**RERIPA**

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

**ANNEX 2 – Proposal Template**

**Call 3 - Living Labs for Innovative solutions to address Climate Change Impacts**

**RERIPA is a project collaboratively implemented by:**





**General Information**

1. If you wish to submit a project proposal, please send an email to the CMT at contact@reripa.com.
2. The RERIPA Coordination and Management Team will then contact you with the relevant information on how to submit your documentation.
3. Your proposal must be written in English and must not exceed 15 pages including references and illustrations (but excluding the budget summary Table).
4. Use Corbel font, size 12, single spacing and normal margins (min. 2.5 cm on each side). Handwritten proposals will not be accepted.
5. Complete the application form and attach the following documents:
6. A completed proposal following this Template, ANNEX 2 (.doc, .docx)
7. A Logical Framework following the Template [ANNEX 3](https://docs.google.com/spreadsheets/d/108pbwt1Yf8-GPsSh5WnkslsUq5nS6fWs/edit?usp=sharing&ouid=100330024476958976662&rtpof=true&sd=true) (.xls, .xlsx)
8. A detailed budget following the Template [ANNEX 4](https://docs.google.com/spreadsheets/d/1EDknvqkHx2nQlh5iIy1gQpw31kkkmmJO/edit?usp=sharing&ouid=100330024476958976662&rtpof=true&sd=true) (.xls, .xlsx)
9. Official letters of support signed by the heads / legal representatives of the Lead Applicant and co-applicants, stating the project title, the activities carried out by each Applicant, the funding requested by each Applicant, and the overall Project budget (.pdf)
10. A copy of an official certificate(s) of registration (or incorporation) of the Lead-Applicant and Co-applicants (organisation) and where applicable (.pdf)
11. For the Lead Applicant, evidence (ex. official copy of the grant contract and closed audit report) of having managed at least two R&I grants of at least 75 000 € each, between 2017-2021 (.pdf)
12. Curriculum Vitae of the Project Coordinator (personnel from the Lead Applicant) (.pdf)

**Project Synopsis**

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

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# Project summary

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

*(Max ½ page)*

# Consortium/Partnership

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

*(Max 1 page)*

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

# Background

*(Max 1 page)*

# Project objectives (outcomes) & expected results

*State what the project will achieve. Explain the expected changes in behaviour and/or practice(s) to beneficiaries that your project will make.*

*Refer to your Logical Framework,* [*ANNEX 3*](https://docs.google.com/spreadsheets/d/108pbwt1Yf8-GPsSh5WnkslsUq5nS6fWs/edit?usp=sharing&ouid=100330024476958976662&rtpof=true&sd=true)*.*

*(Max 2 pages)*

# Activities planned, methodology & beneficiaries

*Explain the activities, the methodology followed to achieve the expected results, and the beneficiaries*

*(Max 6 pages)*

# Gender and youth considerations

*Describe how your project has incorporated aspects of gender and issues concerning youth and the likely impact on women, men, and youth*

*(Max 1 page)*

# Risk analysis

*Indicate the potential physical, environmental, political, economic, and social risks expected from the project and mitigation strategies.*

*(Max 1 page)*

# Ethical considerations

*Briefly describe the ethical issues that your project is likely to present during implementation, and how you plan to obtain the necessary ethical approvals.*

*(Max ½ Page)*

# Sustainability

*Explain how you will sustain or carry on with the initiatives beyond the funding period.*

*(Max ½ Page)*

# Communication and visibility Plans

*Describe a dissemination/ visibility plan for the project’s results to key stakeholders or targeted beneficiaries/ audiences.*

*(Max ½ page)*

# References

*List the references*

*(Max ½ Page)*

# Budget summary

*Summarise the budget claim using the Table below, extracted from* [*ANNEX 4*](https://docs.google.com/spreadsheets/d/1EDknvqkHx2nQlh5iIy1gQpw31kkkmmJO/edit?usp=sharing&ouid=100330024476958976662&rtpof=true&sd=true)*.*

*Add columns if needed to account for more Co-applicants.*

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

1. The applicant should be a legally established entity. [↑](#footnote-ref-1)
2. Eligible applicants: Academic and research institutions/organisations; spin-off companies; VET providers; organisations representing indigenous and local communities; agencies and associations working for gender equality in research and innovation; national science, technology and innovation agencies; non-governmental organisations; innovation support organisations (technology clusters, innovation labs and technology transfer offices); incubators and start-ups; and other similar organisations. [↑](#footnote-ref-2)
3. The consortium should comprise of **at least 3 Applicants (i.e. at least 1 Lead Applicant and 2 Co-applicants)** established in the eligible countries and from at least 2 different OACPS Pacific countries: at least 1 academic and research institution/organisation and at least 2 other co-applicants from 2 different types (as listed above). Nonetheless, Projects can involve more than 2 Co-applicants. Add lines in the Table if needed. [↑](#footnote-ref-3)