**CORDAP Coral Accelerator Program (CAP) 2024 Call**

**Full Proposal Submission Form**

(This form is to be completed and uploaded to the [*my*CORDAP](https://cordap.eu-1.smartsimple.eu/s_Login.jsp) online system as a single PDF)

* The Full Proposal template is designed to build, and expand upon, the information provided in the Concept Note. Some sections, such as the Intervention Concept Summary and Biographical Information of Key Personnel, are the same, but can be updated if you wish.
* Please use the guidance, and proposal structure, provided in the Full Proposal guidance document when completing your proposal.
* Please ensure you take into account the review panel Concept Note feedback.

1. **Project Title:**
2. **Lead Applicant (Name):**
3. **Proposed Project Duration:** (Must be between 12 and 36 months)
4. **Abstract (Project Summary)**

Please provide a summary of the proposed project (Limit 350 words).

|  |
| --- |
|  |

1. **Public Summary**

Provide a short overview of the project (max 150 words) and its expected impact suitable for a public audience.

Please avoid the use of technical jargon.

1. **Project Narrative (8 pages maximum, inclusive of Deliverables Summary)**

Please see Full Proposal Template Completion Guidance and structure your narrative under the headings provided there.

Please provide concise details of the proposed project. These should include:

1. Background (What is the problem you are trying to solve and why is this important?)
2. How is it done today? What are the current limitations and what is new in your approach?
3. Strategy and Work Plan (Overall approach, risks to success, and technical feasibility of the project. This includes identifying and addressing the technical risks, required expertise, and technical resources needed to successfully undertake the project.)
4. Expected outcomes (How will you know if the project is successful?)
5. Impact, Knowledge Transfer, and Success (Who will use the outcomes and how will they use them? How scalable are your results and can they be transferred to other regions?)
6. For projects focused on R&D capacity development, please discuss how your proposed work will increase the capacity to successfully undertake coral conservation (including interventions) and/or reef restoration in developing nations.
7. IP: Where applicable, describe, and confirm, the IP situation with the project (Does it rely on background IP, is this background IP available and will it, and project IP, satisfy CORDAP IP policies?)
8. Communications plan: Outline communications and outreach activities planned for this project.

***Guidelines***

* *No more than* ***8 pages*** *should be used for this section, excluding references. You may delete text boxes and any submission guidance/help text.*
* *Your proposal should be written in 11-point Arial font, single space, and portrait format.*
* *References: Kindly provide full citation, including title of paper and all authors.*

|  |
| --- |
| Headings:  Background and Motivation  Aims and Objectives  Strategy and Workplan  Impact, Knowledge Transfer, and Success  Intellectual Property |

1. **Project Management Plan (3 pages maximum, including Gantt Chart)**

Provide an overview of the management aspects of the project, addressing the bullet points below:

**Overall Project Management and collaboration plan**

* Describe how the project will be implemented in terms of management, coordination, execution, and monitoring of task implementation.
* Detail how the full project team interaction will be managed, particularly the frequency and type of interaction and communications (workshops/meetings/video conferencing etc.) used to facilitate an effective collaboration.
* Provide the implementation timelines via the Gantt chart template, see next page.
* Describe how the assessment of progress and success will be done, including milestones.

**Risk Assessment and Management**

Provide a full risk assessment with contingency measures or approaches.

Examples of risk can include:

Early R&D deliverable failure (if something major does not work early in the program that subsequent tasks are dependent on, what is the plan?),

Regulatory, sanctions, stakeholders, ethics etc.

Third party does not deliver

Cost increases

**Summary of Key Deliverables**

Please outline the key deliverables in the table below. Key deliverable are those outputs directly related to the goals, objectives and milestones of the project. (Please add or remove rows as required.).

|  |  |  |
| --- | --- | --- |
| **Title /Description** | | **Delivery Date** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**Gantt Chart**

Add/remove number of tasks as needed. Indicate person(s) or team(s) responsible for the task.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TASKS & ACTIVITIES** | | **Person or Team** | **Y1** | | | | **Y2** | | | | **Y3** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
|  | **TASK 1: xxxxxxxxxxxxxxxxxxx** | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TASK 2: xxxxxxxxxxxxxxxxxxx** | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TASK 3: xxxxxxxxxxxxxxxxxxx** | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TASK 4: xxxxxxxxxxxxxxxxxxx** | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Intervention Concept Summary (2 pages maximum, not required for all Project Types)**

For Project Types:

* Novel R&D projects,
* Improving or scaling up existing interventions, or
* Translation R&D

Please complete the following table and describe the intervention concept this project is supporting as a sequence of high-level steps.

***Guidelines***

* *This summary is designed to provide visibility as to which additional aspects, technologies, or methods will need further development before the proposed project can have full impact.*
* *Please make it clear which steps this R&D project relates to as opposed to ones which are necessary for the intervention but are being addressed in other institutions/projects.*
* *Where the R&D could support multiple types of implementation, indicate that this is the case and document what you see as the most likely use.*
* *Please keep it at a high level, with no more than 10 steps (most will need less).*
* ***This does not need to provide a step-by-step outline of this R&D program.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Brief Description**  (what and how it would occur) | **Does it exist or still need to be invented/developed?** | | **Part of this proposal?**  **Y/N** |
| Y/N | Commentary/Justification |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

1. **Biographical Information of Key Personnel (Lead and Co-Applicants, key Collaborators)**

Page limit: 2 pages maximum per person. Duplicate the page for additional template tables as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | |
|  |  |  | |
| **Website URL** | | **Country** | |
|  | |  | |
| **Education** | | | |
|  | | | |
| **Professional Experience** | | | |
|  | | | |
| **Relevant Funding, Projects, Awards and/or Accomplishments** | | | |
|  | | | |
| **Five most relevant patents/ publications /bodies of work** | | | **Total no of publications:** |
|  | | | |
| **Any other skills and experience relevant to the proposed activities and role** | | | |
|  | | | |