

## Call for proposals – 2018:

### RAPID RESEARCH FUND FOR EBOLA VIRUS DISEASE OUTBREAKS

#### Frequently Asked Questions

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## Eligibility and Applicant Information

1. [What countries are eligible for funding?](#)  
Canada and African countries
2. [What does it mean for an Applicant Organization to be “based in an eligible country”?](#)  
An Applicant Organization must have legal registration in Canada or in an African country. The organization’s legal registration must show that the jurisdiction of registration is the eligible country (or is within it, such as in the case of provincial registration).
3. [Is it possible to implement the research project in a country other than that of the lead applicant country, or in the country of the partner institution?](#)  
Yes. As long as the research will be beneficial to the current Ebola emergency in the Democratic Republic of Congo and surrounding region.

## Definitions and requirements of participating organizations (Lead applicants, Co-applicants, and third-party) and principal investigators

#### 4. What is a Lead Applicant Organization?

**Definition:**

The Lead Applicant Organization will assume the intellectual responsibility and ownership of the knowledge and outputs produced and the responsibility for the administration of grant funds. Lead Applicant Organizations are also responsible for overseeing and managing the partnership with Co-Applicant Organizations and Third-Party Organizations, and for developing and administering sub-grant agreements with these partner organizations, if necessary.

**Requirements:**

Eligible Lead Applicant Organizations will:

- Be registered as a legal entity in an eligible country (Canada or African country)
- Have a key institutional objective to carry out independent research
- Not be a United Nations organization or CGIAR Center

Lead Applicant Organizations can be private (e.g. non-governmental organizations, cooperatives, unions, civil society organizations, non-profit foundations or divisions of for-profit organizations) or public research organizations (e.g. governmental departments of line ministries or local governments).

#### 5. What is a Co-Applicant Organization?

**Definition:**

Organizations that propose research to IDRC jointly with the Lead Applicant Organization. These organizations are direct partners in the research and jointly share with the Lead Applicant Organization the intellectual responsibility and ownership for the knowledge and outputs produced. Like Lead Applicant Organizations, Co-Applicants can sub-grant to a Third-Party Organization for specific services.

**Requirements:**

Eligible co-Applicant Organizations will:

- Be registered as a legal entity in an eligible country (Canada or African country)
- Have a key institutional objective to carry out independent research.
- Not be a United Nations organization or CGIAR Center

Applicant Organizations can be private (e.g. non-governmental organizations, cooperatives, unions, civil society organizations, non-profit foundations or divisions of for-profit organizations) or public research organizations (e.g. governmental departments, agencies, or ministries).

6. [Can co-applicant organizations receive funding directly?](#)

Yes. Research grants in this Call can be awarded directly to co-applicant organizations. This term is used by IDRC to refer to organizations that propose research to IDRC jointly with the Lead Applicant Organization, but request to receive funds directly from IDRC as a linked research grant, with each organization administering its own grant funds.

7. [What is a Third-party Organization?](#)

**Definition:**

Organizations that are sub-contracted by lead and/or Co-Applicant Organizations for specific services. They do not receive funds directly from IDRC. These organizations can include United Nations organizations and other international organizations.

**Requirements:**

Eligible third-party organizations:

- Are not required to be located in an eligible country.
- Applications may include experts from third-party organizations in the role of advisers or consultants to the project, but not as lead Applicant or Co-Applicant.

8. [Will IDRC contract with Third-party Organizations?](#)

No. IDRC will only contract directly with successful Lead and Co-Applicant Organizations. Successful Applicant Organizations will be permitted to develop contracts with third-party organizations for specific services. Applications that involve third-party organizations must clearly justify their involvement and explain their role(s).

#### 9. What is a Lead Applicant?

The Lead Applicant is the individual researcher responsible for the overall intellectual oversight of the research as well as the allocation of funding among researchers and participating organizations.

#### 10. Can IDRC fund individual researchers or are individuals required to apply as part of an institution?

IDRC is only able to grant project funds to institutions and is unable to grant directly to individuals. The relationship of the Lead Applicant and his/her institution must be clearly demonstrated in the proposal. Please refer to the questions 4 and 5 above. Team composition and consistency should be clearly articulated in the proposal.

#### 11. Is there a limit to the number of applications that can be submitted by a given institution?

For large organizations (e.g. universities), different departments or faculties within the same institution may be considered to be different Applicant Organizations for this purpose. Eligible organizations may apply as co-Applicant Organizations on multiple applications.

#### 12. Can the same person be on more than one application?

Yes. However, please note that a) a person is eligible to be a Lead Applicant on only one project team member; b) a person can be a Co-Lead on up to two projects and c) A person can be a member of a Third-party Organization on any number of projects.

#### 13. Can we submit a proposal that includes many countries?

Yes. Activities must take place in an eligible country or countries. If the project includes activities taking place in non-eligible countries, it will be important to show that the project is covering those expenses through external, non-IDRC funding.

#### 14. Are recipients of existing IDRC funded projects eligible for funding?

Yes, as long as they meet the eligibility criteria and the team members have time available to commit to additional work. In cases where the objectives of the proposal are similar to the objectives of an existing project, the proposal must clearly differentiate the proposed activities and justify their funding.

15. Why can't United Nations organizations and the Consultative Group on International Agricultural Research (CGIAR) Centres apply?

United Nations organizations and CGIAR Centres receive significant Canadian funds via other funding windows and so cannot apply to this Call as Applicant Organizations. They may, however, be included in applications as third-party organizations.

16. Can private for-profit organizations participate as Third-party Organizations?

Yes. Private for profit organizations may also participate as third-party organizations, provided that these organizations (if more than one in an application) together contribute a maximum equivalent to 20% of the requested grant in cash or in kind. Additional co-funding is encouraged but not required.

17. What should be the distribution of budget between partners?

Total expense allocations to participating organizations may comprise a significant portion of the total budget (except for third-party organizations, whose total expense allocations may comprise a maximum of 20 percent of the total budget). Please note that the feasibility criteria of the Call will assess how well the proposed budget outline fits with the stated project activities and research plan.

18. Does my organization have to make a contribution to the proposed research project?

Lead and Co-applicant Organizations are required to make a cash or in-kind contribution in order to be considered for funding under this call.

19. Do we need to have other funding for the project already secured?

No. If an organization does have such funding for related research projects/activities, this should be made clear in the budget form of the application.

20. Where can I find more guidance on preparing a budget?

IDRC's [Guidelines for Acceptable Project Expenditures](#), as amended from time to time, describes IDRC's budget categories and limitations to what is allowable in each category. For more information, please refer to IDRC standard grant agreement terms and conditions available [here](#).

All applicants must fill in the web based budget template provided in the online application platform (FluidReview).

Successful applications will be required to submit a detailed budget in IDRC's format and using [IDRC's Financial Workbook template](#). Guidance on how to fill in the template will be provided to the selected applicant by a Grant Administration representative of IDRC.

## Preparing an application

### 21. How do I upload CVs?

Before attempting to upload your CVs, you could please do either one of the following: (1) create a single file of all applicants CV and upload or (2) enclose all applicants CVs in a zipped-file or folder and upload.

### 22. How can I include or add a member to the online application platform (Fluidreview)?

To give access to your online application to a member of your team, locate the "add member" bottom to the right of the application panel. Fill in the person(s) details and submit. The person(s) will receive an email with instructions. The new member can follow the link to participate in completing your applications.

### 23. Do I need to submit a signed letter of support from participating organizations as part of my submission?

Signed letters of support of participating organizations (if any) are encouraged as part of the proposal submission, but not essential. They will be an essential requirement if the research proposal is selected for funding. Letters of support should be signed by officers with the required level of authority to commit the participation of their organization in the research project.

### 24. Do I need to submit a letter of funding request as part of my Proposal submission?

If the proposal is selected, a letter of funding request must be submitted to IDRC before research grants can be awarded to selected organizations. This letter should be signed by: i) the designated official(s) of the Applicant Organization that will administer the funds; and ii) the proposed project leader (principal investigator). These signatures must be provided in order to confirm agreement of the signatories regarding their organization's role and commitment to the proposed project.

25. Who should I contact for further information?

Any inquiries related to the Call and application process should be sent by e-mail to the Food, Environment, and Health program at [fehcalls@idrc.ca](mailto:fehcalls@idrc.ca).