# Annex 1: Application form

*The text in green has been included to help you to complete the template. Please delete it before finalizing your application.*

**Application for funding from EuFMD-FAR**

**PART A: TECHNICAL and PART B: ADMINSTRATIVE**

**PART A: TECHNICAL**

1. Title of the study (and acronym, if long):

1. Applicant name and institution:

*Provide also address, e-mail and phone contact details*

Lead Investigator (if different):

Is this application made on behalf of several parties (collaborators whose inputs will be vital to success)?

*YES/NO. If YES, give details*

* 1. *Add*
	2. *Add #2 etc.*
1. Has this proposal been discussed with members of the EuFMD Standing Technical Committee (STC) or Secretariat before application?

*YES/NO.*

*If yes, indicate who and in what time period. Prior discussion can often be helpful to applications, but for transparency the extent of involvement of STC in steering proposals should be known by the Review Board.*

1. Description of the capacity of the applicant(s) to undertake the work proposed

*This can use links to documents/website, but should cover why the applicants consider they have the operational and financial management capacity to undertake the work and manage the studies within the expected timeframe.*

1. Purpose

*Objective: […]*

*Outputs/Outcomes: list the outputs or outcomes expected.*

*Activities: list key activities to be undertaken to achieve the outputs/outcomes. Keep description brief.*

1. Technical background

*Describe in general terms, the objective(s) of the Agreement, any additional objective(s) if relevant, and how the outputs and/or outcomes to be produced, achieved and/or delivered by the Service Provider will further the objective(s).*

1. Definition of Outputs and/or Outcomes

*Specify and describe in detail the final output(s) and/or outcome(s) as applicable, and indicate how progress and achievement will be measured and verified (i.e. specify performance indicators and means of verification). It is essential to provide a detailed and precise definition of the final output(s) and/or product(s) e.g. survey, map, research report(s), data, workshop report(s), etc.*

*These will be used by FAO to verify progress, for payment purposes, as for example a narrative report is used to justify interim payments.*

*Example:*

* *Provide an interim report on project activities upon completion of the field survey;*
* *A final report detailing the activities conducted under the agreement, which will be presented to the EuFMD STC and may be published on the EuFMD website.*
1. Description of Services

*Provide detailed description of services to be rendered and activities to be performed by the Service Provider for the achievement of output(s) and/or outcomes(s) specified in para 7, including as appropriate the expertise required, methodology to be used, technical and operational standards and/or deadlines to be met, etc. (e.g. modalities of survey (define area/data, needed/means to be employed, etc.), organization of training course (define target group/curriculum, outline/training, materials/course duration, etc.), development of product (specification/facilities used, etc.).*

*The detail to be provided must be sufficient to allow assessment of:*

* *The appropriateness of the method used;*
* *The feasibility and sustainability of the system proposed;*
* *The data that will be generated for analysis;*
* *The efficiency of the design and use of inputs.*
1. Workplan and Timeframe (duration)

*Provide work plan and set appropriate timeframe (i.e. the period of time from inception to completion of all activities within which the services are to be delivered) including, as relevant, milestones to signal the completion of key deliverables. Indicate any factors influencing timeframe (e.g. seasonal considerations, imposed deadlines) and any possible action to be taken by the Service Provider in the event of delays (e.g. formal written notification documenting reason(s) for delay(s), request for and justification to extend LoA duration, etc.)*

*Example:*

|  |  |  |
| --- | --- | --- |
| ***Milestone*** | ***Details (example)*** | ***Due date*** |
| *1.* | *Field survey and Interim report* | *+6 weeks after 1st payment* |
| *2.* | *Data analysis and Final reporting* | *+10 weeks*  |

1. Inputs required to implement the project
2. **Inputs to be provided free of charge by Recipient Organization** (to be completed only if significant to the execution of the Agreement)

*List and describe in detail all inputs (including quantities, if applicable) to be provided by the Service Provider in addition to those included in the budget without, however, costing such inputs. These inputs might include the following:*

1. *Use of premises and facilities/installations;*
2. *Provision of expertise and support personnel;*
3. *Use of equipment and provision of materials/supplies.*

 *Timing of Inputs: Establish timing of such inputs (if appropriate).*

1. **Inputs to be provided in kind (not monetary contributions) by FAO EuFMD**

*List and describe in detail all inputs (including quantities, if applicable) to be provided by FAO without, however, costing such inputs. These inputs might include the following:*

1. *FAO personnel expected to cooperate;*
2. *Requests to assist the proposers with liaison with national authorities in countries where studies are proposed.*

 *Timing of Inputs: Establish timing of such inputs (if appropriate).*

1. **Monetary inputs** **from FAO EuFMD (Budget requested)**

*Provide detailed budget, specifying items, unit costs and quantities, and showing the total amount which FAO EuFMD agrees to finance (strictly on an actual cost basis).*

*Such items may include:*

1. *Service Provider’s regular personnel used for agreed activity/service;*
2. *Hiring by Service Provider of temporary staff or services;*
3. *Transport (tickets, fuel for vehicles);*
4. *Daily subsistence allowances;*
5. *Rental of existing Service Provider facilities/equipment;*
6. *Hire of locally available (non-Service Provider) facilities/equipment;*
7. *Purchase of essential supplies and materials.*

*Please note FAO cannot accept charging of overheads in EU funded projects.*

*For each of the budget categories, please insert the item description, the unit of measurement, the quantity and the unit cost. Please use the appropriate units of measurement for estimating the resource requirements. Some examples of units of measurement units are available in the table below.*

*Note a detailed description of costs as estimated by Service Provider can be given in an Annex.*

|  |
| --- |
| **RESOURCES-BASED LOA BUDGET TEMPLATE** |
| **Cat. No.** | **Items Description** | **Unit of measurement** | **Q.ty (no. of units)** | **Unit Cost** | **Total Cost** |
|  |  |  |  | Currency  | Currency |
| **1** | HUMAN RESOURCE INPUTS (Staff time and experts…)Use wording **EXPERT** and never consultant |
| **1.1** | Senior technical expert(s) | Person-days *or* Person-months | Nb. days / months |  |  |
| **1.2** | Junior technical expert(s) |  |  |  |  |
| **1.3** | Other (please specify) |  |  |  |  |
| **…** |  |  |  |  |  |
| **Total HR inputs** |  |
| **2** | PROCUREMENT & EXPENDABLE EQUIPMENT ANCILLARY TO SERVICES (including non-disposable and disposable equipment/material)* Non-disposable equipment: beneficiaries receiving benefit at end of the project should be precisely indicated in the Description of services.
* Total amount of budget dedicated to purchase of disposable equipment should not be more than 5% of total procurement.
* Disposable equipment (intended as consumables) should not be charged more than effective cost. The Service Provider should provide copies of evidence of expenses upon request.
 |
| **2.1** | Consumables | Unit/pieces/kits | Nb. |  |  |
| **2.2** | Shipping costs |  |  |  |  |
| **…** |  |  |  |  |  |
| **Total Procurement** |  |
| **3** | TRAVEL (Flights, inland travel) |
| **3.1** | Please specify departure and arrival sites (From/To) and number of days for the travel. | National / Regional / Intercontinental flight*or*Km of road travelled*or*Lumpsum mixed transportation | Please specify number of persons travelling. | Please specify travel cost per person. |  |
| **3.2** |  |  |  |  |  |
| **…** |  |  |  |  |  |
| **Total Travel**  |  |
| **4** | ACCOMMODATION (board and lodging costs …) |
| **4.1** |  | Person days |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Accommodation** |  |
| **5** | GENERAL OPERATING AND MAINTENANCE EXPENSES (GOE) |
| 5.1 |   |  |  |  |  |
| ... |  |  |  |  |  |
| **Total GOE** |  |
| **6** | **-----------------------------** |
| 6.1 |  |  |  |  |  |
| ... |  |  |  |  |  |
| **Total …** |  |
| **7** | **-----------------------------** |
| 7.1 |  |  |  |  |  |
| ... |  |  |  |  |  |
| **Total …** |  |
| **GRAND TOTAL** |  |

|  |
| --- |
| EXAMPLE OF UNITS OF MEASUREMENT |
| **General** |
| each |
| lumpsum |
| sets\kits |
| sessions |
| meetings |
|  |
| **Time** |
| person-months |
| person-year |
| hours |
| days |
| months |
| years |

1. **Bottlenecks/risks**

*Indicate any assumptions that must hold if the activity is to reach expected output.*

*Indicate risks that could have a significant impact upon progress (and which might justify later requests for extension or change in plan, for example).*

1. **Any other relevant information**

*Including copies of research cited that is vital to the understanding or evaluation of the proposal can assist and not freely available online.*

**PART B: ADMINSTRATIVE**

*Curriculum vitae of the lead applicant and any significant research partners should be provided.*

1. Details on the Lead applicant(s)

*The applicant is normally expected to be the contact point and provide the reports.*

1. Details of any significant research partners on this proposal

*It is important to indicate their expertise/competence/capacity to assist the proposal, and what added-value they provide to that provided by the Lead applicant.*

1. Name and title of the person who will sign the agreement (i.e. the Authorized Official signing the LoA)

*Note: if Letters of Agreement (Standard Contract) with FAO are not feasible then suggested route for payment of the inputs required to undertake the activity:*

1. **Version number:**

*The applicants Version number – useful in case changes are made*

1. **Date of this submission:**

# Annex 2: Assessment criteria

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Referee's Assessment**TWO External reviewers are invited to review each application, and to both objective and specific in their critical appraisal of each grant application, and to focus on the scientific merit and significance.

|  |  |
| --- | --- |
|  | *Technical merit:*  |
|  | * Originality;
* Relevance to the fund and thematic priorities;
* Quality of methodological, technical and operational approach;
* Feasibility of the proposal;
* Evidence of the applicant’s capacity and presence in the selected country (including past and upcoming commitments);
* Applicability and sustainability of the outputs.
 |
|  |  |
|  |  |

**Grant Review Board** After review by the Referee Panel, each proposal will be discussed further, bearing in mind the track record of the principal applicant, the technical capacity of the administering institution and the value for money of the proposal. Funding recommendations will be finalised in the Grant Review Board meeting. Summary statements containing questions, comments and/or recommendations will be forwarded to the applicant.

|  |  |
| --- | --- |
|  | *Technical merit (see above) plus:* |
|  |  |
|  | *Relevance to the scope of funding:* |
|  | * Is the topic within the scope of the fund and the thematic priorities?
 |
|  | *Track records of the applicants:* |
|  | 1. What is the likelihood that the proposed study can be accomplished by the applicant organization given the documented experience and expertise? Track record includes the applicant's compliance with the terms and conditions of previous projects and records of outputs.
 |
|  | *Technical capacity of the administering institution:* |
|  | * The ability of the administering institution to provide an environment conducive to productive and sustainable outputs, in terms of:
 |
|  |  | ~ national/local presence and expertise;~ qualified technical staff;~ qualified support/administrative staff. |

The emphasis placed on each aspect varies between applications, depending on their relative strengths.**Rating a Grant Application**A score ranging from **4** (Recommended for support / High) to **1** (Not worthy of support / Low) will be assigned by the referees to indicate the technical merit under each heading in the Referee's Assessment Form. The overall rating for each application will be discussed and finalised in the Grant Review Board meeting. The overall rating is defined as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| 4 - Recommended for support  | Nil or very minor issues to address only |
| 3 - Recommended for support subject to clarifications/ amendments | Minor revision and clarification required for a successful delivery |
| 2 - Not recommended for support at present | Major revision required for significant improvement  |
| 1 - Not worthy of support  | Minimal impact on research / flaw in methodology/ incomplete application/ out of scope of the fund |

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