**ProSPER.Net Joint Project Proposal Guidelines**

**and**

**Project Proposal Application**

These guidelines are intended to clarify the selection process and provide ProSPER.Net Members with the requirements and format that proposals shall comply with to be submitted to ProSPER.Net Board (hereinafter referred to as ‘Board’) for contents discussions and further approval. This document also serves as the formal application for joint project under ProSPER.Net. Project proposal proponents are advised to fill-in the template under Section B below.

This document comprises two sections: (A) selection process and (B) requirements and format, as well as application template, as follows:

**A. Selection Process**

1. An application will be submitted to the Board for contents discussion and further approval.

2. The application shall follow the requirements and format described in section B below.

3. Applications shall be examined by the Board and will be discussed according to the following criteria:

**a) Relevance** – The proposed project must be relevant to postgraduate education and research on SD, as well as consistent with the overall strategy and goals of ProSPER.Net.

**b) Funding availability** – For projects that require external funding, the interests of donors are important and shall be considered accordingly. For those not requiring external donors, the participating institutions must be committed to provide the necessary funding.

**c) Extent of participation** – The more ProsPER.Net institutions participating, the better, provided that a minimum of three members are participating from the development stage of the project. Participation of experts, other relevant and related networks shall also be encouraged.

**d) Benefits** – The more potential benefits the project offer to member institutions, the better it is for the network as a whole. Project partners shall be prepared to share the outcomes of projects within the network, i.e., with other ProSPER.Net members.**e) Sustainability and self-sufficiency** – Funds for projects are seed funds that shall help institutions initiate a project and therefore, sustainability and self-sufficiency of the project in the long term shall be demonstrated, in a way that continuity of activities, sharing, testing and implementation of developed projects are ensured.

4. The Board will make recommendations to the manager of the fund entrusted by the donor, through the Secretariat, regarding all aspects of the project, based on the discussions and approval conditions.

5. The disbursement of funds will take place after formal conditions are met, according to specified terms and requirements set forth by the donor or its entrusted manager. The leading ProSPER.Net Member of the project shall be responsible for project fund management.

**B. Requirements and Format**

**1. Project Title**

This should be concise but sufficient in words to reflect the nature of the project.

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**2. Participants**

ProSPER.Net Joint Projects are designed to be participatory among members, partners and affiliates. The wider the participation, the better it is for the project. However, a minimum of three member institutions participating in the project is required, according to ProSPER.Net By-Laws (Article 5.1). It is strongly encouraged that non-Board members of ProSPER.Net are also involved.

This section should clearly identify the leading and participating institutions, the principal and sub-coordinator, as well as the individual faculty members or researchers serving as project investigators. The curriculum vitae of coordinators and project investigators (if they are not the same person), should be annexed to the main proposal (see Section 11).

Also, in view of the interdisciplinary nature of sustainability-related projects, and pursuant to Article 5.2 of ProSPER.Net By-Laws, members shall list which faculties and/or departments will be involved in the project within their institutions, including their names and clear roles regarding the project development.

**(1) Leading institution**

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| Leading institution |  |
| Contact information | Main contact person: |
| Address: |
| Tel: |
| E-mail: |
| Name of faculties/departments involved in the project and their roles regarding the project development |  |
| Name of contact persons of the above faculties/departments |  |

**(2) Participating institutions**

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| **1.** | Participating institution 1 |  |
| Contact information | Main contact person: |
| Address: |
| Tel: |
| E-mail: |
| Name of faculties/departments involved in the project and their roles regarding the project development |  |
| Name of contact persons of the above faculties/departments |  |
| **2.** | Participating institution 2 |  |
| Contact information | Main contact person: |
| Address: |
| Tel: |
| E-mail: |
| Name of faculties/departments involved in the project and their roles regarding the project development |  |
| Name of contact persons of the above faculties/departments |  |
| **3.** | Participating institution 3 |  |
| Contact information | Main contact person: |
| Address: |
| Tel: |
| E-mail: |
| Name of faculties/departments involved in the project and their roles regarding the project development |  |
| Name of contact persons of the above faculties/departments |  |
| **4.** | Participating institution 4 |  |
| Contact information | Main contact person: |
| Address: |
| Tel: |
| E-mail: |
| Name of faculties/departments involved in the project and their roles regarding the project development |  |
| Names of contact persons of the above faculties/departments |  |
| **5.** | Participating institution 5 |  |
| Contact information | Main contact person: |
| Address: |
| Tel: |
| E-mail: |
| Name of faculties/departments involved in the project and their roles regarding the project development |  |
| Name of contact persons of the above faculties/departments |  |

\*If there are more than 5 participating institutions, please add them as an attachment.

**(3) Coordinators and project investigators**

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| **1.** | Principal coordinator and affiliation |  |
| **2.** | Sub-coordinator and affiliation |  |
| **3.** | Project investigators and affiliation |  |

Obs.: If any of these were already mentioned in item 2, just provide their names. If not, please provide contact information as well.

**3. Background and Justification**

This section should provide information about the context of the issue(s) to be addressed. It should justify the necessity for addressing the issue(s) in a participative manner, and how the network, ESD and international community will benefit from such project, including answers to the following points:

• What are the underlying dimensions of the issue(s)?

• Can the issue(s) be better addressed at the network/sub-network level? Why?

• Who are the project beneficiaries aside from the participating ProSPER.Net members? And how the potential benefits can be disseminated to reach a broader audience?

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| (up to 500 words) |

**4. Objectives and Success Criteria**

This section should include: (a) the objective statements of the desired or intended results to be achieved by the end of the project; and (b) the statements of criteria for successful achievement.

This section should also set the quantitative and/or qualitative standards for successful achievement to enable the measurement of the extent of project success in terms of the purpose for which it was formulated.

**(a) The objective statements of the desired or intended results to be achieved by the end of the project.**

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| (up to 300 words) |

**(b) The statements of criteria for successful achievement.**

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| (up to 300 words) |

**(c) The quantitative and/or qualitative standards for successful achievement.**

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| (up to 300 words) |

**5. Outputs**

This section should describe the complete results or finished products that are produced and utilized in order to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary chosen to define outputs should describe finished products or completed results. This section should list and briefly describe the outputs to be produced for the achievement of each project objective.

Aside from these, one of the outputs that shall be necessarily listed is a contribution to the ProSPER.Net Working Paper Series, to be submitted according to specific guidelines established for that purpose.

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| (up to 300 words) |

All the publications, produced outputs, dissemination materials (printed or electronic), as well as intellectual property, shall acknowledge ProSPER.Net patronage, according to ProSPER.Net By-Laws (Article 5.5).

**6. Work Plan and Timeline**

This work plan should identify and illustrate the activities in the logical order that are necessary for the production of each output. The vocabulary of activities should describe actions. It is necessary to not only define the activities that will be undertaken for each output, but also to plan their timing, sequence, and duration of each activity. It is also important to indicate the party responsible for carrying out the activity.

ProSPER.Net projects are suitable to be funded for one year and that should be the timeline of the project, according to the funding provision available for the entrusted manager of the fund. Although new projects may be prioritized, ongoing projects may receive extra funding to develop continuing activities during a certain period of time, such as two to three years, depending on the nature of the activities and availability of funds (always provided that the funding is decided on a year-basis).

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| (up to 300 words) |

**7. Management and Implementation Arrangements**

The management arrangements should identify the project coordinator who must see to it that the planned work is actually accomplished and that finished work achieves the objective.

The implementation arrangements define the organizational unit or the personnel who will, in fact, produce the project's outputs. The implementers should be identified for each output. Reporting requirements and how the different parts of the project and respective reports fit the overall output of the project should be explained as an element of the implementation arrangements.

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| (up to 300 words) |

**8. Inputs**

There may be many possible combinations of inputs that can produce the proposed outputs. The project proposal should identify inputs that will enable efficient project implementation, that are appropriate to the work to be carried out, and that are cost effective. As an aid to the determination of inputs, this section should be worked out in reference to the Work Plan.

Inputs required for the production of each output should be presented in a table form. The purpose of the table is to facilitate the selection of appropriate inputs and to enable project implementers to easily understand the relationships between inputs and outputs. The table should describe inputs in at least four categories: personnel, equipment (software/hardware), supplies and services, and travel and DSA.

Please attach the table and provide a summary in the box below.

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| (up to 300 words) |

**9. Finance and Cost Estimates**

The selected inputs and their costs are consolidated on a project cost estimate. There should also be provided information on cost sharing of participating institutions and the seed fund requested from the entrusted manager of the funds. The so-called ‘overhead cost’ is not acceptable for the network’s funding; it is expected that the host institution carrying out the activity covers this cost as part of its contribution to the project.

This section should also explain how cost estimates were determined and how budget figures were calculated.

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| (up to 300 words) |

**10. Sustainability and Self-sufficiency**

This section should explain how the proposed project is self-sufficient and sustainable during the project and post-project phases.

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| (up to 300 words) |

**11. Attachments**

* Mobilisation Plan: A plan should be prepared that describes how the project will be activated once it is approved. The preparation of this plan is especially important when the finalization of funding arrangements remains to be done and the formal requirements for disbursement of funds are established. This plan could also include steps that must be taken to enable the project coordinator to initiate implementation of the project.
* Curriculum Vitae of Project Investigators: This should include information on relevant publications and other achievements justifying the project investigators’ qualification and suitability to handle the project tasks.
* Letters of Commitments: Official letters of commitments signed by the participating institutions’ authorized persons should be attached.
* Other Attachments: Other explanations or documents may be provided in order to help explain or clarify the project proposal.

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