XCEPT Call for Concept Notes – Policy Responses

Application Form (Organisation)

Please follow the guidance in this application form and in the accompanying Call for Concept Notes. The Application Form should be emailed to [**XCEPT-Fund@chemonics.com**](mailto:XCEPT-Fund@chemonics.com) by the submission deadline specified in the Call for Concept Notes.

This form is for **organisations** only.

# Applicant information

Please fill out the table below.

| Applicant information | | |
| --- | --- | --- |
| Project title | Enter title. |
| Lead organisation legal name and address | Enter name and address. |
| Lead organisation overview | In no more than 100 words, very briefly describe your organisation and its activities – including founding year, and mission/purpose, etc. |
| Please specify the legal status of the lead organisation | For-profit  Not-for-profit |
| Lead organisation website | Enter website URL (if applicable) |
| Lead organisation’s point of contact and contact details | Enter name, job title, email address and phone number (please include international dialling code) | |
| Partner organisation(s) legal name(s) and address(es) (if applying as a research consortium) | Enter name(s) and address(es). |
| Principal Investigator (PI) | Enter name, affiliation, and email address as relevant.  In no more than 50 words, briefly describe the research activities of the PI – including themes, geographies, etc. |
| Co-Investigator(s) | Enter name(s), affiliation(s), and email address(es), as relevant. |
| How did you find out about this funding call? | Enter answer. |

# Eligibility check

Please check that you are eligible for this opportunity by working through the checklist below. Please note that lead organisations will be required to go through a due diligence process before an award is made.

|  |  |  |
| --- | --- | --- |
| **Eligibility check** | | |
| Does the lead organisation have a track record of managing projects of an equivalent scale (in terms of budget) and duration (12 months)? | Yes: | No: |
| Does the lead organisation have a track record of engaging in the area of work proposed? | Yes: | No: |
| Can the lead organisation provide at least two references of past performance relevant to the proposed research, including a named contact who can verify the details of each example?  *These will be needed at the next stage, if you are asked to submit a full Project Proposal.* | Yes: | No: |
| Is your organisation a government department or agency (national, regional, local)?  If the answer is yes, provide additional information below[[1]](#footnote-2): | Yes: | No: |
| *Enter answer (as relevant).* |
| Does your organisation meet the following criteria?   * It is incorporated or legally constituted under the laws of its place of business. * It has the proper licenses or registration or it would be able to obtain the necessary approvals to deliver the services required. | Yes: | No: |

# Concept Note

In the box below, please write your Concept Note (**max. 1200 words**), demonstrating how the proposed research addresses the objectives and core questions outlined in this call. References to relevant literature should be included as footnotes, which will not count towards the word limit. The Concept Note should include the following (word limits are indicative):

* **Research idea and evidence gap** (600 words), including a statement of the project’s focus and the problem or issue(s) it will address, the research questions and hypotheses, potential contribution to the field (both policy and scholarship), and brief overview of the current evidence gaps in relation to the research idea, with reference to the relevant literature.
* **Methodology** (300 words),including the empirical strategy and methods the research will employ, why they are appropriate, and the timeline for delivery. Ethical considerations and institutional review processes should also be included here, including the plan for obtaining ethics approval.
* **Expected outputs** (100 words)**,** such as papers, policy briefing notes, events, blogs, podcasts, videos, and data sets. The anticipated publication pathway or outlet(s) should be included.
* **Research team** (200 words), including the track record of the Principal Investigator / team, and the extent to which individuals and/or organisations from the Global South lead and meaningfully participate during different stages of the research cycle, from research design to data collection, analysis, validation, authoring, and uptake.

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# Budget

Please use the below table to provide an estimated budget for this activity, showing a breakdown of the amount to be spent on each of the categories, as relevant. Please express all cost information in **pounds sterling (GBP**) and provide a description and justification of the different costs.

Applicants should specify any in-kind contributions provided by the awardee, as relevant, including a brief description and estimated value.

| **Budget** | | | |
| --- | --- | --- | --- |
| **#** | **Category** | **Cost (GBP)** | **Reasons for cost:** |
| 1 | Personnel  *Include all costs related to core personnel working for the research organisation / research consortium that will be paid through the award* |  |  |
| 2 | Activities  *Include all costs related to specific project activities or milestones (e.g. organisation of workshops, outreach events, data collection visits). Do not include travel and transportation costs.* |  |  |
| 3 | Equipment  *Include all costs for any equipment you will buy, lease, or rent for the project.* |  |  |
| 4 | Travel and transportation  *Include all travel costs separately from other activity costs. These should cover staff travel that is needed to carry out the project.* |  |  |
| 5 | Sub-partners  *Include all costs related to activities delivered by third parties contracted by the lead organisation that are not included in the personnel category.* |  |  |
| 6 | Other direct costs  *Include all costs that are not related to staff or specific activities but are still needed to deliver the project (e.g. editorial and publication services, outreach activities, specialised software subscriptions).* |  |  |
| **Estimated total cost** | |  |  |

# Declaration

Please complete and sign the Disclosure of Conflict of Interest and Applicant’s Declaration:

I, [Full Name of Applicant’s signatory], hereby declare the following in connection with our proposal submitted for [Project Name]:

1. \*\*Disclosure of Relationships:\*\*

a. [name of applicant organisation] and its staff have no close, familial, or financial relationships with Chemonics, Chemonics’ project staff or with other applicants submitting proposals under the same solicitation [insert solicitation ref] that would pose a conflict of interest in relation to our proposal application. I understand I have a continuing obligation to disclose potential conflicts discovered and to act as instructed.

OR

a. [name of applicant organisation] is hereby disclosing the following relationship that may pose a conflict of interest: [provide details of the disclosed conflict of interest, such as the nature of the relationship and the individuals involved, if any]. I understand I have a continuing obligation to disclose potential conflicts discovered and to act as instructed.

2. \*\*Price Independence Certification:\*\*

I certify that the prices in our application have been arrived at independently. There has been no consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition.

3. \*\*Authenticity and Accuracy Certification:\*\*

I certify that all information in our proposal and all supporting documentation are authentic and accurate to the best of my knowledge.

4. \*\*Understanding and Agreement to Chemonics’ Prohibitions:\*\*

I certify my understanding and agreement to Chemonics' prohibitions against fraud, bribery, and kickbacks.

I understand that any misrepresentation or failure to disclose relevant information may lead to disqualification from the solicitation.

Sincerely,

[Full Name of Applicant’s signatory]

[Position]

[Date]

Signature:

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1. Government departments and agencies (national, regional, local) are not eligible to apply for this opportunity. This exclusion does not apply to publicly funded, independent, and non-political research institutes, which may be eligible provided they meet the other criteria outlined in the call. [↑](#footnote-ref-2)