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Proposal Instructions 2023 Document 04B   *Belmont Forum/NSF– CRA CEH2*
Last Updated 14 February 2024

Belmont Forum CRA
Climate, Environment, and Health 2

Proposal Instructions

A copy of the proposal must be submitted by the Consortium's Lead Principal Investigator (PI) (or the Consortium Lead PI organization where appropriate) through the electronic proposal system accessible through https://www.bfgo.org, by the application deadline. Consortium Leads are requested to write directly into the system. However, the accompanying form may be used to formulate your response and to share the proposal drafts among your consortium members.

Note: Both Consortium Lead and Partner PIs may also be contacted separately by their relevant Funding Agencies, as appropriate, for detailed guidance on how to submit one copy of the Proposal through their supporting funding systems.

General guidance for all applicants:
● responses must be written in English.
● the different sections of the application should not exceed the prescribed maximum number of characters. **Characters beyond the limit will be removed.**
● non-text descriptions such as **graphic chart, diagrams, figures, etc., can be presented only in the two sections, 15 (Project description) and 16 (Management plan)** and should be uploaded into the system in a PDF format; graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic
● any documents other than those requested as part of the proposal **will not be forwarded** to Panel members.
● monetary must be provided in thousands of Euros (K€).

1.   Project title

Give a project title which clearly describes the research content of your consortium.

2.   Project acronym

Choose a short acronym for your project.

3.   Areas

Projects should address Theme A and include Theme B and/or Theme C:

● **Theme A: Decision-science of environmental behavior and implementation**- projects should utilize societally relevant and behavioral science research to understand individual or population level adaptation, including migration and displacement, to climate related threats including biomedical, behavioral, and health intervention strategies that can help to

strengthen individual and community-level resilience through workforce or database development.

● **Theme B: Food, Environment, and Biological Security**– projects in this theme should detail system-level strategies to mitigate or adapt to food, environment, and biological security to equitably address population health.

● **Theme C: Climate Risks to Ecosystems & Populations**–projects should include system-level strategies to evaluate current policies, programs, implementation plans, existing cohort studies, or other ongoing research across the lifespan that could be leveraged to understand the health implications to climate change to improve human and animal health.

4.   Duration

Indicate the anticipated start and end dates of the project. The starting date of the project should be between 2024 July and 2027 June. The project should last at least 3 years, depending on the criteria of involved funders. Note: project duration will be calculated by the BFGo system.

5.   Project summary (max 2100 characters including spaces, suitable for public release)

In plain language suitable for the general audience, provide a summary describing the proposed research project and expected impacts to Climate Environment and Health field of research and who the project's academic and non-academic partners and stakeholders.

Several guiding questions:

● **What is the problem your team is trying to solve?**
● **Who are the end users, non-academic stakeholders, and partners?**
● **Where is the project taking place and does the need in the region match the expertise?**
● **Why are the end users, non-academic stakeholders, and partners relevant to your project?**
● **How will each member of the team contribute to the overall goal of the project?**
● **Does the project meet the criteria for each annex (financial and in-kind)?**

If selected for development to a full proposal, this project summary will carry through to the Full Proposal (although minor amendments will be acceptable). Summaries will be published if the proposal is selected.

6.   CEH rationale (maximum 2100 characters including spaces)

Provide a summary describing the proposed research project and the expected impacts fit within the intersection of Climate, Environment, and Health. Please keep in mind, while the link may be obvious to the research team, reviewers will come from across the transdisciplinary landscape, so please use plain language suitable for a general audience.

Several guiding questions:

● How does the project address climate change, environmental impacts, and human/animal/ecological health?
● What are the environmental impacts, and does it affect the health of humans, animals, and the environment?
● Explain how the project addresses implementation science, decision science for policy

makers, or early warning system development (Theme A)?

7.   Key words

Key words (for allocation of reviewers; up to 10 key words; maximum 500 characters including spaces)

8.   Suggested reviewers

Please suggest the names (and provide address, affiliation and e-mail) of at least 3 reviewers who might be asked to evaluate your proposal. Reviewers should be experts in the field, and not have known conflicts of interest with any of the Principal Investigators or Funding Agencies. Please complete this section even if you have already provided reviewer suggestions to the Theme Programme Office.

9.   Potential reviewers to avoid for direct competition reasons or conflict of interest

List the names (and provide his/her country and affiliation) of potential reviewers who you think should not be asked to evaluate the project for reasons of direct competition and partiality. Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest.

10.   Summary of participating organizations

A brief summary of information on the participating organizations and their role in the consortium will automatically be generated in the online submission system from the information provided in sections 10.1 – 10.*n* (Participating Organizations).

10.1 – 10.*n*   Participating organization

Provide detailed information on each organization, including the organizations of the Consortium Lead, Partner PI's, In-Kind Collaborators, societal partners, all research partners. You will need to provide basic information including: organization type (e.g., academic, private sector, government) and organization role (i.e., awarded, in-kind, fully-self financed, subawardee or contractor, or stakeholder).

11.   Summary of applicants

A brief summary of information on consortium members and their role in the consortium will automatically be generated in the online submission system from the information provided in section 11.1 – 11.*n* (Principal Investigators).

11.1 – 11.*n* . Principal investigators

Provide detailed information on Consortium Lead and each Partner PI, including organization (from section 10. Participating Organization). Please check with your relevant Organizational Funding Annex for eligibility requirements and any limits on the number of official Partner PIs.

For each PI, provide a short description of their role in the project as well as a 1400 character summary of key achievements that are relevant to the research proposed ["Principal Investigator Details"]. Up to 5 most recent relevant publications should also be included (with a character limit of 1250) ["Publications"].

Details of personnel who are not listed as a Consortium Lead / Partner PI but will work on the project should be provided here (including what their role is in the consortium and what proportion of their time will be given over to this role). Such personnel might include those to be sub-contracted or other individuals within the Consortium Lead's / Partner PI's institution, department, etc. The Consortium Lead / Partner PI should check the policies and guidelines of the relevant Funding Agency.

Fully self-finance collaborators who bring their own secured budget are allowed from any country.

12.   Funding plan

The Consortium Lead and each Partner PI should provide details of his / her funding plan under the headings in the table. ***Funding information should be entered as "thousands of Euros" (K€), for example where K€ 25 would represent € 25,000).*** Disbursements set against the different categories of expenditure in the funding plan should be provided according to the standard guidelines for the Consortium Lead and each Partner PI's relevant Funding Agency.

It is anticipated that 3 members from your team, should it be funded, will travel to one kick-off, a mid-term and one end-of-term all CRA meetings held in conjunction with the Sustainability Research Innovation Congress (www.sricongress.org). A **provisional funding request (of up to K€ 3 per partner per meeting, under 'Travel Expenses'**) should be included in the funding plan and should be within the current financial limits of the funding plan since the Call will be supporting these activities within its current funding envelope.

   Final details will be made available by the relevant Theme Programme Office, should the proposal be funded. Subsequent to a proposal being awarded funding, individual Funding Agencies may contact Consortium Leads and Partner PIs to confirm the exact amount available for 'Travel Expenses' to these Programme Meetings, and other organizational conditions for funding.

PIs ineligible to request funding from this Belmont Forum Call should indicate here (under 'External funding / support') the value of the funding (including in-kind contributions) that they are committing to the proposal.

Fully self-financed partners who bring their own secured budget are allowed from any country.

Please note the following definitions:

Total requested funding: the funds requested from this Belmont Forum Call (i.e. what each Lead / Partner PI is requesting from their relevant funding agency).

External funding / support: please indicate any funding / support you expect to be committed to the proposed project, which is not being requested from this Belmont Forum Call. This includes, for example, other institutional, state, regional, or national funding, the value of contributions from partners who are ineligible to request funding from this Belmont Forum Call and are therefore providing their own funding/ in-kind contribution, etc.

Time dedicated to this project is to be reported as the number of months in a calendar year that will be dedicated to this project. For example, 1 day per week over a year would represent 52 days/365 days or approximately 1.7 months.

13.   Data management plan (maximum 7000 characters including spaces)

All proposed projects will require a data management plan. Data management plan templates are available from the [Belmont Forum website](#). The plan should include information about types

of data, information, models, software, workflows and code, or other digital products being generated by the project. It should outline the accessible archives or other open repository where these products and accompanying metadata will be housed.

Belmont Forum Open Data Principles are intended to improve and promote the dissemination of knowledge, the access to the data and their reuse thereby improving the efficiency of scientific discovery and maximizing the return on research funding. The funded CRA projects are expected to make their best efforts to ensure open access to data as soon as possible. Awarded projects will be checked for compliance to open data procedures at the kick-off and end-term valorization events using information provided to the BFgo reporting system.

Questions below are divided into separate text boxes within the BFGo system. There is a 7000 character limit for all answers in this section combined.

13.1 Expected Outputs

What types of datasets and other digital outputs of long-term value do you expect the project will produce or reuse?

"Long-term" means those data and digital outputs that will or may be of value to others within your research community and/or the wider research, innovation, and stakeholder communities.

13.2 Policy Conformance

How do you intend to ensure that the data and digital outputs from your project conform to the Belmont Forum Open Data Policy and Principles, and the FAIR principles.

13.3 Personnel Plan

Which member(s) of your team will be responsible for developing, implementing, overseeing, and updating the Data and Digital Outputs Management Plan? Does the project and team have a statement of work that details each researcher's deliverables? Is there a statement of understanding that details how each consortia will handle potential conflicts? How well conceived and organized is the proposed activity? Is there an operational plan with well-defined milestones in place? Is the coordination plan adequate? Is there sufficient access to resources? Is the Data Management Plan in line with the Belmont Forum policy with appropriate resources? Is the data stewardship during and beyond the project lifetime well described? Are the requested investments well justified and relevant? Are the scientific and financial contributions requested of the Partner Organizations from each country well balanced? Is there a sufficient description that explains how each research team will handle underrepresented communities and include DEI principles in project design and management? When engaging with indigenous and/or local communities, how will the research team hold itself accountable to their actions, establish effective communication, respect Indigenous knowledge and cultures, build and sustain relationships, and pursue responsible environmental stewardship? For Human Health Data Privacy, if applicable, is there a management plan to address potential human health privacy issues?

13.4 Output Protection

How do you intend to manage the data and digital outputs during the project to ensure their long-term value is protected?

For example, where will the data be held during the project, who will have access, and will a specialized data manager be part of the project team?

13.5 Post-Project Data Management

How and by whom will the data and other digital outputs be managed after the project ends to ensure their long-term accessibility?

For example, will the outputs be published with a Persistent Unique and Resolvable Identifier (such as a Digital Object Identifier [DOI], Accession Number, Handle, etc.), and be placed in a recognized, trustworthy long-term domain or other repository or data center? When will this occur? (Further information about repositories include, but is not limited to, re3data.org registry of research data repositories, CoreTrustSeal list of certified data repositories, etc.).

13.6 Restrictions

What restrictions, if any, do you anticipate could be placed on how the data and digital outputs can be accessed, mined, or reused?

Belmont Forum policy is that the data should be as open as possible to commercial and non-commercial users, though with managed access where appropriate and necessary, for example, if there are sensitive data involving human subjects.

13.7 Preservation of Restrictions

How will you ensure that any data security, privacy, and intellectual property restrictions associated with datasets and digital outputs will be honored and preserved in derivative products?

13.8 Documentation and Metadata for Reuse

What supporting documentation and other information (e.g., metadata) do you plan to make publicly accessible to support the longer-term reuse of the data and digital outputs?

13.9 Long-Term Support Costs

How have you accounted for the costs required to manage the data and digital outputs to ensure long-term accessibility

Details for the remaining sections need to be uploaded as separate PDF documents
(one PDF per section.)

14. Executive summary (maximum 7000 characters including spaces)

Give an overarching summary of the goals of the research networking project, with particular reference to the scientific quality of the consortium and of the proposed research, and the innovativeness of the approach. Describe the added value to be expected from the international collaboration with reference to the specific trans-disciplinarity, competence and expertise of the team and the complementarities of the consortium. Explain how users/societal actors have been engaged in the proposal and the potential impact of the research on society, policy, economy, etc.

15. Project description (maximum 35000 characters including spaces)

Describe the research networking plan of your consortium, including the goals and objectives, in no more than 35000 characters. Graphics can be included in this section. Graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic.

15.1 *Background*

Give the scientific basis for your proposal and describe the present state-of-the-art. Identify important gaps to be filled in the current knowledge. Include reference to the significance of preliminary studies, describing how the proposed project is embedded within the research currently funded in the consortium institutes and how it adds value to this broader program.

15.2 *Research networking plan*

Give an overall description and the general approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s).

Break down the research networking program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited. Remember that proposals will ultimately be assessed by a   transdisciplinary panel of reviewers, so applications should be prepared in that context. External reviewers and panel members will have been chosen so that there is sufficient expertise to cover the breadth of the call topic, but not all panel members will have specific expertise relevant to all proposals. Applications should be prepared with these two audiences in mind.

Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities as well as the incremental value of the proposed work.

15.3 *Competence and expertise; complementarities of consortium; transdisciplinary approaches; global geographical diversity*

Describe clearly the contribution and role of each partner to your project. It is expected that unless the participation is at the level of sub-contracting for specific tasks, individual applicants will be true partners in the consortia and will contribute significantly to the development of the research program. Evaluators will be asked to comment on and rate the value added by the

involvement of all partners in order to assist the assessment of these projects.

Demonstrate how the project will increase synergy between teams across partner countries and how international collaboration adds a particular value.

16.   Management Plan (maximum 17500 characters including spaces)

Graphics can be included in this section. Graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic.

Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc) and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events, which directly influence the overall time schedule in case of delays. Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Please include a brief mention of the kick-off and end-of-term meetings for this Belmont Forum International Opportunities Fund Programme and how your proposal will interact with these overarching activities, particularly in terms of timing and individual milestones.

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

NOTE for funded proposals: a Consortium Agreement (including Intellectual Property Rights) must be signed among the partners of a research consortium. The consortium agreement must be signed and submitted prior to the start of the project. The signatures must be provided in accordance with each funding agency's procedures.

It is the Consortium Lead's responsibility to ensure that this agreement clearly specifies:
● 	the distribution of the tasks, human and financial resources and deliverables
● 	the sharing of the intellectual property rights linked to findings obtained within the framework of the project
● 	the project start and end dates
● 	the conditions of publication / dissemination of the results; and
● 	the application and transfer of project findings.

17.   Impact, engagement, and dissemination plan (max 17500 characters including spaces)

Detail how users will be engaged in the project: *who* may benefit from or make use of the research, *how* they might benefit from and/or make use of the research, and *methods* for engaging with users and exchanging / disseminating data/knowledge/skills in the most effective and appropriate manner.

Describe how information generated in the course of the project will be captured, stored, and managed. Also explain any plans for longer-term archiving and for the release of data to the wider scientific and user community. The application will be expected to demonstrate the necessary resourcing to achieve these aims.

Describe how the consortium will deal with the dissemination, publication, and   protection of results generated in the project. Notably: the access rights for academic and/or private research purposes to the research results, the delay before research results to be publicly available.

It is expected that arrangements will be made for timely release of information and resources from publicly funded research projects.

18.   External Funding from other sources (including current and pending support)

In relation to Section 12 (External funding / support), please indicate if funding / support from these external sources (including in-kind contributions) will be used to augment resources provided through the award. Please also indicate any additional support that is currently being sought, where the funding decision is independent of this Belmont Forum Call. Where funding from external sources is expected / being sought, the relationship between these various funds and the proposed project should be explained (e.g., what role do the funds play in achieving the goals and expected outcomes of the proposed project; what value will these funds add to the proposed project?).

Letters of Support should be included from these external sources of funding (including providers of in-kind contributions and partners who are ineligible for this Belmont Forum Call, but who are providing a contribution to this proposed project); they should be uploaded at the same time as the Proposal Form. Letters of Support do not need to be included where 'external funding' is coming from the Lead or Partner PI's own institution.

Letters of Support should be on headed paper and should provide information on the level of funds committed and how firm that commitment is. Where the contribution is in-kind, a monetary value of that contribution alongside details of what the contribution is should also be provided.

19.   Funding justification

In this section, a summary of the total funding requested from this call together with that from external sources should be included. Applicants should provide clear evidence of how the funds requested will be used to fulfill the activities of each partner and a clear justification that the requested funds together with any funds / support provided by external sources, are sufficient to achieve the work proposed[1].

In addition to the summary, some funding agencies require a detailed budget specification according to their funding rules. For the appropriate forms and any other questions, you should contact or refer to the website of your Organizational Contact Point (see the organizational annexes at https://www.belmontforum.org/cras).

20.   References Cited

Please list the references that were cited in the proposal

21.   Supporting Letters

Please provide, if desired, letters of support from partners not listed in the proposal including stakeholder groups involved in the project. These should be uploaded as a single PDF file.

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[1] In relation to the 'Travel Expenses' requested to attend the kick-off and end-of-term Programme Meetings, reviewers and panel members will be advised of the necessarily provisional nature of these requests and to view them accordingly.

When preparing the Proposal it is useful to remember the Selection Criteria on which it will be evaluated – please see the Call for Proposals at https://www.belmontforum.org/cras for details.

For questions, contact your Organizational Call Contact Points, as indicated in the organizational annexes at https://www.belmontforum.org/cras.