

**Accelerating Climate Action:
Social Equity and Empowerment of Women and Girls
CALL FOR PROPOSALS – 2018**

Frequently Asked Questions

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Eligibility

1. Which country or countries are eligible for funding?

This Call is open to an Applicant Organization that will work in one (or more) of the eligible countries listed below:

Algeria	Angola	Antigua and Barbuda	Argentina
Bangladesh	Belize	Benin	Bhutan
Bolivia	Botswana	Brasil	Burkina Faso
Cabo Verde	Cambodia	Cameroon	China
Colombia	Congo (Brazzaville)	Costa Rica	Cuba
Democratic Republic of the Congo	Djibouti	Dominica	Dominican Republic
Ecuador	Egypt	El Salvador	Equatorial Guinea
Eritrea	Ethiopia	Gabon	Gambia
Ghana	Grenada	Guatemala	Guinea
Guinea-Bissau	Guyana	Haiti	Honduras
India	Indonesia	Ivory Coast	Jamaica
Jordan	Kenya	Laos	Lebanon
Lesotho	Liberia	Madagascar	Malawi
Malaysia	Mauritania	Mauritius	Mexico
Mongolia	Morocco	Mozambique	Myanmar
Namibia	Nepal	Nicaragua	Niger
Nigeria	Pakistan	Panama	Papua New Guinea
Paraguay	Peru	Philippines	Rwanda
Saint Lucia	Saint Vincent and the Grenadines	Sao Tome & Principe	Senegal
Sierra Leone	South Africa	Sri Lanka	Sudan
Suriname	Swaziland	Tanzania	Thailand
Timor Leste	Togo	Tunisia	Uganda
Venezuela	Vietnam	West Bank	Zambia
Zimbabwe			

2. Can the research be conducted in a country other than those designated as eligible?

No, the research can only be conducted in an eligible country or countries.

3. Can the Co-applicant organization(s) be based in non-eligible countries?

Yes, the Co-applicant Organization(s) can be based in a non-eligible country. However, the research must be carried out in an eligible country.

4. What is meant by “Applicant Organization”?

Applications must be submitted by an Applicant Organization with legal corporate registration and a Principal Investigator with permanent residency or citizenship in the country or one of the countries in which the research project is to take place. The Applicant Organization must be a research-oriented organization from academia, a civil society organisation or the private or public sector (e.g., university, government department, NGO, regional organization, Southern-led international organizations) and be based in an eligible country. IDRC will enter into a grant agreement with the Applicant Organization. The Applicant Organization is subject to the conditions of a grant agreement with IDRC, including financial and progress reporting. The Applicant Organization is responsible for the administrative oversight of the research project, and may form sub-grant agreements with up to four Co-applicant Organization(s). In the case that sub-grant agreements are formed, the Applicant Organization is responsible for the disbursement of funds to the Co-applicant Organization(s) and for ensuring that the research is conducted as per the agreement. Organizations from the United Nations system, members of the CGIAR, or multilateral agencies are not eligible as Applicant Organization for the proposed research, but can be included as Co-applicant Organization(s), provided that their budget share does not exceed 20%.

5. What is meant by “be based in an eligible country”?

The Applicant Organization must have independent legal status (or “legal personality”) and the ability to receive and administer foreign funds (capable of contracting in their own right and name) in the eligible country. An Applicant Organization’s legal corporate registration must show that the jurisdiction of registration is the eligible country.

6. What is meant by “Co-applicant Organization”?

A Co-applicant Organisation is an institution that will participate directly in the implementation of the research. The proposed research may involve up to four Co-applicant organization(s), in addition to the Applicant Organization. The Co-applicant Organization(s) does not necessarily have to be based in an eligible country. The co-applicant organization can be based outside an eligible country. However, the research must be carried out in an eligible country. While partnerships are not a requirement for funding under this Call, they are strongly encouraged. Roles of Co-applicant Organization(s) in the research must be clearly outlined in the application form, and letters of commitment from each Co-applicant Organization must be submitted with the application. Co-applicant Organization(s) may include organizations from academia and the private or public sector (e.g., universities, government departments, NGOs, regional organizations, and Southern-led international organizations).

7. Why can't United Nations organizations and CGIAR centres apply as Applicant Organization?

This is because United Nations organizations and CGIAR centres receive significant Canadian funds through other funding windows.

8. Are international organizations eligible for funding?

International organizations (except United Nations organizations and CGIAR centres) may apply as the Applicant Organization provided that they have a satellite office in one of the eligible countries, have independent legal status in the said country, and have the ability to receive and administer foreign funds in the eligible country. International organizations may also be involved as a Co-applicant Organizations.

9. Are recipients from past or current IDRC-supported research projects eligible for funding?

Recipients from past or current IDRC-supported research projects may apply to this Call provided that the proposed research is deemed by IDRC to be distinctly different and/or complements past or current research carried out by that recipient.

10. What is meant by "theory of change"?

Theory of Change is a comprehensive description and illustration of the pathways leading to change, and why you think they lead to change. It is focused on mapping out what a project does (its activities or interventions) and how these lead to desired goals being achieved.

11. Do you have a format for a "theory of change"?

No. You can choose whatever format you feel would be useful to show the graphically the relationship between inputs, activities, outputs and outcomes.

12. What is meant by "hot spots"?

Places where high concentrations of vulnerable populations are subjected to high climate-related risks.

13. Will I be notified if my application is deemed ineligible?

Eligibility will be assessed at two stages:

- i. Starting with the online application system, applicants will need to first complete an eligibility form. Should they be deemed ineligible at this stage, they will be notified through the application system and will also receive a notification by email at the email address

provided. We encourage applicants to check their spam folder following the submission of this form to ensure that they receive the email.

- ii. As a second step, all applications subsequently submitted will undergo a screening to ensure compliance with the eligibility criteria for this Call. Incomplete applications will be considered ineligible, in which case the applicants will be notified thereof by email, at the email address provided. Again, we encourage applicants to check their spam folder during this time.

Roles and responsibilities

14. What are the roles and responsibilities of the Principal Investigator?

The Principal Investigator is the primary contact and spokesperson for the proposed research. He/she is responsible for the intellectual oversight of the research project and for providing leadership to the research team and Co-applicant Organization(s).

15. Does the Principal Investigator have to be an employee of an Applicant Organization?

Yes, the Principal Investigator has to be permanent staff member of the Applicant Organization and must have permanent residency or citizenship in the country (or countries) in which the research project is conducted.

16. What are the roles and responsibilities of the primary contact at each Co-Applicant Organization?

The primary contact at each Co-applicant Organization is responsible for coordinating with the Applicant Organization and representing the interests of the Co-applicant Organization for the purposes of the proposed research.

Preparing an application

17. How do I submit an application?

All applications must be submitted through the [online application platform](#).

18. Can the same organization be included in more than one application?

An organization may submit more than one application as an Applicant or Co-applicant Organization; however, the research to be conducted by the organization under each proposed research project must be deemed by IDRC to be significantly different. IDRC discourages organizations from participating in multiple applications.

19. Can the same individual be included in more than one application?

Individuals may only submit one (1) application as a Principal Investigator. The same individual may be included on a maximum of one (1) other application as a member of the research team. However, the role played by the individual under each proposed research project must be deemed by IDRC to be significantly different.

20. Do I need to include any supporting documents with the application?

Yes, applicants will need to upload and submit the following supporting documents with their application: One PDF document that contains the letter of support for the research project from your organization; one PDF document that contains the CVs for each member of the research team; one PDF document that contains the letters of commitment from each of the Co-applicant Organization listed in the application form; one PDF document that contains the theory of change. An Applicant Organization based in India will also need to provide proof of clearance through the Foreign Contribution Regulation Act (FCRA). Applications that are missing any of the above supporting documents will be considered incomplete and will be excluded from the competition.

21. What is required from Co-applicant Organization(s) for this application?

Each Co-applicant Organization will need to provide a letter of commitment, acknowledging their role and responsibilities within the proposal. This must be signed by an officer with sufficient level of authority to commit the participation of their organization to the research project.

22. Does IDRC have research ethics guidelines?

Yes, research must be conducted in accordance with [IDRC's Corporate Principles on Research Ethics](#). State significant ethical considerations likely to arise from the proposed research, as well as strategies for their elimination, mitigation and management. Consult the Ethics Guidelines. The application might state the name(s) and contact information of the relevant institutional research ethics board or committee. In the absence of an institutional research ethics committee or board, please explain why and describe which steps will be taken to help ensure that the research is carried out in an ethically sound way, and how the ethical conduct of research will be monitored.

23. Will I receive confirmation that my application was received?

Yes. Completed applications containing all supporting documentation and submitted through the online application system will receive an email notification to confirm that they have been received. If you did not receive an email notification, check your spam folder.

24. How will applications be reviewed?

All complete applications received through the online application system that meet the eligibility criteria will be subject to a formal review process. Applications will be evaluated by external and internal reviewers in accordance with the review criteria outlined in the Call document, assigned a score, and ranked. The selection committee will use the scores provided by the reviewers to select the applications. Final selection of projects will take into consideration regional and country balance of projects. Only successful applicants will be notified of the status of their applications. Please do not contact IDRC before this date, see Call document, to inquire about the status of your application.

Budgets and funding arrangements

25. What is the budget for this Call?

The total budget for this Call is expected to be \$4 million Canadian dollars and we expect to fund up to 8 research projects.

26. What is the maximum duration for the research project?

The project should not exceed 36 months in duration including all research activities and final reporting.

27. Is there a maximum budget amount per project for this call?

We are not setting a maximum amount, as the budget of a proposal should appropriately reflect the nature and scale of the impacts expected from the research. We expect budgets to be in the range of 500,000 – 700,000 CAD per project.

28. What are the budget restrictions?

Prior to submitting an application, the applicant should review IDRC's [Guidelines for acceptable project expenditures](#). The funds for the proposed research under this Call will be under the decision-making authority of the Principal Investigator and subject to the administrative oversight of the Applicant Organization. The Applicant Organization may enter into sub-grant agreements with up to four Co-applicant Organization(s) as required. Applicant Organizations for research projects selected for funding under this Call shall be required to sign IDRC's standard grant agreement. Organizations from the United Nations system, members of the CGIAR, or multilateral agencies are not eligible as Applicant Organization for the proposed research, but can be included as Co-applicant Organization(s), provided that their budget share does not exceed 20%.

29. What should be the distribution of the project budget between the Applicant Organization and Co-applicant Organization(s)?

A recommended maximum of 40% of the total project budget may be sub-granted to Co-applicant Organization(s). The exact amount should depend on the nature and cost of the work done by any Co-applicant Organization. The division of the budget should reflect the collaboration between applicants. The overall balance of the budget should clearly show that the Applicant Organization is the primary actor in the research. Organizations from the United Nations system, members of the CGIAR, or multilateral agencies are not eligible as Applicant Organization for the proposed research, but can be included as Co-applicant Organization(s), provided that their budget share does not exceed 20%.

30. Can Co-applicant Organization(s) receive funding directly from IDRC?

IDRC will enter into a grant agreement only with the Applicant Organization. In exceptional circumstances, IDRC may discuss alternative arrangements with the Applicant Organization and its respective Co-applicant Organization(s). Applicant Organizations of successful applications will be permitted to enter into sub-grant agreements with Co-applicant Organization(s).

31. Are the Applicant and/or Co-applicant Organization(s) expected to make financial contributions to the project?

No, there is no requirement for the Applicant and Co-applicant Organization(s) to make a cash contribution or have funding from other donors or contributors in order to be considered for funding under this Call. However, contributions in kind and/or cash from the Applicant Organization and respective Co-applicant Organizations must be recorded in the application.

32. Are the Applicant and/or Co-applicant Organization(s) expected to make in-kind contributions to the research project?

No, there is no requirement that the Applicant Organization and Co-applicant Organization(s) make an in-kind contribution to be considered for funding under this Call. However, while not mandatory, Applicant Organization and Co-applicant Organization(s) are encouraged to make in-kind contributions to the project, particularly where this will contribute to the long-term sustainability of the research outcomes. This must be clearly described in the application form.

33. Do I have to give permission for use and disclosure of information?

By submitting an application under this Call, the applicant consents to the disclosure of all information and documents submitted by the applicant to the reviewers involved in the selection process, both within IDRC and externally. The applicant further consents to the disclosure of the name of the Applicant and/or Co-applicant Organization(s), the name of the Principal Investigator, and the name

of the proposed research project in any announcements made by IDRC under this Call. Personal information collected by IDRC under this Call is used to administer and monitor grants for research projects, and to promote and support international development research in Canada and in the regions where IDRC operates. Consistent with these purposes, applicants should expect that information collected by IDRC may be used and disclosed in IDRC-supported activities.

34. If my proposal is accepted, who will own the intellectual property rights to my research?

IDRC has an open access policy based on the belief that full social and economic benefits of research in support of development should be available to everyone who could use it – and build on it – to improve people’s lives. The policy applies to all outputs resulting from proposals received after July 20, 15. Prior to submitting an application, applicants should review IDRC’s [Open Access Policy for IDRC-Funded Project Outputs](#).

Technical difficulties and/or additional information

35. If I am not affiliated with an institution, can I apply alone?

Applications from individual persons will not be accepted.

36. Can we submit a proposal if we are a team of researchers (consortium)?

Research consortia comprised of multiple institutional partners may apply - but one partner must be designated as the Applicant Organization. The Applicant Organization is responsible for submitting the application to IDRC on behalf of the consortium.

37. Will I receive feedback on my submission?

Given the volume of applications, IDRC will not provide feedback on unsuccessful applications.

38. Can IDRC provide help in identifying potential Canadian institution partners?

Unfortunately not. For ethical reasons, in a competitive call IDRC cannot assist applicant organizations in identifying partners.

39. Who should I contact for further information?

Any inquiries related to this Call and the application process not answered in this list of FAQ should be sent by email to the Climate Change program at cc@idrc.ca.