**Annex 1: Application Template**

**1. Project Title**

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

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**2. Project members**

ProSPER.Net Joint Research Projects are designed to be participatory among members and affiliates to enrich partnerships within the network. All project investigators should herald from ProSPER.Net member institutions, partners, and/or affiliates.

This section should clearly identify the Leading and participating institutions, Principal investigator, co-investigator and other team members. The project investigator from the leading institution shall be the Lead Project investigator of the project.

**(1) Leading institution**

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| **Leading institution:** |  |
| Principal Investigator | Name:Title and Affiliation:  |
| Work Address:  |
| Tel:  | E-mail:  |
| Team members | Name:Title and Affiliation: Role:  |
| Name:Title and Affiliation: Role:  |

**(2) Participating institutions**

|  |  |  |
| --- | --- | --- |
| **1.** | **Participating institution 1:** |  |
| Co-Investigator | Name:Title and Affiliation:  |
| Work Address:  |
| Tel:  | E-mail:  |
| Team members | Name:Title and Affiliation: Role:  |
| Name:Title and Affiliation: Role:  |
| **2.** | **Participating institution 2:** |  |
| Co-Investigator | Name:Title and Affiliation:  |
| Work Address:  |
| Tel:  | E-mail:  |
| Team members | Name:Title and Affiliation: Role:  |
| Name:Title and Affiliation: Role:  |
| **3.** | **Participating institution 3:** |  |
| Co-Investigator | Name:Title and Affiliation:  |
| Work Address:  |
| Tel:  | E-mail:  |
| Team members | Name:Title and Affiliation: Role:  |
| Name:Title and Affiliation: Role:  |
| **4.** | **Participating institution 4:** |  |
| Co-Investigator | Name:Title and Affiliation:  |
| Work Address:  |
| Tel:  | E-mail:  |
| Team members | Name:Title and Affiliation: Role:  |
| Name:Title and Affiliation: Role:  |
| **5.** | **Participating institution 5:** |  |
| Co-Investigator | Name:Title and Affiliation:  |
| Work Address:  |
| Tel:  | E-mail:  |
| Team members | Name:Title and Affiliation: Role:  |
| Name:Title and Affiliation: Role:  |

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

**3. Background and Justification**

This section should provide information about the theoretical background and the context of specific issue(s) to be addressed related to the implementation of the Paris Agreement based on literature review, such as capacity gaps in technical and institutional level.

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| (up to 500 words) |

**4. Objectives and Result Indicators**

This section should set the project objectives and quantitative and/or qualitative indicators to measure the achievements.

**(a) Project objectives**

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| (up to 300 words) |

**(b) List of quantitative and qualitative indicators for the results**

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| (up to 300 words) |

**(c) Describe the methods to measure the results including the means of verification**

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| (up to 300 words) |

**5. Implementation Plan**

This section should explain the outputs and activities of the project, and the logic and approaches for implementation. It should also describe the roles and relationships of the stakeholders involved in the project, including how the participating universities of the project team will co-implement and mutually benefit from the project.

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| (up to 800 words) |

**6. Workplan and Timeline**

This work plan should identify the activities in logical order that are necessary to produce each deliverable and illustrate the timing, sequence and duration of each activity, including the responsible parties (individuals and/or institutions). Tables or diagrams necessary to illustrate the workplan and timeline may be included as an attachment.

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| (up to 300 words excluding the tables / diagrams) |

**7. Deliverables**

This section should describe the complete results or finished products that are produced and utilized to achieve the project objectives.

The deliverables should include the following two components:

1. A written output, such as policy briefs and Journal article(s) (Draft may take form of a ProSPER.Net working paper\*)
2. A fully developed course/s in accordance with the **II. Course Design Expectations** specified in the Application Submission Guidelines.

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| (up to 300 words) |

*\*Any outputs taking the form of a ProSPER.Net working paper should be submitted to the specific guidelines established for that purpose (See* [*ProSPER.Net Working Paper Guidelines*](https://prospernet.ias.unu.edu/wp-content/uploads/2012/11/ProSPER.Net_Working_Paper_Series_TORs_final_updated_2015.pdf)*).*

*\*Authorship shall be granted to the project investigators. Additional authors than those listed on the Joint Project Proposal and/or Joint Project Application may be added upon consultation with other named project investigators and the Secretariat. Please note, any content developed for journal articles must be original content solely for the given article. In practice, a project should be able to produce a policy brief, journal article (first draft may be ProSPER.Net working paper), and curriculum outputs without duplication of material.*

*\*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).*

**8. Finance and Cost Estimates**

Please complete **Annex 2: Budget Sheet** to describe how cost estimates were determined and how budget figures were calculated and include it as an attachment. If additional explanation is needed, please use the box below.

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| (up to 300 words) |

*\*Funds for such items as hiring research assistants, hiring editors, developing online curriculum tools, and hosting teaching workshops should be included in the budget submitted in the application.*

*\*The so-called ‘overhead cost’ (such as charges for office/lab space, electricity, and/or other utilities) 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.*

**9. Adoptability and Sustainability**

This section should explain how the project outputs can be adopted and implemented by ProSPER.Net members and beyond, and how the project results will continue in the long term to be shared and evolved after the project conclusion.

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| (up to 300 words) |

**10. Risks and Mitigation**

This section should describe in detail potential risks during the implementation of the project and the innovative and agile approaches to mitigate such risks to ensure timely delivery of the research outputs, particularly under the COVID-19 pandemic and other global challenges.

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|  (up to 300 words) |

**11. Please indicate which SDGs are covered by the proposed project.**

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|  | GOAL 1: No Poverty |
|  | GOAL 2: Zero Hunger |
|  | GOAL 3: Good Health and Well-being |
|  | GOAL 4: Quality Education |
|  | GOAL 5: Gender Equality |
|  | GOAL 6: Clean Water and Sanitation |
|  | GOAL 7: Affordable and Clean Energy |
|  | GOAL 8: Decent Work and Economic Growth |
|  | GOAL 9: Industry, Innovation and Infrastructure |
|  | GOAL 10: Reduced Inequality |
|  | GOAL 11: Sustainable Cities and Communities |
|  | GOAL 12: Responsible Consumption and Production |
|  | GOAL 13: Climate Action |
|  | GOAL 14: Life Below Water |
|  | GOAL 15: Life on Land |
|  | GOAL 16: Peace, Justice and Strong Institutions |
|  | GOAL 17: Partnerships to achieve the Goals |

**12. Attachments**

Please include the following documents for submission in the proposal:

[ ]  **Annex 2: Budget sheet:** A completed budget sheet indicating the cost for 1) personnel, 2) supplies and services and 3) travel and DSA.

[ ]  **Curriculum Vitae of Project Investigators: C**urriculum vitae of the Principal Investigator from the Leading Institution and Co-Investigators from the Participating Institutions, including 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 commitment signed by the leading and participating institutions’ authorized persons should be attached.

[ ]  **Other Attachments** (if applicable)**:** Other explanations or documents may be provided to help explain or clarify the project proposal.