



Climate Adaptation and Resilience (CLARE) Outline for Full Proposal

4 Aug 2022

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A. Checklist

	Abstract of research proposal (maximum 250 words)	<input type="checkbox"/>
	Official request with signature from authorized legal signatory for the institution)	<input type="checkbox"/>
	Research proposal (should not exceed a total 16,000 words, excluding appendices)	<input type="checkbox"/>
	Completed proposal budget (for each lead organization). <i>Use IDRC template</i>	<input type="checkbox"/>
	Consolidated budget (if applicable)	<input type="checkbox"/>
	Signatures of project leader and authorized financial signatory for the lead organization(s) (budget certification).	<input type="checkbox"/>
	Information for all members of research team (name, title, institution, expertise and role in project)	<input type="checkbox"/>
	Curriculum vitae of lead project investigators, coordinator, and focal points	<input type="checkbox"/>
	Institutional Profile Questionnaire (only required if this is first application for IDRC funding)	<input type="checkbox"/>
	<p>In order for IDRC to enter into an agreement with your organization, IDRC must be satisfied that your organization has independent legal status (or 'legal personality') and is capable of contracting in its own right and name.</p> <p>In the event that you have no prior grants with IDRC and to help us make this determination, please provide a copy of the legal documentation by which your organization was founded or created in the location in which it is based. Such legal documentation obviously varies depending on the location and the type of organization. By way of illustration to assist you in providing the necessary documentation to us, however, such legal documentation may include:</p> <p>For private institutions: letters patent, articles of incorporation, articles of association, certificates of incorporation, certificates of registration, or récipissé issued by government authorities for private sector/non-governmental organizations; or</p> <p>For public institutions: legislation (acts of a legislature) creating public sector or governmental/quasi-governmental bodies.</p> <p>The documentation provided to IDRC should clearly indicate the name of the institution and should be provided to IDRC in English, French or Spanish. If the original documentation is not available in one of these languages, a certified translation into one of these languages should be provided together with a copy of the original document. A certified translation means the translation is completed by someone who is an external translator (not part of your organization) and who certifies that the translation is accurate to the best of their knowledge.</p>	<input type="checkbox"/>

B. Summary of Proposed Research

- Confirm or modify your project title - your team may choose to update this from that used in the concept note. If so, please also provide the original concept note number
- A concise written abstract that summarizes the proposed research within 250 words.
- Identify the lead organization(s) that would receive and administer funds on behalf of the project team
- CLARE will also provide a list of metadata tags from which you will be able to select from to better identify your project

Problem statement (up to 4500 words) that elaborates upon fields 1.2.1, 2.1 and 3.1 from your concept note, to describe the knowledge and/or implementation gap(s) your study addresses, the underlying rationale of the idea, and how it will tackle the gap(s) identified, as well as why the proposed project is novel and why it is needed now.

- Describe the problem that is to be investigated and the questions that will guide the research process. Provide a brief overview of the body of research related to the problem and indicate the gaps that the proposed research will fill. This is your opportunity to situate your proposed research within the scientific literature, thus bibliographic references are welcome and encouraged. To the extent feasible, identify entry points into policy and practice that your research is relevant to (which can serve as basis for the ‘research for impact’ section below).
- Include an analysis of the gender and inclusion related dimensions of the context and problem, outlining the gender-based and social constraints experienced by the (different) groups of women and men, in particular in relation to their ability to make strategic life choices to absorb and adapt to climate-related shocks and stressors. This analysis should take into consideration other important factors including age, class/livelihoods roles, caste, ethnicity, ability, etc. This analysis will benefit from review of the existing literature and/or consultation with relevant stakeholders.
- To show the importance of the problem, this section should discuss: how the research relates to the development and/or climate adaptation priorities of the region, country or countries concerned; the scientific importance of the problem; the magnitude of the problem and how the research results will contribute to its solution; the special importance of the project for vulnerable social groups; and the need for the proposed research. If the proposal builds on a previous phase of research or implementation, please describe the results of the previous work and how this proposal builds upon those results.

Objectives and Research Questions (500 words)

- Provide both the general and specific objectives of the research. The general objective should state the development goal being pursued by the research. The specific objectives should indicate the specific types of knowledge to be produced, the audiences to be reached, and forms of capacity to be reinforced. These are the objectives against which the success of the project will be judged. Use only active verbs (no passive) and do not exceed 200 words.
- Provide your specific research question(s). These may have been refined from the original concept note. Please focus this section on up to five key research questions.
- List the countries in which research will take place (confirming or updating field 1.3 from your concept note)

Response to reviewer comments (250 words) – Summarize how the proposal responds to comments shared from the review of the concept note, and how your team’s thinking has evolved since the original submission.

C. Detailed Research Proposal and Implementation

Research methods (1200 words) that elaborate upon fields 1.2.2 and 2.1 from your concept note, this includes the proposed methods, data collection and analytical frameworks that would be employed. Explain how each specific objective (identified above) will be achieved in enough detail to enable an independent scientific assessment of the proposal. This section should show how the research questions will be answered in the most rigorous way possible. You must be clear about what activities are envisaged to achieve each objective, define the budget in terms of these activities, and how the proposed methods align with the CLARE theory of change. The methodology should discuss the following details as appropriate:

- Conceptual and theoretical framework. Define the frame of reference that will guide the research and identify the explanatory and dependent variables.
- User participation. Indicate the intended ultimate users and beneficiaries of the research. Indicate how they are involved in the design of the project and how they will participate in the execution of the project and/or implementation of the results.
- Data collection. Indicate the approaches, methods and tools that will be used to collect data as well as how the research instruments will be developed. If the research includes studies on human populations indicate how ethical questions related to confidentiality will be achieved. Details must be provided with regard to the collection and handling of biological samples, and all laboratory procedures and protocols must be stipulated.
- Data analysis. Describe the methods of data analysis and modelling to be used.
- State how the methods will address the relevant gender and inclusion dimensions outlined in the earlier analysis and be appropriate to the particular geographical, physical, environmental, climate, socio-economic, policy and political contexts of the country. If applicable, describe how the methods would tackle issues that are specific to contexts affected by conflict or security challenges.

Research activities (1000 words) that elaborate upon fields 1.2.3 from your concept note. The activities within the project should be organized according to the specific objectives. The project schedule should include a list of key outputs and milestones (key events or deliverables) that can be related to the items included in the project budget (Section D).

Climate-conscious implementation strategy (300 words). CLARE projects are asked to demonstrate a strong commitment to implementing their respective projects in an environmentally and climate-conscious way. Briefly describe how your project anticipates integrating these practices, which may include activities such as:

- minimizing air travel and use of consumables
- Innovative approaches to research planning, monitoring, and uptake that reduces carbon footprint
- implementation structures that provide significant responsibility to partners on the ground

Project outputs and outcomes (1000 words) that elaborate upon fields 1.2.4 and 2.1 from your concept note. In preparing this section, consider the main outputs and products the project would generate, who

might utilize them, and to what ends (outcomes). In so doing, this section should set the stage for the subsequent ‘research for impact’ plan below.

- Also discuss how your project would contribute to the CLARE theory of change and framework (separate attachment). Please estimate a potential contribution to the key indicators concerning number of beneficiaries and towards enabling transformative change.

Gender equality and inclusion (GEI) (1200 words) that refines and elaborates on responses provided in section 2 in your concept note. Provide the following elements:

- Confirm or update fields 2.2 and 2.3 from your concept note
- Explain the rationale for the proposed approach (gender and inclusion sensitive/responsive or transformative) to addressing the gender equality and inclusion dimensions within the proposed research in an integrated or specific way.
- Explain how the project is likely to reduce inequalities between persons of different genders throughout the design of the project, implementation of the project and through planned outputs and expected outcomes. OR if relevant, explain why the project is likely to have minimal impact on gender equality and inclusion.

Please take the time to re-read the guidance provided in Annex 1 of the original [call document](#) as well as the comments provided by reviewers. Note that in addition to the focused questions in this section, **GEI considerations should be integrated throughout the proposal** (including in articulation of the research questions, objectives, methods, planned outputs and expected outcomes and with respect to team composition and coordination). GEI will be an important part of the evaluation criteria.

Research for impact (1200 words) plan that elaborates upon field 4.1 from your concept note. Specifically, this plan should include a clear description of the impact pathway of the project, in line with the [Adaptation Research for Impact Principles](#), and in particular:

- An explanation of how the research questions are needs-driven and solutions oriented (including how the research questions may have been identified or will be refined with the end users);
- Identification of specific windows of opportunity for impact on policy and/or practice, and how the project is positioned to seize those opportunities in advance, during and after the research;
- Key stakeholders that will be engaged either as full partners in the project, or throughout the project implementation, in order to influence policy and practice.
 - Stakeholders is a general term applied to those who may have a stake in the research such as the intended beneficiaries, others working to address the same challenge or who might have a relevant role, perspective or knowledge to contribute. This may include research users at various points along the research-to-action value chain including intermediaries, practitioners, policy makers, decision makers, communities vulnerable to climate-related impacts, etc.
 - Please consider opportunity to engage country-based staff from IDRC and FCDO (e.g. regional offices and embassies)
- Approaches to knowledge co-production and transdisciplinary engagement in the formulation of research questions, the choice of the methods, and the selection of outputs;
- How learning and flexibility will be factored into the Research for Impact plan, including links to CLARE Monitoring & Evaluation.

Capacity strengthening (750 words) plan that elaborates upon field 5.1 from your concept note. This plan should speak to the problem statement and relevant project objectives and include:

- activities for research team members. For example, this might include opportunities to learn or enhance research-related skills (e.g. through training on tools, methodologies or approaches, mentoring, networking, opportunities for exchanges, etc.) and/or opportunities to enhance research management, coordination, administration, research for impact, and monitoring, evaluation and learning (e.g. through training, mentoring, coaching, etc.). In particular, consider what capacity strengthening approaches/activities to include that would support the team, or particular members of the team, to deliver on the planned GEI approach and objectives of the project.
- activities for early career professionals. Projects can support graduate students to conduct research related to the project objectives and/or pursue opportunities for career development/skill building that also support the team to deliver on project objectives.
- activities for relevant stakeholders. For example, this might include training that responds to pre-identified gaps and interests or may be co-developed in response to emerging needs of, or requests from, stakeholders.
 - describe capacity strengthening opportunities that will be offered that are specifically intended to support the uptake and use of research results and empowering actors for the long-term pursuit of climate action and resilience
- Your team will also be asked to acknowledge your project will feed in and engage with wider capacity strengthening activities of the CLARE projects

Knowledge & data management (750 words) - Recall that CLARE projects are expected to comply with IDRC's [Open Access Policy](#). Briefly describe how your project anticipates to approach data collection, management, and publishing:

- What kind of data will be generated or used in your project? Mention whether these data are unique or built on existing published sources; would the data be costly to reproduce; might the data contribute to future research efforts; and, are the data likely to be cited or referenced in a project publication.
- Do you intend to share and/or publish the data openly? Consult the [IDRC guidance and Open Data Statement](#). Identify whether the data have ethical or security-related implications (for example, if your research involves human subjects and/or the subject matter relates to the personal well-being or legal standing of individuals, populations, or legally protected species).
- Will you be collecting and/or sharing data across institutions or countries? Indicate the location of the research sites, collaborating institutions and countries. Identify country- and institution-specific rules, and regulations that apply to data collection, transfer and publication. Indicate what you know at this time and what steps you will take to clarify your understanding.
- What volume of data do you estimate you will need for storage? If the volume of data exceeds 250 GB, it is likely that you will incur collection, storage, and long-term preservation costs. Costs associated with the data management and sharing can be included in the project budget (e.g., time to manage your data, transcription costs, storage costs, back-up and preservation services and

ethical or legal advice required). Similarly anticipate costs that might be associated with Open Access of project publications, such as article processing charges.

- Statement of understanding that the project will contribute to wider efforts across CLARE and within the Adaptation Research Alliance including, but not limited to, reporting against indicators, providing short case studies demonstrating impact of the research, and sharing lessons from research.

Research ethics, safeguarding & security (1200 words)

- All projects that include human subjects must ensure that their privacy, dignity, and integrity are protected. Clearly outline the ethical principles that your project will adhere to, and the ethics clearance procedures that your organization(s) have in place to approve research involving human subjects. Briefly identify the ethical considerations involved. For example, a project that collects corporate or personal information must detail how informed consent will be obtained and confidentiality maintained. Prior to commencing research, applicants will need to obtain approval from an official institutional or national research ethics body. In contexts where there is no official institutional or national research ethics body, the applicant will need to propose how they plan on setting up an ethics committee for the project.
- Outline the reasonable and adequate steps the project will take to prevent sexual exploitation, abuse and harassment of any person linked to the project. Describe how the project team demonstrates strong leadership on safeguarding. What are the channels for receiving a report of an alleged misconduct, and who is responsible for acting on such a report? Describe the steps that would be taken to ensure swift and appropriate action to stop harm occurring, investigate and report to relevant authorities, when safe to do so and after considering the wishes of the survivor.
- As appropriate, identify potential risks to the physical security of project staff and/or beneficiaries related to the locations in which the project will operate. Such risks may be due to physical remoteness, exposure to natural disasters or extreme climate conditions, or existence of criminal activity, violence, or conflict around field sites. Describe the measures that will be taken to mitigate and manage such risks.

If the project is approved, your team will be expected to submit protocols on ethics, safeguarding, and security, and to monitor and report on ethical and security risks and their management as the research is implemented.

D. Proposed Budget and Timetable

Institutional Profile Questionnaire - If any lead organization has not received IDRC funds before, the *Institutional Profile Questionnaire* must be completed (see link in checklist above).

Budget & explanation (Excel workbook) - Each lead organization must complete a [Proposal Budget](#):

- The proposed budget summary.
- The details for each of the IDRC budget categories with sufficient line items (based on the accounts or details that will be used by your institution's financial administrator to control the project's expenditures) to equate the budget of the proposed plan of work. Please be sure to include the assumptions or basis for your estimates in the column entitled budget notes and explanations. Please be sure to carefully read the description of each budget category and take note of maximum percentage thresholds for particular categories.
- If applicable, a summary of the financial contributions that will be made by other funders.
- A summary of the local contributions that will be made to the project.

The budget you submit will serve as reference for financial reporting if your application is approved. Therefore ensure:

- That your finance or accounting department has reviewed and approved it;
- That the line items (items of expenditures) within each category correspond to accounts used in your institution's budget controls; and
- That the budget notes and explanations section provide sufficient information to allow a complete review.

Include in your budget costs related to:

- **Delivering on core elements of CLARE**, which are research for impact, gender equality and inclusion, diverse coalitions and equitable partnerships, and capacity strengthening
- **Data management and open access** publishing.
- Travel and collaborative research: In keeping with constraints on travel due to health measures and minimizing carbon emissions, CLARE invites projects to consider reasonable investment in **equipment and communications** as needed to facilitate coordination and engagement among project participants and with stakeholders (i.e. computers, web-conferencing services, mobile devices and data credit).
- Personnel time and mobility expenses to seize **opportunities for collaboration** beyond your individual project. Anticipate that your project team will need to contribute to CLARE working groups and collaborate with other projects via annual learning reviews. Projects will be expected to help integrate results across projects working on the same research theme or in the same country, engage with IDRC and FCDO (e.g. flexibility to provide ad-hoc briefings) and contribute to knowledge management and MEL activities across the CLARE portfolio.

Letters of request and support – Once completed, the proposal budget from each lead organization must be signed by that organization's legal representative. That signature serves as the formal request for the project funding. The full proposal should include a separate letter of support from each collaborating partner organization that would receive funding as a subgrantee and will be responsible for project activities.^{1,2}

Timetable that elaborates on section 1.2.3 of your concept note and aligns with the budget above

E. Team Composition, Coordination and MEL

Team Composition (up to 1200 words)

- Describe how the proposed team provides the required and diverse expertise and experience to implement and coordinate multi-partner (where applicable), transdisciplinary research, including details on relevant expertise within the team on gender equality and inclusion and research for impact.
- Describe the team’s vision for and commitment to advancing gender equality, diversity and inclusion within the team.
- Provide short biography of principal investigator (PI). Larger grants should identify and include the co-principal investigator in each lead organization as well as at least one project coordinator.
 - Note that PIs will be invited to contribute to CLARE (up to 12 days per year) to work with IDRC and FCDO in coordinating the research theme and scoping opportunities for additional work, learning and synthesis.
- Identify focal points for research for impact, gender equality and inclusion, capacity strengthening and monitoring evaluation and learning (MEL). Provide one-paragraph biography for each proposed focal point summarizing their relevant experience and expertise.
 - Focal points will be invited to CLARE working groups to share results, enhance learning and practice across projects, and connect with the Adaptation Research Alliance.

Diverse & equitable partnership (1000 words)

- Explain the team’s approach to developing and maintaining the partnership among the lead and collaborating partners.
 - How will the project team be set up and how will the team work to be equitable in structure and function over the lifespan of the project? Explain any existing or expected power imbalances and how these will be dealt with.³
 - How does the proposed team demonstrate and enable southern leadership?
- Describe how individuals and organizations involved in the team connect with one another.
 - Briefly outline the role and responsibility of each lead organization and collaborating partner⁴, and describe how these complement each other. If applicable, describe how the project team composition has evolved since the concept note was submitted.
- Briefly describe how the team intends to coordinate and manage its activities: how decisions are made and who is involved. In your answer, refer to relevant bodies and practices (e.g. monthly calls of steering committee).

Monitoring & Evaluation (up to 1200 words)

- Describe how your team proposes to monitor the project and what indicators might be used to report on progress on your activities and towards your objectives.
- Review the overview of the CLARE program-level theory of change⁵ which describes the program’s intended impact, outcomes, and outputs.
 - Identify how your project would contribute to CLARE outputs.
 - Proposals for larger grants should briefly describe a project-level theory of change, and how this contributes to CLARE.
- Estimate the number of potential beneficiaries your project expects to reach.⁶

ENDNOTES

¹ Review the General [Terms and Conditions](#) of a Grant Agreement to ensure that your organization understands and is and has the capacity to respect the terms. These terms represent the standard working practices of IDRC and reflect the underlying financial and governance framework in place. IDRC reserves the right to amend these terms to reflect the requirements of donor partners or the program and these are provided by way of example only (a CLARE-specific version of these terms will be available in the coming weeks). By submitting this proposal, the applicants and sub-grantees confirm they have read and understood the General Terms and Conditions for the Grant Agreement, and acknowledge these form an integral part of the funding application. The applicant also agrees to abide by IDRC Corporate Principles on Research Ethics, IDRC Open Access Policy and IDRC Open Data Statement of Principles to proceed."

² IDRC has conducted general agreements for scientific and technical cooperation with a number of governments. Where required, the applicant institution may need to obtain [country approval](#) in accordance with these agreements prior to receiving funding from IDRC.

³ Moving forward, CLARE expects that teams receiving larger grants will elaborate and agree to “[ways of working](#)” among the people and organisations involved. That document will serve to clarify expectations and establish a sense of fairness, equity and mutual accountability among partners. Some specific issues to consider are what each organization contributes to the project; how decisions are made and who is involved (including norms and procedures for deciding on research design and data management, as well as access to funding and opportunities for travel); the protocols around communication and recognising contributions, authorship and intellectual property (including the use of non-English languages in coordination and communication); and how the team will manage risks. The ways of working can also set the stage for anticipating how partners collaborate and make decisions following a project’s closure: how they will use data, results and ideas beyond the project life, and what each partner contributes to preserving and making this work available into the future. CLARE team members will be able to support this process.

⁴ Collaborating partners participate directly in the conduct of the research, but will not receive funds directly from IDRC. Each lead organization is responsible for disbursement of funds and for ensuring that all institutions abide by the standard terms and conditions that apply to the IDRC grant.

⁵ During CLARE and across projects, IDRC and FCDO will draw on project reporting to compile indicators on the total [number of people](#) supported to cope with the effects of climate change and how projects contribute to [transformational change](#) (including national action plans on climate change).

⁶ Explain your reasoning based on the nature of your project’s intended outcomes and the size of population in the field sites, communities, or subnational regions where your project will operate. Consider a practical balance of direct or ‘last-mile’ beneficiaries from project activities, people who benefit from capacity strengthening, and populations that might reasonably benefit from project outputs in the longer term.