



# CEDIL Call for Proposals

Application Guidelines:

Call 2, Small Projects: Full Proposals

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March 2019



## Contents

Summary of application form.....	3
1. Project summary information.....	3
2. Lead organisation and project team .....	3
3. Proposals details .....	4
4. Proposal documents .....	5
5. Conflict of interest questionnaire .....	6
Annex: Copy of online application form .....	8

## Preface

This document provides details of how to apply for small projects under CEDIL.

The small project application form should be used for evidence synthesis and exploratory projects. The same form is to be used for all three programmes of work.

***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 copy 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.

## Summary of application form

The application form has five sections:

1. Project summary information
2. Lead organisation and project team
3. Proposal details
4. Proposal document upload
5. 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 (PoW) 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. Please note that evidence synthesis projects can be submitted under any programme of work, but exploratory projects cannot be submitted under PoW 1 'Evaluating complex interventions'.

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

**Total budget:** Please include the total budget you are requesting. The figure provided here must match the total in the budget template that is uploaded (see below).

**Project start and completion dates:** Please provide the intended start and end dates for the project, noting that projects should start in September 2019 and last for no more than one year in the case of exploratory projects or 18 months in the case of evidence synthesis projects.

### 2. Lead organisation and project team

**Lead organisation:** Please provide details of the lead organisation which will manage the project. The organisation must be a legal entity. 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 that will be required should your application be successful.

**Principal investigator:** Please provide the name of the principal investigator (PI) 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 individuals' 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, please 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).

**Project summary (max. 200 words):** Please provide a short summary of your project and its key outputs. This should be written in plain English. We may use the project summary text in communications about the programme should your application be successful.

**Staff duties (max. 300 words):** In this section, you should summarise the roles and responsibilities of each individual funded by the project. This should include principal and co-investigators, as well as other project staff, whether named or unnamed. This section should justify the amount of time dedicated to the project by each team member, and will be used in the value for money assessment of your project. It should also note the lines of responsibility and accountability among staff on the project.

**Relevance to policy and evaluation practice (max. 500 words):** In this section, you should summarise how your project will be beneficial to decision-makers and/or evaluation practitioners in the international development sector, with specific reference to those in one or more countries on the CEDIL priority country list (see CEDIL overview document for details). You should specifically discuss the relevance your project may have to the priorities of DFID (see separate DFID programmes and priorities note for further information). Strong proposals will cite specific demand from policy makers or practitioners for the work outlined in your application. This section should also describe the ultimate beneficiaries of the project's work.

**Pathway to impact statement (max. 500 words):** In this section, you should outline the steps you will take to maximise the value and use of your project's outputs to stakeholders, and how you will

ensure that your research will enable stakeholders' decision making. It should include stakeholder engagement activities, communication and outreach. We recognise that the outcomes of any research project are uncertain by definition; however, your 'pathway to impact' should identify likely outcomes and how these can lead to impact, as well as contingency plans to respond to uncertainty and circumstances outside your control.

For further advice on preparing this section of your application, please refer to DFID's research uptake guidance:

<https://www.gov.uk/government/publications/research-uptake-guidance>

**Value for money (max. 300 words):** This statement should provide an explanation of why your project proposal constitutes good value for money. The VfM statement should address two issues:

- The extent to which the likely outcome of the research will represent value for money, and in particular the relationship between the funds that are sought and the significance and quality of the projected outcomes of the research
- Whether the resources requested are reasonable in the context of the proposed research.

**Ethics statement and plan (max. 300 words):** In this section you should provide details of any ethical issues arising from your project and how they will be managed. This should include a description of institutional or other ethics review processes, and how these will be funded. Proposals are expected to make reference to the ethics rules and regulations of their organisation as well as those in the countries where any research will be conducted, where applicable. If ethics approval is not required, this should be clearly justified. We would expect all field research, and any secondary data analysis that could involve personally identifiable information, to undergo an ethics review.

## 4. Proposal documents

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 design:** This document is the main substance of your proposal. It should be no more than 2000 words, excluding references but including foot and endnotes. 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 describe the context of your research, explaining 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.
- **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 for addressing 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 set out your plans to manage the project, including key milestones and outputs and how they will be produced. A timetable or Gantt chart should be included. For projects led by organisations in high income countries, you should note how you will ensure good collaborative working relationships with southern partners. You should include a summary of key risks and how you plan to mitigate these risks, both for the delivery of the project and in relation to other issues of concern, including safeguarding, anti-fraud, bribery and corruption.

**CVs:** You should upload a single document including the CVs of all individuals funded by the project (PI, Co-I, named research assistants and other project staff and consultants). Each CV should be no more than 2 pages in length. We recognise that some junior staff may be identified and appointed after the project has been selected for funding. If you have additional co-investigators who could not be listed in section 2 of the online form due to space restrictions, include a list of these individuals as a cover page to the CV pack.

**Budget Template:** You are required to upload a completed budget, according to the Excel template provided on the CEDIL website. Guidance on how to complete this template is provided in a separate guidance document, which can be found on the funding page of CEDIL website.

**Budget justification:** You should upload a 1-page document which provides a justification of all costs included in your budget, following the budget guidance.

**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 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. General letters of support from stakeholders that are not essential for the delivery of the project's research outputs should **not** be included.

## 5. Conflict of interest questionnaire

The final section of the application form 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 these 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: Copy of online application form

This copy of the online application form has been provided to help you prepare your application only. 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 **must** 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
- 3. Enhancing the use and usefulness of evidence

#### Project type

Please specify whether your project is an evidence synthesis or exploratory project. Small projects under the programme of work 1 'evaluating complex interventions' are limited to evidence synthesis projects.

- Evidence synthesis
- Exploratory project

#### Total budget

Enter the total budget for your project including direct and indirect costs.

- The maximum budget for evidence synthesis projects is £200,000.
- The maximum budget for exploratory projects is £100,000.

£  Pounds.  Pence

#### Project start date\*

Please provide the date when you expect your project to start. Projects should start during the month of September 2019.

MM/DD/YYYY

**Project completion date\***

Please include the date you expect your project to finish. Please note that exploratory projects should last no more than one year, and synthesis projects should last no more than 18 months.

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 4 of this application form.

**Principal investigator \***

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

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

**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. 200 words) \***

Please provide a plain English summary of your project proposal. The summary is limited to 200 words.

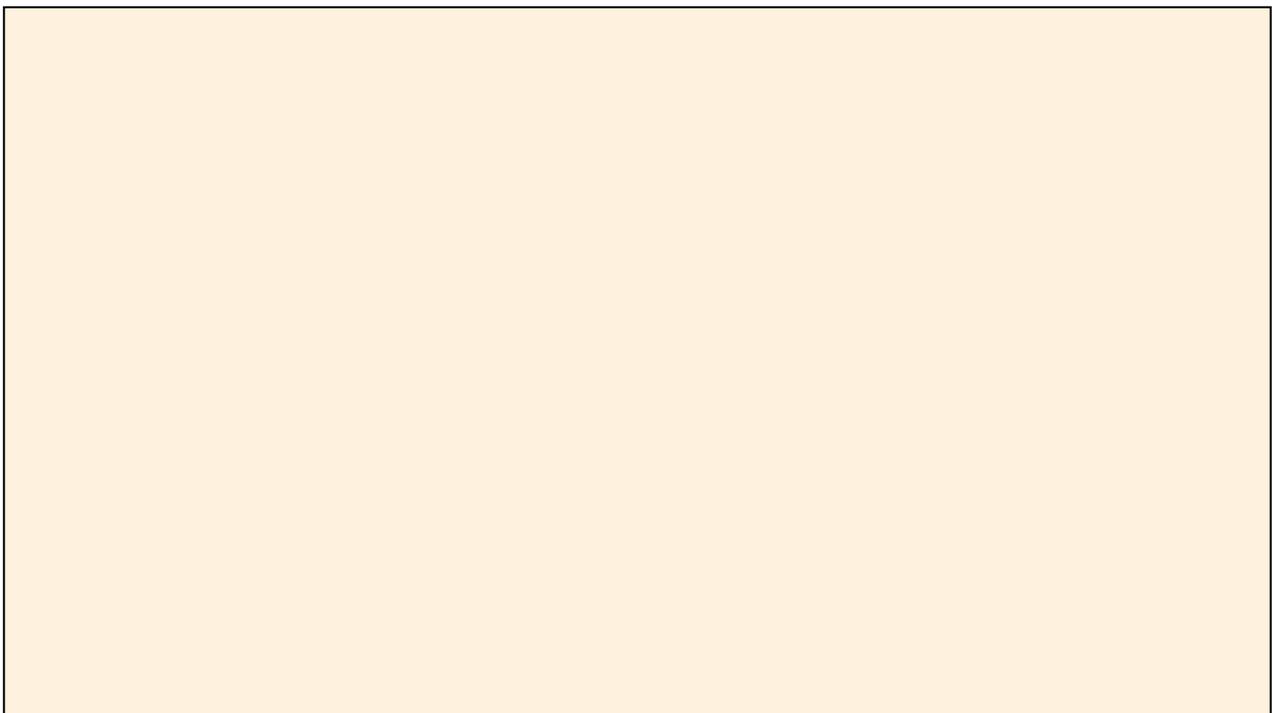
#### **Staff duties (max. 300 words) \***

Please describe the role and duties to be performed by each member of the team, including the principle investigator, co-investigators and other staff members.



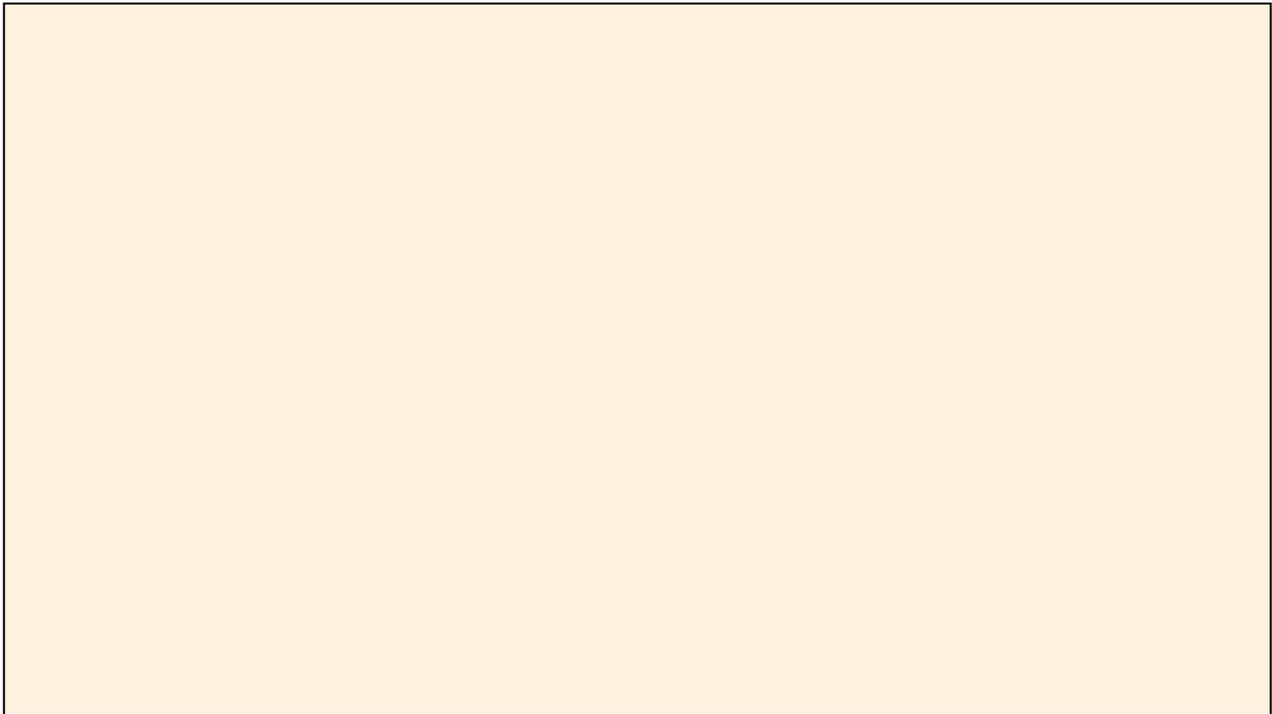
**Relevance to policy and evaluation practice (max. 500 words) \***

Please describe the value and relevance of your project to policy makers and/or evaluation practitioners. Please provide specific details of the beneficiaries and users of your project's outputs.



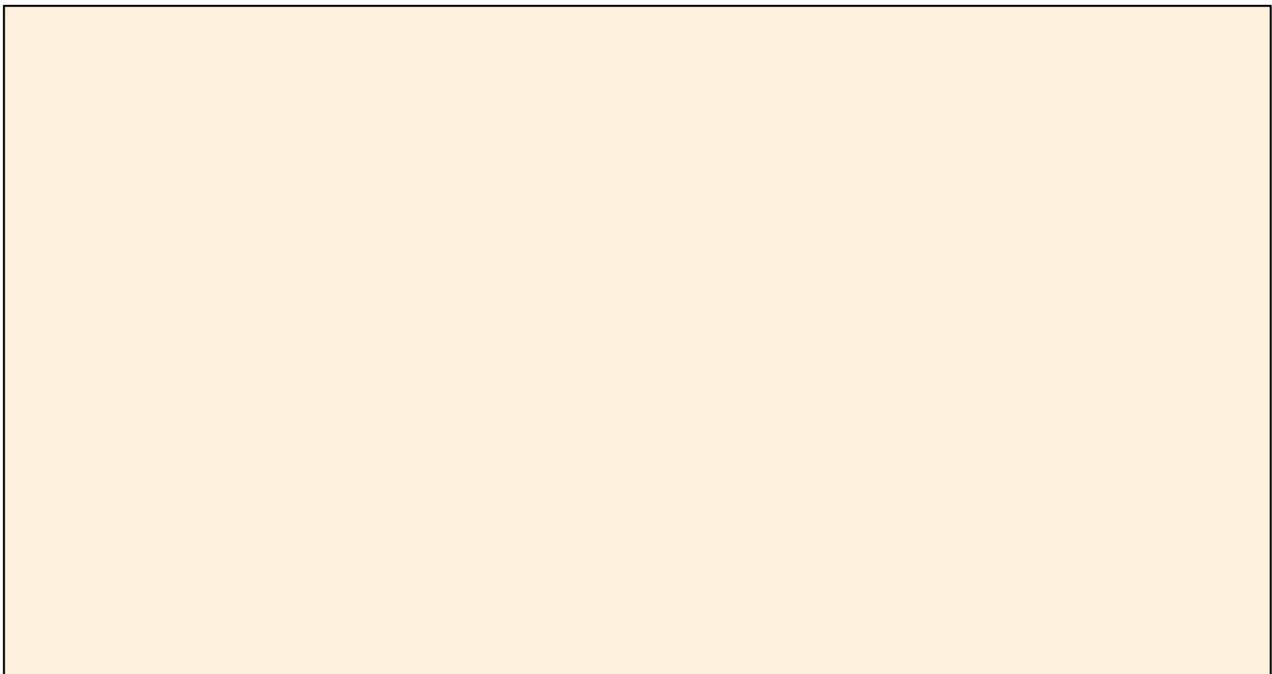
**Pathway to impact statement (max. 500 words) \***

Please describe your plans for disseminating the outcomes of your project, and ensuring they are accessible and can be used by stakeholders.



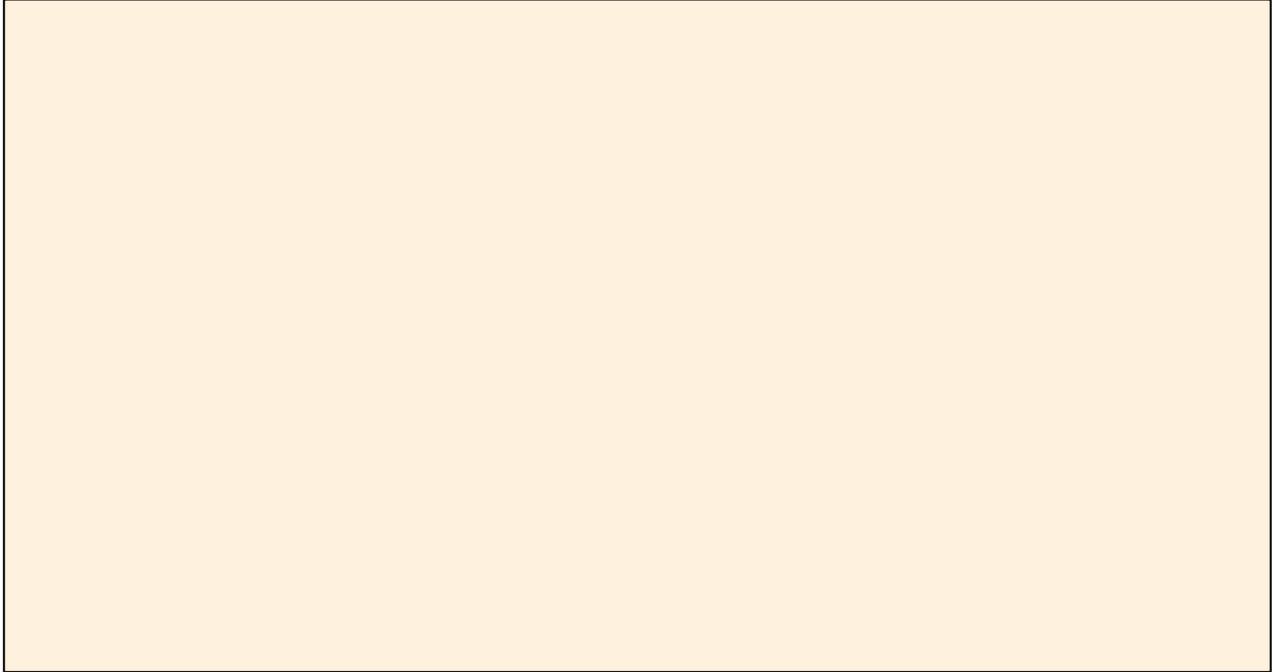
**Value for money (max. 300 words) \***

Please provide a short summary of how your project proposal represents good value for money. This should include a description of the steps you will take to minimise the costs of delivering your project, as well as a justification of how the outcomes from your project represent a valuable use of DFID research funds.



**Ethics statement and plan (max. 300 words) \***

Please provide details of any ethical issues which may arise from your project and the steps you will take to manage them. This should include details of any ethical review process to be undertaken and expectations of when this will be completed.



## 4. Proposal documents

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 (max. 2000 words) \***

Please upload a description of your project. See the application guidelines for full instructions. Project descriptions should be in Word format and no more than 2000 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 template \***

Please complete the budget template provided on the CEDIL website and upload it here. Please note, applications which do not use the budget template provided may be rejected.

**Budget justification \***

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.

## 5. 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.