6ᵀᴴ CALL FOR PROPOSALS: APPLICATION INSTRUCTIONS
05 JUNE 2018

INTRODUCTION

This document is intended to help guide you through the R2HC Expression of Interest application for the 6th 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 appliction 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 8 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. <u>Applicant</u>
   Here you will be asked for basic contact information.

Question name	Question guidance	Answer type
1. First Name	Please enter your first Name only	Input text: 20 characters limit
2. Last Name	Last Name / Family Name / Surname	Input text : 20 characters limit
3. Job title	Enter "None" if you don't have a job title.	Input text: 100 characters limit
4. Email	Please enter a valid email address. This is the email address to which we will send correspondence regarding this application	Input text: 100 characters limit
5. Organisation Name	Please provide the full legal name of your organisation. Do not use any accronyms or abbreviations	Input text: 150 characters limit
6. Organisation Website	If your organisation has a website please enter the full URL (e.g. www.organizationname.org). Enter none if you do not have a website	Input text: URL
7. Location of your Organisation	Please select the country in which your organisation is based. If your organisation has offices in multiple locations please select the country in which your headquarters are based.	Choose from dropdown list
8. Type of Organisation	Please select one option only. Research institutions can include Universities. Operational humanitarian organisations include NGOs delivering humanitarian programmes.	Choose from dropdown list
9. Status of organisation	Are you registered as a not-for-profit organisation? The registration should be recognised in the country in which your organisation is based as outline in question 7 above.	Select: Yes/No
10. Overview	Please provide a short statement that provides information on the organisation's background and its suitability as a lead applicant for your research proposal.	Input text: 5000 characters limit
11. Legal registration document	Here you are asked to upload a document that demontractes proof that your organisation is legally registered. If legal registration documents are not provided your application will not pass the screening phase. If there is a valid reason why you cannot provide your organization's legal registration document at this time please contact R2HC via r2hc@elrha.org.	Upload registration document

12. Communicatio n	How did you hear about the R2HC's Sixth Call for Proposals?	Choose from dropdown list
13. Newsletter	Please indicate whether you wish to subscribe to our Newsletter mailing list.	Choose from dropdown list

2. <u>Select Proposal</u>
   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.

3. <u>Proposal Summary</u>
   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. Research Question	Please outline the research question which your proposed study aims to answer	Input text : 300 characters limit
3. Objectives	Please provide a brief summary of your research objectives	Input text: 500 characters limit
4.Humanitaria n Focus	Please explain why your research study must take place in a humanitarian crisis setting, and cannot be answered by research in a non-humanitarian crisis setting. [This question only applies to studies that are proposed in humanitarian crisis settings.]	Input text: 500 characters limit
5. Outcomes	Please describe the principle outcomes of the research study with reference to the anticipated impact on future humanitarian crises.	Input text: 500 characters limit
6. Activities	Please 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
7. Expected Outputs	Please list the main outputs that are expected from the research study (for example: articles, communication products, policy briefs, etc).	Input text: 300 characters limit

4. <u>Proposal Details</u>
   Here you will be asked to answer the questions below.

Question name	Question guidance	Answer type

1. Rapid trigger grant?	Do you want to apply for a rapid trigger 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 place, your answer should be "Yes".)	Select: Yes/No
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. Where will the research take place	In what country or countries will the research take place (if known)? If more that one country, please list in the following question.	Choose from dropdown list
5. Please list any additional countries	Please use this space to list any other countries in which you propose to conduct research.	Input text: 250 characters limit
6. Type of humanitarian crisis	In what type of crisis will the research take place?	Choose from dropdown list
7. Phase of crisis	In what phase of the humanitarian crisis will the research take place?	Choose from dropdown list
8. 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
9. Humanitarian setting for research	In what setting will the research take place (you can select multiple options)?	Choose from tickbox list (Please tick multiple options if applicable)
10. Target population	Please select groups/populations who will be the subject of the research. If there are not specific target groups, please select General Population.	Choose from tickbox list (please tick multiple options if applicable)
11. Gender	Please explain how your research will contribute to reduction in gender inequality, or address other marginalised and vulnerable groups.	Input text: 750 characters limit
12. Primary topic of research	What will be the primary focus of the research?	Choose from dropdown list

13. 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 tickbox list (please tick multiple options if applicable)
14. Justification	Please justify how your proposal will strengthen the existing evidence base on public health in humanitarian crises. You should make reference to the R2HC Humanitarian Health Evidence Review, or other literature which outlines existing gaps in evidence.	Input text: 1500 characters limit
15. 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:
16. Methodology	Describe your approach and proposed research methodology.	Input text: 2000 characters limit
17. Cost effectiveness	Does your research proposal include a cost-effectiveness component?	Select: Yes/No
18. Challenges	Outline any potential challenges or risks that 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).	Input text: 750 characters limit
19. Existing applications	If you have already submitted other applications for funding for this research project or a closely related piece of work, please mention here and describe the status of the application.	Input text: 750 characters limit
20. Resubmission	Is this a resubmission of an earlier proposal which you were invited to submit to the Full Proposal stage of a previous R2HC Call for Proposals?	Select: Yes/No

Resubmission form
If you answered Yes to Question 20, please complete and upload a copy of the additional Resubmission Form.

5. Partners
Here you will be asked to answer the questions below.

Question name	Question guidance	Answer type

1. Key partnership	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 is your key partner in this respect, what engagement have you had with them to date, and what plans have you made to work together?	Input text: 1000 characters limit:
2. Partnership support	Please answer Yes if you have received support from R2HC to identify research partners?	Select: Yes/No
3. Other partners	Please list any other partner organisations in your research consortium including international or 'local' partners not already mentioned above. Make clear which ones are confirmed and which are tentative, and the involvement these partners 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

Proposal Supporting Documents

Here you are asked to upload letters of support from the project partners to demonstrate their support for the study and their role in it.

6. Research Team

Here you will be asked to answer the questions below.

Question name	Question guidance	Answer type
1. 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
2. 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

CV/resumé – here you are asked to upload the CVs/resumés of the research team members (use template provided on the application website once logged in).

7. Budget

Here you will be asked to answer the questions below.

Question heading	Full question	Answer type

1. R2HC Grant Requested	What is the full amount of funding requested from R2HC?	Number (£)
2. Total project costs	What is the total cost of the project (including any other funding from other sources)?	Number (£)
3. Co-funding	What is the total of additional funds available or sought from elsewhere (i.e. nonR2HC grants / support) If there is no co-funding for the proposal please enter zero for this question?	Number (£)

Budget breakdown – here you are asked to upload a copy of the EOI budget template (use template provided on the application website once logged in).

Additional Information
You can upload any additional documents relevant to your application here.

8. Seed Funding
You should completed this section if you are requesting a Seed Funding grant (up to £10,000 in support available per proposal). If you do not wish to request a Seed Funding grant, select 'No' for the first question and leave the rest of the section blank. Please note that Seed Funding grants are only awarded to proposals successful at the Expression of Interest stage.

Question name	Question guidance	Answer type
1. Seed Funding Grant	Do you wish to request a Seed Funding grant?	Select: Yes/No
2. Seed Funding Objectives	List the objectives you seek to achieve through the seed funding?	Input text: 1000 characters limit
3. Seed Funding Activities	Tick which activities you plan to undertake (You should select at least one option)	Choose from tickbox list (please tick multiple options if applicable)
4. Seed Funding Timetable	Detail the Seed Funding activities, timescales and location(s). Describe each activity including where and when it will take place.	Input text: 500 characters limit
5. Seed Funding Outputs	List each of the expected outputs. Do not include any outputs not related to the Seed Funding proposal.	Input text: 500 characters limit
6. Partnership Workshop	If you plan to hold a research team meeting, would you be interested in R2HC facilitating a one day workshop to help develop your research partnership during the Seed Funding phase?	Select: Yes/No
7. Partnership Workshop (Details)	If you answered Yes to the above question, please provide further details.	Input text: 500 characters limit

8. Seed Funding grant requested	Enter the amount in GBP you are asking for Seed Funding. (Please note the maximum Seed Funding grant is £10,000 GBP)	Number (£)

Budget breakdown – here you are asked to upload a copy of the Seed Funding budget template (use template provided on the application website once logged in).

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.