

**Appendix I**  
**Concept Note Template**  
*(Required Format)*

**Building Research and Innovation for Development, Generating Evidence, and Training  
(BRIDGE-Train)**

An Addendum under the 2019-2020 Science, Technology, Innovation and Partnerships  
Annual Program Statement (STIP APS)

**INSTRUCTIONS**

Please use the following template to prepare your Concept Note. **The main narrative body of the Concept Note (sections II-IV) must not exceed 5 pages in length, including figures and tables.** All sections must be single-spaced using 12pt Times New Roman font and 1-inch margins. Ten-point (10pt) font can be used for incorporated figures, tables, and legends, where necessary. The Concept Note, Budget, and all requested supporting information must be written in English and submitted by email to USAID/LAB to Julia Banks at [jbanks@usaid.gov](mailto:jbanks@usaid.gov) with a copy to [LABCDR\\_Feedback@usaid.gov](mailto:LABCDR_Feedback@usaid.gov). If possible, all materials (including the Budget Template) should be sent as a single PDF document. If this is not possible, up to three separate documents in PDF formats will be accepted, and if necessary, MS Word format will be accepted. Materials submitted after the deadline or using any format other than that described here will not be evaluated. All other guidelines and specifications detailed in Section VI of the Building Research and Innovation for Development, Generating Evidence, and Training (BRIDGE-Train) Addendum apply.

## **Appendix I. Concept Note Template**

### **Building Research and Innovation for Development, Generating Evidence, and Training (BRIDGE-Train)**

*(Required Format)*

#### **SECTION I - APPLICANT INFORMATION AND SUMMARY** (cover page)

- Title of Proposed Project
- Prime Applicant name, institution, and contact information
- Key partner organizations
- Proposed Project Period (estimated start and end month/year)
- Overall Project Budget
- Proposed Project Summary (1-2 sentences)

#### **SECTION II – PROJECT DESCRIPTION AND ALIGNMENT WITH OBJECTIVES** (2-3 pages)

Clearly describe your proposed approach to Objective I and all associated Sub-Objectives outlined in Section III of the BRIDGE-Train Addendum. Applicants are free to structure this section in whatever way is most appropriate for their concept. Please include at least the following items in your discussion:

- Describe all proposed activities, including rationale, planned inputs, and anticipated outputs.
- Describe how each of the proposed activities map onto the Project Objectives.
- Provide a provisional implementation timeline.
- Provide a general organizational structure and describe how the project will be coordinated.
- Provide a brief (1-2 paragraphs) justification for the proposed allotment of resources (including level of effort) between Sub-Objectives 1.1, 1.2, and 1.3, including relevant contextual information.

#### **SECTION III – PARTNERS AND CAPACITY** (1-2 pages)

- Describe the core HEI partners, including institutional strengths, capabilities, resources leveraged, and other appropriate context.
- Describe the key internal (i.e. within the Prime Applicant institution) collaborations and how they will contribute to the overarching project Objectives and/or activities.
- Describe the core non-HEI partners, including institutional strengths, capabilities, resources leveraged, and other appropriate context.
- Describe the specific roles and responsibilities of each partner in the proposed activities, as well as how each partner contributed to developing the overall concept and/or proposed activities.

**SECTION IV – IMPACT AND SUSTAINABILITY** (approximately 1 page)

- Describe how the proposed activities and/or overall project are driven by local needs and emphasize local leadership while directly relating to local/national development goals.
- Provide a clear explanation for how the proposed activities and/or overall project align with the priorities of the associated USAID Mission(s).
- Describe how existing/ ongoing activities will be balanced with new initiatives and innovation under this Award.
- If the project was to be funded, describe how the intended outcomes of your project (and partnerships or activities, where appropriate), could be sustained beyond the life of this award.

**[Sections II-IV combined must not exceed five pages]**

**SECTION V – BUDGET**

Please provide an estimated budget and cost breakdown for the proposed project for Prime and any proposed Subaward partners. The budget section should include the following:

- An itemized budget outline using the template provided (Appendix II). Please submit as a part of the overall Concept Note PDF submission.
- A narrative budget summary justifying proposed expenses included in the itemized budget (1 page maximum). The narrative budget summary should provide additional details and justification for resource allocations across the various partners (Prime Application institution and subawards/partners) included in the Application.

**SECTION VI – SUPPORTING INFORMATION**

**A. Partner Information** (2 pages maximum; 10pt font is acceptable)

Provide contact information for all of the core partners/ individuals in table format (see example below). Include organization, base country, point of contact name, title, email, phone number, and a *very* brief description of each individual’s key qualifications.

	Organization/ Institution	Base Country	POC Name & Title	Email address	Phone #	Key Qualifications (50 words max)
Prime Applicant						
HEI Partner(s)						
Local Partner(s)						
Other Partner(s)						

## **B. Letters of Commitment**

USAID/LAB believes that institutional commitment and organizational alignment with proposed activities/ objectives are essential to success and sustainability. Please provide a letter of support and commitment from each of the core institutions (key HEIs and other partners) involved in the proposed project. Strong letters will articulate dedication to the project, knowledge of and commitment to their role in the proposed project, highlight any organizational synergies (institutional priorities, previous partnerships, mandates, etc) with the proposed activities and objectives, and indicate existing resources that can be leveraged (if applicable).

## **C. Resumes**

Applicants *may* provide up to 4 resumes (maximum of 2 pages each) of individuals who will be key to implementation of the proposed project. Additional resumes or resumes longer than 2 pages will not be read. Resumes are encouraged, but not required. Specific capabilities and capacities or proposed key personnel may be evaluated if, and when, an Applicant is invited to the full application stage.