2020 JRS RFP Application Blank for Offline Drafting

This template is for your personal use. Proposals must be submitted online.

Version: January 7, 2020

General Application Instructions

**Please read the Request for Proposals, Application Instructions, and Glossary of Terms before you begin**. All proposals must be submitted online in English. All applications are confidential to JRS and external confidential reviewers. Please address questions to [JRSRFP@jrsbiodiversity.org](mailto:JRSRFP@jrsbiodiversity.org).

Beginning of the Online Form

General Information and Summary

**Application Topic**

*Check the option that best describes the subject of your application.* Proposals for technical implementation projects are typically 2-3 years in duration and $150,000-$250,000 in requested funds. Proposals are encouraged for cases in which JRS provides “co-funding” to support biodiversity informatics components in projects funded by other donors.

If your application does not fit within these three categories, select “Other Subject” and contact JRS using the In-Process Review form below or by email at [33TUJRSRFP@jrsbiodiversity.org](mailto:JRSRFP@jrsbiodiversity.org)U33T to assess if your idea is within our funding scope.

* Freshwater Biodiversity Project
* Pollinator Biodiversity Project
* Biodiversity Informatics Capacity Development
* Freshwater Biodiversity Special Study
* Pollinator Biodiversity Special Study
* Other Subject

**In-Process or Advance Review**

*Please check the box below if you wish to have preliminary feedback on your draft application (no longer valid after February 25, 2020).* Feedback is no guarantee of future funding:

* Yes, please email me suggestions to strengthen my draft proposal
* Yes, please review this summary (Form will automatically open).
* No, thank you.

**Potential Conflict of Interest**

*Are any of the project’s principals or partners current or former* [*JRS Biodiversity Foundation Trustees*](http://jrsbiodiversity.org/about-jrs/people/)*?*

Are principals or partners the family of, direct reports of, or supervisors of current or former JRS Biodiversity Foundation Trustees? We ask this question to avoid, manage, or mitigate any real or perceived conflicts of interest regarding the grant proposal. Please contact us with any questions regarding conflicts of interest.

* Yes
* No
* Unsure

# Proposal Information

The fields in this section collect general information that will be used to administer your application. Please note these definitions:

* Organization Legal Name:
* Project Director:
* Total Project Budget ($USD):
* Total Request from JRS ($USD):

# Executive Summary [250 words max.]

*Please write a concise summary that includes the approach and measurable goals.*

Problems and Proposed Solutions

# Problem in Conservation or Sustainable Development [300 words max.]

What problem for conservation or sustainable development will you address with improved biodiversity data and knowledge systems?

# Problem in Biodiversity Information and Knowledge Access [350 words max.]

*What demand for data, information, or knowledge access are you addressing?*

# Technical Solution to the Biodiversity Information Problems [350 words max.]

## Do you propose to design or invent a new database, information portal, or mobile app?

* Yes
* No
* Not Yet Determined

## If Yes, Contingent Question: Why are the existing models insufficient? Do you propose developing a novel technology? (250 words max.)

## What is your planned technical solution to the problem described above in Sections C & D? (400 words max.)

# Organizational Solution to the Problems

*Why hasn’t this happened before? How are your project management and your partnerships designed for success? [350 words max.]*

Goals and Plans

# Major Milestones and Measures of Success

*Please list what 8-12 milestones [specific outputs and outcomes] will you achieve, by when, and how will you know that you are successful. [400 words max.]*

# Work Plan

*What is your plan of work? [500 words max.]*

# Sustainability

*What will be the evidence of your success 1 to 3 years after the end of your project? What will you do to ensure sustainability? [300 words max.]*

Access to Biodiversity Data and Information

# Open Access

## Confirmation of JRS’ Open Access Data Policy

Open access to biodiversity information and knowledge by all stakeholders is essential to the conservation and sustainable use of biodiversity. The Foundation requires that the biodiversity informatics output of its grants, such as datasets, training materials, decision tools, and software, is openly and freely available in formats that promote maximum re-use. We require that grant outputs are made available under the least restrictive licensing possible and per creative commons license definitions. The Foundation recognizes that different data outputs are subject to varying types of licensing and policies. Our grant application forms require that our grantees disclose their data sharing plans and any relevant licenses or agreements to which the grantee organization or the principal investigator is a party that may affect data sharing. JRS grantees may be asked at any time to report on the progress of data sharing plans and are expected to apply appropriate evaluation methodology and analytic tools to provide evidence of successful data sharing. The primary grantee is expected to use good faith efforts to ensure that any subcontractors and sub-grantees also comply with this policy. We recommend that you confirm compliance with this policy with any named partners in this proposal. The Foundation recognizes that circumstances may obligate the grantee or may benefit the project if data sharing is restricted. You must request any specific exceptions to restrict the use of, access to, or delayed access to the data. All interim and final progress reports should include live URLs as well as access methods for databases.

Any exceptions to our Open Data Policy must be justified in this application.

* I have read and understood the JRS Open Data Policy.
* This project's approach or our institutional policies may not comply with the above JRS policy.
* This project's approach or our institutional policies appear to comply with the above JRS policy.

## Open Data and Knowledge Access Plans [350 words max.]

*Please list and describe how you will comply with each of the five terms of the JRS Open Data Policy regarding (1) access, (2) timeliness, (3) licenses, (4) standards, and (5) compliance.*

## What are the URLs, Databases, or Digital Object Identifiers for discovery and access to your project's outputs? [250 words max.]

People, Partners, and Capacity Development

# Organizational Background

*What are the qualifications of your organization that will support the success of this project? [250 words max.]*

# Project Director and Principal Staff Experience

## What prior experience of the director and staff will support your success and what percent (%) time will each person devote to this project? [400 words max.]

## What is the project director’s or project team’s experience of biodiversity informatics, including data publication? [200 words max.]

# Project Partners

## Have the partners named below reviewed this complete proposal?

* Yes
* No

## Who are the project partners, and what are their roles? Who are the data and information users? [400 words max.]

# Capacity Development

*How will your project increase the long-term capacity for biodiversity informatics in sub-Saharan Africa?* [400 words max.]

Finances

# Budget Narrative and Co-Funding Narrative [No word limit]

## How does the project’s budget support the activities described above? What are your assumptions, key unit costs, and allocation of resources among objectives, partners, and types of activities?

## Please list any co-funding or in-kind contributions you have secured for this project.

# Required Forms and Supporting Documents

Please use the upload function to attach the required Project Budget Template and the Work Planning Template. Please rename your attached file to include the project director or organization name before you upload it.

* Budget Template (Required)
* Work Planning Table (Required)