



5TH CALL FOR PROPOSALS: APPLICATION INSTRUCTIONS

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INTRODUCTION

This document is intended to help guide you through the R2HC Expression of Interest application for the 5th Call for Proposals. It contains a set of instructions, and then a guide to the different sections of the online application, listing the various questions that will be asked.

Please bear in mind that character limits **include spaces**.

INSTRUCTIONS

In order to submit your application you will need to do the following:

1. Read through the instructions and the list of questions below, and prepare your answers.
2. Click on the link provided on the [R2HC website](#) to take you to the online application.
3. Log in or register.
4. Watch the short instructional video that has been made specifically for R2HC applicants. The video can be viewed by selecting "View video" in the drop down box on either the 'Select Grantmaker' page or the 'Select Gmk Program' page.
5. Read the instructions on the first page and download the documents and templates available in the Documents section at the bottom of this page.

As you go through the application, where you see a 'Page Help' box, please click on these as they will give you further information and guidance about that step.

GUIDE TO THE APPLICATION

The online application platform (Common Grant Application) consists of 10 sequential steps. **You can save and exit the application by clicking on Pause at any time.**

In each step you will need to provide or verify information about your proposal. Some of the information will need to be entered as text into the system. **Be aware of the character limits where stated below, and please be reminded that these counts include spaces.** In other cases you will need to upload documents, using the templates provided where requested to do so. The templates can be downloaded from the 'Instructions' page on the online application.

The various steps in the online application are as follows:

1. **Primary Contact**

Here you will be asked for basic contact information.

2. **Organisation Background**

Here you are asked to provide a short 'Overview' statement with background on your organisation to demonstrate its ability to manage the proposed research.

3. **Organisation Documents**

Here you are asked to upload a document that demonstrates proof that your organisation is legally registered.

4. **Select Proposal**

You will only see this step if you save your draft proposal and go back to it at a later date. You will then need to choose your saved research proposal, or click 'New Program' if you wish to register more than one proposal.

5. **Proposal Summary**

Here you will be asked to answer the following questions.

Question name	Question guidance	Answer type
1. Proposal Title	Choose a short name for your research proposal	Input text: 150 characters limit
2. Brief Description	Please provide a one sentence summary of your research objectives, and/or provide the research question that you are seeking to answer.	Input text : 300 characters limit
3. Overview	Please provide a summary of your proposal. Include a brief description of what you plan to do, why, and where.	Input text: 3500 characters limit
4. Expected Outcomes	Describe here the key research outputs with approximate dates for completion of each.	Input text: 500 characters limit
5. Activities	Provide a list of the main activities that will be conducted to achieve the expected outcomes, plus a project timeline indicating when each activity will be conducted.	Input text: 1000 characters limit

6. **Proposal Details**

Here you will be asked to answer the questions below.

Question name	Question guidance	Answer type
1. Rapid response grant?	Do you want to apply for a rapid response grant? (i.e. If your proposed research can take place in an existing context, your answer should be "No". If your research will be dependent on a humanitarian crisis which has not yet taken	Select: Yes/No

	place, your answer should be “Yes”.	
2. Region where research will primarily take place	In what region will the research take place?	Choose from dropdown list
3. Research Approach	Is this a comparative or multi-country study?	Choose from dropdown list
4. Country or countries where research will primarily take place	In what country or countries will the research take place (if known)?	Input text: 250 characters limit
5. Type of humanitarian crisis	In what type of crisis will the research take place?	Choose from dropdown list
6. Phase of crisis	In what phase of the humanitarian crisis will the research take place?	Choose from dropdown list
7. Humanitarian crisis description.	Please describe the humanitarian crisis in which the research will take place (description of the crisis, region affected, duration, numbers affected etc.). For research on the acute phase of a future crisis (‘rapid response’ research), please describe the characteristics of a crisis event that would trigger the main research funding. State the approximate frequency of occurrence of such crises.	Input text: 1000 characters limit
8. Humanitarian setting for research	In what setting will the research take place?	Choose from Options listed
9. Primary topic of research	What will be the primary focus of the research?	Choose from dropdown list
10. Secondary topic of research (if applicable)	What will be the secondary focus of the research (if your research covers more than one focus)?	Choose from dropdown list
11. Justification	Justify how your proposal will strengthen the existing evidence base on public health in humanitarian crises	Input text: 1500 characters limit
12. Research History (if any)	Please describe any research that you have already completed (or that is currently in progress) on which your proposal will build directly? (Or write “not applicable”)	Input text: 1000 characters limit:
13. Methodology	Describe your approach and proposed research methodology.	Input text: 2000 characters limit
14.	Outline any potential challenges or risks that	Input text:

Challenges	you foresee and describe how these will be addressed (Please note that if the proposed research is linked to an ongoing programme intervention, evidence must be provided at the Full Proposal stage that (other) funds are available to cover such costs. R2HC is unable to cover costs of regular programme activities).	750 characters limit
15. Key partners	It is a requirement that R2HC applications are based on a partnership which includes both a research institution and a humanitarian operational organisation. Please describe how your research proposal meets this requirement. Who are your key partners and what engagement have you had with them to date? What plans are in place to develop this partnership?	Input text: 750 characters limit
16. Partnership status	Is the key partnership a new or established collaboration? Please choose from the dropdown list (nb. "Established partnership" is defined as a situation where discussion on a possible research partnership began over 12 months ago).	Choose from dropdown list
17. Other partners	Please list any other organisations represented in your research team including international or local partners. Make clear which ones are confirmed and which are tentative, and the involvement they have had in the research proposal development to date. Please also mention any gaps in your proposed consortium that you are seeking to fill.	Input text: 750 characters limit
18. Principal Investigator	Provide the name, position/job title and organisation of the Principal Investigator(s). Include a short statement attesting to his/her qualifications for leading the proposed research.	Input text: 500 characters limit
19. Research team	Please list all individuals in the research team. Please also mention any gaps in the team that you are still seeking to fill.	Input text: 750 characters limit
20. Gender and Social Inclusion	How will your research contribute to the reduction of gender inequality, and/or address marginalised and vulnerable groups?	Input text: 750 characters limit

7. Proposal Supporting Documents

Here you are asked to upload the following documents:

1. Proposal budget (use template provided on the application website once logged in).
2. CV/resumé of Principal Investigator and research team members (use template



provided and upload as a single document).

3. Statement of support on headed paper from key humanitarian/academic partner (use Other information 1 in dropdown box to upload).

4. Seed funding proposal (optional – use template provided and upload as Other information 2 in dropdown box).

5. Seed funding budget (optional – use template provided and upload as Other information 2 in dropdown box).

8. Application Information

Here you will be asked to answer the questions below.

Question heading	Full question	Answer type
1. Resubmissions	Is this a resubmission of an application under a R2HC earlier Call for Proposals?	Yes/No
2. Amount requested	What is the full amount of funding requested from R2HC?	Number (£)
3. Co-funding	What is the full cost of the research (including any additional funds available or sought from elsewhere)?	Number (£)
4. Communications	How did you hear about the R2HC Fifth Call for Proposals?	Choose from dropdown list
5. Partnership	Have you received support from R2HC to identify research partners?	Yes/No/Not sure
6. Existing applications	If you have already submitted other applications for funding for this research project or a closely related piece of work, please mention it here and describe the status of the application.	Input text: 750 characters limit

9. Preview Draft Application

Here you can preview all the information that you have entered to ensure it is correct before submitting your research proposal.

10. Submit Application

Once you are happy with your proposal and have entered all the information and uploaded the required documents, you can submit your application.