

APPLICATION FORM

*GTI Capacity Development Grant 2024*

*The format of this document is to be followed strictly when drafting the application for a GTI Research Grant.*

*It consists of the following components:*

* *Application Form itself containing several Parts*
* *Part I: General information*
* *Part II: Scientific quality and effectiveness of the project*
* *Part III: Relevance of the project*
* *Part IV: Contribution and sustainability of the project*
* *Part V: Budget*
* *Please try not to exceed* ***14 pages*** *for the Application Form*
* *Annex 1: Detailed programme / timeline*
* *Annex 2: Budget proposal*

*Completed applications must be sent to* *cbd-gti@naturalsciences.be* *by the deadline specified in the call.*

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| --- |
| **PART I – GENERAL INFORMATION** |
| **I – 1. Basic information about the project** |
| Title of the project |
|  |
| Country / countries where the project will take place and project study area(s) |
|  |
| Scientific name(s) of the organism(s) / taxonomic group(s) that will be the focus of the project |
|  |
| Applicant institute (name and address) |
|  |
| Partner institute in the South (name and address) |
|  |
| Expected total duration of the project (not including the writing of the report) |
|  |
| Project summary (maximum 300 words) |
|  |
| **I – 2. Organising team** |
| Provide details on the Belgian and local (if applicable) promotors and co-promotors of the project using the table below; you may duplicate the fields in function of the number of (co-)promotors involved |
| (Co-)promotor 1 |
| Name and first name |  |
| Institute, research unit |  |
| Position within the institute |  |
| Role in the project |  |
| Contact details (address, e-mail and phone number) |  |
| (Co-)promotor 2 |
| Name and first name |  |
| Institute, research unit |  |
| Position within the institute |  |
| Role in the project |  |
| Contact details (address, e-mail and phone number) |  |
| **I – 3. History** |
| Specify the past track record within the country or with the partner institute (contacts, previous workshops, GTI students trained in the past, joint publications, joint projects, …) |
|  |
| Explain how the idea arose to develop this project |
|  |
| **I – 4. Target group for the capacity-building component** |
| List the people (staff members, students, …) that will be trained during the project using the table below; please duplicate the fields in function of the number of participants |
| Participant 1 |
| Name and first name |  |
| Gender |  |
| Institute, research unit |  |
| Academic level (master, PhD, other) and position within the institute |  |
| Contact information if available (e-mail) |  |
| Participant 2 |
| Name and first name |  |
| Gender |  |
| Institute, research unit |  |
| Academic level (master, PhD, other) and/or position within the institute |  |
| Contact information if available (e-mail) |  |
| If a list of names cannot be provided at this stage, please describe the audience the training is aimed at. Specify the institute(s) to which they are affiliated, their academic level (master, PhD, other), and their scientific background / professional expertise. Also give an estimate of the number of people that will be trained, paying attention to gender balance. |
|  |
| Indicate how you will (/ have) reach(ed) candidates for participation in the capacity-building activities (communication strategy, channels) and explain the selection modalities (the basis on which participants will be selected). |
|  |
| **PART II –** **SCIENTIFIC QUALITY AND EFFECTIVENESS** |
| Attach in Annex 1 a (provisional) programme / timeline of the project, clearly showing the structure and organisation of your project (all planned project activities) |
| Give a short problem statement / description of the general context of the project |
|  |
| List the expected outcomes of the project, i.e., the specific, short-term objectives, both for the research and capacity-building component |
|  |
| State the expected outputs of the project, i.e., its deliverables, what will be achieved at the end of the project (through the project activities); please include and further specify SMART[[1]](#footnote-1) indicators: number of people trained during the project, number of training / awareness / communication material produced, number of estimated publications linked to the project, etc. |
|  |
| Describe the approaches / strategies / methodologies that will be used to support the project activities summarized in Annex 1 and thus to achieve the project outputs and the defined specific objectives |
|  |
| Provide details on the experts / guest lecturers that will be invited to assist in the implementation of the project, especially the capacity-building component; please use the table below, you may duplicate the fields in function of the number of experts invited. The involvement of local experts is highly encouraged. |
| Expert 1 |
| Name and first name |  |
| Institute, research unit |  |
| Position within the institute |  |
| Role in the project |  |
| Contact details (address, e-mail and phone number) |  |
| Expert 2 |
| Name and first name |  |
| Institute, research unit |  |
| Position within the institute |  |
| Role in the project |  |
| Contact details (address, e-mail and phone number) |  |
| **PART III – RELEVANCE** |
| Indicate to what extent the project responds to a real demand and to taxonomic and/or curatorial needs of the partner country / institute(s) |
|  |
| Explain why the chosen project approaches / methodologies (described in part II) are relevant for the partner institute(s) and participants |
|  |
| **PART IV – CONTRIBUTION AND SUSTAINABILITY** |
| List the long-term objectives / goals of the project (beyond the reach of the research project itself) |
|  |
| Explain how the project contributes to enhancing individual / institutional capacities in taxonomy and/or collection management in the partner country, and how beneficiaries may apply these obtained capacities (acquired knowledge and skills) after completion of the project |
|  |
| Describe briefly how the project / the enhanced taxonomic and/or curatorial capacities will contribute to the conservation and/or sustainable management of specific components of biological diversity in the partner country |
|  |
| Describe briefly how the project / the enhanced taxonomic and/or curatorial capacities will contribute to improved local livelihoods; also refer to the UN Sustainable Development Goals (SDGs). Please specify how the project shows interlinkages among biodiversity, water, food, climate and health (nexus). |
|  |
| Specify possible follow-up and awareness activities; how do you plan to keep in touch / continue collaboration with the partner institute(s) / participants? |
|  |
| Describe briefly how the project addresses women empowerment and gender equality. |
|  |
| **PART V – BUDGET** |
| Provide a budget proposal for the project using the obligatory [Excel template;](https://taxonomy.naturalsciences.be/wp-content/uploads/2024/04/template-budget-proposal-2024-en.xls) also attach a copy of this proposal in Annex 2 |
| Please indicate the exact amount of funding requested from the Belgian GTI National Focal Point for the implementation of the project (max. € 20,000 per project) |
|  |
| Shortly describe any other financial resources obtained or (to be) solicited for the implementation of the project; co-funding by Belgian, local or other organisations is encouraged but not mandatory |
|  |

ANNEX 1

*Detailed programme of the project*

*Provide a (provisional) programme / timeline of the project using the table below. Please describe each activity and indicate its duration by greying the boxes; you may duplicate or delete fields in function of the number of planned activities and time needed*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **MONTH 1** | **MONTH 2** | **MONTH 3** |
|  | **WEEK 1** (DD/MM/YY, start date of week) | **WEEK 2** (DD/MM/YY, start date of week) | Month, Year | Month, Year |
| **Short description of the Activities** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **Component 1: specify (e.g., preparation, lectures, field sampling, lab work, …)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A1.1 :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A1.2 :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A1.n :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 2: specify (e.g., preparation, lectures, field sampling, lab work, …)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.1 :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.2 :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.n :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 3: specify (e.g., preparation, lectures, field sampling, lab work, …)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A3.1 :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A3.2 :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A3.n :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

ANNEX 2

*Budget proposal*

*Please provide a budget proposal that shows how support of the Belgian GTI NFP / CEBioS will be spent.*

* *Budget proposals must be prepared according to the obligatory* [*Excel template*](https://taxonomy.naturalsciences.be/wp-content/uploads/2024/04/template-budget-proposal-2024-en.xls) *and sent to* *cbd‑gti@naturalsciences.be* *together with the completed application document; a copy of the budget should also be included here in Annex 2*
* *Budget proposals should follow the* [*CEBioS vademecum*](https://cebios.naturalsciences.be/publications/vademecum/) *guidelines*
* *The maximum allocated budget per project is € 20,000, divided as follows:*
	+ *A maximum of € 7,000 that can be spent on “Missions”: plane tickets to the partner/project country, visas, medical costs, accommodation, costs related to export permits (Nagoya protocol), per diems, etc. of Belgian and other organising/supporting staff;*
	+ *A maximum of € 13,000 that can be attributed to “Operations”: small equipment (for fieldwork, laboratory, lecture room), organisation of research & capacity-building activities (local transport, guides, permits/entrance fees, preparations for conferences/ceremonies, communication, travel expenses/accommodation/per diem of local researchers and students, etc.), and certain analyses (e.g., DNA sequencing).*
* *Please note that this type of grant does not aim to finance infrastructure (buildings, cars, etc.); only support for training material and small equipment will be considered.*
1. SMART indicators are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound [↑](#footnote-ref-1)