



## Application Instructions

### 2016 Call for Proposals

The application process will involve two stages: 1) *Registration*, and 2) *Submission of Full Proposal*.

Applicants should observe the following guidelines:

- **Registration Deadline: November 21 2016 at 5:00pm EST.**
- **Application Deadline: December 23, 2016 at 5:00pm EST.**
- Electronic submissions via the online web-based platform are required (see below). **Hard copy or emailed applications will NOT be accepted** or considered for funding.
- **Applications will not be accepted after the deadline.**
- **Revisions to submitted registrations and/or applications cannot be accommodated.**
- The proposal should not exceed 25 pages excluding annexes, reference sheets and maps

Only the strongest applications will be funded. **Reviewers' evaluations will be confidential and will not be made available to applicants.**

Due to the potential volume of applications and the competitive nature of the Call for Proposals, we are unable to respond to telephone inquiries. Applicant organizations may, however, submit questions in writing to the following email address: [RFP@PSIPSE.org](mailto:RFP@PSIPSE.org). All questions submitted by November 30, 2016 will be answered for all applicants in the Frequently Asked Questions (FAQ) document which will be available to all registered users via the online portal: [www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com) by December 9, 2016.

#### Stage 1—Registration

Applicants must indicate intention to submit an application by completing a simple on-line registration form no later than Monday, November 21, 2016 @ 5:00PM Eastern Time, US. Any potential applicant who does not register by the registration will not be allowed to submit a proposal.

#### **Guidelines:**

Applicants should visit [www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com) to register. Registrants will be asked to create an account with a user name and password. ***Please do not email your expressions of interest to any of the donor partners. Separately emailed expressions of interest will not be considered.*** Applicant organizations may submit more than one proposal. In the case of multiple applications, one online registration form should be completed for each project submitted in response to the Call for Proposals.

You will be asked to provide the following information in your online registration form:

- Legal name of submitting organization applying for funding
- Complete address, telephone number, and email address for submitting organization
- Website of submitting organization (if available)
- Twitter feed of submitting organization (if available)



- Tax status of organization (e.g. 501(c)(3) tax status or charitable equivalent, private for-profit entity)
- Are you registered within the country where your project will be implemented?
- Year your organization was founded
- Your organization's annual operating budget for 2015 (expressed in USD)
- Geographic focus *[may revise in proposal phase]*
- Anticipated Project type (innovation, expanding and adapting project, evidence-to-action, or collaboration) *[may revise in proposal phase]*
- Estimated project budget in USD, rounded to the nearest \$1,000 *[may revise in proposal phase]*
- Project description (2-3 sentences) *[may revise in proposal phase]*
- If applicable, names of key partner organizations and/or subcontractors with which you will carry out the proposed project or research (optional) *[may revise in proposal phase]*
- Internet accessibility – do you have internet accessibility so as to be able to attend an online proposal development webinar?
- Eligibility Questions:
  - Is your project focused on secondary education?
  - Is the applicant a legally formed organization (not an individual)?
  - Is the project seeking funding for large scale infrastructural development (*i.e.*: building schools)?

## **Stage 2—Full Proposal Submission**

Registered applicants will be invited to submit a written proposal narrative and budget per the application instructions. If during the registration process the system flags an applicant as ineligible to apply, the PSIPSE manager will review the registration form and make a final determination regarding eligibility. Applicants will be notified of the status of their eligibility no later than November 25<sup>st</sup>. All proposals will be submitted via the online portal which will be open for submission between November 7 – December 23, 2016. All proposals must be submitted by *Friday, December 23, 2016 at 5:00pm EST in order to be considered for funding*. In order to access the proposal portal, you must have registered in advance of the November 21, 2016 registration deadline.

Funding decisions will be made in the first and second quarters of 2017. During this time period PSIPSE or one of its members may contact you for additional due diligence information or to further clarify areas of your application. Select projects may also be contacted by interested individual donors regarding further proposal development. Decisions will be communicated as soon as possible and applicants are encouraged to check the online portal for updates.

### **Guidelines:**

Applicants will have created an account during the registration stage on [www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com). Please log-in with the user name and password to begin the Proposal Submission stage of the online application process. Please do not email separate application documents to any of the donor partners. Documents that are emailed directly to donors will not be considered for funding. Incomplete proposals will not be reviewed.



For the full list of narrative questions applicants will be asked to answer via the online portal in the proposal stage, please see the [Proposal Questions](#) document.

Consortium registration and proposals should be submitted by a single member of the consortium on behalf of the entire consortium. The same rule applies to collaboration proposals. Governmental organizations may not serve as the lead applicant on behalf of a consortium. Multiple organizations contributing to the same project should NOT submit separate, individual registrations. PSIPSE will only accept one submission per project.

A consortium project will require additional documentation within the proposal, among which shall be a formal, fully executed Memorandum of Understanding (MoU) among all consortium members outlining the governance and operational structure of the consortium and addressing, for example, the decision-making process among the consortium partners, and which indicates the applicant organization has the authority to legally bind the consortium members into a legal contract with one or more donors.

#### **Disclaimer and Acknowledgements as to Confidentiality**

Nothing herein represents a commitment by the PSIPSE donors to award any grant to any entity participating in, responding to, or submitting subsequent information in response to this invitation to submit a proposal for funding. Any grant commitment will be evidenced by a grant agreement signed by authorized representatives of the applicable PSIPSE donor and the grantee.

The PSIPSE donors reserve the right to terminate, alter, or suspend this process at any time. By submitting an application or information pursuant to this invitation to register to and submit a proposal for funding each applicant shall be deemed to have acknowledged that the PSIPSE donors shall have no obligation to make any grant and shall have no liability to any applicant or other person or entity should they determine not to proceed with this process or not to make any grants. It is further understood that any grant that may be considered pursuant to this process must satisfy certain legal criteria in the sole discretion of the applicable PSIPSE donor.

All information and applications submitted to the PSIPSE donors shall become the property of the PSIPSE donors. Information submitted by applicants may be shared with third-parties engaged to assist the PSIPSE donors with the selection process for these awards. The PSIPSE donors may also use such information for their internal purposes or in connection with outside studies or research or with respect to other charitable purposes. The PSIPSE donors will not use any information for commercial purposes or sell the information to third parties. Should an applicant's project be funded, the PSIPSE donors reserve the right to post for viewing by the general public the project abstract, the description of the project design and methodology, and the size of the grant award. Detailed budget information will not be made public.

Applicant organizations may submit more than one proposal for different projects. In the case of multiple applications, one online registration form should be completed for each project submitted in response to the Call for Proposals.

Should applicants experience any **technical difficulties with the online application process**, please email [tech@fluidreview.com](mailto:tech@fluidreview.com) for technical assistance. Personnel will provide direct assistance daily, between



the hours of Mon-Fri: 6am-10pm EST / Sat-Sun: 10am-8pm EST. When sending an email to the technical support staff, please include the country where you are located so that the technical support staff will be aware of your time zone, the URL/webpage address of the application page you are having difficulty with, as well as the email address you use to log into the website. This information is necessary for the company to be able to look into your request for technical support.