

FBIP APPLICATION INSTRUCTION GUIDE

Foundational Biodiversity Information Programme (FBIP)

Concept Notes for Large Integrated Team Projects

Call year: 2018

Applicants applying for FBIP grants must read the FBIP Call Framework document to make sure that all the essential information is submitted through the proposals.

Applications must be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za>. FBIP-specific instructions are provided below for some of the categories. It is recommended that applicants follow the FBIP-specific instructions along with the standard NRF application instructions. We also recommend that applicants pay special attention to the review criteria and scoring system outlined in the FBIP Call Framework document when writing the proposal.

FBIP specific instructions for some sections on call application template:

Note: Applicants are allowed to submit only one concept note per annual cycle for this call.

Section: Concept Notes:

Instructions: Please note that all sections below are compulsory.

- Applicant's Institution
- Interim Concept Notes Proposal Title
- Explain why a full proposal should be supported if the Concept Notes are accepted (2000 characters)
FBIP Call specific instruction: Provide a summary of the outcomes and outputs of the anticipated full project.
- Has the application been submitted to the NRF or another funding organisation?
- Why would any funding agency invest in/fund the full proposal should the Concept Notes be accepted (1000 characters)
FBIP Call specific instruction: Why should the FBIP invest in this project, i.e. what will the return on investment be in terms of the Bio-economy and Global Change.

Section: Details of research:

Instructions: Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.

Sub-section: Background and Problem Statement * (3000 characters)

- ° Provide a brief introduction to the proposed project and indicate its importance.

FBIP Call specific instructions: Provide a brief introduction to the proposed project and indicate its importance. The project concept should be within one of the focus areas identified in the Framework document (4.2.1.1) and the foundational biodiversity knowledge /information generation and application in line with the outputs required for the FBIP (4.2.4).

Note: Alignment to Programme must score a minimum of 3 to be assessed further.

Sub-section: Proposed Activities and Work Plan * (3000 characters)

Please outline:

- ° The research approach(es) and the methodological approach
- ° The activities to be undertaken and their duration (i.e. months – start month and end month)
- ° Who will be involved in each activity and their respective roles

FBIP Call specific instructions: Provide a brief explanation of what will be done (activity), how it will be done, and if possible where, as well as who will be involved in each activity, and what the duration of the activity will be (i.e. number of months the activity will last and the estimated start and end date of each activity). (600 words)

Sub-section: Potential Impact * (6500 characters)

- ° Please elaborate on the expected outcomes, in line with programme objectives, i.e. what the researcher hopes to achieve
- ° What would the impact of the project be in terms of national strategies (i.e Global Change, Bio-economy knowledge fields, etc.)

FBIP Call specific instructions: Indicate the relevance of the proposed research in relation to the following:

- Expected outputs: What will be produced by the project in line with the programme objectives? An indication of the extent of these outputs is required, even if this is an estimate (how many of each of the outputs will be produced?). (300 words)
- Impact on Global Change understanding and /or the Bio-Economy knowledge field(s). Include a brief description of what will change because of the project, who will use the knowledge and information, and for what purpose. (500 words)
- Explain how you will ensure alignment between needs of users and what the project produces, and how the outputs from the project will be taken up and applied by users. (500 words)

Notes:

- Alignment to Outputs & Impact must score a minimum of 3 to be assessed further.
- The achievement of the targets in the FBIP's Key Performance Areas (KPA's) is dependent on projects funded through the FBIP. The extent (quantity) of data in line with these targets is an important consideration in the assessment of proposals.

Sub-section: Alignment to National Imperatives

---Alignment to National Strategies

NRF instruction: Please outline how this research project will contribute/is aligned to one or more national strategy.

FBIP instruction: FBIP projects must explicitly align with and contribute to the implementation of one or more of the following national strategies: The Bioeconomy Strategy of the Department of Science and Technology (2013); Biodiversity Economy Strategy (Bes) for the Department of Environmental Affairs (2015); or South Africa's 2nd National Biodiversity Strategy and Action Plan (NBSAP) 2015-2025. In cases where the

FBIP required national strategies are not listed in the drop-down list, the contribution/alignment must be explained under “Potential Impact”.

Section: Financials - Operating costs

Instructions:

- ° The budget should reflect only the NRF contribution regarding the Operating Costs as defined in the Call documents.
- ° All requested funding must relate directly to the proposed research project, as requested from the NRF.
- ° Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.
- ° Add new items, as required, in each category.

FBIP Call specific instructions: Limited seed funding is available as a once off payment in order to assist teams whose concept note is selected for further development into full proposals (R20, 000 per team). For the large, integrated team projects, the range of funding available is R500, 000 to R2.1 million per annum for a three year period (R1, 500,000 - R6, 300,000 in total per project, with a maximum of R2.1 million in any one year). More information is provided in the Call Framework document, Page 24 - 26.

- On the online template, please provide a provisional budget per category for the running costs of the full project (total over 3 years). This is to determine the financial viability and affordability of the proposed project. Please note that the categories on the online template are only for running costs and the applicant must take into consideration that the total maximum allocated amount of R2.1 million should also make provision for grant-linked post-graduate student bursaries.
- Please upload a breakdown of the 3 year draft budget on an Excel spreadsheet (i.e. budget per category per annum for each funding year (2019, 2020, 2021) and include student financials as a category. Please refer to the Call Framework document for student support values.

Note: The FBIP will consider the return on investment of the project outputs. It is important that the project outputs justify the cost of the project.

Section: Attachments

Please consult with the Call documents to determine what attachments are compulsory. Please note that if they are not attached, the application will not be processed for reviewing.

FBIP instruction: Please upload a breakdown of the 3 year provisional budget for the full project on an Excel spreadsheet (as explained in the above section).

-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX-