

CRDF Global Request for Proposals (RFP)
2017 Catalyzing New Research Partnerships (Cat-NRP)

Proposal Deadline: Friday, June 30th, 2017 (23:59) U.S. Eastern Daylight Time (EDT)

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I. PROGRAM SNAPSHOT

Eligible Applicant(s)	U.S. Early-Career Scientists ¹
Competition Opens	Thursday, May 4th, 2017
Proposal Deadline	Friday, June 30th, 2017 (23:59) U.S. Eastern Standard Time (EST)
Announcement of Results	September 2017
Program Scope	<p>The 2017 Catalyzing New Research Partnerships (Cat-NRP) program will provide travel support to competitively selected early-career U.S. scientists seeking to establish new international research collaborations with colleagues working in Lower and Middle Income Countries (LMICs) in South/Southeast Asia, Latin America, and West/Sub-Saharan Africa.</p> <p>The types of activities funded include research planning visits, data gathering, and preliminary fieldwork at U.S. Institutions. This must be a new research collaboration as defined in Section IV. below.</p>
Award Amounts	Each up to \$10,000 USD
Complete Competition Announcement	http://www.crdfglobal.org/funding-opportunities/CatNRP2017
How to Apply	<p>All proposals must be submitted through the Electronic Proposal Submission (EPS) website: https://eps.crdfglobal.org/CatNRP2017 (NOTE: website will be active on May 22nd, 2017)</p> <p>E-mail attachments and hard copies will <u>not</u> be accepted. For more information and instructions please refer to Section VI. A.</p>
Program Points of Contact	Dylan Helgeson, CRDF Global, dhelgeson@crdfglobal.org

II. BACKGROUND

CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. CRDF Global's Research and Innovation (RI) competitions enable cross-border collaboration and the strengthening of international research through the implementation of peer-reviewed research grant competitions. Research collaborations open avenues for new research directions and foster new opportunities for U.S. and non-U.S. scientists. More information about CRDF Global and RI competitions can be found at <http://www.crdfglobal.org>.

III. SCOPE AND PURPOSE

As part of its efforts to promote and support international collaboration in science and technology, CRDF Global is pleased to announce the 2017 Catalyzing New Research Partnerships (Cat-NRP) program. Through this program, CRDF Global aims to catalyze new international research collaborations designed to open up new scientific directions for U.S. early career scientists, their South/Southeast Asian, Latin American West/Sub-Saharan African counterparts, and the broader international science community.

¹ For the purposes of this RFP, an "Early Career Scientist" is defined as a scientist/researcher who has completed their Ph.D. (or equivalent) within the last six (6) years from the application deadline.

To this end, CRDF Global will support travel grants for U.S. early-career scientists residing and working in the United States, so that they may travel to one of the aforementioned regions to undertake a new collaboration with a non-U.S. colleague. During visits to their colleague's institution, CRDF Global expects selected applicants to participate in specific activities including data gathering, preliminary fieldwork, and research planning that will lay the foundation for a new international research partnership. Applicants are encouraged to include undergraduate or graduate students and other early-career postdoctoral researchers on these visits abroad, but the applicant must participate in the proposed activity themselves in person at their non-U.S. counterpart's institution.

Note: CRDF Global will not play an active role in connecting Primary Applicants to their non-U.S. counterparts. It is the responsibility of the Primary Applicant to communicate and secure the consent to collaborate with their counterpart.

Upon the conclusion of their travel to their counterpart's institution, applicants should be in a position to sustain new research collaborations with their counterparts. Thus, the primary goals of this program are to:

- Promote the development of U.S. and non-U.S. early-career researchers and students through new international partnerships
- Assist U.S. researchers to develop competitive proposals that may be submitted to NSF and other funding agencies for follow-on research projects
- Advance international science through establishment of new international research collaborations that fully leverage the skills and competencies of U.S. and non-U.S. partners

Upon announcement of award selection, **selected applicants may not begin any project activities or incur any project expenses** until CRDF Global executes an award agreement with the awardee. This process can take 30-60 days from the time of award announcement and should be taken into consideration when preparing the proposal timeline.

IV. ELIGIBILITY

All applications must meet **each** of the following eligibility criteria:

1. Each application submitted must have only one **Primary Applicant** who will take overall responsibility for the proposed travel and related activities. If the proposal only includes one traveler, that person is automatically designated as the Primary Applicant.
2. The scope of the research project that will be eventually undertaken must be in the area of the natural sciences or engineering and must be directly related to one of the following NSF directorates:
 - a) Biological Sciences
 - b) Computer and Information Science and Engineering
 - c) Engineering
 - d) Geosciences
 - e) Mathematical and Physical Sciences
3. The Primary Applicant must:
 - a) Be an **Early-Career Scientist**: for the purposes of this RFP, an "Early Career Scientist" is defined as a scientist/researcher who has completed their Ph.D. (or equivalent) **within the last six (6) years** from the application deadline.
 - b) Be a citizen and permanent resident of the United States and employed by a non-profit (501(c)(3)) U.S. research institution or accredited university.
 - c) Have received the approval of their non-U.S. counterpart to visit the non-U.S. laboratory or research institution. This approval must be demonstrated in the form of a letter of support from the non-U.S. counterpart, written on letterhead from the counterpart's institution.
4. The Primary Applicant's non-U.S. Counterpart must be a citizen and permanent resident of a Lower or Middle Income Country in South/Southeast Asia, Latin America or Western/Sub-Saharan Africa and employed by a

non-profit research institution or university in their respective country of residence. Please see the table below for a list of eligible countries in each region.

South/Southeast Asia	Western/Sub-Saharan Africa		Latin America
Afghanistan	Angola	Liberia	Argentina
Bangladesh	Benin	Madagascar	Belize
Bhutan	Botswana	Malawi	Bolivia
Cambodia	Burkina Faso	Mali	Brazil
India	Burundi	Mauritania	Colombia
Indonesia	Cabo Verde	Mauritius	Costa Rica
Lao PDR	Cameroon	Mozambique	Ecuador
Malaysia	Central African Republic	Namibia	El Salvador
Maldives	Chad	Niger	Guatemala
Myanmar	Comoros	Nigeria	Guyana
Nepal	Congo, Dem. Rep.	Rwanda	Honduras
Pakistan	Congo, Rep.	São Tomé and Príncipe	Mexico
Philippines	Côte d'Ivoire	Senegal	Nicaragua
Sri Lanka	Equatorial Guinea	Sierra Leone	Panama
Thailand	Eritrea	Somalia	Paraguay
Vietnam	Ethiopia	South Africa	Peru
	Gabon	South Sudan	Suriname
	Gambia, The	Sudan	Venezuela, RB
	Ghana	Swaziland	
	Guinea	Tanzania	
	Guinea-Bissau	Togo	
	Kenya	Uganda	
	Lesotho	Zambia	
		Zimbabwe	

5. The proposed travel and subsequent activities must be in support of a **new planned research collaboration**. For the purposes of this RFP, a new collaboration may be one in which the collaborators have only met at a conference or not at all, not yet undertaken any joint research, or not yet visited each other's laboratories. Colleagues who have previously worked together are not necessarily ineligible; however, the Primary Applicant must provide sufficient justification for why the collaboration should be considered new.
6. Proposals may include any number of additional travelers (listed as "**Secondary Applicants**"). Their participation in proposed activities must be explicitly justified in the proposal.
7. CRDF Global will not accept any proposal requesting more than \$10,000 USD. All proposed research projects must be oriented toward non-commercial and **non-military** objectives and must be carried out in a **civilian research environment**.
8. Each proposal is evaluated **independently** and therefore should not be part of, nor depend on the success of, other proposals submitted to this program.

9. Individuals may **not be included in multiple applications** submitted to this competition.

Failure to comply with these restrictions may result in automatic disqualification from the competition. Proposals that do not meet all eligibility criteria will not be reviewed.

CRDF Global reserves the right to restrict the participation of any individual or institution in its programs.

CRDF Global complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF Global not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

Applicants unclear about any eligibility criteria are *strongly* encouraged to contact Dylan Helgeson at CRDF Global (dhelgeson@crdfglobal.org)

V. REVIEW OF PROPOSALS

A. Review Process

All proposals and information contained therein will remain confidential prior to the award and will be screened for eligibility and completeness upon receipt by CRDF Global. All eligible proposals will be subjected to a technical review process by CRDF Global staff and U.S. scientific experts in the appropriate fields. Reviewers will use the criteria described below to evaluate the scientific merit of each proposal, and make funding recommendations. A decision on the selection of finalists will be made by CRDF Global based on the proposal's overall rating, and these funding recommendations. CRDF Global will announce results via e-mail and all decisions are final. All awards are subject to the availability of funding.

B. Evaluation Criteria

Primary Criteria:

- **Travel Objectives.** Proposal presents clear, measurable objectives that respond to the competition goals found in [Section III](#).
- **Potential for Strong Scientific Collaboration.** The proposal presents clear evidence that the new research collaboration will be successful and sustainable.
- **Proposed Research Impact.** The probability that the future research collaboration will result in new knowledge or have impact on one or more research fields; the potential that the project's processes or results will serve as the basis for new or improved technology.
- **Travel Plan.** Travel plans and subsequent activities are soundly justified and support the catalysis of the new research; the budget is appropriate for the proposed travel.
- **Participant Involvement.** Appropriateness of each participant's involvement and contribution to the project.

Secondary Criteria: The primary factors that will determine a proposal's fundability are the five criteria in section V.B. above. However, in cases where two or more proposals are deemed to be of equal scientific merit, special consideration will be given to projects in which:

- One or more students or post-doctoral researchers are incorporated in the project.
- A cost-share of expenses related to the participation of the Primary Applicant and/or secondary applicants is included. The cost-share amount and what it will be applied to must be explicitly stated in the budget narrative. For more information on the categories of cost share, please visit the following link: <http://www.crdfglobal.org/grants/information-applicants>

- The non-U.S. collaborator is an Early-Career Scientist. For the purposes of this RFP, an “Early Career Scientist” is defined as a scientist/researcher who has completed their Ph.D. (or equivalent) within the last six (6) years from the application deadline.

VI. PROPOSAL PREPARATION AND SUBMISSION

Only proposals submitted according to the instructions and which follow the formatting and include all of the required elements listed below will be considered responsive and reviewed.

A. Proposal Submission

All proposals must be submitted electronically through CRDF Global’s Electronic Proposal Submission (EPS) website, no later than **Friday, June 30th 2017 (23:59) U.S. Eastern Standard Time (EST)**

<https://eps.crdfglobal.org/CatNRP2017/>
(EPS website will be active by May 22nd)

Note: Submission through this website **does not** require previous registration.

Proposals should be submitted once by the Primary Applicant. All participants should jointly develop the proposal.

At the conclusion of the electronic submission process, the Primary Applicant will receive a confirmation message from CRDF Global. Further instructions on EPS are available at the website above.

Proposal application materials submitted to CRDF Global must be prepared in English and compiled in the following separate document files for submission to the EPS. Acceptable file formats are MS Word (.doc) or Adobe Acrobat (.pdf).

For questions about the proposal submission process, please contact Dylan Helgeson at: dhelgeson@crdfglobal.org.

B. Proposal Formatting

- Typed
- Single-spaced
- One-inch margins on ALL sides
- Font size of no less than Arial 10pt (Times New Roman 10pt font is not acceptable)*

**A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Primary Applicants are cautioned, however, that the text must still be readable.*

C. Proposal Elements

Applicants are required to follow instructions and use the electronic forms and templates downloadable in a fillable format here: <http://www.crdfglobal.org/funding-opportunities/CatNRP2017>

Detailed information for all necessary elements of a proposal is listed below. Appendices may not be included unless a deviation has been authorized. Any proposal submitted without ALL required information, including signatures and forms, may be disqualified and removed from the competition. Applicants are encouraged to carefully review proposals prior to submission to ensure accuracy and completeness.

The following sections should be compiled into one proposal document:

1. **Cover Sheet (Form A).** The cover sheet includes basic information about the travel proposal, Primary Applicants and their respective Institution. This information must also be entered during the electronic proposal submission process.

Form A requires two signatures:

- Primary Applicant's signature; and
- A signature from the Primary Applicant's superior, which may include their Institution Director or Representative, or other administrative or academic superior who directly oversees the Primary Applicant's research-related activities. Throughout the application review process, this person will also receive updates via email regarding the status of the application.

2. **Project Narrative.** Five page maximum, including any graphs, diagrams, and photos. Primary Applicants are cautioned that the Project Narrative must be self-contained, and that URLs providing information related to the proposal should not be used.

The following should be described in the Project Narrative, relating to the evaluation criteria listed in [Section V.B.](#):

- A brief summary of the proposed research project. If the primary objective of the travel is to plan the research project, include as much information as possible about the potential collaborative effort. Applicants should also describe the significance of the research and potential solutions to economic, environmental, and/or social challenges.
- Justification for the collaboration. Why is international collaboration necessary? What competencies does each collaborator bring to the project? How will benefits and workload be shared?
- Goals and reason for travel. A set of discrete tasks that will be completed during travel, and how new knowledge, data, and/or experiences will enable future collaborative research endeavors.
- Specific objectives that will be achieved during the proposed travel and ways to measure the achievements. These objectives will be compared to the final report submitted the awardee.
- Detailed travel timeline, including approximate dates of travel.
- Justification for each Secondary Applicant's attendance (if applicable).

3. **Key Participant Information Forms (Form B) – if applicable.** One Form B must be completed for each Secondary Applicant.

Form B should not exceed **half a page per Secondary Applicant**. Form B is for additional team personnel only; the Primary Applicant does not need to complete Form B.

4. **Budget Narrative.** One Budget Narrative is completed which explains each line item in the budget in detail. Descriptions of travel and travel related expenses may include explanations of the costs associated with airfare, lodging, visa procurement, and per diem. Quotes should be provided whenever possible. Cost-shares are described in detail.

5. **Letter of Invitation or Research Partnership Statement.** The proposal must provide evidence that:
 - The Primary Applicant is invited to travel to and/or conduct preliminary research at the non-U.S. counterpart's Institute; and
 - The non-U.S. counterpart consents to participate fully in the proposed activities.

Include one letter or statement signed on institutional letterhead to certify the planned activities. Only one letter is necessary.

The following documents should be prepared and uploaded separately from the main proposal file:

1. **Project Budget:** Prepare ONE Project Budget using the Budget Template. The budget should cover the entire award. Each line item should be calculated based on actual costs – you should include receipts,

quotes, or website links to support calculations for travel related expenses in the budget. Applicants should refer to [Section VII. Allowable Costs](#) for information required in the budget.

Download Budget Template here: <http://www.crdfglobal.org/funding-opportunities/CatNRP2017>

- 2. Primary and Secondary Applicants' Curricula Vitae (CV) in one file:** Primary Applicants must provide copies of all applicant CVs in a file separate from the main proposal file. The Non-U.S. counterpart's CV must be included in this file.

Each CV should include the individual's name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the project. Please visit the [Resource guides and templates for writing a Curriculum Vitae \(CV\)](#) page on the CRDF Global website for assistance.

- Primary Applicant and Non-U.S. Counterpart CVs should be no more than five (5) pages.
- Secondary Applicants CVs should be no more than two (2) pages.

*Please ensure a full CV corresponds to each Key Participant Form in the main proposal file.

CRDF Global reserves the right to require greater detail if necessary to proceed with award selection.

VII. ALLOWABLE COSTS

The maximum total award amount is \$10,000 U.S. Dollars (USD).

In the case of an award, a project budget may be subject to revision by CRDF Global staff.

Funding **may be requested** for the following categories of travel related expenses:

- 1. Airfare.** CRDF Global supported travelers must travel by the lowest-cost round-trip airfare. Airfare must also with the provisions of the Fly America Act. For more information, please see: <http://www.crdfglobal.org/grants/information-awardees>
- 2. Ground Transportation.** Based on real transportation costs.
- 3. Travel Allowances.** Travel allowances cover **lodging, meals, and incidental expenses**. CRDF Global adheres to the U.S. General Services Administration per diem rates by destination location when providing travel allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget.
 - a. For travel to or within the United States, visit: <https://www.gsa.gov/portal/content/104877>.
 - b. For other international travel, refer to https://aoprals.state.gov/content.asp?content_id=184&menu_id=78.
- 4. Health insurance.** Mandatory for all travel under CRDF Global awards. Purchased directly by CRDF Global.
- 5. Visa fees.** (See note on award termination in [Section VIII](#))

Funding **may NOT be requested** for salary/individual financial support (IFS), supplies or equipment purchases, tuition fees, remission, fringe benefits, or institutional indirect costs. Please note, CRDF Global will not issue awards to universities or institutes; awards will be issued directly to selected Primary Applicants.

CRDF Global reserves the right to reduce the proposed budget for costs it deems outside the scope of the award.

Whenever possible, CRDF Global will directly pay for and purchase the items listed above. CRDF Global's Operations Support team will determine the mechanism for the disbursement of award funds at the time of award notification.

VIII. CRDF GLOBAL EXPECTATIONS OF AWARDEES

Note on termination of award: Grantees must apply for and secure any required travel visa in a timely manner. If the grantee fails to acquire their visa in time for the intended travel, CRDF Global reserves the right to terminate the award.

Upon announcement of award selection, finalists may **not** begin any travel activities or incur any travel expenses until the award agreement has been executed by CRDF Global.

Once selected, awardees are expected to:

- Work with CRDF Global in a flexible manner to confirm travel details.
- Hold a valid passport that will not expire for at least six (6) months after proposed travel dates.
- Apply for a visa as quickly as possible once travel dates have been determined.
- Submit one (1) final travel report within 30 days of return to the United States.
- Participate in a survey approximately six (6) months after program participation.

IX. ADDITIONAL INFORMATION AND SUPPORT

A. CRDF Global Policies

1. **Intellectual Property.** CRDF Global makes no claim to intellectual property rights under any award. CRDF Global's primary interest is that intellectual property rights be equitably allocated. Both the non-U.S. and U.S. parties should be familiar with, and abide by the laws regarding intellectual property in their respective countries, including regulations regarding grants for research projects.
2. **Conflict of Interest.** CRDF Global requires that all Primary Applicants and other participants adhere to the highest ethical standards in all matters related to CRDF Global awards. CRDF Global Conflict of Interest Guidelines are further outlined at <http://www.crdfglobal.org/grants/information-applicants>.
3. **Confidentiality.** CRDF Global assures confidentiality of all proposals' material and will require all panelists and reviewers to respect the confidentiality of proposals. However, proposal authors should be aware that successful proposals will be treated as public information. Therefore, at the author's discretion, if there is specific information in the proposal that is business-confidential and not intended for public dissemination, it should be clearly labeled as such. Such passages will be withheld from public distribution if the proposal is successful.
4. **Award Administration Terms and Conditions.** Applicants may refer to the CRDF Global website for guidance on CRDF Global policies and procedures relating to the financial and contractual management of CRDF Global grants, including conflict of interest guidelines. An online library of resources and reference documents may be viewed at the following location: <http://www.crdfglobal.org/grants/information-awardees>

B. Program Support Information

For further information about this program, please contact the program staff below. **Inquiries by e-mail are strongly encouraged and will result in prompt response.**

Dylan Helgeson
Program Assistant
1776 Wilson Blvd., Suite 300
Arlington, VA 2220

Phone: 703-526-4788
E-mail: dhelgeson@crdfglobal.org

X. CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION

BEFORE submitting through CRDF Global's Electronic Proposal Submission (EPS) site, please ensure you have the following documents/information prepared as specified and ready to upload from your computer.

A. Proposal Document Checklist

1. Documents/Information combined into a SINGLE PDF, Word, or Rich Text file:

- General**
 - Proposal topic and project plan are responsive to the program goals in [Section III](#).
 - Proposed travel is appropriate for funding by CRDF Global
- Form A. Cover Sheet**
 - Signed by both Primary Applicant and Institute Representative
 - All fields are completed
- Project Narrative**
 - All project criteria are addressed
 - Text is within two (2) page limit
 - Formatted properly (typed, single spaced, one inch margins, page numbers, font no smaller than Arial 10 pt)
- Form B. Key Participant Information Forms**
 - One for each Secondary Applicant
 - Does not exceed one half page each
- Budget Narrative**
 - One budget narrative is included.
 - Descriptions of who is traveling, to where and for how long are included. Airfare, lodging, visa, and per diem costs for each trip are clearly stated with quotes provided whenever possible.
 - Cost-shares are described in detail.
- Letter of Invitation, Research Partnership Statement or Research Agreement**
 - Letter written on institutional letterhead from non-U.S. counterpart's institute
 - Shows host-institution agreement or other evidence of invited travel
 - Acknowledges that the Primary Applicant will undertake this collaborative project with the non-U.S. counterpart if the proposal is selected for funding.

2. Additional Documents to be uploaded to website as SEPARATE files from the main proposal file:

- Proposal Budget (Use Excel Budget template)**
 - One Project Budget
 - Follows allowable cost guidelines, as outlined in Section VII above
 - Cost-shares are reported as a monetary value.
- CV for Primary and Secondary Applicants**
 - Primary Applicant and Non-U.S. Counterpart CVs are no more than five (5) pages.
 - Secondary Applicant CVs are not more than two (2) pages.
 - Each Key Participant Data Form (Form B) has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal file.

C. Submission Requirements

- CRDF Global Submission Requirements:** All documents submitted to CRDF Global MUST be entered through the program' specific Electronic Proposal Submission (EPS) website; proposals sent as e-mail attachments will NOT be accepted.
- The following documents to be uploaded to website as SEPARATE files (total of three files):
 - Proposal combined into a SINGLE PDF or Word file
 - Project Budget on a SINGLE Excel budget Template
 - CV for all participants combined into a SINGLE PDF or Word file

Form A: COVER SHEET

GENERAL PROJECT INFORMATION			
Project Title <i>(not to exceed 25 words)</i>	Title		
Amount Requested <i>(excludes cost-shares)</i>	Total	Cost-Share Amount	Total
	\$Amount.		\$Amount.
Research Categorization ²	Research Area	Sub-Research Area	Research Focus
	Research Area	Sub-Research Area	Research Focus
Travel Involves Research Using Human/Animal subjects	Choose an option...	Travel Duration	Duration

PRIMARY APPLICANT INFORMATION					
INSTITUTION INFORMATION					
Institute Name	Institute Name			Institution Type	Choose a type...
Mailing Address	Building # and Street Name				
	City	State		Postal Code	
PRIMARY APPLICANT INFORMATION					
Last Name (surname)	Last	First Name (Given)	First	Middle	Middle
Position/Title	Full Title		Telephone #	Phone Number	
E-mail	Email 1		Alternative E-mail <i>(optional)</i>	Email 2	
Highest Degree	Degree Type		Field/ Discipline		Year Awarded
Home Country Residency Status	Choose an option....		Gender	Choose an option...	
INSTITUTION LEADERSHIP REPRESENTATIVE INFORMATION					
Name	Last	First	Middle	Title	Full Title
E-mail	Email		Telephone #	Country code + number	
Have you received a grant under a previous CRDF Global program or been a participant in a CRDF Global-funded workshop?				Choose an option...	
If yes, please list program and grant number or workshop title in the following text box			Enter Text...		
Total number of U.S. team members, including Primary and Secondary Applicants					#

² Please reference the CRDF Global Research Areas document found here: http://www.crdfglobal.org/sites/default/files/crdf-global-research-areas_updated-june-2015.pdf

SIGNATURES

My signature below affirms that I have read and understand CRDF Global's policies and standards outlined within the 2017 Catalyzing New Research Partnerships (Cat-NRP RFP), including CRDF Global's Plagiarism Policy³. I agree to adhere to CRDF Global's Plagiarism Policy, and understand that CRDF Global will not provide funding to an application in which plagiarism exists. If plagiarism is detected, penalties may be imposed up to and including my exclusion from this funding opportunity and barring my participation in future funding opportunities.

I attest that the information contained in this proposal is truthful and that it has been prepared with the full knowledge and consent of [Non-U.S. Institutional Leadership Representative Name], leadership representative of [Non-U.S. Institution].

Primary Applicant's Signature		MM/DD/YYYY
Institution Director or Representative Signature ⁴		MM/DD/YYYY

³ For more information on CRDF Global's Plagiarism Policy, please see: <http://www.crdfglobal.org/grants/information-applicants>

⁴ Or other administrative or academic superior who directly oversees the Primary Applicant's research-related activities. Throughout the application review process, they will also receive updates via email regarding the status of the application.

PROJECT NARRATIVE

Should not exceed five (5) pages. Text should be Arial font size 10 within 1-inch margins

FORM B: KEY PARTICIPANT INFORMATION FORM

Complete ONE for each Secondary Applicant involved

Please copy this page as necessary.

SECONDARY APPLICANT INFORMATION					
Last Name (surname)	Last	First Name (Given)	First	Middle	Middle
Current Position	Full Title		Classification on Project	Choose Role...	
Institute Name	Institute Name				
Complete Mailing Address	Building # and Street Name		City/State	Postal Code	Country
E-mail Address	Email		Telephone #	Country code + number	
Highest Degree/ Year Awarded	Degree Type		Field/ Discipline	Year	
Gender	Choose an option...				
Description of project role (responsibilities, expertise, level of effort on project):					
Enter description					

BUDGET NARRATIVE FORM

Describe and justify the expenses included in each budget line item.

Budget Narrative

Travel

Explain the travel and travel costs in detail. Include your calculations of these costs. Break down costs by line item, and at the very least by airfare, hotel, per diem, etc. Include price quotes whenever possible.

Enter Text...

Cost Share (if applicable)

Describe any cost share that is being undertaken by the sub-team. Describe what items the cost-share will be applied to. This is mandatory for the U.S sub-team, see section VII. B. U.S. Sub-Team Expenses for more information.

Enter Text...

NON-U.S. COUNTERPART INVITATION AND LETTER OF SUPPORT
Include one letter on Institutional/Organizational Letterhead.

[INSTITUTE LETTER HEAD]

Re: Cat-NRP Submission [U.S. Last Name], [Non-U.S. Last Name]

I, [Non-U.S. Collaborator Full Name], hereby acknowledge that I have invited [Primary Applicant (PA) Full Name] of [PA Institution Name] to my home institution, [Non-U.S. Collaborator Institution name], to undertake a new collaborative research project. I attest that my institute is aware of this new collaborative research project and that they have granted the Primary Applicant access to the necessary institutional equipment and/or materials that will allow us to complete the scope of work outlined in the narrative portion of this proposal.

If awarded, I will undertake this project in good faith and will uphold my portion of the collaborative work as proposed in the submission.

Principal Investigator Signature

Date

Institution Leadership Representative Signature

Date