****

***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**

Phone: +39 040 2240 681/ 571 Fax: +39 040 2240 688

Email: [iamp@twas.org](mailto:iamp@twas.org) cc: [mcgrath@twas.org](mailto:mcgrath@twas.org) URL: www.iamp-online.org

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