Secretariat

College, Laguna 4031 PHILIPPINES  
 Tel: +63-495362229, +63-495362269; Tel/Fax: +63-495362850



**Ms. Cristina D. APOLINAR**  
 Science Research Assistant  
 Email: [cristy\\_apo@yahoo.com](mailto:cristy_apo@yahoo.com)



**Ms. Belen B. BELINA**  
 Chief  
 Financial and Administrative



**Ms. Kharina G. BUESER**  
Science Research Specialist I  
Email: [kharina\\_bueser@yahoo.com](mailto:kharina_bueser@yahoo.com)



**Ms. Myrna GUTIERREZ**  
Science Research Assistant  
Email: [myrn\\_12@yahoo.com](mailto:myrn_12@yahoo.com)

### APN Secretariat

4<sup>th</sup> Floor, East Building, 1-5-2 Wakinohama Kaigan Dori,  
Chuo-ku, Kobe 651-0073, JAPAN  
Tel: +81-782308017 / Fax: +81-782308018



**Mr. Tetsuro FUJITSUKA**  
Secretariat Director  
Email: [tfujitsuka@apn-gcr.org](mailto:tfujitsuka@apn-gcr.org)



**Ms. Kristine GARCIA**  
Coordinator  
Email: [kgarcia@apn-gcr.org](mailto:kgarcia@apn-gcr.org)



**Ms. Perlyn PULHIN**  
Programme Officer for  
Communications and  
Development  
Email: [ppulhin@apn-gcr.org](mailto:ppulhin@apn-gcr.org)

## APPENDIX 5: SUMMARISED FEEDBACK FROM THE PARTICIPANTS

*The workshop content is very interesting. All presentations are very useful for making a good proposal. Participants with different backgrounds worked together to develop a draft proposal that is useful for the development of science and knowledge. Really felt collaboration among countries that created an atmosphere of 'big family'.*

The other objective that should have been included in the workshop is how to achieve concrete action from all the APN projects disseminated to the policy-makers or government.

Group cohesiveness is necessary to form a strong team with a topic appropriate to the APN Programme and approved by all group members. This kind of discussion takes longer than half a day to have a more effective discussion.

As participants we are very grateful for the hard work of the committee. I hope the proposal resulting from the APN workshop will support the advancement of science and knowledge, can address global change issues in the world, would deepen cooperation among ASEAN countries and improve relations among participants from different countries.

Sharing previous successful proposals and actual implementation through a study tour during workshop is suggested to be included in the future.

*The workshop should be run for 3-4 days to cover, not only for proposal development but also an introduction or discussion to global issues and regional interest in research agendas.*

Topics are well-chosen while the resource persons delivered their lectures very well. However, the allotted time for brainstorming, preparation and critiquing of project proposals is insufficient. A four-day workshop is recommended to give each group time to level off (because researchers with different backgrounds/expertise are put in one group) and prepare a more realistic project proposal.

Cooperation in academic and expertise exchange, especially those who had done successful research projects and potential partners

I am indeed grateful for having me as one of the participants in the APN Southeast Asia Proposal Development Training Workshop. Exposure to this kind of activity will surely help enhance capabilities of young researcher in preparing competitive proposal that will hopefully address issues that affects our environment and sustainable use of our natural resources.

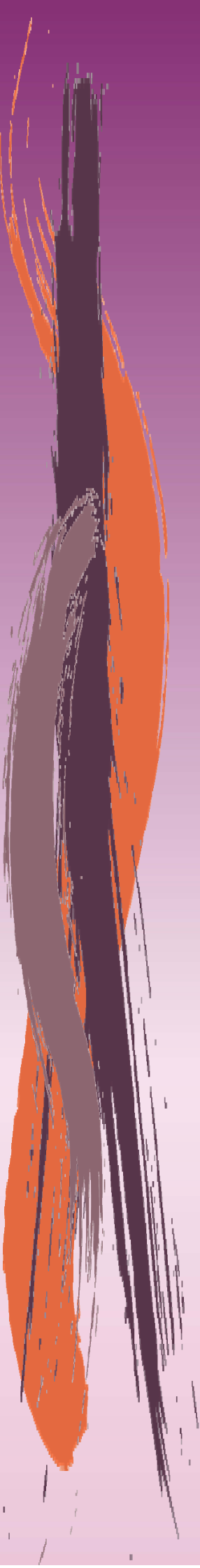
## APPENDIX 6: SELECTED WORKSHOP PHOTOS











**Asia-Pacific Network for Global Change Research**

APN Secretariat, East Building, 4<sup>th</sup> Floor

1-5-2 Wakinohama Kaigan Dori

Chuo-ku, Kobe 651-0073, JAPAN

Tel: +81-78-230-8017

Fax: +81-78-230-8018

Email: [info@apn-gcr.org](mailto:info@apn-gcr.org)

Website: [www.apn-gcr.org](http://www.apn-gcr.org)