

*IAI Training Institute on Vulnerability Associated with Climate Variability and
Climate Change in the Americas*

October 17 - 28, 2005, Asuncion, Paraguay

Training Institute Seed Grants (TISG) Guidelines

Objective of the TISG

To invite participants to submit proposals outlining concrete plans of how they can implement the knowledge and training gained at the Training Institute. The grant should serve as a follow up and assessment of impact activity of the Training Institute. The Seed grants are also aimed at encouraging further networking and development of multinational and multidisciplinary teams, which can participate in future IAI activities.

Call for proposals and guidelines:

TISG will be developed in 2 Phases:

Phase 1: Pre-proposals

Phase 1 will be developed during the Training Institute (October 17-28, 2005).

October 17: Marcella Ohira (IAI) will make a presentation about the TISG.

October 19: Paul Filmer (NSF) will make a presentation about proposal development and evaluation.

October 26 (2pm): Participants submit a pre-proposal (up to 3 pages).

October 27: Review Panel of TISG by Paul Filmer, Marcella Ohira, Luis Mata with participants.

October 28: Results of Review Panel and Feedback to participants.

3 pages pre-proposal: include title of pre-proposal and proposed team (name, institution and countries). Clearly state objectives of the proposal, major activities, schedule, expected results and budget.

Phase 2: Full proposals

October 28: Participants will learn about the results of Phase 1. Announcement of the pre-proposals encouraged to submit a full proposal.

December 5: Submission of full proposals (8 pages).

February 2006: Announcement of full proposals to be granted the TISG.

Program Description

TISG will be one-time awards that will be made on a competitive basis according to the criteria described in this document and according to the availability of funds.

IAI strongly encourages activities that are international, multidisciplinary and have a policy impact.

No overhead (administrative) charges will be allowed, considering that this is a small grant.

Salary charges or purchase of equipment will not be allowed, except for students' stipendium.

Participants from all countries are eligible to participate in the IAI TISG. Nevertheless, priority will be given to participants from IAI member countries.

Eligible Categories of TISG activities

1. research oriented, e.g. internships or scientific visits (visiting scientists) of people who want to enter scientific organizations; internships involving exchanges between two countries;
2. organize training activities with other participants;
3. submit full proposal to other agencies (e.g. CONACYT, IDRC's Eco Health in 2006, etc);
4. work on a join paper for presentation at international conferences or for publication;
5. build science proposals as theme of mini workshop to encourage networking, exchange of experts and data, etc;
6. build science proposals as theme of training activity in the participants' countries based on the TI's model;

7. develop a plan to interact with end-users (local workshop, survey, etc.) in order to disseminate information and to interact with civil and grassroots community or the like;
8. develop an assessment study in the individual countries (establish a multidisciplinary and multinational group, e.g. university with ministry of health, agriculture, etc);
9. develop a regional network in a determined sector (e.g. agriculture/water resources/health) or set of issues (communication with decision makers, end-users; which tools, etc.);
10. develop comparative studies across borders; collect data, exchange information.

Evaluation Criteria

The following criteria will be applied (where appropriate to the proposed activity) during the review process:

- Scientific Excellence and Technical Soundness
- Multinational and multidisciplinary collaboration
- Contribution to capacity building
- Policy relevance of the proposed activity
- Appropriateness of budget request for the proposed activity
- In-kind contributions

Review Process

A selection committee will be set up composed by the TI organizers. The committee will evaluate full proposals and will select the grants based on the evaluation criteria outlined above and mainly on the quality of proposals, relevance of the activity to the region, regional balance and appropriateness of the budget. In addition, IAI will respect its policy of conflict of interest in the review of the proposals.

Funding available:

IAI has initially allocated US\$30-35K for The Training Institute on Vulnerability (TI) Seed Grant Program. Additional fundraising efforts are being developed to obtain more funds.

⇒ TI could support 3 to 6 grants of US\$5 to 10K (with current available resources)

⇒ Grants will be a one time award for a duration of 6-12 months.

Despite being a program modestly funded, we hope it will serve as a catalytic mechanism promoting the development of new collaborative activities among professionals and institutions of the Americas, as well as providing ways to disseminate useful knowledge for our countries and societies.

Guidelines for Full Proposal Preparation (no more than 8 pages)

Proposal Cover Sheet: Include title of proposal and proposal team: name of participants and institutions (PIs, co-PIs, etc) with respective position title, mailing address, phone, fax and email.

Table of Contents: Please include a list of major sections and subsections of the proposal.

Executive Summary: It should be on a separate page and limited to half or one page. The Executive Summary is very important, as it will be the primary mean by which the reviewer will start making a judgment of the proposal.

Introduction/Objectives: In this section, clearly outline the objectives of the project and, briefly describe the relevance of the project in furthering IAI programmatic development in the Americas.

Approach: In this section provide if appropriate information on the following items: (1) an overview of the project, (2) proposed meeting or activity objectives, schedules and/or locations, (3) proposed participants, including their nationalities and affiliations and relevant previous experience, (4) capacity building activity, (5) policy relevance, (6) details of in-kind contributions and their significance to the development of the project, (7) details of recent meetings (if any) on this subject.

Summary Statement: Outline the expected results of the project and clearly state the significance of the work for dealing with global change issues in the Americas.

References (if applicable)

Plan and Timetable: In a separate page, state how the activities will be organized and conducted and associated expenditures using a timeline and indicating when each proposed activity will take place.

Budget Information: The financial amount requested; a break-down of the expenditures and justification.

Appendices: (a) include no more than a 1 page curriculum vitae for each participating PI and Co-PI; (b) letters of commitment from the PI organizations.

Guidelines for Full Proposal Submission

Proposals that do not meet all of the following requirements will not be evaluated.

Length: The proposal length must be no more than 8 pages. The appendices (curriculum vitae, letters of commitment) may be excluded from the page count.

Spacing and font Size: 12-point font, single-spaced.

Language: Proposals in English or Spanish will be accepted.

Submission of proposals: by email. Please send proposal in as rtf or word document to i2005-v@dir.iai.int

Deadline: December 5th, 2005.