CEDIL Call for Proposals

Application Guidelines:

Call 1, Large Projects: Expressions of Interest

March 2019

Contents

Preface

This document provides details of how to submit an Expression of Interest for a large project under CEDIL.

This form should be used for evaluations and secondary data projects. The same form is used for both programmes of work which include this level of funding.

The online application form must be completed in one sitting (you cannot save it and return to it later). As such, you are advised to first use the <u>copy</u> of the online application form to prepare your response and then to complete the online form. The copy of the online application form can be found both in the annex of this document and also in an editable Word format on the funding page of the CEDIL website.

To prepare your application, you should read these guidelines in conjunction with the CEDIL overview document, the specification of the relevant programme of work, the selection criteria, budget guidelines, and note on DFID priorities. Teams applying through the matchmaking route should also review the guidance note on the process for matchmaking with DFID programmes.

Summary of Expression of Interest form

The application form has four sections:

1. Project summary information
2. Lead organisation and project team
3. Proposal document upload
4. Conflict of interest and declarations

1. Project summary information

Project title: Please provide a title for your project. A project acronym is not required, but the title should be succinct enough that your project can be referred to easily.

Programme of work: Tick the appropriate box to indicate the programme of work to which your project is most relevant. A proposal may be relevant to more than one PoW but please indicate the PoW to which it is most relevant.

Project type: Tick the box for the type of project you are submitting, noting the budget and time limits for each project type.

Application route: If you are submitting an EoI for a full project where you are proposing the intervention or data to be studied, select 'project proposal' here. If you are submitting a team proposal to the matchmaking process, select 'team proposal'.

Total budget: Please include an estimate of the total budget you are requesting. You will be required to upload a short summary of how this budget was calculated (see below).

Project start and completion dates: Please provide the intended start and end dates for the project, noting that projects should start no later than 31 January 2020 and last for no more than two years in the case of secondary data projects or 3 years in the case of evaluations.

2. Lead organisation and project team

Lead organisation: Please provide details of the lead organisation which will manage the project. The organisation must be legally constituted in its country of operation. CEDIL will contract with this organisation to complete the project and the lead organisation will be responsible for establishing contractual arrangements with any other organisations funded by the project.

Other DFID contracts: You must state whether your organisation currently holds any other contracts from the UK Department of International Development (DFID), and note the value of these contracts within broad ranges (i.e. under £1 million, between £1 million and £5 million, or

over £ 5 million). This information is required for us to assess the level of due diligence and compliance checks which will be required should your application be successful.

Principal investigator: Please provide the name of the principal investigator for this project. The PI must be an employee of the lead organisation with a contract that will outlast the length of the project you are proposing. The PI has overall responsibility for the research leadership, delivery and management of the project.

For principal and co-investigators, the box for **position** refers to the individual's title or role within their organisation, not this project.

The **email** address and **phone number** listed under principal investigator will be used for all correspondence related to your application.

Co-investigators: Space is provided for up to five Co-investigators, who may be at the same organisation as the Principal Investigator, different organisations, or individuals. If your project includes more than five Co-investigators, list additional names on a cover sheet to the uploaded CVs (see below).

3. Proposal details

In this section, you are required to provide information on various aspects of your project proposal, noting that the main description of your research design and planned outputs will be uploaded as a separate document (see below).

This section requires you to upload documents to support your application. Documents should be uploaded as .pdf, except the budget template, which should be uploaded as an Excel spreadsheet. All documents should be in standard 'Arial' or 'Times New Roman' fonts and size 11 or higher.

Project summary (max. 150 words): Please provide a short summary of your project and its key outputs. This should be written in plain English. We may also use the project summary text in communications about the programme should your application be successful.

Project design: This document is the main substance of your Expression of Interest. It should be no more than 1000 words, excluding references but including foot and endnotes.

If you are applying through the **project proposal route**, the document should use the following headings to provide the information needed to assess your proposal.

- ***Research questions or problems:*** You should describe clearly the research and methodological questions you are intending to address, and how these relate to the objectives of CEDIL's programmes of work.
- ***Research context:*** You should briefly describe the context of your research and explain why it is important for the questions you are posing to be addressed. You should note other research conducted in this area and explain the contribution which your work will make to advancing this. The policy relevance, including to DFID, and potential impact of the work to theory, method and practice should be described clearly.

- ***Research methods:*** You should describe the methods that will be used to carry out your research and highlight the ways in which these represent innovation in the field. This section should explain why this methodological approach is appropriate to address the research questions you have set out. Please specify the countries in which the work will be conducted or from which data will be analysed. You should provide details of the data sources that will be used, and how the data will be analysed to generate research findings.
- ***Project management:*** You should summarise your plans to manage the project. For projects led by an organisation based in a high-income country, you should note how you will ensure good collaborative working relationships with southern partners. You should include a summary of key risks to the delivery of the project.

If you are applying through the **team proposal route**, please refer to the guidance note on the process for matchmaking with DFID programmes, and use the following headings within your Expression of Interest:

- ***Methodological approach and relevant themes:*** You should set out your general approach to responding to the challenges set out in one of the programmes of work: either a framework for evaluating complex interventions, or a framework for building and validating middle-range theories within an evaluation context. The section should also discuss the contexts and types of interventions in which your approach may be relevant and innovative, referring to the thematic areas of DFID programmes set out in the guidance note on the process for matchmaking with DFID programmes (please note, this guidance note is not the same document as the general list of CEDIL thematic priorities).
- ***Team Expertise:*** In this section, you should describe the skills and experience of the individuals in your proposed team, and how these will contribute to the design and implementation of an evaluation project that uses the methodological approach you have set out. The capabilities and experience of team members to engage with policy-makers and deliver wider impact from your project should be stressed.
- ***Project management:*** The details of your project management approach will depend on the specifics of the intervention identified through the matchmaking process. However, at this stage you should specify generally how members of the team will work together and ensure effective communication. Particular mention should be given to the management of collaborations between northern and southern researchers, and your approaches to managing risks that are likely to be present in your project.

CVs: You should upload a single document including the CVs of all individuals funded by the project (PI, Co-I, research assistants and other project staff and consultants). Each CV should be no more than 2 pages in length. If you have additional co-investigators who could not be listed on the online form due to space restrictions, please include a list of these as a cover page to the CV pack.

Budget summary: You should upload a 1-page document which outlines how your estimated budget was calculated and provides justification for the costs included. While you are not required to submit a full budget template at this stage, you should refer to the budget guidance document to ensure that your planned costs are eligible, and that you are correctly calculating the indirect costs allowed for your project.

Statements of support: Please upload any statements of support that are required to assess the feasibility of your project. These must include statements from the research office or senior management of any organisation to be funded by the project. They should also include support from any organisations whose cooperation is required for the delivery of the project, such as implementing agencies or data owners. While you may develop your relationship with stakeholders further through the full proposal stage, we do expect that proposals submitted through the project proposal route (as opposed to team proposals) will have established good relationships with agencies implementing and funding the interventions they will evaluate. General letters of support from stakeholders that are not essential to the delivery of the projects research outputs should ***not*** be included.

4. Conflict of interest questionnaire

The final section of the application asks a series of questions to help us determine whether any conflicts of interest may exist in your application. The answers to these questions will be treated confidentially by the CEDIL Directorate and will not be shared with external reviewers or panellists. Your answers to this questions will not usually disqualify a proposal, but may require us to take additional actions to mitigate potential conflicts. The questions in the form are reproduced below:

1. *Are any members of the applicant organisation(s) also members of CEDIL? I.e. Are any individuals or organisations named in this proposal employed a) as a named post-holder of or b) to provide a service to the CEDIL directorate, intellectual leadership team or advisory board?*
   1.1. *If you responded 'yes', please specify who these members are and the nature of their involvement in CEDIL.*
2. *Are any of the personnel named as project staff in this application a close relative (e.g. father, mother, brother, sister, niece, nephew, spouse, partner or child) of a person with legal, financial or professional association with CEDIL and its key partners and/or beneficiaries?*
   2.1. *If you responded 'yes', please specify who these personnel members are and who they are related to.*
3. *Have any of the personnel named as project staff in this application ever been investigated, charged or convicted for unlawful, criminal, corrupt or unethical conduct?*
   3.1. *If you responded 'yes', please describe the circumstances.*
4. *Have any of the personnel working on this project worked for the Crown Agents or the Department of International Development during the past 2 years?*
   4.1. *If you responded 'yes', please explain the nature of your employment.*
5. *Are you aware of any other potential conflicts of interest with the personnel who will be working on this project?*
   5.1. *If you responded 'yes', please describe the potential conflicts and how you intend to mitigate them.*
6. *Please disclose details of any other financial, personal, business or professional activities or connections which might have the potential to give rise to a conflict of interest with your*

organisation(s) in connection with any organisations associated with CEDIL, and state how this conflict of interest could be avoided.

Annex: <u>Copy</u> of online application form

This copy of the online application form has been provided to help you prepare your application <u>only</u>. A Word version is also available so that you can draft your response before completing the online form. In order to submit your application, you **<u>must</u>** complete the online form.

1. Project summary information

Project Title *

[   ]

Programme of work *

Please specify the programme of work to which your project is most relevant, noting that not all project types are included under all programmes of work

○   1. Evaluating complex interventions

○   2. Generalising evidence through middle range theory

Project type

Please specify whether your project is an evaluation or a secondary data project (including retrospective evaluations).

◉   Evaluation

○   Secondary data project

Application route *

Please specify which route you are applying for. If you have already identified an intervention (whether funded by DFID or another agency) to evaluate, select 'project proposal'. If you would like to your team to participate in the matchmaking process with DFID funded interventions, select 'team proposal (matchmaking)'.

◉   Project proposal

○   Team proposal (matchmaking)

Estimated Budget

Enter an estimate of the total budget for your project including direct and indirect costs. Details of how this estimate has been calculated should be included in an attachment in section 4.

- The maximum budget for evaluation projects is £1,000,000.
- The maximum budget for secondary data projects is £300,000.

£ ☐ Pounds. ☐ Pence

Project start date*

Please provide the date when you expect your project to start. Projects should start no later than 31 January 2020.

☐ MM / ☐ DD / ☐ YYYY

Project completion date*

Please include the date you expect your project to finish. Please note that secondary data projects should last no more than two years, and evaluations should last no more than three years.

☐ MM / ☐ DD / ☐ YYYY

2. Lead organisation and research team

Lead organisation

Please provide details of the lead organisation which will be contracted to undertake the proposed work. For each project, CEDIL will contract a single lead organisation and that organisation will be responsible for establishing and managing subcontracts with any other organisations or individuals required to complete the work.

Full name of lead organisation *

☐

Country of incorporation *

☐

Type of organisation *

◉ Public limited company

○ Public research organisation/university

◉ Limited company

○ Limited liability partnership

○ Other partnership

○ Other [＿＿＿＿＿]

Registered office address *

Street Address	
Address line 2	
City	
State/Province	
Postal/Zip	
Country	

Does your organisation currently hold other contracts from the UK Department for International Development (DFID)? If so, what is the total value of those contracts? *

Information on the value of your organisation's existing contracts with DFID is required for us to assess the level of due diligence checks that we will be required to carry out on your organisation.

⦿ No

○ Yes, over £5 million in total contract value

○ Yes, between £1 million and £5 million in total contract value

○ Yes, less than £1 million in total contract value

Research team

Please provide details of the core team who will be delivering the project. You must provide details for the principal investigator and up to five co-investigators. If you wish to name more individuals please provide their details on a cover sheet in the CVs document and upload to the CVs field provided in section 3 of this application form.

Principal investigator *

The principal investigator is responsible for the overall research leadership and management of the project.

First name*		Last name*	
Position*			
Organisation*			
Email* Please provide the email address to be used for all correspondence regarding this application.			
Phone number*			

Co-investigators

Co-investigator	First name	Last name	Position	Organisation
1				
2				
3				
4				
5				

3. Proposal details

In this section, you are required to provide the details of the substance of your project proposal. In addition to uploading a Word document summarising your research design, you must provide: a description of staff duties; a summary of the relevance of your project to policy and practice; a description of your 'pathways to impact'; a value for money statement; and an ethics statement.

Project summary (max. 150 words) *

Please provide a plain English summary of your project proposal. The summary is limited to 150 words.

You will be asked to upload the following documents. Please ensure you have all of these documents ready to upload when you complete the online form.

Project design/Team summary (max. 1000 words)*

Please upload a description of your project or team. See the application guidelines for full instructions. Project descriptions should be in Word format and no more than 1000 words.

CVs *

Please upload the CVs of all staff named in this application (including principal investigator, co-investigators, research and project staff and consultants). Each CV must be no more than 2 pages in length.

Budget summary *

Please provide a one page justification of the costs included in your budget. Costs which are not adequately justified may be cut.

Statements of support

Please upload, in a single file, any letters of support required to assess the feasibility of your application. This should include statements from the research offices or relevant senior managers at each organisation participating in the project, confirming their support. It should also include statements from any other organisations whose cooperation is required for the project's delivery. General endorsements should not be included.

4. Conflict of interest questionnaire and declarations

Please answer the questions in this section to allow us to assess whether any conflicts of interest may be present in your application for CEDIL funds. Answers to these questions will only be reviewed by the CEDIL programme office and will not be shared with external reviewers.

1. **Are any members of the applicant organisation(s) also members of CEDIL? I.e. Are any individuals or organisations named in this proposal employed a) as a named post-holder of or b) to provide a service to the CEDIL directorate, intellectual leadership team or advisory board? ***

○ Yes   ● No

If you responded 'yes', please specify who these members are and the nature of their involvement in CEDIL:

2. Are any of the personnel named as project staff in this application a close relative (e.g. father, mother, brother, sister, niece, nephew, spouse, partner or child) of a person with legal, financial or professional association with CEDIL and its key partners and/or beneficiaries? *

◉ Yes   ○ No

If you responded 'yes', please specify who these personnel members are and who they are related to:

3. Have any of the personnel named as project staff in this application ever been investigated, charged or convicted for unlawful, criminal, corrupt or unethical conduct? *

○ Yes   ◉ No

Please describe the circumstances:

4. Have any of the personnel working on this project worked for Crown Agents or the Department of International Development during the past 2 years? *

○ Yes   ◉ No

If you responded 'yes', please explain the nature of your employment:

5. Are you aware of any other potential conflicts of interest with the personnel who will be working on this project? *

See the application guidance for a description of conflicts of interest

◉ Yes   ○ No

Please describe the potential conflicts and how you intend to mitigate them:

6. **Please disclose details of any other financial, personal, business or professional activities or connections which might have the potential to give rise to a conflict of interest with your organisation(s) in connection with any organisations associated with CEDIL, and state how this conflict of interest could be avoided. ***

Statement *

○ We hereby certify that the information provided within is accurate to the best of our knowledge.

Data use *

○ All individuals whose personal data is included in this application, consent for this to be used for the purposes stated in the privacy statement.

Contract *

○ We confirm that our organisation will accept the contract terms and conditions.