UNITED NATIONS UNIVERSITY

Project Full Proposal

SECTION 1 – PROJECT SUMMARY

Title

This is the title by which you refer to the project. There are no specific requirements for the format, so please feel free to use any guidelines your institute or partners may have. This is the title that will appear in any search or summary.

Abstract

If someone finds your project as a search result, the project summary will appear and include the title, this abstract, and other details. The abstract will then be the first detailed information a user sees regarding your project. In the longer term (i.e. once the project is ongoing) this may become public and be disseminated through the website as part of the university's public face.

This is a small project

If the project has a budget that is lower than 100 000 US Dollars, please check this box. This will affect waiver options, but is also important for logging the scale of projects at the university.

Project manager

The Project manager is the person directly responsible for the project. The term used may vary from institute to institute. A director may also be a project manager; the project manager is simply the member of the institute staff that has primary responsibility for the project. For larger consortia projects in which no one at the institute can really be said to have direct responsibility, the project manager is the main focal point, or the individual with responsibility for the actions occurring at UNU. For this section, please provide the requested details as appropriate.

Expected start date

Please provide the date on which you expect the project to properly commence. This is an estimate, and should not be edited later.

Expected end date

This is the date at which the project is expected to be "operationally" complete. Financial completion can occur later. Again, this is an estimate, and should not be edited later.

Academic programme

Please choose your institute/programme(s) and then, using the drop down menu, select the appropriate academic programme and budget to which the project relates.

Thematic cluster

Please choose the appropriate thematic cluster from the five listed in the drop down menu. Please note that the thematic cluster and academic programme should be directly related. For more information regarding thematic clusters, please consult page 14 of the UNU Strategic Plan (available here http://www.vie.unu.edu/file/get/3502).

Topics of focus

Please choose the relevant options for topics of focus (for a maximum of three, though only

the first is compulsory) from the drop down menus. The first topic of focus must be from the thematic cluster tied to the selected academic programme. Again, for more information, please consult page 14 of the UNU Strategic Plan (available here http://www.vie.unu.edu/file/get/3502).

Contribution to the mandate of the institute/programme

Please explain how the project will contribute towards the mandate of your institute/programme. The relevant mandates are available for reference in part two of the UNU Council Handbook (https://intranet.unu.edu/council/d1/unu%20system.pdf).

SECTION 2 – PROJECT JUSTIFICATION AND OBJECTIVES

Background and justification

This is a larger space for project details. Please provide not only the background of the project (the context in which it exists, research it continues etc), the source of the initiative and the justification for it, but also how it relates to the implementation of the UNU programme specified. Please also identify the gap in existing research that the project addresses, and how it does so, as well as explaining the added value that the project brings to the field.

Objectives and expected outcomes

These are both the immediate and long-term objectives that the project expects to complete. Results Based Management (RBM) encourages management based on outputs and outcomes rather than activities. There should be a clear causal relationship between outputs and outcomes. Outcomes can include changes in behaviours & attitudes, standards, policy formulation and so on. (Again, further information regarding RBM can be found here http://www.un.cv/files/UNDG%20RBM%20Handbook.pdf.)

Long-term beneficiaries

These are the individuals or groups who will ultimately be affected by the project, for whom it is undertaken, and that are involved in the expected outcomes. The distinction between "target audience" and "long-term beneficiaries/end users" is that "target audience" is immediate (for example policy-makers), while "long-term beneficiaries/end users" is the ultimate end of the project (for example, those who would benefit from the policy the project has urged policy-makers to adopt).

When selecting check boxes below, please note that while the information may be the same as that you have provided for the pre-proposal, the additional text fields are provided as an explanation for your choice of check boxes is required.

Project type

Please check the box that best describes the project. This will help the university track the focus of its efforts.

Expected outputs

This section relates to Results Based Management (RBM) techniques. Please describe the actual products you expect to see as a result of this project. Articles or events are good examples. Please provide figures where appropriate, for example the expected number of participants at an event, the nature of their participation (members of the public, presenting academics etc), and the composition of the group (number of female participants, participants from developing countries and so on). Please also select the type of output you have described from the list of check boxes. This will be a significant help in making the data searchable and usable by others, and will contribute towards the development of Pelikan. (Additional detail can be found on page seven of the PPMM, and further information regarding Results Based Management can be found here http://www.un.cv/files/UNDG%20RBM%20Handbook.pdf.)

Expected activities and events
Please provide a clear description of the main project activities and events and how they would be carried out. The project activities should act in accordance with the project's specific objectives, and support the outputs and outcomes described. The check boxes are intended to help make this data searchable, so please select the relevant fields, and enter the relevant text.

Target audience
 The target audience are those who will be directly affected by the outputs you have just described. An example might be a research project that has scholars and policy analysts as part of its audience. Please select the appropriate categories from the list of check boxes. Again, this will be a significant help in making the data searchable and usable by others. A more streamlined solution will be employed in Pelikan. The distinction between "target audience" and "long-term beneficiaries/end users" is that "target audience" is immediate (for example policy-makers), while "long-term beneficiaries/end users" is the ultimate end of the project (for example, those who would benefit from the policy the project has urged policy-makers to adopt).

Dissemination and knowledge sharing plan/strategy
Please provide some detail regarding the media you intend to employ for dissemination, as well as the intended content. As an example, you might aim to share key outcomes through a public event before issuing online articles.
Please also select the appropriate checkboxes from the list provided.

Potential contribution to the UN system
Please describe the contribution the project is intended to make in terms of the aims of the larger UN system (such as the Millennium Development Goals). Significant detail is not necessary, but if the project addresses, for example, one of the Secretary General's Key Priorities, then please concisely demonstrate this.
Again, please select the relevant check boxes.

Potential contribution for developing countries
Similarly, the UNU Charter calls for the university's "research and training centres and programmes" to contribute globally, but particularly to developing countries (the text of the Charter can be found here http://i.unu.edu/media/about/charter/unu-charter-09amended1.pdf). In this section please explain the contributions that your project will make in this regard. You may find that there is significant overlap between this and other sections. If so, please feel free to note which section this information is already contained in. In all cases, please select the relevant check boxes.

Gender perspective
In the same sense the university has a commitment to gender mainstreaming. Please note (using the checkboxes and text box) the goals your project will contribute towards (if any), and how you intend to facilitate this. For example, you may have ensured that participation in your workshop was balanced evenly between genders.

Challenges and Risk mitigation
Please describe any significant risks (or challenges that may generate risk) that you foresee with regards to your project. Please also select a level of risk from the check boxes. Please briefly also explain the strategies you have in mind for mitigating these issues of risk.

Quality
Please describe the strategies and tools you have in place for maintaining a high level of quality. This could be adherence to specific aspects of monitoring, oversight arrangements you

have made, or a variety of other methods.

Countries and Territories
It is in this section that you specify the geographic areas the project most directly relates to. Please select only the countries and/or territories most directly appropriate for the project i.e. the specific countries and territories that your project operates in, and/or relates to.

Regions
Please select the regions in which the project operates. If, for example, the project is based at your home institute, but features a training session to be held in Tanzania, you would include both relevant regions. As only the regions directly involved are necessary, please note that you do not have to provide the home regions of the source of donor funding etc. Additional information on regions can be found by following the provided link.

References/Bibliographic citations
If your project plan includes any references or would benefit from the provision of a bibliography for citations please include them here. You may, for example, wish to cite figures derived from existing publications

Comments
This section is intended for any additional comments that would not be relevant above.

SECTION 3 – PROJECT TEAM

The project team are all those directly involved in the implementation of the project under the lead or supervision of the project manager. Project team members need not necessarily be UNU staff.

Does This Project Team Consist Of Additional Project Team Members (Other Than The Project Manager)?
If you select "no", the project manager will be recorded as the sole member of the project team. If you select "yes" a space for entering the details of additional project team members will appear.

Project team member: This section asks for the details of the project team members. If there are no team members other than the project manager it is not necessary to complete this section. Simply click "no" in the first check box. Where there are multiple team members, please click "add another team member" to provide additional space. Project team members may be UNU or non-UNU staff.

"Associated Institutions" is a term used to define those educational institutions with which UNU has a particular relationship. A full and updated list can be found [here].

For a complete list of UN agencies and entities within the UN system, please click [here].

SECTION 4 – PROJECT PARTNERSHIP

A project partnership is a partnership on a single project with another UNU institute, UN agency, or other outside entity in order to promote, aid, or stimulate the implementation of a project. For examples, please consult the quarterly e-forms.

In this section please provide the details for the relevant project partners.

Do You Collaborate With Partner Institutes On This Project?
If you select "no", please move immediately to the next section. If you select "yes" a space for entering the details of a partner and focal point will appear. Where there are multiple partners, please click "add partnership" to provide additional space.

Partner institution/organization
Please provide both the full name of the entity and the nature of the partnership, using the available checkboxes. In a similar manner to the project team members, please then provide the details of the focal point at the partner institute. The focal point is simply your key liaison with that organization, their actual position may vary. Please note that where this information is identical to the information provided in the pre-proposal, you may feel free to copy and paste it.

"Associated Institutions" is a term used to define those educational institutions with which UNU has a particular relationship. A full and updated list can be found here.

For a complete list of UN agencies and entities within the UN system, please click here.

SECTION 5 – DONORS

If available, please attach the proposal submitted to the donor and all other relevant documents.

Is This Project Supported By Donors?
If you select "no", please move immediately to the next section. If you select "yes" a space for entering the details of a donor will appear. Where there are multiple partners, please click "add donors" to provide additional space.

This section is only relevant for projects which involve external sources of funding. If funding is provided entirely from core funding, or other in-house means, this section can be safely skipped.

Donor Information
In this section please provide the requested details about the donor and the grant. For the department/unit/person to which the proposal was submitted, please provide the details of whichever is relevant. For the date of submission, please provide the date on which you supplied the proposal to the relevant body.

Grant Information
 For the expected amount/size of grant, this refers only to the figure that will reach UNU. If your project will only receive a smaller amount, please note this. For the currency, please also provide the currency in which the grant will be awarded. (This figure is only necessary for planning purposes, and will not be used for firm budgeting.)

If it is available, please also attach the donor proposal. You can do this by providing it in addition with this document.

Are You Reporting To This Donor?
If you must complete reports for your donor on a regular basis, please select "yes". A space for further information will than appear.

Reporting deadline
Please note the date for the requirement you are about to describe. To add another reporting date for a further requirement, please click "add requirement".

Reporting requirements
This section will vary substantially from donor to donor. Please clearly list here the questions or instructions that the donor has requested for their reports. If, for example, this takes the form

of a series of questions, please clearly list the questions, each on a new line, separated from the prior question by a blank row.

Again, please also attach any relevant donor agreements by clearly naming the files and saving them along with this one.

Please note that where this information is identical to the information provided in the pre-proposal, you may feel free to copy and paste it.

SECTION 6 – WORK PLAN

Please list your main activities and provide estimated dates for their implementation. Where applicable, please list the team member responsible or relevant team focal point.

This section provides space for the inclusion of a basic work plan. Please list the key activities/events /outputs in chronological order, noting both the date and the name of the action, as well as the team member most directly responsible.

Expected Date/Period
Please note the date (or duration period) of the activity, event or output you are about to enter into the work plan.
Select Type Of Entry
Please choose Activity, Event or Output to describe the entry you are making in the work plan.
Main Activities/Events/Outputs
In this box please describe the activity, event or output you are entering into the work plan (for example, a book launch, that will be held in x place, to support x book, that will have x participants etc.)
Team Member Responsible
This is the team member directly responsible for the entered activity, event or output.

To add further entries in the work plan, please click "add activity/event/output".

SECTION 7 – MONITORING

This section provides space for the basic description of the monitoring mechanisms you have adopted. While Pelikan will support a more advanced and interactive monitoring capacity, in this section please simply explain the mechanisms you have chosen to employ, and make clear what the key indicators you are using to measure progress are, and how they do so. Please make reference to the above work plan.
Finally, please also provide the frequency with which these mechanisms will take effect.

SECTION 8 – RESOURCES

Please note that this is not a firm budget, and is intended for planning purposes only. The figures to be provided are expected, and need not be later altered to meet reality.

Please provide amounts in USD. There should be no discrepancy between the estimated project budget in the first section of your proposal, and in this section. Please provide the expected figures for expenditures, and note whether any single commitment is expected to exceed 200,000 USD (as these will have to be approved by the Rector).

Managing resources
In this section please describe any additional resource strategies you may be employing (for example, if your project is conducted in partnership with another institution, which is itself receiving a grant to fund both partners, please note that here). The section is intended to provide resource information that could not be given in the table above.

SECTION 9 – APPRAISAL PROCESS

In this section please provide the details of the committee members that the director has nominated. Two of the committee members must have a substantive knowledge of the thematic area of the project, and the other should have knowledge of UNU programme/project management, and/or the financial process. In addition, please paste in the text of each member's report. The reports should not be shared between committee members prior to the completion of the appraisal process.

Date Of Submission For Appraisal
This is the date that the full proposal document was provided to the committee members for appraisal.

SECTION 10 – DIRECTOR SECTION

In this section the director must indicate whether they have positively appraised the full proposal, which will allow the project to begin. By doing this the director affirms that sufficient funding is available for this project. If the director is absent or otherwise indisposed, an acting-director may also complete this section, and should be named here.