**FCDO Research Commissioning Centre (RCC) Proposal Template – Secondary Research**

1. Administrative Details

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| **Number of the funding submission (to be completed by 3ie)** | |
| Click or tap here to enter text. | |
| **Title of proposed study**  (*Please include focus, country, and possible method in the title*) | |
| Click or tap here to enter text. | |
| **Proposed duration (in number of months)** | |
| Proposed start date (*MM/YYYY*) | Click or tap to enter a date. |
| Proposed end date (*MM/YYYY*)ann | Click or tap to enter a date. |
| Proposed duration (*months*) | Click or tap here to enter text. |

1. Organisation Profile

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| **Proposed organisation in receipt of funding (please list partner organisations in** [**Annex A**](#AnnexA)**)** | |
| Legal name | Click or tap here to enter text. |
| Type of organisation | Click or tap here to enter text. |
| Division or department | Click or tap here to enter text. |
| Country of registration | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Organisation’s Leadership: gender balance  *Please indicate your organisation’s senior leadership (i.e., director level) gender composition [%female+gender non-conforming/total]* | Click or tap here to enter text. |

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| Low- and middle-income country leadership  *Is your organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

1. Contact Information

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| **Principal investigators (PIs) and other team members**  *Please add additional rows if necessary.* | | | | |
| **Contact Information** | | | | |
| Communication regarding this application, and if awarded, the grant, will be sent to the contact person and the authorised contract signatory. Please provide postal addresses for both individuals, in addition to the information requested below. In addition, the applicant may also designate one additional contact person to be copied on email communication only. | | | | |
| **Name** | **Job Title** | **Email Address** | **Postal**  **Address** | **Contact phone number** |
| Click or tap here to enter text. | Click or tap here to enter text.. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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1. Declarations

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| **Conflict of Interest declaration** | |
| Are you aware of any interests arising from research, financial, or personal reasons that might lead to biases in your work? | Choose an item. |
| If **yes**, please list these below. |
| Click or tap here to enter text. |
| **Verification** | |
| We certify that we have reviewed 3ie’s funding agreement documents available on [here](https://www.3ieimpact.org/sites/default/files/2024-03/RCC_Accountable%20Grant%20Agreement_Sample.pdf) and confirm that the applicant agrees to the terms of the documents. | Choose an item. |

1. Technical proposal

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| **Study Context** |
| Please explain the relevant national, regional, or global policy context of this study, and why the proposed research is important. |
| Click or tap here to enter text. |
| **Knowledge gap** |
| Please outline the knowledge gap (for the implementing agency/ other key decision-makers/local/global community as relevant) that the proposed study will address. |
| Click or tap here to enter text. |
| **Research Questions** |
| Please list the primary and any secondary research questions to be addressed by the proposed study. |
| Click or tap here to enter text. |

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| **Study Design and Methods** |
| Please summarise the overall methodological approach, followed by details of how the study will be undertaken, using the following headings as applicable:  **Theory or Theories of Change**  Summarise the theory or theories of change relevant for the study and indicate how this will be incorporated in the review.  **Inclusion Criteria**  Specify the scope of the research that will be included in the review, using the [PICOS](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6148624/) or other similar frameworks for defining the substantive dimensions of the research of interest.  **Searching**  Describe your proposed search strategy for identifying published and unpublished studies for inclusion in your review, including examples of relevant databases and websites you will search and how you plan to do so.  **Data extraction and critical appraisal**  Describe how the data from primary studies will be extracted, coded and reconciled. Indicate which critical appraisal tool(s) you will be using, justifying this for the type of evidence you will review.  **Analysis**  Provide a detailed description of how quantitative and qualitative data (as applicable) will be analysed and synthesised.  **Report Writing**  Describe a report-writing plan, including contributions of participating team members, the section(s) of the report in which they will be involved, and the approach for communicating in a user-friendly manner (e.g. summary of findings, shorter version of the report). |
| Click or tap here to enter text. |

1. Evidence Uptake and Use

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| **Evidence Uptake and Use** |
| **Plans for influence on policy, programming, and practice** |
| What are your main strategies for facilitating stakeholder engagement and research uptake and use? This could include some or all of the following, as appropriate:   * Stakeholder mapping and engagement, involving potential research users from across broad inclusion and diversity spectrum. * Targeted outputs that are in an appropriate format and language for the user * Partnerships, networks and opportunities to drive uptake and use. * Tailored approaches to the context * Approach to sharing findings which can be shared before the end of a project/study   What existing or previous experience and capacities of the study team make it likely that findings will be communicated and disseminated for influencing and informing policy, programme design and decision-making more generally?    **Note**: If successful, funding recipients are asked to develop a stakeholder engagement and evidence uptake plan, including establishing an advisory group. An indicative template can be found [here](http://www.3ieimpact.org/sites/default/files/2018-12/3ie_SEEP%20template.pdf). |
| Click or tap here to enter text. |

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| **Evidence Uptake and Use Milestones**  Please list your proposed evidence uptake and use milestones you expect to achieve during this project. Activities could include:   * Study design meetings or workshops * Interviews, briefings, social media, or blogs * Participation in working groups. * Presentation of research results/findings in the country where the research is taking place. * Providing support for evidence application, uptake and/or scaling   *Please add additional rows if necessary.* | | | |
| **#** | **Milestones** | **Target Dates** | |
| **Start (mm-yyyy)** | **End (mm-yyyy)** |
| 1 |  |  |  |
| 2 |  |  |  |
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| 7 |  |  |  |

1. Roles and Responsibilities

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| Please present the names, roles, and responsibilities of core team members, including for all principal investigators in the table below. If the individual’s name is not yet known, please indicate the position, such as “research assistant”. All principal investigators named in the application will be named as principal investigators in the funding agreement, and changes will be subject to requests for Letters of Variation.  Curriculum vitae (CV) for each of the named principal investigators and core team members should be included in [annex B](#AnnexB). *Each CV should not exceed three pages* and should highlight this information:   * Research experience and up to five publications directly related to the proposed research, ideally with a focus on the geographic and sectorial context in which the proposed research will take place. * Information on success in communicating findings and facilitating policy uptake.   Please note that the RCC expects that there be at least one researcher who is from and is a resident in the country or countries of focus with relevant experience and who is involved in a substantial capacity (i.e., as a co-PI or a lead PI). This may be waved for smaller, secondary research projects (£300,000 or less) but need to be justified. *Please add additional rows if necessary.* | | | |
| **Role** | **Name** | **Responsibilities** | **L&MIC researcher?** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
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1. Project management and value for money

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| **Accountability and Project Management** |  |
| Please outline the accountability and quality assurance arrangements of the team. Explain who is responsible for delivering and coordinating the work, and who will report to whom.  Please summarise how the team will approach project management, as well as monitoring evaluation and learning. | |
| Click or tap here to enter text. | |

1. Workplan and deliverables

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| **Instructions** |  |
| Please provide a summary of your workplan, including specific technical deliverables and corresponding tranche payments, as well as proposed time periods between tranches for the term of the grant. | |
| Click or tap here to enter text. | |

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| **Project Outputs**  Please list your proposed outputs/deliverables for the project.  *Please add additional rows if necessary.* | | | |
| **#** | **Output Description** | **Target Dates** | |
| **Start** (mm-yyyy) | **End** (mm-yyyy) |
| 1 |  |  |  |
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| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
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Budget Summary

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| Please download the Excel© budget template [here](https://www.3ieimpact.org/sites/default/files/2024-02/RCC_Indicative_Budget_Template_0.xlsx) and complete the budget according to the budget guidelines provided in the document, while paying careful attention to the FCDO eligible cost guidance. | |
| Total amount of funding requested (in GBP): | Click or tap here to enter text. |

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| **Value for Money and Budget Narrative** |  |
| Please summarise how the project is providing Value for Money, including reference to source and amount of any additional financial support that you have received or expect to receive for the proposed study from other sources if applicable.  Clearly state any assumptions made for the preparation of the budget. These may include inflation rates, exchange rates and specific research requirements affecting the budget. Please summarise the reasoning underlying these assumptions. | |
| Click or tap here to enter text. | |

Annex A

*Only where applicable.*

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| **Proposed partner organisation 1** | | | |
| Legal name | Click or tap here to enter text. | | |
| Type of organisation | Click or tap here to enter text. | | |
| Division or department | Click or tap here to enter text. | | |
| Country of registration | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is this organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

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| **Proposed partner organisation 2** | | | |
| Legal name | Click or tap here to enter text. | | |
| Type of organisation | Click or tap here to enter text. | | |
| Division or department | Click or tap here to enter text. | | |
| Country of registration | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is the organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

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| **Proposed partner organisation 3** | | | |
| Legal name | Click or tap here to enter text. | | |
| Type of organisation | Click or tap here to enter text. | | |
| Division or department | Click or tap here to enter text. | | |
| Country of registration | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. | | |
| Low- and middle-income country leadership  *Is the organisation’s President/Executive Director from an L&MIC?* | Choose an item. | | |
| Organisation’s trading status | Choose an item. | If other, please specify: | Click or tap here to enter text. |
| **Verification** | | | |
| We verify that the organisation is legally eligible to receive funding from organisations in other countries and from RCC/3ie. | Choose an item. | | |

Annex B

Please enclose a Curriculum Vitae (CV) for each of the named principal investigators. *Each CV should not exceed three pages* and should highlight this information:

* Research experience and up to five publications directly related to the proposed research, ideally with a focus on the geographic and sectorial context in which the prosed research will take place.
* Information on success in communicating findings and facilitating policy uptake.