XCEPT Call for Concept Notes – Policy Responses

Application Form (Individual)

Please follow the guidance in this application form and in the accompanying Call for Concept Notes. The Application Form should be emailed to **XCEPT-Fund@chemonics.com** by the submission deadline specified in the Call for Concept Notes.

This form is for **individuals** only.

# Applicant information

Please fill out the table below.

|  |
| --- |
| Applicant information  |
| Project title | Enter title. |
| Principal Investigator (and Co-Investigators, as relevant) | Enter name(s) and affiliations, as relevant. |
| Nationality of Principal Investigator (and Co-Investigators, as relevant) | Enter nationality(ies). |
| Contact details of the Principal Investigator | Email address(es), phone number(s) and address(es). |
| Principal Investigator bio | In no more than 50 words, very briefly describe the research activities of the Principal Investigator – including themes, geographies, etc. |
| How did you find out about this funding call?  | Enter answer. |

# Eligibility check

Please check that you are eligible for this opportunity by working through the checklist below.

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| --- |
| **Eligibility check** |
| Can the Principal Investigator and the Co-Investigator(s), if applicable, provide at least two references of past performance?*These will be needed at the next stage, if you are shortlisted.*  | Yes: [ ]  | No: [ ]  |

# Concept Note

In the box below, please write your Concept Note (**max. 1200 words**), demonstrating how the proposed research addresses the objectives and core questions outlined in this call. References to relevant literature should be included as footnotes, which will not count towards the word limit. The Concept Note should include the following (word limits are indicative):

* **Research idea and evidence gap** (600 words), including a statement of the project’s focus and the problem or issue(s) it will address, the research questions and hypotheses, potential contribution to the field (both policy and scholarship), and brief overview of the current evidence gaps in relation to the research idea, with reference to the relevant literature.
* **Methodology** (300 words),including the empirical strategy and methods the research will employ, why they are appropriate, and the timeline for delivery. Ethical considerations and institutional review processes should also be included here, including the plan for obtaining ethics approval.
* **Expected outputs** (100 words)**,** such as papers, policy briefing notes, events, blogs, podcasts, videos, and data sets. The anticipated publication pathway or outlet(s) should be included.
* **Research team** (200 words), including the track record of the Principal Investigator / team, and the extent to which individuals and/or organisations from the Global South lead and meaningfully participate during different stages of the research cycle, from research design to data collection, analysis, validation, authoring, and uptake.

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# Budget

Please use the below table to provide an estimated budget for this activity, showing a breakdown of the amount to be spent on labour and that spent on materials, as relevant. Please express all cost information in **pounds sterling (GBP)** and provide a description and justification of the different costs.

|  |  |  |
| --- | --- | --- |
| **Category** | **Cost (GBP)** | **Reasons for cost:** |
| Labour |  |  |
| Materials (all other expenses)  |  |  |
| **Estimated total cost** |  |  |

# Declaration

Please complete and sign the Disclosure of Conflict of Interest and Applicant’s Declaration:

I, [Full Name of Applicant’s signatory], hereby declare the following in connection with our proposal submitted for [Project Name]:

1. \*\*Disclosure of Relationships:\*\*

 a. [name of individual applicant] and its staff have no close, familial, or financial relationships with Chemonics, Chemonics’ project staff or with other applicants submitting proposals under the same solicitation [insert solicitation ref] that would pose a conflict of interest in relation to our proposal application. I understand I have a continuing obligation to disclose potential conflicts discovered and to act as instructed.

OR

a. [name of individual applicant] is hereby disclosing the following relationship that may pose a conflict of interest: [provide details of the disclosed conflict of interest, such as the nature of the relationship and the individuals involved, if any]. I understand I have a continuing obligation to disclose potential conflicts discovered and to act as instructed.

2. \*\*Price Independence Certification:\*\*

 I certify that the prices in our application have been arrived at independently. There has been no consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition.

3. \*\*Authenticity and Accuracy Certification:\*\*

 I certify that all information in our proposal and all supporting documentation are authentic and accurate to the best of my knowledge.

4. \*\*Understanding and Agreement to Chemonics’ Prohibitions:\*\*

 I certify my understanding and agreement to Chemonics' prohibitions against fraud, bribery, and kickbacks.

I understand that any misrepresentation or failure to disclose relevant information may lead to disqualification from the solicitation.

Sincerely,

[Full Name of Applicant’s signatory]

[Position]

[Date]

Signature:

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