

# Proposal Narrative for PRM Research Funding

## Organization Name

For full instructions and other required documents, refer to the relevant Notice of Funding Opportunity (NOFO) for this proposal and PRM’s NGO Guidelines at:

<https://www.state.gov/population-refugees-and-migration-funding-opportunities/>.

**\*Note Page Limit: Research proposal narratives must be a maximum of 15 pages in length, using Times New Roman or Calibri, 12-point font, with one-inch margins on all sides.** You may delete instructions under each section for additional space. 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. Proposals that exceed the 15-page limit cannot be considered. PRM recommends proposals be submitted in Adobe PDF, as Microsoft Word documents sometimes appears to be longer or shorter on different computers. Do not include a cover page; page limits are strictly adhered to and will result in disqualification if exceeded. All requisite documents must be submitted in English.

## 1. Summary of Program Table

### 1.a. Program Information

Program Information	Reponses
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<b>Name of Organization:</b>	
<b>UEI Number:</b>	
<b>Name of Program:</b>	
<b>Country (countries) of Proposed Activities:</b>	
<b>Site(s)/Location(s) of proposed program:</b>	
<b>Type(s) and Number of Population of concern:</b>	Direct: Indirect:
<b>Proposed Program Dates:</b>	

**1.b. Estimated research participant percentage by nationality of origin  
(See Example below):**

- 50 percent Congolese refugees
- 20 percent Rwandan host
- 30 percent Ethiopian refugees

**1.c. Primary Point of Contact**

<b>Required Information</b>	<b>Name of contact</b>	<b>Address</b>	<b>E-mail Address</b>	<b>Phone Number</b>
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<b>Primary Headquarters or US-Based Point of Contact and Title:</b>				
<b>Primary Point of Contact in Implementing Country (Name, Title):</b>				
<b>Names of Sub-contractors or Grantees:</b>				

**1.d. Total Funding amounts requested:**

(If known or applicable, funding from other donors should include amount(s) to be provided and the name of the donor(s))

Funding From	Total Estimated Project Budget:
PRM	
NGO Co-Funding	
From Other Donors	
From Beneficiary Community	

## **1.e. Program Goal:**

## **1.f. Program Objectives:**

- Objective 1:
- Objective 2:
- Objective 3:
- Objective 4:
- Objective 5:

## **2. 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?

## **3. 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.

## **4. 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.

## **5. 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?

## **6. 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 in order to contribute to the development of local research capacity.

## **7. 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.

## **8. Dissemination Plan**

Proposals should have a concrete dissemination strategy. At least six 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, LGBTQI+ led civil society groups that work on displacement issues, and/or other relevant actors. Proposals must include plans for a presentation at PRM in Washington, DC.

## **9. Ethical Review**

Please include a description of the plan for securing Institutional Review Board (IRB) approval. Identify any potential unintended consequences for participating individuals and mitigation measures that will be proactively put in place.

## **10. 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 SAM.gov unique entity identifier (UEI), 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.

## **11. U.S. Government Recognition**

Describe how your organization will recognize the U.S. government's financial support, provided through PRM, for the proposed project/activities (e.g. in publications, social media, press releases, etc., at the project site or presentations).

### **(If applicable) Explain exemption from the project site acknowledgement requirement:**

If your organization believes that publicly acknowledging USG financial support for a particular PRM-funded project/activity at the project site could potentially endanger the lives of the beneficiaries and your organization's staff, invite suspicion about your organization's motives or alienate the organization from the population it is trying to help, provide a brief explanation here for PRM's consideration and a request for an exemption to the project site acknowledgement requirement.

### **Required Documents Checklist:**

**REMINDER** – For full instructions and other required documents, refer to the relevant NOFO for this proposal and PRM's NGO Guidelines:

<https://www.state.gov/population-refugees-and-migration-funding-opportunities/>.

Key programmatic information that has a bearing on the application should not be contained in annexes. The proposal narrative must be able to stand on its own in the proposal review process.

**To be considered for PRM funding, organizations must submit a complete application package including:**

(Note: All documents listed below must be submitted in English.)

- Completed proposal narrative, including objectives for each year.
- Completed indicator table (using the PRM Excel template), including relevant custom indicators and two of PRM's standard indicators as follows:
  - PRM-1. Number of individuals directly reached through PRM funding (Output) - Include the total number of participants and stakeholders directly trained or reached through dissemination and other learning activities. If these individuals are not members of a population of concern (refugees, IDPs, conflict victims, vulnerable migrants, etc.) please disaggregate them as "Non-POC participants."
  - PRM-2. Amount of PRM humanitarian funding distributed to local, national, or refugee-led organizations (in USD) (Output)
- Completed budget summary and separate budget detail, both disaggregated by year, per year, for each year.
- Completed budget narrative, disaggregated by year, per year, for each year.
- Completed and signed SF-424 and SF-424A, and SF-424B forms (if applicable). PRM requires that Box 21 of the SF-424 be checked.

- If the applicant organization has an active registration in SAM.gov that was either created or updated on or after February 2, 2019, then the applicant does NOT need to submit the SF-424B as they will be prompted to complete the representations and certifications in SAM.gov.
- Risk Analysis
- Protection from Sexual Exploitation and Abuse (PSEA) Code of Conduct and a country or regional implementation plan specific to the country of region of the application
  - **Note:** Codes of Conduct must be consistent with the updated [2019 IASC Task Force's Six Core Principles](#). The country/regional implementation plan should outline how employees are trained and otherwise made aware of the Code of Conduct, how violations of the Code of Conduct against program participants are reported and followed up on in a safe and confidential manner, how program participants are made aware of the Code of Conduct and a mechanism to report any violations, and whether there is a focal point in the country or regional office for the Code of Conduct.
- Accountability to Affected Populations Organizational Framework
- Information on key personnel including names, titles, and brief biographical information on education and experience.
- **If applicable:**

- Copy of the organization's U.S. government Negotiated Indirect Cost Rate Agreement (NICRA), or a de minimis rate calculation if the applicant elects to use the de minimis rate, as applicable.
- Information in support of any cost-sharing/cost-matching arrangements.
- Information detailing the source of any in-kind contributions.
- Details on any sub-agreements associated with the program (must be part of the budget submission as noted above).
- NGOs that have not received PRM funding since the U.S. government fiscal year ending September 30, 2004 must be prepared to demonstrate that they meet the financial and accounting requirements of the U.S. government by submitting copies of:
  - the most recent external financial audit, if not submitted to the Federal Audit Clearinghouse,
  - for U.S.-based NGOs, proof of non-profit tax status including under IRS 501 (c)(3) and Employer ID (EIN)/Federal Tax Identification number,
  - for overseas-based NGOs, proof of registration in country of domicile, and
  - a SAM.gov UEI number.

Optional:

- Any data source produced by the organization and referred to in the project proposal that is not publicly available.

- Any unique logic models, work plans, and/or activity calendars that your organization uses to guide project implementation.