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**PROPOSAL APPLICATION FORM:**

**Readiness assessment for cross-border paperless trade**

**Key Information**

|  |  |
| --- | --- |
| **Name of organization or individual** |  |
| **Status**  (e.g. not-for-profit organization, government entity, United Nations or multi-lateral organization, or individual researcher). |  |
| **Institution: Country of legal registration**  **Individual: Current residing country** |  |
| **Country/ies of current operation** |  |
| **Name and contact information of lead applicant’s authorized representative responsible for this proposal/initiative** | Name:  Title:  Address:  Telephone:  Email Address: |

**Partner Information**

|  |  |
| --- | --- |
| **Name of lead partner institution** *(if applicable)* |  |
| **Type of organization** *(private sector, not-for-profit, etc.)* |  |
| **Role of lead partner** |  |
| **Partner organization address and contact person** | Address:  Name of contact person:  Position:  Telephone:  Email: |
| **State any other additional partner institutions that the applicant organization intends to partner with.** | Name:  Type of organization (specify legal status of entity):  Address:  Name of contact person:  Position:  Telephone:  Email:  State the purpose of the partnership (what will the partnership entail): |

**Budget Summary**

|  |  |  |
| --- | --- | --- |
|  | **Amount [USD]** | **Comments** |
| Grant amount requested from ESCAP[[1]](#footnote-1) | *Please provide proposed budget (up to US$12,000)* | *Please provide breakdown of budget per activity and/or categories (if applicable)* |
| Lead applicant and partner’s contribution *(cash)* |  |  |
| Lead applicant and partner’s contribution *(in-kind)* |  |  |
| **Total Cost** |  |  |

**Please briefly describe the following:**

|  |  |
| --- | --- |
| ***How does the research proposal provide value for money?***  *For example, ability to match resources, leverage existing partnerships/resources, unique research expertise or technologies that the proposal will leverage.* |  |
| ***If and when the national consultation will be organized as a physical meeting, would there be in-kind contribution from applicant/partner for the venue?***  *For example, a government entity might be able to provide their own venue.* |  |

**NARRATIVE PROPOSAL SECTION**

Building on the section above, the Narrative Proposal section is designed for the applicant to provide a detailed description of the study. **This section of the proposal should NOT exceed 6 pages (Calibri Font size 11).** Therefore, applicants are asked to provide all the necessary information required, but to also be concise and strategic in the development of the proposal.

1. **Provide a brief background on the organization(s)[[2]](#footnote-2) legal and technical experience/expertise in undertaking similar research (include hyperlinks to research where relevant).** *Please be sure to highlight the data collection methodology used.*

*(This section is to be supplemented by CV’s of team members as separate attachments).*

*[Insert text here]*

1. **Present your study proposal including all of following information:**
2. **Proposed country**

*[Insert text here]*

1. **Proposed agency regarded as ideal focal point agency (explain the suitability of the agency in terms of topic relevance and organizational arrangements within the government)**

*[Insert text here]*

1. **Tentative list of relevant agencies and stakeholders to be contacted/interviewed**

*[Insert text here]*

1. **Indicative activities items with timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Description** | **Responsible Entity** | **Completion Date** |
| **1.***[Insert title of activity]* | *[Insert description of activity]* |  |  |
| **2.***[Insert title of activity]* | *[Insert description of activity]* |  |  |
| **3.***[Insert title of activity]* | *[Insert description of activity]* |  |  |
| **4.***[Insert title of activity]* | *[Insert description of activity]* |  |  |

1. **Timeline – Ghant chart**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activities** | **May** | **June** | **July** | **August** | **September** |
| *[Activity 1.1]* |  | *example* |  |  |  |
| *[Activity 1.2]* |  |  |  |  |  |
| *[Activity 2.1]* |  |  |  |  |  |

1. **Provide information on past and ongoing collaboration with government entity (ies) in relevant fields.**

*[Insert text here]*

1. **What are the risks associated with this initiative?** *Please fill out the risk profile and risk mitigation strategies. Please feel free to add rows in the risk template as needed.*

|  |  |  |
| --- | --- | --- |
| **The Key Risks** | **Probability of Occurring (low, medium or high)** | **Strategies for Mitigating the Risks** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Please note that each application received will also be judged with the consideration of value for money. Selected proposals will receive up to US$12,000. [↑](#footnote-ref-1)
2. In the case that you are an individual researcher please provide a short background on your expertise and past research undertaken, for the chosen country. [↑](#footnote-ref-2)