



Proposal Questions

2016 Call for Proposals

Applicants will be asked to answer the following question through the online proposal submission portal at www.psipse.fluidreview.com:

Organization Information

1. Name of Submitting Organization
2. Complete address, telephone number, and email address for submitting organization
3. Website of submitting organization (if available)
4. Organization President (or person holding similar position): Name, title, phone number, email
5. Project's principle contact: Name, title, phone number, email, mailing address
6. Development Officer/Contracts and Grants Officer (if applicable): Name, title, phone number, email
7. Financial Officer/contact: Name, title, phone number, email
8. Date organization formally began operations
9. Type of Entity (corporation, partnership, other)
10. Tax status of organization (e.g. 501c3 tax status or charitable equivalent, private for profit entity, governmental organization)
11. Are you registered within the country where your project will be implemented? (Y/N)
 - a. If no, are you working in partnership with an organization that is registered in-country? Please briefly describe that partnership.
12. Fiscal/accounting year end date
13. Organizational Budget (last three fiscal years)

Year	This Year (2016)	Last Year	Two-years ago
Revenues			
Expenses			

14. Organizations five largest donors from the last three fiscal years to present (list percentage of revenue provided by each).
15. Organization's sources of funding (dues, individual donors, foundations, government, etc. with percentage of total revenue).
16. Donor reference contact details: Please provide contact details for two past/current donors who supported your work within the last 3 years. We will not contact referees without your prior consent.

Organization:		
Referee's name:		
Job Title:		
Address:		
Email:		
Phone number:		



Project Information

1. Project title
2. Geographic focus (Country; sub-region(s))
3. Project type (innovation, expanding and adapting project, evidence-to-action, or collaboration)
4. Proposed project/grant term (2yrs; 3yrs; 4yrs)
5. Are you proposing a research project? (Y/N)
6. Primary adolescent targeted population: girls only, boys only, boys and girls

Project Budget

1. What is the total cost of the proposed work?
2. What is the amount requested from PSIPSE? Please round to the nearest \$1,000 (annual amount requested may not exceed organization's annual operating budget)
3. If the amount requested from PSIPSE is not 100% of the project budget, please provide a list of other sources of funding already committed or requested to date
4. Please upload a budget and budget narrative in English and US dollars for the funds requested
 - The *Project Budget* should indicate the approximate amount requested by the applicant and list the principal categories of expenses, *Project Budget Summary* must be submitted in US dollars (US\$). It should include both a budget in table form as well as an accompanying budget narrative.
 - **Must be in English and US Dollars.** If converting from another currency, please provide the exchange rate and dates used.
 - **The budget should clearly show the detail of what is included in direct costs.** Please include line items for project activities, travel, staff, MEL, and communication/dissemination costs in your budget. List staff costs separately and include the percentage of each staff person's time that will be spent on the project during each project year. Please structure the budget to show expenses for each expense category and show annual expenses in each of the project years. Please indicate the annual subtotal for each project year.
 - **Please clearly show the detail of what is included in indirect costs.** Please include a detailed explanation of how indirect costs are calculated and provide examples of the types of costs your organization consider to be indirect.
 - In cases where full project budget is not being requested from PSIPSE, please include a column specifying the amount of each line items being requested from PSIPSE and a column specifying the amount from other sources.

Project Rationale and Context

1. Briefly describe the context in which your project will be operating and the rationale for your project (300 words).
2. Check the box for which thematic area your project addresses:
 - Build on existing policies and priorities for student learning
 - Enhance teacher capacity and professional development
 - Improve school and systems management and efficiency
 - Other



3. Provide explanation of how the project addresses the Thematic Areas of Interest outlined in the Call for Proposals. (300 words)

Project's Objectives and Design [*Non-Research Projects Only*]

1. What is the overall goal (or goals) of your project? Who are the beneficiaries? (200 words)
2. What outcomes (short term, intermediate, and long term) do you hope to achieve through this project? (300 words total—100 words per category)
3. What activities will you implement to achieve these outcomes? Why do you think these activities are likely to succeed in achieving those outcomes (please cite literature or evidence from experience)? (200 words)
4. If your project has been implemented previously, what did you learn from implementing the project? In articulating a response, please consider the challenges, successes, and lessons learned throughout the implementation period. What parts of the project have not been tried before? What challenges do you expect to encounter and how do you plan to deal with those challenges? (200 words)
5. Highlight how gender issues have been identified, prioritized, and considered in the project's design, implementation, and monitoring approaches. (100 words)

Research Projects [*Research Projects Only*]

1. Project rationale, including how the project addresses a critical gap(s) in knowledge. (200 words)
2. Highlight the existing evidence base on which your research builds. How does this evidence base inform the design of your project? (250 words)
3. How do you plan to engage with policy and decision makers to ensure buy-in at the design, implementation, analysis and dissemination phases of the research? (200 words)
4. If you are proposing an impact evaluation:
 - a. Please list the name of the PSIPSE-funded organization currently implementing the project. (If your evaluation is linked to an organization applying for funding through this 2016 Call for Proposals, please list that organization's name.)
 - b. Please describe your current relationship with the project implementation team. (100 words)
 - c. In what ways will your research to affect the project implementation? (100 words)
 - d. How will the team be actively involved in the research design, implementation, analysis, and dissemination? (100 words)
5. If you are proposing policy and practice research:
 - a. Who are your main partners in this research and what is the role they will play within the research design, implementation, analysis, and dissemination of the work? (200 words)
 - b. In what ways do you expect your research impact policy and/or practice in secondary education and why is this likely? (200 words)
6. Describe your organization's experience in conducting this type of research. (200 words)
7. How will you ensure in your design that you have sufficient statistical power to do an analysis of your results by gender? (100 words)

Long-Term Impact

1. How do you plan to carry forward this project after project funding ends? What steps will it require over the course of the project to position yourself for this end goal? (300 words)



Communications Strategy

1. What role will communications play in securing and amplifying the impact of the project in the near and long-term? (200 words)
2. Who is the audience for your communications and how will you tailor your communications to reach them? What challenges do you anticipate in communicating about your project and learnings? (150 words)
3. Describe the project’s communication and advocacy strategy at the community, national, and international levels (including dissemination of project innovations). (200 words)

Monitoring, Evaluation and Learning [Non-Research Projects Only]

1. What do you hope to learn from your project through the grant period? (250 words)
2. What are the indicators you will be tracking to see if you are reaching the desired outcomes? (200 words)
3. What is the baseline condition now? If you don’t already have that information, how will you be gathering it? (200 words)
4. How will you be collecting your data to track progress over time? (200 words)

Project Management and Partnership Structure

1. Describe your organizational capacity to implement the project and the governance and/or management mechanisms (e.g. steering committee, advisory group, etc.). Also, describe organizational gaps to implementing this project. (200 words)
2. How have you already engaged government, as well as other key stakeholders such as youth, community members, and/or the private sector, in the development of your project or on other work? Please explain your current level of engagement with these stakeholders and your plan for building/strengthening ownership among key stakeholders over the course of your project? How will the proposed project complement, yet avoid duplication, of similar existing projects in the field? Please highlight opportunities for creating synergy and avoiding duplication. (300 words)
3. Complete the table listing all implementing partners or any sub-contractors involved in implementing the project:

If known, use the table below to list implementing partners, expected roles, any previous working relationship, and the financial amount allocated to the implementing partner. <i>Add rows as needed.</i>		
Implementing Partners	Expected Role and Responsibilities	Previous Working Relationship
If implementing partners are unknown, please describe selection criteria below. <i>Maximum 300 words.</i>		
●		

Note: The proposal should not exceed 25 pages excluding annexes, reference sheets and maps.