**Grants to Support Women and Underrepresented Groups Seeking to Promote and Sustain International Nonproliferation Norms**

**Application Checklist**

**Instructions:** Please use this checklist to ensure that your application form is complete and contains all required documentation. Please note that your application will not be reviewed unless all application sections have been completed and all required documents are submitted. Please submit your completed application and supporting documents to: nonpro-grants@crdfglobal.org

Application materials and supporting documents should be submitted in PDF format.

|  |
| --- |
| **Application:**  |
|   | 1. Complete Project Title
 |
|   | 1. Complete Applicant Information and List of Project Staff and their Roles
 |
|   | 1. Complete Host Organization Information, if applicable
 |
|   | 1. List of Previous CRDF Global Funding, if applicable
 |
|   | 1. Identified Expected Support for from Host Institution and/or non-CRDF Global Sources
 |
|   | 1. Complete List of References
 |
|   | 1. Complete Project Abstract
 |
|   | 1. Expected Outcome and Sustainability Potential
 |
|   | 1. Proposed Project Timeline
 |
|  | 1. List of previous relevant publications
 |
| **Budget:**  |
|   | Up to $10,000 U.S. Dollars |
| **Duration:**  |
|  | Five (5) Months |
| **Supporting Documentation:** |
|   | Curriculum Vitae (CV) for each Project Team Member  |
|  | Letter of Institutional Support if applicable (template to be provided upon request) |
|  | Detailed Budget |

**Research Partnerships to Grants to Support Women and Underrepresented Groups Seeking to Promote and Sustain International Nonproliferation Norms**

**Application Form**

**Instructions:** Proposals must be completed in English.

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| 1. **General Project Information**
 |
| **Project Title**  |   |
| **Amount Requested**  |   |
| **Project Duration**  |   |

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| --- |
| **B. Applicant Information** |
| **Job Title/Position**  |   |
| **First Name**(as it appears on passport)  |   |
| **Last Name**(as it appears on passport)  |   |
| **Country of Citizenship**  |   |
| **Nationality** |  |
| **Name of Institution**  |   |
| **Division/Department**  |   |
| **Address of Institution**   |   |
| **Applicant Contact Information** |
| **Phone Number**  |   |
| **Fax Number**  |   |
| **Email Address**  |   |

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

|  |  |  |
| --- | --- | --- |
| **Name, Job Title/Position**  | **Specific Role in the Project**  | **Institution**  |
|   |   |   |
|   |   |   |
|   |   |   |

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| --- |
| **C. Host Organization Information** |
| **Organization Name:**  |   |
| **Division/Department:** |   |
| **Title & Name of Person in Charge of Authorizing this Arrangement:**  |   |
| **Town/City:**  |   |
| **Country:** |   |
| **Postal Code:**  |   |
| **Host Contact Information** |
| **Phone Number:** |   | **Fax Number**  |   |
| **Email Address:** |   |
| **Website**(if applicable)  |   |

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| **D. Previous CRDF Global Funding** |
| **Have you previously received funding from CRDF Global or participated in a CRDF Global training?**  | Yes [ ]  No [ ]  | *If Yes:*  | Number of times you received funding or participated in training:Type and date of training/funding: |
| **Please describe how you learned about CRDF Global and this research grant competition:** |  |

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

Add additional rows if necessary

|  |  |
| --- | --- |
| **Name of Institution giving Support:**  |   |
| **Amount of Support:**  |  **In-Kind\***  |   |  **Cash**  |   |
|   |   |

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

**Signature of Applicant:**   **Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Head in Charge of Authorizing Arrangement: Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**F. List three relevant professional references.**

|  |
| --- |
| **Reference 1** |
| **Full Name**  |   |
| **Institution and Relationship**  |   |
| **Email Address**  |   |
| **Reference 2** |
| **Full Name**  |   |
| **Institution and Relationship**  |   |
| **Email Address**  |   |
| **Reference 3** |
| **Full Name**  |   |
| **Institution and Relationship**  |   |
| **Email Address**  |   |

**G. For research and publication grant projects (if you are applying to training course enrollment grant project, please skip this section and move to Section H):**

A summary abstract with brief overview of the proposed research topic/question. The abstract should be double-spaced in 12-point font no more than 200 words.

|  |
| --- |
| **Response:**  |
|   |

Please describe your proposed methodology to conduct your research and/or publication (no word limit).

|  |
| --- |
| **Response:**  |
|   |

Please describe your proposed ways to disseminate research outcomes and/or publication within the professional community following the grant period end (no word limit).

|  |
| --- |
| **Response:**  |
|   |

**H. For enrollment in Training courses grants**

Please provide information on the training event, including links to agenda and training program, as well as justification on how participation in this event would impact and benefit you and/or your organization.

|  |
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| **Response:**  |
|   |

Please describe your proposed ways to disseminate obtained during the training course knowledge within your organization and/or the professional community following the grant period end (no word limit).

|  |
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| **Response:**  |
|   |

**I. Proposed Timeline**

For research and publication grant projects **(if you are applying for training course enrollment grant project, please skip this section and move to Section J).**

Please list each step/task for your project and the anticipated number of weeks or months to complete each step/task. The length of the project should not exceed five (5) months. Responses should be listed as estimated number of days.

|  |  |
| --- | --- |
| Reviewing pre-award documents received from CRDF Global *(CRDF Global expects pre-award documents review to take up to three weeks. Please inform us if this step will take longer at your institution.)* |   |
| Receive signature on grant agreement after pre-award documents are approved |   |
| Conducting literature review |   |
| Creating outline for paper |  |
| Outline review process at CRDF Global  |   |
| Writing first draft  |   |
| First draft review process at CRDF Global |  |
| Submitting final paper and updated one-page abstract |  |
| Publishing final paper (This step can extend beyond the grant period) |  |
| Develop presentation for conference |  |
| Presentation review process at CRDF Global |  |
| Final grant report  |  |

**J. Proposed Timeline**

For enrollment in Training courses grants

Please list each step/task for your project and the anticipated number of weeks or months to complete each step/task. The length of the project should not exceed five (5) months. Responses should be listed as estimated number of days.

|  |  |
| --- | --- |
| Reviewing pre-award documents received from CRDF Global *(CRDF Global expects pre-award documents review to take up to three weeks. Please inform us if this step will take longer at your institution.)* |   |
| Receive signature on grant agreement after pre-award documents are approved |   |
| Attend training course |  |
| Develop article following training course attendance |  |
| Article review process at CRDF Global |  |
| Final training attendance article to be posted on CRDF website |  |

**K. Relevant Publications, Presentations, and Coursework (if you are applying to training course enrollment grant project, please skip this section and leave it blank).**

Please list each team member’s recent work on this topic. Include links if possible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member Name** | **Title of Work** | **Publication or Conference** | **Date** | **Link** |
|   |   |   |  |  |
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**Supporting Documentation**

The following documents are required for your application to be considered. Please include these documents in PDF format with your application.

* Curriculum vitae (CV) for each member of your research team, including past coursework on topics related to this research grant.
* A letter of support from your institution if applicable.
* Detailed budget.