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***Grant request application from IAMP Member Academies***

**BASIC REQUIREMENTS OF PROJECT PROPOSAL**

* Projects must be submitted by an IAMP member academy or by an IAMP observer organization in cooperation with other IAMP member academies and/or observers and/or other organizations incl. national young academies and the private sector.
* Projects must NOT be for any form of scientific research. Proposals cannot be submitted by an individual (research scientist, etc).
* Projects must produce material and/or recommendations that will be useful to the scientific and policy communities and the general public (e.g., statements, policy reports, toolkits).
* The budget requested from IAMP should not exceed US$25,000, and the budget breakdown must be provided as per instructions in the application form (Section 9). Project proposals should indicate any additional funds that have been/will be leveraged.
* The duration of the activities proposed should not exceed 12 months.

**CRITERIA**

Project applications will be assessed by reviewers against the following criteria:

* Are the activities in line with IAMP’s priority areas? See: <http://www.iamp-online.org/content/iamp-strategic-action-plan-ii-2014-2016>
* Are the activities, responsibility, goals, budget and engagement of the wider IAMP community clearly planned and described in the proposal, and are there regular and measurable review stages?
* Are the activities, budgets and goals proposed realistic and achievable, and can the project partners demonstrate their ability to deliver?

**CONTACTS**

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|  | **APPLICATION FORM**Forms must be submitted **online** only, in English, and in Word format. |
|  | **Title of Project:** |
|  | **Short summary of the project and its relevance to IAMP’s mission and Strategic Plan (150 words maximum)** |
|  | **Key words (max 5)** |
|  | **Lead Applicants (IAMP Member Academy/Observer organization)** |
|  | **Project Coordinator/Contact (name and email)** |
|  | **Starting/End date and duration (maximum 12 months)** |
|  | **Cooperating Organizations (i.e. IAMP member academies, observers, national young academies, or other organizations incl. private sector) (list no more than 3, even if there are more – note that by listing these organizations YOU ARE CONFIRMING THAT THE PRESIDENT OR VICE PRESIDENT OF THAT ORGANISATION HAS AGREED TO PARTICIPATE IN THIS APPLICATION)** |
|  | **Organization** | **Contact person** | **Country** |
|  |  |  |  |
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|  | **Detailed description of the project (1 page maximum)** |
|  | **Information about the project** |
|  | 1. Current state of knowledge related to the project (200 word maximum)
 |
|  | 1. Objectives and outcomes of the proposed project (200 word maximum)
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|  | 1. Outputs: materials and/or recommendations to be produced by the project (150 words maximum)
 |
|  | 1. Role of partners within the project (150 word maximum)
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|  | **Workplan, including milestones and deliverables and tasks allocated to each participating academy/organization** |
|  | **Detailed budget in USD –** Description and breakdown of costs; total budget and total amount requested from IAMP (max USD 25,000) including additional sources of income and parties involved. |
|  | **Total budget (in USD):…….****Total amount of funding requested from IAMP (in USD): …….**For any planned activity, be it a consultative meeting / focal point meeting, a detailed budget breakdown in USD is required.For instance, for an event/meeting, the following breakdown budget should be provided: |
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| --- | --- | --- |
| **Description** | **Estimated cost (USD)** | **Requested from IAMP (USD)** |
| **Title/Type of event** |  |  |
| **Dates and Venue** |  |  |
| **Estimated no. of participants** |  |  |
| **DSA (daily subsistence allowance) per person and total \*\*** |  |  |
| **Local transportation** |  |  |
| **Staff costs \*\*\*** |  |  |
| **Meeting material/stationery** |  |  |
| **Official reception - catering** |  |  |
| **Rent of meeting room**  |  |  |
| **Field-trip**  |  |  |
| **TOTAL** |  |  |

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|  | For publications/policy reports, other outreach-material, the following budget breakdown should be provided:

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| --- | --- | --- |
| **Description** | **Estimated cost (USD)** | **Requested from IAMP (USD)** |
| **Title/Type of publication** |  |  |
| **Staff costs \*\*\*** |  |  |
| **Translation costs** |  |  |
| **Design/graphics** |  |  |
| **Printing** |  |  |
| **Shipping** |  |  |
| **Dissemination** |  |  |
| **TOTAL** |  |  |

\*\* DSA (daily subsistence allowance) per person: i.e. estimated costs for board and living expenses per person per night.\*\*\* Staff costs (estimated daily cost) per person (local staff, scientific staff) specifying for meeting preparation/data collection |
|  | **Additional information** Have you secured other funds and/or in-kind contributions for this project? **YES NO (delete as appropriate)** |
|  | **IF YES, PLEASE SPECIFY DETAILS ON ALREADY SECURED FUNDS AND/OR IN-KIND CONTRIBUTIONS** |