



**FAQs**  
2016 Call for Proposals

## Frequently Asked Questions by Topic

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## 5 Most Frequently Asked Questions

**For eligibility, if you answer “no” to the question of whether the lead organization is registered in-country, will you be disqualified from consideration.**

No – though organizations should be able to demonstrate ties within the country

**Can changes be made to submissions between the Registration (Expression of Interest) and Proposal phases? Can your proposal be for a different project type or amount of funding (budget) than originally indicated in the Expression of Interest/Registration form?**

Yes. You are able to make changes to what you submit in the proposal and are not locked into the details provided in the Registration phase. For example, if you indicated one that you would be applying for an “innovation” project in the Registration form but in reviewing the Call for Proposals and developing your project have determined that your project would fit better in the “expand and adapt” category, simply select the appropriate category in submitting your final proposal. The same is true of the budget (the dollar amount request can differ from what was initially indicated in the registration) as well as any other project details. Only the information provided in your final PROPOSAL will be taken into consideration in funding decisions. The registration was only used for initial eligibility vetting. [Please note: the Expression of Interest was the one-page form due on Nov. 21. The Proposal is the full multi-section online application



due by December 23, 2016. You are only eligible to submit a full proposal if you submitted the Registration before the Nov. 21 deadline]

**The FluidReview platform will not allow me to move through the online application until an entire page has been completed.**

Unfortunately, the system does not allow for the "Next" button at to take you to the following page unless you have completely filled out your current page. There is a “work around” for this and, if you wish to move around in the proposal application, you can simply insert any text as a “place holder” in the response box for a given question (for example, type “HOLD” in the box) and you will be able to move to the next page and return to this question later. *[Note: for fields that require phone numbers, email addresses, or other specifically formatted responses, this will not work].*

Please be sure to walk through every page of your application before hitting the submit button to ensure that all such “holds” have been replaced with your final responses as, once submitted, you will NOT be able to go back and submit any changes. If you use this approach, the system will NOT notify you that certain questions have not been answered when you go to submit the proposal. If “holds” remain in your application once submitted, your proposal will be reviewed as is – so please, be diligent in reviewing your proposal before hitting submit to ensure that you have submitted a response to all prompts and no holds remain.

**What should I do if my project fits in more than one category? For example, if it is an expanding and adapting project that involves multiple collaborating organizations.**

We recognize that the categories are not mutually exclusive and ask you to apply to only ONE category – the one you believe most closely aligns with your project.

With regard to the COLLABORATION category, many projects across the categories should involve collaboration across actors, however, this for projects applying to the collaboration category, the core of the projects is explicitly facilitating/coordinating collaboration (as opposed to implementing a project collaboratively)

**Are there any specific application requirements for a consortium of organizations?**

**Yes.** If your organization is applying on behalf of a consortium of organizations, only one organization may submit an application for the proposed project.

The applicant organization should be the legal entity that intends to have sole direction, control, and supervision of the use of grant funds. Governmental organizations may be a member of the consortium but not the lead applicant.

An established consortium application will require additional documentation during the proposal stage of consideration. Specifically, the consortium application will be required to submit a fully executed Memorandum of Understanding (MoU) that outlines the governance and operational structure of the consortium, addressing, for example, the decision-making process among the consortium partners, and indicates the organization that has the authority to legally bind the consortium members into a legal contract with one or more donors. The submitted MoU must be signed by officers of each of the consortium members.



## About the PSIPSE

### **Who are the donor partners for this Call for Proposals?**

The Partnership to Strengthen Innovation and Practice in Secondary Education (PSIPSE) is led by a group of private donors and donor advisors, including MacArthur Foundation, The MasterCard Foundation, Dubai Cares, Echidna Giving, and an anonymous donor, who have come together to encourage a new wave of innovation and learning in secondary education. This collaboration was born from the principles of [The Global Compact on Learning](#), which underscores the importance of collaborative action to achieve quality-learning outcomes.

### **Is this a pooled fund?**

**No.** While the donor partners have aligned strategies and processes for this annual competitive Call for Proposals, they have not pooled their funds. If your application is successful and you receive a grant from one or perhaps two of the donors, you are not actually receiving grants from all of the donors.

## Eligibility

### **Are individuals eligible to apply to this Call for Proposals?**

**No.** Only legally formed and registered organizations may submit Letters of Inquiry for consideration.

### **Does my organization have to be a U.S. 501(c)(3) organization to be eligible for funding?**

**No.** However, formal organizations must be legally registered with appropriate charter documentation. Private sector entities must be working in a non-profit capacity on the proposed project in order to be considered for funding.

### **Are existing PSIPSE grantees eligible to apply**

Yes, we encourage existing PSIPSE grantees to apply

### **Can I apply for a project to build schools (infrastructure), dorms, student hostiles, etc.? What about school uniforms, textbooks, computers, etc.?**

PSIPSE does not fund the building of brick and mortar schools, computer labs, dorms, etc. While you may include the costs for those things required to implement your project (computers, vehicle(s), mobile equipment, etc.), these should not be the majority of your budget.

### **Are organizations that have never received any previous funding from a major donor eligible? For organizations that have not received funding from major donors in the past, how do we go about donor referees?**

Yes. Where possible, even if for small donors, please provide a reference. If no reference is available, indicate “N/A” in the prompt boxes.



## **Submitting a Proposal - Online Proposal Submission Platform**

### **Can I submit my hard copy Registration by post?**

**No.** Original hard-copy registration will not be accepted. Please complete the electronic registration form on [www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com) by first creating an account with a user name and password. You will then be asked to complete sections of the web-based application form, which will constitute your formal registration. Please see the [Application Instructions](#) for a complete listing of all information to be provided. (We suggest you print this document so the questions are accessible while you are not on the website.) Additional documents will not be accepted.

### **Can I submit multiple applications from my organization?**

**Yes.** In order to submit multiple applications on behalf of a single organization, you must submit an Expression of Interest for EACH project for which you plan to submit proposal SEPERATELY in advance of the November 21<sup>st</sup> registration deadline. Once you have created an account for your organization (username/password), you can create multiple Expressions of Interest. Identify each of your distinct projects with a unique application titles comprised of your organization name plus a one-word descriptor, registering each individually on [www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com). You may not submit more than one application form with the same name or project title.

### **What if I experience technical difficulties while I am completing my online application?**

Please make every effort to submit your application prior to the due date and avoid the risk of technical difficulties due to high volume at the last minute.

If you have any technical questions about how to use the site, please contact [tech@fluidreview.com](mailto:tech@fluidreview.com) and the software application providers can help address your question. When sending your email to technical support staff, please include the country where you are located in your email so the support staff will be aware of the time zone difference, and also include the URL/address of the page you are having difficulty with as well as the email address you use to login. This information is necessary for the company to be able to look into your request. Note: the software application support staff CANNOT answer questions about the PSIPSE or about the consideration process for applicants. They can only assist with any technical difficulties you may be experiencing with the website or the application form itself. Note also that FluidReview requires that your web browser is set to accept Cookies, otherwise FluidReview will not function. FluidReview works best in Google Chrome web browser.

### **Can I complete my online application form over a period of time up until the deadline of 5:00pm EST on November 23, 2016?**

**Yes.** After you have started your online application form, you may save your data, log out of the website and return to your partially completed application form at any point before 5:00pm EST on November 21, 2016. It is important to save your data frequently; we recommend you save after completing each field of the form.

### **Offline proposal questions**

You can download an off-line version of the proposal questions by clicking [this link](#). This document can also be found on the homepage of [psipse.fluidreview.com](http://psipse.fluidreview.com) by clicking “#5 –



proposal questions; as a link on the final page of the downloaded Call for Proposals; or as a link at the bottom of the Call for Proposals page at [www.psipse.org](http://www.psipse.org).

### **Can I submit my application after the deadline?**

**No.** Due to the heavy volume expected in response to this Call for Proposals, we are unable to grant extensions to the deadline. **The registration deadline is November 21, 2016 at 5:00pm Eastern Standard Time, US. Please note that [www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com) will close exactly at 4:59pm Eastern Standard Time on Friday, December 23, 2016. It will not be possible to register after 5:00pm EST and only registered applicants will be eligible to submit a proposal.**

## **Budget**

### **Is there a limit to how much of a budget can be spent on overhead? To help prepare the detailed budget, can any guidance be provided regarding maximum permissible indirect rate as well as permissible maximum staffing and admin ratio?**

Donor overhead caps (staffing, indirect/direct costs, etc.) vary and organizations should propose what they need, clearly breaking out those costs in their budgets.

**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.

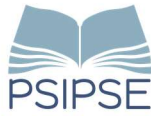
**Please clearly show the detail of what is included in indirect costs.** Please include a detailed explanation of how indirect costs are calculated and provide examples of the types of costs your organization consider to be indirect.

### **Is there a budget template we can or should be using?**

There is no standard budget template. The specific directions regarding requirements for the budget are detailed in the proposal application questions themselves (see the "budget" section on the proposal on the portal OR on page 2 of the "proposal questions" document)

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.



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.

**What if the project budget is more than the funding cap for the window to which we are applying?**

While the overall project budget can be for more than the budget window, the amount being requested of PSIPSE should not exceed that amount specified in the call for proposal. The funding to make up the difference can be sought from other sources.

**Budget Caps – What are the funding limits? Are the caps for the total project duration or annual?**

As specified in the Call for Proposals document, the maximum amount for which a project can be funded varies according to the type of project. This cap is for the duration of the project (i.e. – total dollars over the 2-4 year project lifespan)

Innovation - \$500,000

Expanding and Adapting: \$1million

Collaboration: \$500,000

Evidence-to-Action: \$500,000

## Geography

**Can I submit an application for a project in a country that is not listed in the Call for Proposals?**

**No.** Applications for proposed projects in a country other than those listed in the Geographic Focus section of the Call for Proposals will not be considered. The only exception is for “Collaboration” projects involving existing grantees within the PSIPSE portfolio in countries not included on this year’s Call for Proposals.

**Can one organization submit a proposal targeting two countries?**

Yes, so long as it is a single overarching project.

## Feedback on Proposals and Questions for the PSIPSE

**Can I receive detailed feedback on my Proposal if it is not funded?**

**No.** Due to the heavy volume expected in response to this Call for Proposals, we cannot guarantee individualized feedback to applicants.

**Can I contact the PSIPSE donor partners directly to ask questions about the Call for Proposals or about my registration or application?**

Questions may be submitted by email only: [RFP@psipse.org](mailto:RFP@psipse.org) All questions must be received by 5:00pm EST, November 30, 2016. In response to questions received, an updated Frequently Asked Questions will be circulated to registered users of the online application portal by December 9, 2016 and will also be available on the landing page ([www.PSIPSE.fluidreview.com](http://www.PSIPSE.fluidreview.com))