**FCDO Research Commissioning Centre (RCC) Proposal Template – Primary Research**

1. Administrative Details

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| **Number of the funding submission (to be completed by 3ie)** | |
| Click or tap here to enter text. | |
| **Title of proposed study**  (*Please include focus, country, and possible method in the title*) | |
| Click or tap here to enter text. | |
| **Proposed duration (in number of months)** | |
| Proposed start date (*MM/YYYY*) | Click or tap here to enter text. |
| Proposed end date (*MM/YYYY*) | Click or tap here to enter text. |
| Proposed duration (*months*) | Click or tap here to enter text. |

1. Organisation Profile

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| **Proposed organisation in receipt of funding (please list partner organisations in Annex A)** | |
| Legal name | Click or tap here to enter text. |
| Type of organisation | Click or tap here to enter text. |
| Division or department | Click or tap here to enter text. |
| Country of registration | Click or tap here to enter text. |

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| Website | Click or tap here to enter text. |

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| Organisation’s Leadership: gender balance  *Please indicate your organisation’s senior leadership (i.e., director level) gender composition [%female+ gender non-conforming/total]* | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is your organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

1. Contact Information

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| **Principal investigators (PIs) and other team members**  *Please add additional rows if necessary.* | | | | |
| **Contact Information** | | | | |
| Communication regarding this application, and if awarded, the grant, will be sent to the contact person and the authorised contract signatory. Please provide postal addresses for both individuals, in addition to the information requested below. In addition, the applicant may also designate one additional contact person to be copied on email communication only. | | | | |
| **Name** | **Job Title** | **Email Address** | **Postal**  **Address** | **Contact phone number** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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1. Declarations

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| **Conflict of Interest declaration** | |
| Are you aware of any interests arising from research, financial, or personal reasons that might lead to biases in your work? | Choose an item. |
| If **yes**, please list these below. |
| Click or tap here to enter text. |
| **Verification** | |
| We certify that we have reviewed 3ie’s funding agreement documents available on [here](https://3ie.sharepoint.com/:w:/s/FCDOResearchCommissioningCenter/ERFbivp0ty1PhSqR52Q2AmcBTsnxm_fwZpRUNKvZBF1f1w?e=uDq4cb) and confirm that the applicant agrees to the terms of the documents. | Choose an item. |

1. Organisational Capability

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| Organisation’s capability statement including organizational profile, areas of expertise and overall years of experience |
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| Click or tap here to enter text. |
| Organisation’s experience of conducting similar assignments in development sector and profile of clients worked with |
| Click or tap here to enter text. |
| Organisation’s financial strength and capability to deploy resources necessary for undertaking and completing client assignments successfully |
| Click or tap here to enter text. |

1. Technical Approach and Methodology

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| **Detailed proposed approach and methodology that would be followed to deliver the outputs and achieve study objectives, including:**   * Demonstration of understanding of study goals * Alignment of the proposed approach with the primary objectives of the study * Feasibility, soundness, rigour and clarity of methodology |
|  |
| Click or tap here to enter text. |
| **Proposed approach to the quantitative and qualitative data collection, sampling, and data management. Also, the use of tools, techniques and instruments as per the study objectives**   * Quantitative tools (survey instruments, etc.) * Qualitative tools (focus group discussions, key informant interviews, observations, etc.) * Instruments used for primary data collection, for e.g. Height measuring board for infants * Mode of data collection: phone, online, in-person * Sampling methodology for both quantitative and qualitative data collection * Data management process and safeguards like anonymisation of data |
| Click or tap here to enter text. |
| **Proposed approach to analysis and reporting** |
|  |
| Click or tap here to enter text. |
| **Ethical Issues**  Please explain any ethical issues that may arise during the proposed study. How will the study team address these? Where relevant, these may relate to ethical risks like those related to human subject considerations during study activities and data collection, confidentiality and security.  If relevant, mention the IRB approval(s) that would be required for this study and the study team’s approach and timeline to getting them |
| Click or tap here to enter text. |

1. Detailed workplan, timeline and risks

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| Present the study work plan and timeline of activities, including preparation of study protocols (if relevant), IRB application and approval (if relevant), design of data collection instruments, training of field teams, data collection implementation, data analysis, reporting and dissemination. Include activities on engagement with the funder (regular updates, formal meetings). |
| Click or tap here to enter text. |
| **Potential challenges and risks**  Describe the potential challenges and risks to achieve the study objectives and the mitigation measures that will be taken to address them |
| Click or tap here to enter text. |

**key outcomes of interest including outcome definitions**

1. Research Uptake and Use

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| **Plans for influence on policy, programming, and practice** |
| What are your main strategies for facilitating stakeholder engagement and research uptake and use? This could include some or all of the following, as appropriate:   * Stakeholder mapping and engagement, involving potential research users from across a broad inclusion and diversity spectrum. * Targeted outputs that are in an appropriate format and language for the user * Partnerships, networks and opportunities to drive uptake and use. * Tailored approaches to the context * Approach to sharing findings which can be shared before the end of a project/study   What existing or previous experience and capacities of the study team make it likely that findings will be communicated and disseminated to influence and inform policy, programme design, and decision-making more generally?    **Note**: If successful, funding recipients are asked to develop a stakeholder engagement and evidence uptake plan. An indicative template can be found [here](http://www.3ieimpact.org/sites/default/files/2018-12/3ie_SEEP%20template.pdf). |
| Click or tap here to enter text. |

1. Roles, responsibilities, capabilities and expertise of the team

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| Please present the names, roles, and responsibilities of core team members, including all principal investigators, in the table below. If the individual’s name is not yet known, please indicate the position, such as “research assistant”. All principal investigators named in the application will be named as principal investigators in the funding agreement, and changes will be subject to requests for Letters of Variation.  Curriculum vitae (CV) for each of the named principal investigators and core team members should be included in Annex B. *Each CV should not exceed two pages* and should highlight the following information:   * Research experience and up to five publications directly related to the proposed research, ideally with a focus on the geographic and sectorial context in which the proposed research will take place. * Information on success in communicating findings and facilitating policy uptake.   Please note that the RCC expects at least one researcher who is from and a resident of the country or countries of focus with relevant experience and who is involved in a substantial capacity (i.e., as a co-PI or a lead PI). This may be waived for smaller, secondary research projects (£300,000 or less) but needs to be justified. *Please add additional rows if necessary.* | | | | | | | | | |
| **Role** | **Name** | **Responsibilities** | | **Primary organisational affiliation** | **Country of primary organisation** | | **Anticipated level of effort (% time) on this project** | | **L&MIC researcher?** |
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| **Capabilities and Expertise of the team**   1. **Sectoral knowledge and experience** 2. **Methodological knowledge and experience** 3. **Analytical experience** 4. **Experience working in the relevant geographical area – country(ies), region(s)** 5. **Experience in cross-cutting themes like gender** | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Experience and Capabilities of the consortium partners** | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |

1. Project management and value for money

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| **Accountability and Project Management** |  |
| Please outline the accountability and quality assurance arrangements of the team. Explain who is responsible for delivering and coordinating the work and who will report to whom.  Please summarise how the team will approach project management. | |
| Click or tap here to enter text. | |

1. Deliverables, tranche payments and timeline

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| **Instructions** |  |
| Please provide a summary of technical deliverables and corresponding tranche payments, as well as proposed time periods between tranches for the term of the grant.  Expected deliverables could include:   * Research protocols * IRB approval * Primary survey data – quantitative, qualitative (interview transcripts, notes) * Analytical reports * Theoretical and simulation models * Maps, plots, and other visualisation products * Workshops * Literature review * Landscape reports * PowerPoint presentation | |

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| **Sr.** | **Phase / Research Packages / Component** | **Deliverables** | **% of total budget (tranche)** | **Timeline** |
| 1. | I |  |  |  |
| 2. | II |  |  |  |
| 3. | III |  |  |  |

1. Budget Summary

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| Please download the Excel© budget template [here](https://3ie.sharepoint.com/:x:/s/FCDOResearchCommissioningCenter/EW6K0iicVGNFsg7SkcEfY8MB8LKaZwX3k2dOLMvSS8rj2Q?e=ipc3kx) and complete the budget according to the budget guidelines provided in the document, while paying careful attention to the FCDO eligible cost guidance. | |
| Total amount of funding requested (in GBP): | Click or tap here to enter text. |

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| **Value for Money and Budget Narrative** |  |
| Please summarise how the project is providing Value for Money, including reference to source and amount of any additional financial support that you have received or expect to receive for the proposed study from other sources if applicable.  Clearly state any assumptions made for the preparation of the budget. These may include inflation rates, exchange rates and specific research requirements affecting the budget. Please summarise the reasoning underlying these assumptions. | |
| Click or tap here to enter text. | |

Annex A

*Only where applicable.*

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| **Proposed partner organisation 1** | | | |
| Legal name | Click or tap here to enter text. | | |
| Type of organisation | Click or tap here to enter text. | | |
| Division or department | Click or tap here to enter text. | | |
| Country of registration | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is this organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

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| **Proposed partner organisation 2** | | | |
| Legal name | Click or tap here to enter text. | | |
| Type of organisation | Click or tap here to enter text. | | |
| Division or department | Click or tap here to enter text. | | |
| Country of registration | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is the organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

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| **Proposed partner organisation 3** | | | |
| Legal name | Click or tap here to enter text. | | |
| Type of organisation | Click or tap here to enter text. | | |
| Division or department | Click or tap here to enter text. | | |
| Country of registration | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is the organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

Annex B

Please enclose a Curriculum Vitae (CV) for each of the named principal investigators. *Each CV should not exceed three pages* and should highlight the following information:

* Research experience and up to five publications directly related to the proposed research, ideally focusing on the geographic and sectorial context in which the proposed research will take place.
* Information on success in communicating findings and facilitating research evidence uptake.