

**“Cyber Security Improvement Grant” also known as “CySIG”**

 **Application Checklist**

***Please use this checklist to ensure that your application is complete and contains all required documentation.***

***Please note that your application will not be reviewed unless all application sections are complete, and all documents are submitted.***

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| --- |
| **Application:**  |
|   | 1. Project Title
 |
|   | 1. Applicant Information and List of Project Staff and Their Roles
 |
|   | 1. Host Organization Information
 |
|   | 1. List of Previous CRDF Global Funding, if applicable
 |
|   | 1. Support for CySIG Project from Host Institution and/or other Non-CRDF Global Sources
 |
|   | 1. Complete Project Abstract/ Description
 |
|   | 1. Project’s Contribution to Cyber Security
 |
|   | 1. List of Equipment/ Services that will be secured by the CySIGs
 |
|  | 1. Expected Outcome and Sustainability Potential
 |
|   | 1. Supporting Documentation – i.e. photos of cyber security facility, institutional support documents
 |
| **Budget (separate form) sections are complete, and all line items are in the correct budget category:**   |
|   | 1. Equipment, Software, Material, Installation and Supply Costs
 |
|  | 1. Other Costs, if Applicable
 |
| **Supporting Documentation**  |
|   | 1. Curriculum Vitae (CV) for each Project Team Member
 |
|   | 1. Copy of the passport or national ID for each team member on the project
 |
|  | 1. Minimum three vendor price quotes for each piece of equipment listed in the budget if over $10.000, or if the vendor total is over $10.000
 |
|   | 1. Letter of Institutional Endorsement
 |
|   | 1. An internal or external cybersecurity vulnerability assessment (in form of a report or internal memo)
 |
|  | 1. An internal or external cybersecurity vulnerability assessment (in form of a report or internal memo)
 |

 **Cyber Security Improvement Grant (CySIG)**

 **Application**

**Instruction:** Applications must be completed in English, or Armenian.

**A. Project Title**

Please provide a concise and descriptive title (no more than 25 words).

*Example “Improving information and cyber security at the organization through purchasing and installing the following information and cyber security system.”*

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|  |

**B. Information about Main Point of Contact (POC) from the Applying Institution** (i.e. personresponsible for informational security)**:**

|  |  |
| --- | --- |
| Position: |   |
| First Name (as in passport): |   |
| Last Name (as in passport): |   |
| Country of Citizenship: |   |
| Name of Applicant's Institution: |   |
| Division or Department:  |   |
| Address of Institution:  |   |
| Applicant's Contact Information |
| Phone Number: |   |
| Fax Number (if any): |   |
| Email: |   |

Please list all other staff members who will be involved in the project.

|  |  |  |
| --- | --- | --- |
| **Name, Title and Position** | **Specific Role in Project** | **Institution** |
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**C. Applying Organization Information**

|  |  |
| --- | --- |
| Organization Name: |   |
| Division or Department: |   |
| Title & Name of Head/Chair in Charge of Authorizing this Arrangement: |   |
| Town/City: |   |
| Country: |   |
| Postal Code: |   |
| Phone: |   |
| Fax (if any): |   |
| Email of supervisor: |   |
| Institution and address where equipment will be installed and used: |   |

**D. Previous CRDF Global Funding**

* **Has the applicant previously received funding from CRDF Global or participated in a CRDF Global trainings/events/grants?**
1. No
2. Yes. Number of times you received funding or participated in training: \_\_\_\_\_\_\_\_\_\_\_\_

 Type and date of training/funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Please describe how you heard about CRDF Global and/or CySIG awards.**

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**E. Expected Financial Support for this Project from Host Institution and/or other Non-CRDF Global Sources (If applicable)**

*Add additional rows if necessary*

|  |  |
| --- | --- |
| Source of Support: |  |
| Amount of Support: | In-Kind\*  |  | In Cash |  |
|  |  |

\****In-Kind Contributions are contributions of goods or services, not cash – i.e. computers, software, furniture, storage space, mail services, etc.***

**\*Head in Charge of Authorizing the Arrangement is an** individual who would be responsible for negotiating contractual and financial terms in the case of an award

|  |  |
| --- | --- |
| **Signature of Applicant** | **Signature of Head in Charge of Authorizing Arrangement** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*\*\*All application should not exceed 15 pages in total (with supporting documents added).**

**F. Project Description**.

Please provide a detailed description of the proposed cyber security improvement project and explain what this project will achieve. Please outline **all** steps of the project from beginning to closeout including the questions below:

* What is the main objective of your project?
* What are the steps to be taken to ensure your project will accomplish its main goal?
* Who will be involved in your project? What will be their responsibilities?
* What is your role in the project?
* What institution(s) will be involved in your project? Do you have support and the required approval to implement the project at each participating institution?

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| *Your response:*  |

**G. List of resources to be protected**

Please identify which critical resources and sensitive information will be protected by this CySIG grant. Your response should address **ALL** of the following questions:

* What is the role of critical resources and sensitive information in your institution and enterprise activity? Specifically, what resources or functions are you responsible for in the industry?
* What information or IT infrastructure do you hope to secure with this CySIG application and why do they need additional protection? **Please list areas your institution is actively researching in and why protecting it is important. Please note that the main goal in this grant is to enhance capacity of academic and research institutions to defend against and respond to cyber threats posed by malicious entities seeking to acquire sensitive research and design-data through unauthorized access to computer systems.**
* Has your institution or enterprise experienced any previous cyber security incidents or concerns?

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| *Your response:*  |

**H. Immediate Contribution to Cyber Security**

Please describe the cyber security impact of your application, which refers to the implementation of measures to protect systems, information, networks, and software applications from digital attacks. Strong answers will explain the **all** the following as detailed as possible:

* Describe the current state of information and cyber security systems at your institution or enterprise.
* Please describe any perceived vulnerabilities, information and cyber security threats and areas for improvement (related to information and cyber security) at your institution or in your enterprise.
* Please describe in detail how EACH improvement item in your CybSIG application will mitigate or remedy the information and cyber security threats and vulnerabilities mentioned above.
* Describe how the overall state of information and cyber security at your institution after your project is completed.

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| *Your response:*  |

**I. Expected Outcome and Sustainability Potential**

Please describe the immediate and long-term impacts your project will have on information and cyber security at your institution. More specifically, please explain how your institution plans to ensure sustainable impact by maintaining security upgrades or procedures after the grant is complete. Strong answers will explain **all** the following as thoroughly as possible:

* What is your institution’s long-term goals for cyber and information security and how will this project help you reach these goals?
* Do you have committed, long-term financial support for IT-infrastructure maintenance from your institution?
* What is your institution or enterprises’ plan for IT-infrastructure maintenance? Please provide a detailed equipment maintenance plan, if applicable

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| --- |
| *Your response:*  |

**J. Supporting Documentation**

* Please attach documents in support of this information and cyber security improvement application such as:
	+ Equipment information (Optional)
	+ Letter of support from your institution **(Mandatory)**
	+ Photos of your facility (Optional)
	+ An internal or external cybersecurity vulnerability assessment (in form of a report or internal memo) **(Mandatory)**
	+ Curriculum Vitae (CV) of each project team member **(Mandatory)**

**Appendix A - CySIG Project Budget Instructions**

**Please complete the separate Budget Document (in Word or Excel format) and submit it with your application**

**A. Equipment, Software, Materials and Supplies**

Please list each piece of individual equipment, software, supplies and materials (one per line-item) you are requesting and include:

* Price estimate in United States Dollars equivalent, including value-added tax (VAT), delivery costs, and installation costs.
* Description of equipment that includes the make and model of each item.
* Expected country of purchase. If possible, applicants are encouraged to utilize local in-country vendors.

**Please submit minimum three vendor price quotes for each piece of equipment you list in your budget.** Each price quote or bid usually comes in the format of a word document, invoice, PDF or printed or handwritten document that a vendor prepares for you, and has the costs itemized from each material, to VAT and installation costs.

**B. Master Budget**

Please list all costs that may be associated with the implementation of this project.