Call for Research Proposals 2015:
Cities and Climate Change

Frequently Asked Questions

Eligibility

In which country or countries must the research take place?

The proposed research must take place in one or more of the following eligible countries: Bangladesh, Botswana, Burkina Faso, Ethiopia, Ghana, India, Kenya, Mali, Namibia, Nepal, Pakistan, Senegal, South Africa, Tajikistan, Tanzania, and Uganda.

Can the research be conducted in a country other than the eligible countries?

IDRC will only fund research taking place in one or more of the eligible countries. The proposed research may extend to non-eligible countries, but the applicants will need to secure alternate sources of funding for this portion of the research.

What geographical scale(s) must the research focus on?

The proposed research should focus on one or more of the following geographical scales: small or medium-sized city or cities (i.e. population of 2 million or less), defined subdivision(s) of a large city or cities, distinct informal settlement(s) of a large city or cities, defined peri-urban district(s), or defined peri-urban municipality or municipalities.

What is meant by "Lead Organization"?

IDRC will enter into a grant agreement with the primary organization leading the proposed research. The Lead Organization must be a research-oriented organization from academia, government, the private sector, or civil society and must be based in one of the eligible countries (see below). Organizations from

the United Nations system, members of the Consortium of International Agricultural Research (CGIAR), or multilateral agencies are not eligible as Lead Organizations for the proposed research, even when operating in a developing country. Lead Organizations must have independent legal status and the ability to receive and administer foreign funds. Lead Organizations based in India require clearance through the Foreign Contribution Regulation Act (FCRA); proof of clearance must be submitted with the application.

Where must the Lead Organization be based to be eligible for funding?

The Lead Organization must be based in one of the following countries: Bangladesh, Botswana, Burkina Faso, Ethiopia, Ghana, India, Kenya, Mali, Namibia, Nepal, Pakistan, Senegal, South Africa, Tajikistan, Tanzania, and Uganda.

What is meant by "independent legal status"?

Lead or Partner Organizations that will be receiving or administering funds must be legally registered and capable of contracting in their own right and name.

Why can't United Nations organizations and members of the Consortium of International Agricultural Research (CGIAR centres) apply as Lead Organizations?

United Nations organizations and CGIAR centers receive significant Canadian funds through other funding windows and are not eligible as Lead Organizations under this Call. They may, however, be included as Partner Organizations, provided that their total budget share does not exceed 20%.

Can the Lead Organization be based in an ineligible country, but have a satellite office in an eligible country?

Yes, provided that all other requirements for Lead Organizations are met, that the satellite office has independent legal status, and has the ability to receive and administer foreign funds.

Can the Lead Organization be based in an ineligible country, but receive less than 20% of the total budget?

No, the Lead Organization must be based in one of the eligible countries, regardless of its total budget share.

What is meant by "Partner Organization"?

The proposed research may include up to nine Partner Organizations, in addition to the Lead Organization. While partnerships are not a requirement for funding under this Call, they are strongly encouraged. Roles of Partner Organizations in the research must be clearly outlined in the application form and letters of commitment from each Partner Organization must be submitted with the application. Partner Organizations may include research-oriented organizations, government agencies, private sector entities, non-governmental organizations or civil society groups. Organizations from the United Nations system, members of the Consortium of International Agricultural Research (CGIAR), or multilateral agencies are eligible as Partner Organizations, provided that their total budget share does not exceed 20%. Partner Organizations based in India that will be receiving funds require clearance

through the Foreign Contribution Regulation Act (FCRA); proof of clearance must be submitted with the application.

Are Canadian organizations eligible for funding?

Canadian organizations cannot apply as the Lead Organization under this Call, but may participate as Partner Organizations provided that their total budget share does not exceed 20%.

Are international organizations eligible for funding?

International organizations may apply as the Lead Organization, provided that they have a satellite office in one of the eligible countries, have independent legal status, and have the ability to receive and administer foreign funds. International organizations may also be involved as a Partner Organization though their total budget share must not exceed 20% if based in a developed country.

Are recipients from past or current IDRC-supported research projects eligible for funding?

Recipients from past or current IDRC-supported research projects may apply to this Call, provided that the proposed research is deemed by IDRC to be distinctly different and/or complements past or current research carried out by that recipient.

Will I be notified if my application is deemed ineligible?

Eligibility will be assessed at two stages:

1) Through the online application system, applicants will need to first complete an eligibility form. Should they be deemed ineligible at this stage, they will be notified through the application system and will also receive a notification by email at the email address provided. If you did not receive an email notification, check your spam folder in case the message was flagged by your email provider's spam filter.

2) All applications received through the online application system will be further screened to ensure compliance with the eligibility criteria for this Call. Incomplete applications will be considered ineligible. Applications that are deemed ineligible after having submitted a full application will be notified as such by email, at the email address provided. If you did not receive an email notification, check your spam folder in case the message was flagged by your email provider's spam filter.

Roles and responsibilities

What are the roles and responsibilities of the Lead Organization?

The Lead Organization will be subject to the conditions of a grant agreement with IDRC, including financial and progress reporting. The Lead Organization is responsible for the administrative oversight of the research project, and may form sub-grant agreements with up to nine Partner Organizations and other third-party organizations as required.

What are the roles and responsibilities of the principal investigator?

The principal investigator is the primary contact and spokesperson for the proposed research. He/she is responsible for the intellectual oversight of the project and for providing leadership to the research team and Partner Organizations.

What are the roles and responsibilities of Partner Organizations?

The specific roles and responsibilities of all Partners should be clearly defined in the application form and letters of support. Sub-grant agreements with Partner Organizations will be the responsibility of the Lead Organization. IDRC will only enter into grant agreements with Partner Organizations in exceptional circumstances, to be determined if the proposal is selected.

What are the roles and responsibilities of the primary contact at each Partner Organization?

The primary contact at each Partner Organization is responsible for coordinating with the Lead Organization and representing the interests of the Partner Organization for the purposes of the proposed research.

Preparing an application

How do I submit an application?

All applications must be submitted through the online application platform.

Can the same organization be included in more than one application?

Organizations may only submit one (1) application as a Lead Organization. The same organization may be included on a maximum of one (1) other application as a Partner Organization, however, the research to be conducted by the organization under each proposed research project must be deemed by IDRC to be significantly different. IDRC discourages organizations from participating in multiple applications. For the purposes of this Call, different departments or faculties within the same organization may be considered as different organizations.

Can the same individual be included in more than one application?

Individuals may only submit one (1) application as a principal investigator. The same individual may be included on a maximum of one (1) other application as a member of the research team. However, the role played by the individual under each proposed research project must be deemed by IDRC to be significantly different.

Do I need to include any supporting documents with the application?

Yes, applicants will need to upload and submit the following supporting documents with their application: one .pdf document that contains the CVs for each member of the research team and one .pdf document that contains the letters of commitment from each of the Partner Organizations listed in the application form. Lead and/or Partner Organizations based in India will also need to provide proof of clearance through the Foreign Contribution Regulation Act (FCRA). Applications that are missing any of

the above supporting documents will be considered incomplete and will be excluded from the competition.

What is required from Partner Organizations for this application?

Each Partner Organization will need to provide a letter of commitment, acknowledging their role and responsibilities within the proposal. This must be signed by an officer with sufficient level of authority to commit the participation of their organization to the research project.

Will I receive confirmation that my application was received?

Completed applications containing all supporting documentation and submitted through the online application system will receive an email notification to confirm that they have been received. If you did not receive an email notification, check your spam folder in case the message was flagged by your email provider's spam filter.

How will applications be reviewed?

All complete applications received through the online application system that meet the eligibility criteria eligible will be subject to a formal review process. Applications will be evaluated by external and internal reviewers in accordance with the review criteria outlined in the Call document, assigned a score, and ranked. The selection committee will use the scores provided by the reviewers to prepare a short-list and will select up to six applications from this list. Selected projects will be awarded up to CA$1,000,000 of research funding under this Call. The principal investigators of short-listed proposals may be contacted for additional information during this process.

When will I hear whether my application has been successful?
All applicants will receive notification as to the status of their application by December 15, 2015. Please do not contact IDRC before this date to inquire about the status of your application.

Budgets and funding arrangements

What are the budget restrictions?

Prior to submitting an application, applicant should review IDRC's Guidelines for acceptable project expenditures. Specific limitations to what is allowable in each budget category are included in the sample IDRC standard grant agreement terms and conditions. Funds for the proposed research under this Call will be under the decision-making authority of the principal investigator and subject to the administrative oversight of the Lead Organization. The Lead Organization may enter into sub-grant agreements with up to nine Partner Organizations and other third party organizations as required. Lead Organizations for research projects selected for funding under this Call shall be required to sign IDRC's standard grant agreement. Developed country partners, organizations from the United Nations system, members of the Consortium of International Agricultural Research (CGIAR), and multilateral agencies are not eligible to receive a total budget share of more than 20%.

What should be the distribution of the project budget between the Lead Organization and Partner Organizations?
The distribution of the total budget allocation between the Lead Organization and the Partner

Organizations is subject to the discretion of the Lead Organization, provided that the budget is in accordance with IDRC's Guidelines for acceptable project expenditures. Developed country partners, organizations from the United Nations system, members of the Consortium of International Agricultural Research (CGIAR), and multilateral agencies are not eligible to receive a total budget share of more than 20%.

Can Partner Organizations receive funding directly from IDRC?

IDRC will enter into a grant agreement with the Lead Organization. In exceptional circumstances IDRC may discuss alternative arrangements with the applicant. The Lead Organization for successful applications will be permitted to enter into sub-grant agreements with Partner Organizations for specific services.

Are Lead and Partner Organizations expected to make financial and/or in-kind contributions to the project?

IDRC requires Lead Organizations to make financial and/or in-kind contributions to projects. While not mandatory, Partner Organizations are encouraged to make financial and/or in-kind contributions to the project, particularly where this will contribute to the long-term sustainability of the research outcomes. All financial and in-kind contributions by Lead and Partner Organizations to the project should be clearly identified and described in the budget section of the application form.

Does the project need to have secured funding from other donors?

No, the project does not need to have secured funding from other donors or contributors for consideration under this Call. If such funding is available, this should be made clear in the budget form of the application.

Do I have to give permission for use and disclosure of information?
By submitting an application under this Call, the applicant consents to the disclosure of all information and documents submitted by the applicant to the reviewers involved in the selection process, both within IDRC and externally. The applicant further consents to the disclosure of the name of the Lead Organization and Partner Organizations, the name of the principal investigator, and the name of the proposed research project in any announcements made by IDRC under this Call. Personal information collected by IDRC under this Call is used to administer and monitor grants for research projects, and to promote and support international development research in Canada and in the regions where IDRC operates. Consistent with these purposes, applicants should expect that information collected by IDRC may be used and disclosed in IDRC-supported activities.

If my proposal is accepted, who will own the intellectual property rights to my research?
IDRC has an open access policy based on the belief that full social and economic benefits of research in support of development should be available to everyone who could use it and build on it to improve people's lives. The policy applies to all outputs resulting from proposals received after July 20, 2015. Prior to submitting an application, applicants should review the Open Access Policy for IDRC-Funded Project Outputs.

Technical difficulties and/or additional information

Who should I contact for further information?
Any inquiries related to the Call for Research Proposals on Cities and Climate Change and the application process should be sent by e-mail to the Climate Change program at cc@idrc.ca.