

CEDIL Call for Proposals

**Copy** of Online Application Form for:

Call 1, Large Projects: Expressions of Interest

March 2019



Preface

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 this copy of the application form to prepare your response and then to complete the online form. **Please note, in order to submit your application, you must complete the online form.**

# Copy of online application form

This form is for applicants submitting an Expression of Interest for an evaluation or secondary data project.

The proposal submission deadline is Thursday 08 May 2019.

# 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

# 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** |  |  |  |  |

# Proposal details

In this section, you are required to provide the details of the substance of your project proposal.

**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.

# 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:**

1. **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:**

1. **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:**

1. **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:**

1. **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:

1. **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.