2018-2019 Science, Technology, Innovation and Partnerships Annual Program Statement (STIP APS)
Addendum: Accelerating Local Potential
Concept Note Template Required Format

The main body of the Concept Note (sections I and II) **must not exceed 5 pages** (double-spaced) and must use **12pt Times New Roman font and 1 inch margins.**[1] The Concept Note and supporting information must use the format described below and be written in **English.**

The Concept Note must be submitted through the online portal found at www.grants.gov: http://www.HESN2.org/APS

SECTION I - SUMMARY INFORMATION

A. Name and Contact Information of Applicant:

B. Title of Concept Note:

C. Proposed Project Period (Estimated Start Month/Year and Estimated End Month/Year):

D. Proposed Project Budget:

E. Overall Concept Objective (1-2 sentences):

SECTION II – DESCRIPTION OF PROPOSED PROJECT

A. Description of Higher Education Institution Partners (1 page maximum)

Describe the core U.S. HEI and LMIC HEI partners, including institutional strengths, capabilities, resources leveraged, alignment with individual or institutional priorities and mandates, and other appropriate context. Indicate institutional commitment to the proposed activities and their intended outcomes.

Describe the role of each HEI partner in developing the Concept Note, including contribution to the following:

[1] Questions regarding this template can be directed to LabCDR_feedback@usaid.gov .

1. Identification of needs/ priorities in accelerating LMIC HEI's capacity for science, technology, and innovation
2. Identification and development of proposed solutions to the problem(s);
3. Identification and development of proposed implementation of the project or activities

Given that substantial collaboration is anticipated between U.S. and LMIC partners at every stage of the proposed project, briefly outline a plan for ensuring regular and effective communication between the U.S. HEI, LMIC HEI, and any other proposed partners.

B. Description of Proposed Solution (3-4 pages)

Clearly identify and describe the development problem or challenge to be addressed and provide a thorough description of:

1. The proposed approach and activities, including an implementation timeline;
2. The anticipated outputs, outcomes, results, and impact;
3. How the proposed partnerships, projects, and activities will substantially accelerate institutional capacity for science, technology, and/or innovation within 2-3 years;
4. The specific roles and responsibilities of the core HEI partners. Describe the intellectual input, expertise, personnel, resources, etc. that each partner will contribute to the proposed activities, and how these will support particular outputs, outcomes, and intended impacts;
5. Justification and explanation of the specific roles and responsibilities of other proposed partners (i.e. external to the core HEI partners), and evidence of their commitment to the proposed activities.
6. How the intended outcomes (and partnerships or activities, where appropriate) will be sustained beyond USAID funding.
7. How the proposed activities align with the priorities of USAID and the corresponding USAID Mission.

C. Monitoring, Evaluation, and Learning (MEL) Summary (2-3 paragraphs)

USAID collects program data to track and improve performance and incorporates a learning agenda to inform planning and management. Briefly describe (2-3 paragraphs) your MEL plan, including illustrative indicators, indicator targets, and program learning questions that will be tracked throughout program implementation and used to modify administration, as needed. When preparing a MEL plan, the Applicant is highly encouraged to utilize the MEL principles described in the following USAID toolkits:

- Monitoring
- Evaluation
- Collaborating, Learning, and Adapting

If invited to submit one, the Full Application will request a more comprehensive MEL plan, including all components outlined in Automated Directive Services 201 (ADS 201) section 201.3.4.10: A. Activity MEL Plan. Final indicators will be negotiated between the Apparently Successful Applicant and the requesting M/B/IO.

[Sections I and II of the Concept Note must not exceed five pages.]

SECTION III – SUPPORTING INFORMATION (2 pages)

A. Proposed Estimated Cost and Cost Breakdown

This should include a proposed budget and a summary budget narrative justifying proposed expenses.

B. Contact Information for Proposed Partners

Provide contact information for all the core partners in spreadsheet format. Include organization, point of contact name, title, email, and phone numbers, as well as a brief description of each prospective partner's previous work and experience.

(Note: Section III items A and B must not exceed 2 pages in total.)