



**U.S. DEPARTMENT OF STATE
BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)**

FY 2022 Request for Concept Notes for Humanitarian Research

Request for Concept Notes Number: SFOP0008436

Assistance Listing (CFDA) number:

19.522 - Overseas Refugee Assistance Programs for Strategic Global Priorities

Announcement issuance date: Monday, November 20, 2021

Proposal submission deadline: Thursday, January 20, 2022, at 11:59:59 p.m. (23:59:59)-EST. Concept notes submitted after this deadline will not be considered.

Funding limits: Program proposals must not be less than the funding floor and not more than the funding ceiling per year or they will be disqualified.

- **Funding floor per award (lowest \$\$ value): \$150,000**
- **Funding ceiling per award (highest \$\$ value): \$300,000**

Anticipated timeframe for notification of selection for full proposal development: PRM anticipates, but cannot guarantee, that within **30** days from the proposal submission deadline selected concept notes will be notified of selection for full proposal development.

Anticipated timeframe for award of selected full proposals: Pending the availability of funds, PRM anticipates, but cannot guarantee, that awards will be made less than **4** months from the proposal submission deadline.

ADVISORY: All applicants must submit concept notes through the website Grants.gov. PRM strongly recommends submitting your concept note early to allow time to address any technical difficulties that may arise on the Grants.gov website.

If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's General NGO Guidelines "Application Process" section for information and resources to help ensure that the application process runs smoothly.

PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher.

PRM strongly recommends concept notes be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations when transmitted. Exceeding page length limits will result in disqualification. All documents must be in English.

Organizations can request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

COVID-19: PRM recognizes the difficult circumstances under which organizations are currently operating because of the COVID-19 pandemic and will take them into consideration in proposal reviews. To the extent possible, organizations should address how COVID-19 and resulting risks, restrictions and limitations will factor into their designated programs and attempt to ensure that proposed indicators and activities can be implemented under the challenging circumstances created by the COVID-19 response.

Full Text of Notice of Funding Opportunity

1. Program Description

Summary: This solicitation is the first step in a competitive two-step process. Step One: Submit a four-page (or five-page for consortia) concept note to address the research question below. Step Two: After reviewing concept notes, PRM will invite selected organizations to expand their submissions into full proposals with timelines and detailed budgets for each year of the program. Selected organizations will have 30 calendar days after they are notified of their selection to complete their full proposals. A panel will review the full proposals and recommend **one (1) proposal** for funding. Organizations may apply as consortia. For purposes of this notice, PRM considers consortia to be a group of no fewer than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member.

This announcement references PRM's General NGO Guidelines, which contain additional information on PRM's priorities and NGO funding strategy with which

selected organizations must comply. Please use both the General NGO Guidelines and this announcement to ensure that your concept note submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's priorities. Concept note submissions that do not reflect the requirements outlined in these guidelines will not be considered.

Concept notes must respond to the following research question:

Continuity of Humanitarian Operations during the COVID-19 Pandemic: What methods were used by humanitarian organizations to maintain continuity of services and operations during the pandemic? Which methods proved to be most beneficial? Were any populations impacted greater than others due to the new methods deployed? Which activities/services were discontinued due to health and safety concerns, if any? Were new services/activities created to substitute for the discontinued ones and if so, were they successful? Which staff were physically present and what provisions were made for their health and safety (e.g., international staff, local staff, community volunteers)?

- A. Concept notes must propose research relevant to specific PRM populations of concern. For the purposes of this call for concept notes, this includes refugees, internally displaced persons, stateless persons, conflict victims, and vulnerable migrants. PRM will not review proposals for domestic research on U.S.-based assistance activities. Concept notes should propose humanitarian research to be conducted overseas.
- B. Organizations may submit a maximum of one (1) concept note. Any subsequent submissions received will be disqualified. (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.)

2. Federal Award Information

- A. **Proposed program start dates:** July 1, 2022
- B. **Duration of Activity:** Applicants may submit multi-year proposals with activities and budgets that do not exceed two years from the proposed start date. Budgets submitted in year one can be revised/updated each year. Continued funding after the initial 12-month period of performance requires the submission of a noncompeting single-year or multi-year proposal and will be contingent upon available funding, strong performance, and continuing need. In funding a program one year, PRM makes no representations that it will continue to fund the

program in successive years and encourages applicants to seek a wide array of donors to ensure long-term funding possibilities. Please see Multi-Year Funding section below for additional information.

3. Eligibility Information

- A. Eligible Applicants:** (1) Nonprofits having a 501(c)(3) status with IRS (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status); (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile); and (3) International Organizations. International multilateral organizations, such as United Nations agencies, should not submit concept notes through Grants.gov in response to this NOFO. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) on or before the closing date of this announcement. (4) Private institutions of higher education; and (5) Public and State controlled institutions of higher education.
- B. Cost Sharing or Matching:** Cost sharing, matching, or cost participation is not a requirement of an application in response to this funding announcement.

Concept notes and later proposals for consideration should describe the sources and amounts of additional funding that may be utilized to complement PRM funding, and meet the following criteria;

- Are not paid by the Federal Government under another Federal award;
- Are verifiable from the non-Federal entity's records;
- Are not included as contributions for any other Federal award; and
- Are necessary and reasonable for accomplishment of project or program objectives.

Please include this information in the indicated column in the Budget Summary of the concept note submission.

(Note: Though favorably looked upon, inclusion will not result in a competitive ranking increase when evaluated.)

4. Other

- A. Most competitive concept notes will include multiple countries and/or populations. PRM will only accept single country or single population concept notes if a compelling case can be made that conclusions can be applied beyond the specific country or population. For example, a research project focused on Syrian refugees, even in multiple countries, may not be generalizable.
- B. Please note that PRM will not fund research focusing only on a single NGO's programming unless it is: (1) uniquely innovative programming; (2) conducted in an independent manner; and (3) would generate findings that are credible, generalizable, and relevant to a range of other humanitarian stakeholders. Although PRM encourages NGOs to conduct regular evaluations of their own work, this type of review would not qualify for funding under this request for concept notes.
- C. PRM will prioritize funding research projects that aim to produce practical policy or programmatic recommendations that are applicable to more than one specific population or country. All final reports should include tools, data, findings, and recommendations for policy and program implementation. Research should produce recommendations that are concrete, actionable, and directed to specific actors.
- D. Proposed concept notes should build on previous bodies of work and advance the knowledge base on global humanitarian policies and programs. PRM understands the full research team may not be known during the drafting of the concept note. If invited to submit a full proposal, applicants will then identify all individuals who would conduct the research, describe their qualifications, and include their CVs/résumés.
- E. PRM will accept concept notes from any NGO, private institution of higher education, and public or state-controlled institution of higher education, although, given budgetary constraints, priority will be given to concept notes from organizations that can demonstrate:
 - a proven track record in conducting research both in the topic and specified location;
 - evidence of coordination with international organizations (IOs) and other NGOs working in the same area or sector as well as – where possible – local authorities;

- an emphasis on the outcome or impact of research. Full objective and indicator tables will only be required if the applicant is invited to submit a full proposal; however, the concept note must generally demonstrate the ability to deliver impact;
- where applicable, adherence to PRM's Principles for Refugee Protection in Urban Areas;
- an understanding of and sensitivity to conflict dynamics in the program location;
- a rigorous methodology. To that end, PRM encourages collaboration between operational NGOs and methodologists from academia or research institutes.

5. Application and Submission Instructions

- A. Address to Request Application Package:** Application packages may be downloaded from the website www.Grants.gov.
- B. Content and Form of Application:** Organizations may submit a maximum of **one** concept note. Any subsequent submissions received will be disqualified. (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.)

Concept notes must not exceed 4 pages in length (or 5 pages if a consortia submission) submitted in Adobe PDF, using Times New Roman, 12-point font, with one-inch margins on all sides. **Concept notes that are longer than 4 pages (or 5 pages if a consortia submission) will be automatically disqualified.**

Note:

- PRM strongly recommends proposals be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations.
- Exceeding page length limits will result in disqualification. (Do not include cover pages)
- All documents must be in English.

- i. Concept notes must include the following information, in any arrangement.
 - a. Problem analysis, including research question and hypothesis
 - b. Research location, description, and rationalization
 - c. Capacity of organization to conduct the research in proposed locations/past experience
 - d. Proposed methodology
 - e. Dissemination plan
 - f. Primary organizational point of contact

Organizations may request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

- ii. **Budget summaries do not count against the page limit.** The budget summary is separate from SF-424, SF-F24A, and SF-424B documents, which are also required and similarly do not fall within the page limit. The SF-424 family of forms may be downloaded through grants.gov. Budget summaries should be submitted under the budget narrative section in grants.gov. Budget summaries must include the following categories, **and disaggregated by year:**
 - a. Personnel allowances
 - b. Benefits
 - c. Travel
 - d. Program equipment
 - e. Supplies
 - f. Contractual
 - g. Construction
 - h. Other direct costs
 - i. Indirect costs
 - j. Total amount requested

Organizations can request a budget summary template by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

- iii. **There should be no attachments, other than the budget summary and SF-424 documents, to the concept note submission.**

- iv. To be considered for PRM funding, organizations must submit a complete application package including:
 - a. 4-page concept note (or 5-page concept note for consortia);
 - b. One-page budget summary clearly indicating costs **disaggregated by year** for the program period. The budget summary does not count against overall page limits.
 - c. Signed completed SF-424, SF-424 A, and SF-424 B. These documents do not count against the page limit. Note: Form SF-424B is now required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019, and completed the online representations and certifications. The SF-424 family forms are available for download on grants.gov.
- C. **Consortia.** Organizations may apply to this call as individual organizations or consortia; however, for consortia, one organization must be designated as the lead applicant at both the concept note and full proposal stage.

For purposes of consortia applying for PRM funding, PRM's considers consortium to be a group of no less than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member. PRM may request to review and approve of substantive provisions of proposed sub-awards. Applicants may form consortia in order to bring together organizations with varied expertise to propose a comprehensive program in one proposal. The consortium arrangement may allow for greater geographic coverage, inclusion of technical and sectoral strengths from multiple organizations, increased inclusion of local and national organizations, and/or the potential of much greater impact through collaboration.

Submissions by organizations as part of a consortium do not count toward an organization's individual submission limit. If the applicant is applying as a consortium, a description of how the consortia will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the concept note. The prime applicant would be responsible for overall implementation of the proposed program activities, preparation/presentation of

annual work plans, M&E planning, and required reporting to PRM. The prime applicant should designate a single individual to be the liaison with PRM, although PRM would reserve the right to communicate with sub-grantees.

Organizations may request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

D. Unique Entity Identifier (UEI), Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM).

- i. Each applicant is required to:
 - a. be registered in SAM at (www.sam.gov) before submitting its application;
 - b. provide a valid DUNS number or Unique Entity Identifier (UEI) in its application; and
 - c. continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM.

No federal award may be made to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

(Note: Starting on April 4, 2022, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI). For more information on the process, visit <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>)

- E. Concept notes must be submitted via Grants.gov.** Grants.gov registration requires a DUNS number and active SAM.gov registration. If you are new to

PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's General NGO Guidelines "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. Applicants may also refer to the "For Applicants" page on Grants.gov for complete details on requirements.

- i. **Do not wait until the deadline to attempt to submit your application on Grants.gov.** Organizations not registered with Grants.gov should register well in advance of the deadline as it can take several weeks to finalize registration (sometimes longer for non-U.S.-based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. PRM has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with grants.gov, SAM.gov or DUNS number and registration issues. **PRM partners must maintain an active SAM registration with current and correct information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.**
- ii. When registering with Grants.gov, organizations must designate points of contact and Authorized Organization Representatives (AORs). Organizations based outside the United States must also request and receive an NCAGE (<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>) code prior to registering with SAM.gov. **Applicants experiencing technical difficulties with the SAM registration process should contact the Federal Service Desk (FSD) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).**
- iii. **Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization.** Having proposals submitted by agency headquarters helps to avoid possible technical problems.
- iv. **If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726.**

- v. Applicants who are unable to submit applications via Grants.gov due to Grants.gov technical difficulties and:

- who have reported the problem to the Grants.gov help desk;
- received a case number;
- have completed DUNS and SAM.gov registrations
- and had a documented service request opened to research the problem;

Applicants may contact the PRM NGO Coordinator **before the submission deadline** to determine whether an alternative method of submission is appropriate. PRM makes no guarantee to accept an application outside of the grants.gov system.

- F. It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place or are experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.

G. Submission Dates and Times.

- Announcement issuance date:** Monday, November 20, 2021
- Proposal submission deadline:** Monday, January 20, 2022 at 11:59:59 p.m. (23:59:59)EST. Concept Notes submitted after this deadline will not be considered.
- This solicitation is the first step in a two-part process. After reviewing concept notes, PRM will invite selected organizations to expand their submissions into full-length proposals with detailed budgets. Selected organizations will have 30 calendar days after they are notified of their selection to complete their full proposals.

H. Intergovernmental Review – Not Applicable.

- I. **Funding Restrictions.** Federal awards will not allow reimbursement of Federal Award costs without prior authorization by PRM.

J. Other Submission Requirements.

- Branding and Marking Strategy**

The following provisions will be included whenever assistance is awarded:

The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

Fully funded by the award: "Gift of the United States Government"

Partially funded by the award: "Funding provided by the United States Government"

PRM highly encourages recognition of U.S. government funding on social media and website platforms to be included in proposals branding and marking strategy. Recipients should tag PRM's Twitter account @StatePRM and/or Facebook account @State.PRМ (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well.

Updates of actions taken to fulfill this requirement must be included in quarterly program reports to PRM.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, must be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient must appropriately ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. government or the U.S. embassy. The Recipient may continue to use existing logos or project materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

Do not use the Department of State seal without the express written approval from PRM.

Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement. Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. (Note: An exemption refers to the complete or partial cessation of

branding, not use of alternative branding). Requests should be initiated with the Grants Officer and Grants Officer Representative. Waivers issued are applied only to the exemptions requested through the Recipient's proposal for funding and any subsequent negotiated revisions.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the non-Federal entity.

- ii. **Assistance Award Provision – SPOT:** The following provisions will be included in the Bureau specific component of the Notice of Award for performance in a designated combat area (Iraq and Afghanistan). Recipients are required to include this provision in any sub-grant awards or agreements.

SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA

The Recipient must report and account for all employees, subrecipient personnel, and contract personnel working under grants or cooperative agreements working in contingency operations outside the United States that involve combat operations. The database to collect this information, called the Synchronized Pre-Deployment Operational Tracker (SPOT), is managed by the Department of Defense

In coordination with the Grants Officer and Grants Officer Representative, the Recipient generally provides this information to the Department of State SPOT Program Manager (AQMops@state.gov). The Department SPOT Program Manager enters information provided by the Recipient directly into the SPOT system.

For Recipients with personnel who are NOT performing private security functions and who do not need access to U.S. government support or facilities:

- Personnel, including U.S. citizens, third country nationals, and local personnel, are accounted for anonymously, in aggregate.
- The Recipient must obtain an aggregate count template from the Grants Officer or Grants Officer Representative, or directly from the SPOT Program Manager (AQMops@state.gov), and return the completed form to the Grants Officer/ Grants Officer Representative or SPOT Program Manager.

- The Recipient is responsible for updating the aggregate count every quarter by providing updated information via the “Aggregate Count” template to SPOT Program Manager for each SPOT award.

For Recipients with personnel who ARE performing a private security function; require access to U.S. government support, facilities, or services; or who may be eligible for special refugee or immigration status under U.S. regulation:

The personnel funded under that award must be entered into SPOT individually with all required personal information.

- The Recipient must enter this information into the SPOT database directly. Unlike the aggregate count process, the Department’s SPOT Program Manager does not enter this information into SPOT on behalf of the Recipient.
- The Recipient starts the process by registering for an account in SPOT by contacting the help desk at <https://spot.dmdc.mil/>.

Note: Recipients utilizing armed private security personnel, whether employed directly or via contract, are required to adhere to post policies and procedures regarding private security contractors. As specific post policies and procedures differ in scope and applicability, the Recipient is advised to review post policies carefully and direct any questions to the embassy Regional Security Office through the Grants Officer or Grants Officer Representative.

In addition, the Recipient is reminded that only the Grants Officer has the authority to modify this Notice of Award. Recipients shall proceed with any security guidance provided by the Regional Security Officer; however, the Recipient must advise the Grants Officer and Grants Officer Representative of the guidance received and any potential cost or schedule impact.

- iii. **Applicant Vetting as a Condition of Award (Afghanistan, Iraq, Lebanon, Pakistan and Syria):** Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. Applicants may be asked to submit Risk Analysis Information about their company and its key personnel via the secure web portal at <https://ramportal.state.gov>. If vetting is required, the RAM Team will contact applicants directly via email and instruct them on how to enter their data via the Secure Portal. Once a

user is logged on to the Portal, there are links to help users input the required information. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal. The following clause shall be included in Section 15.c, *Additional Specific Provisions*, or as an addendum to the solicitation, whenever assistance is awarded after vetting:

Recipient Vetting After Award: Recipients shall advise the Grants Officer of any changes in personnel listed in the DS Form 4184, *Risk Analysis Information*, via the secure web portal at <https://ramportal.state.gov>, and shall provide vetting information on new individuals. The government reserves the right to vet these personnel changes and to terminate assistance awards for convenience based on vetting results.

6. Application Review Information

- A. **Criteria.** Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the concept notes based on the following criteria, in addition to a ranking of High/Medium/Low priority:
- Relevance of research issue to PRM priorities (40)
 - Organizational experience (10)
 - Research design (40)
 - Budget and cost effectiveness (10)

PRM will conduct a formal competitive review of all concept notes submitted in response to this funding announcement. A review panel of at least three people will evaluate submissions based on the above-referenced programmatic criteria and PRM priorities in the context of available funding.

After reviewing the concept notes, selected organizations will be invited to submit full proposals. If your organization is selected to submit a full proposal, PRM strongly recommends using the research proposal and budget templates that are available upon email request. Proposals using PRM's templates must be no more than 20 pages in length (Times New Roman 12 point font, one inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 15 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of

program information. The proposal narrative must be able to stand on its own in the application process and include the following:

- i. **Background:** Describe the gaps in humanitarian knowledge that the research project aims to address. How will this research inform humanitarian programs and/or policies? What specific tools might be developed as a result of this research, and how and by whom would they be used?
- ii. **Literature Review:** Detail the current evidence base and how the proposed research project will build upon rather than duplicate existing knowledge, tools, and other resources.
- iii. **Research Locations:** Describe the rationale for the proposed research locations. The proposal should identify the variables under study and why the locations are conducive to the research. Having programs in a specific country is not considered an adequate rationale. Proposals must include information on the organization's permission to conduct research in the proposed locations. Briefly describe the security environment in the area of operation and how the researchers would respond to a deterioration of the security situation. Please identify alternative sites that might be options in the event problems arise with the proposed research locations.
- iv. **Methodology:** Describe the rationale for quantitative and qualitative methods selected, noting the strengths and limitations of each, as well as the hypothesis and the variables being explored, and when possible, controlled for. Address any ethical issues pertaining to the methodology. Will this proposal require Institutional Review Board approval? If not, what specific steps will be taken to protect human subjects and their confidentiality?
- v. **Coordination:** To what extent will the design, implementation, and dissemination of this research project be coordinated with UNHCR, other IO/NGOs, and host governments or institutions (e.g., universities)? PRM encourages partners to work with local universities and institutes when possible in order to build local research capacity.
- vi. **Researchers and Organizational Capacity:** Identify members of the research team. Please provide bios, backgrounds, and credentials for carrying out the proposed research project. If your organization has not yet identified a research team or a lead researcher, please explain where you are in the process and indicate the criteria you will use to select members of the research team. Strong proposals will demonstrate that researchers are able to conduct research on sensitive issues and understand how to protect confidentiality. Include

information on the research organization's ability to conduct the proposed research based on past experience. Previous PRM-related experience should be highlighted.

- vii. **Objectives and Indicators:** Please outline the objectives for this project and highlight the key indicators that you will use to measure progress toward each objective. The types of indicators are input, output, outcome, and impact, and the number of each type will vary depending on the project design. All objectives must include at least one outcome or impact indicator. Where possible, include baseline data for each indicator.
- viii. **Dissemination Plan:** Proposals should have a concrete dissemination strategy. At least 6 months of the research timeframe must be devoted to dissemination and, when possible, tracking impact of the research results. The dissemination plan should identify final products of this research project and describe how the findings will be actively disseminated to the broader international humanitarian community, including UNHCR, other IOs/NGOs, donors, and/or other relevant actors. Proposals must include plans for a presentation at PRM in Washington, DC.
- ix. **Sub-Contracts:** List the exact name of all sub-contractors/sub-grantees with whom you plan to fund through this project including, for each, the legal name, organizational DUNS, address, and full name of organizational representative. Describe how you have vetted these organizations to comply with U.S. Executive Order and law that prohibits transactions with and the provision of support to organizations associated with terrorism.

7. Federal Award Administration Information

- A. **Federal Award Administration.** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM makes the federal award. That notice is not an authorization to begin performance. Only the notice of award signed by the Grants Officer is the authorizing document. Unsuccessful applicants will be notified following completion of the selection and award process.
- B. **Administrative and National Policy Requirements.** PRM awards are made consistent with the following provisions in the following order of precedence: (a) applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award; (b) Code of Federal Regulations (CFR); (c) Department of State Standard Terms and

Conditions of the award; (d) the award's specific requirements; and (e) other documents and attachments to the award.

C. Reporting. Successful applicants will be required to submit:

- i. **Program Reports:** PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program report is required within thirty (30) days following the end of each three-month period of performance during the validity period of the agreement. The final program report is due one hundred and twenty (120) days following the end of the agreement. The submission dates for program reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit a final program report at the end of each year that summarizes the NGO's performance during the previous year.

The Bureau suggests that NGOs receiving PRM funding use the PRM recommended quarterly program report template (also used for final reports). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. The Quarterly Program Report Template can be requested by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

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- ii. **Financial Reports:** Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within one hundred and twenty (120) days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable negotiated indirect cost rate agreement (NICRA).

Reports reflecting expenditures for the recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in accordance with other award specific requirements. Detailed information

pertaining to the Federal Financial Report including due dates, instruction manuals and access forms, is provided on the HHS/PMS website.

- iii. **Audit Reports:** When a recipient-contracted audit is not required because the Federal award amount is less than the \$750,000 threshold, the Department may determine that an audit must be performed and the audit report must be submitted to the responsible grants office(r) for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

8. PRM Contacts

- A. Applicants with technical questions related to this announcement should contact the PRM staff listed below prior to submission. Please note that responses to technical questions from PRM do not indicate a commitment to fund the program discussed.

PRM/PRP Monitoring and Evaluation Team,
PRM-PRPME@state.gov, Washington, D.C.

Disclaimer: External websites linked above may not be supported or accessible by all web browsers. If you are unable to link to a referenced website, please try using a different browser or update to a more recent one. If you continue to experience difficulties to reach external resources, please contact the [PRMNGOCoordinator](#).