



Style guide

FULL PROPOSALS FOR CGIAR INITIATIVES

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Introduction

This style guide provides guidelines for completing the [CGIAR Initiative full proposal template](#). Examples are provided throughout the guide in italics. If you have any questions related to style or formatting, please contact performanceandresults@cgiar.org.

General points

- Submitted proposals must be of a standard that is ready for review by the System Council. They should be edited and formatted to a high standard, be easy to read, and polished.
- The Programs Unit will do a very brief and light review for consistency (e.g., spell check, consistent use of units of measurement, punctuation, etc.) before proposals are sent to ISDC, but this will not include any major formatting, structural or content revisions, nor any suggestions to Initiative Design Teams for revisions. There will be no revisions made between the ISDC review, and submission to the System Council.
- Proposals should be written with the target audience of System Council Funders and ISDC reviewers in mind. Proposals should be understandable to an informed but general audience who may not have expertise in the science related to your Initiative. However, proposals need to be rigorous in their design and content, as the ISDC review will involve reviews by subject-matter experts.
- Proposals need to tell a coherent story, with readers being able to read through proposals smoothly. Avoid directing readers back and forth throughout the document to different sections as much as possible.
- Proposals must be evaluable against the [ISDC Quality of Research for Development \(QOR4D\) criteria and the Eschborn Principles](#) **from the main proposal text only**. While annexes can be attached to the main proposal (see the annexes section below), these will only serve the purpose of providing further detail to interested readers.

- Proposals should aim to be up to 40 pages long, **not** including the reference list. Whilst this is not a strict page limit, proposals should be as close to 40 pages as possible. Page and word limits for different sections should be respected as much as possible. For the MELIA result framework however, take the space you need to include a quality results framework – this will not count towards the page limits.
- Proposals should be submitted as a Microsoft Word file.

Formatting

- Beyond the title page (see notes below and Annex B), there are no set formatting guidelines for proposal documents. The most important principle is to ensure **readability and consistency**.
- The following are recommended:
 - o Arial font.
 - o For text, font size no smaller than 11 pt (using Arial as a basis for this).
 - o For tables, font size no smaller than 9 pt (using Arial as a basis for this).
 - o Single spacing.
 - o Justified text (text flush to the left and right margins) (except for reference lists).
 - o Normal margin sizes (do not use narrow margins).
 - o Text should generally be in portrait, and tables in landscape.
 - o Individual sections do not need to begin on a new page. However, ensure that titles do not get stranded at the bottom of the page without any text. In such instances, the section should start on a new page.
- However, do ensure that:
 - o The section numbering used in the proposal template is maintained.
 - o Any guidance text is deleted from the final version of the proposal. This includes the introduction and context text on page 4 of the template, and any instructions on word limits.
 - o Where possible, tables are not split across pages.
 - o The proposal has page numbers.
 - o There is a footer throughout the document that states the Initiative name and submission date. You can use this footer as a template:
 - ClimBeR: Building Systemic Resilience Against Climate Variability and Extremes, 23 November 2021
 - o **Margins, headers and footers and page numbers are working properly after each section break.**

Title page

- Each proposal must start with a standard title page that includes:
 - o The CGIAR logo.

- o The Initiative name.
 - o The names and email addresses of the Initiative lead and co-lead.
 - o The word “Proposal”.
 - o The proposal submission date.
- There should be no pictures or images on the title page.
 - The footer and page number should be visible on this page.
 - See Annex B for a template that can be used.

Table of contents

- The proposal must include a table of contents, with no more than 3 heading levels displayed.

Glossary

- Do not include a full glossary in the body of the proposal.
- While not mandatory, you can include a statement with a hyperlink to a separate document that contains a glossary. For example,
 - o A glossary of important terms used throughout the proposal can be found **here**.
- The suggested position for this statement is directly after the table of contents.

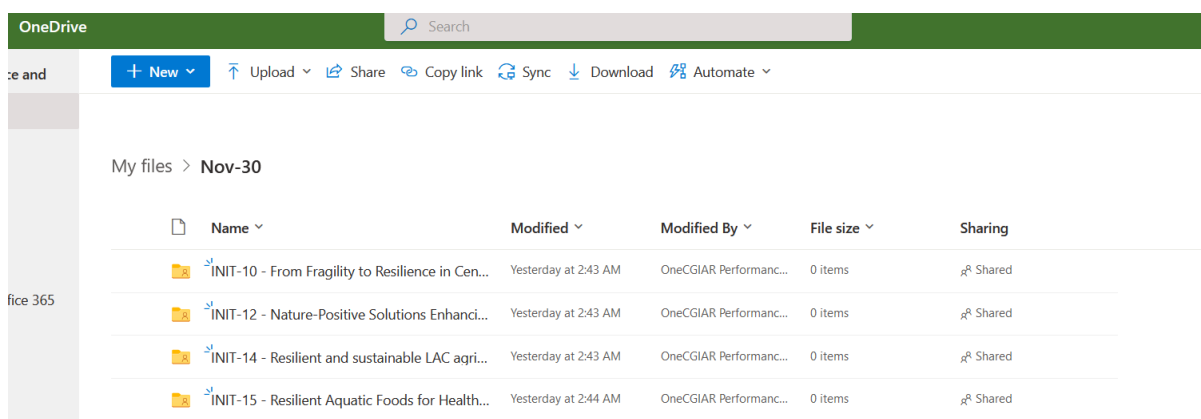
Acronym list

- Do not include a list of acronyms/abbreviations in the body of the proposal.
- While not mandatory, you can include a statement with a hyperlink to a separate document that contains an acronym list/list of abbreviations. For example:
 - o A list of abbreviations and acronyms used throughout the proposal can be found **here**.
- The suggested position for this statement is directly after the table of contents.
- The Programs Unit will also be providing a document with a full list of acronyms used in all proposals to the ISDC and System Council.

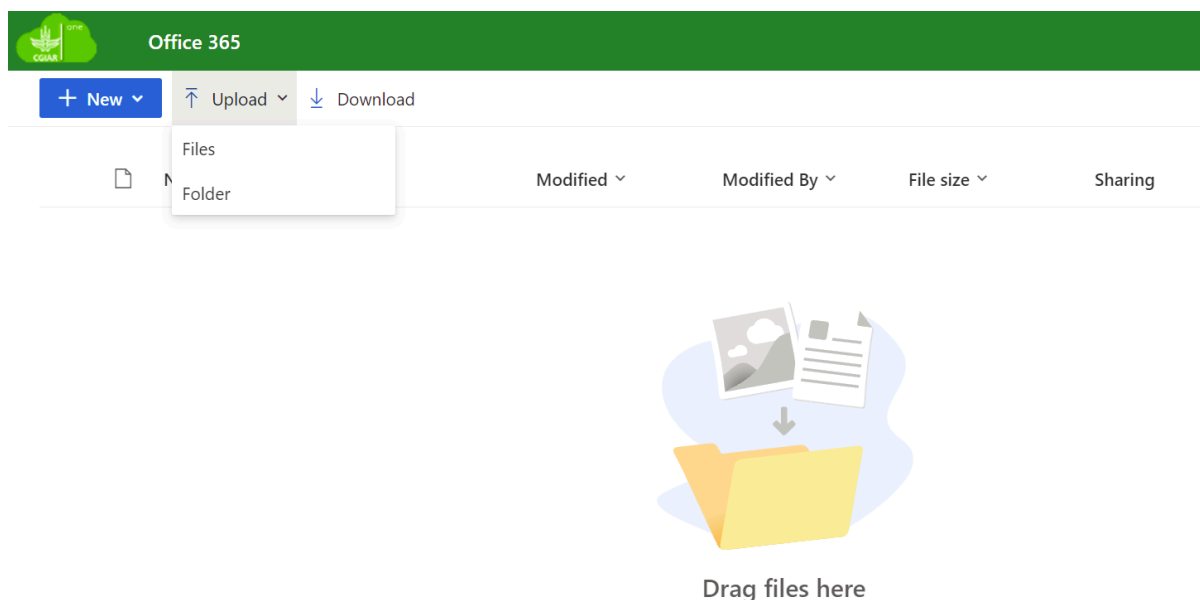
Hyperlinks

- **Ensure that all hyperlinks are working correctly.**

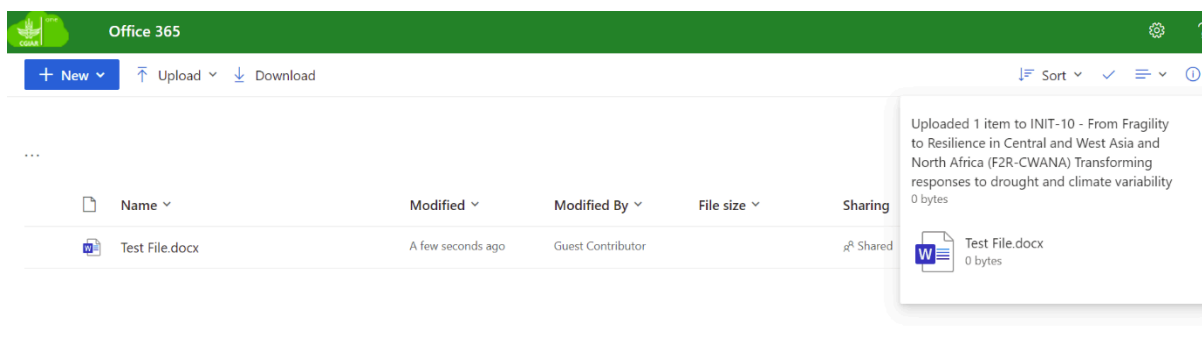
- All links **must** be accessible to those within, and external to, CGIAR. There can be **no access permissions** to supporting documents, as these will compromise the anonymity of reviewers, and cause delays in the review process.
- All reference material that requires hosting/storage to be linked in proposals should be added to the performanceandresults@cgiar.org OneDrive folder: **Nov-30** in the respective initiative folder. Please do not create subfolders within the INIT folders.



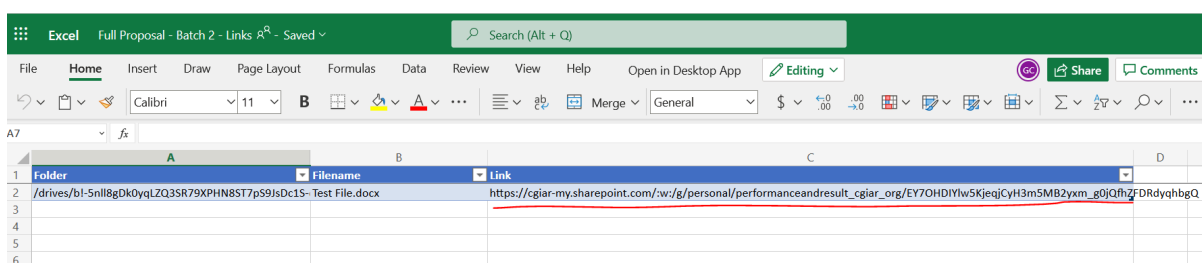
- Drag and drop all reference files into a folder or use the upload function to select files. Add all documents at this level and **do not** add subfolders. Documents **should be final**. They **should not** be edited in this folder.



- Verify that all relevant files have been uploaded and appear in the folder.



- A shared link will be created for each file and inserted into an Excel sheet. Navigate to the [Full Proposal – Batch 2 – Links](#) Excel workbook, copy the relevant link and insert into the proposal.



- **Note:** Documents should not be edited within the folder. If a document needs to be replaced/overwritten, please ensure that the title is the same and add it to the folder so that it replaces the previous version and maintains the link. Any document with a new filename will generate a new link.

Affiliations

- For personal affiliations, do not use individual CGIAR Center names, only state CGIAR. (Individual Center names can be used if the Center will not be joining One CGIAR).

Citations

- Citations and references to supporting material can be included within the proposal and will not count towards word limits.
- Use **endnotes** to add citations and references throughout the proposal. These endnotes should appear at the end of the proposal document and will not count towards word and page limits. While there is no set limit for the number of references, aim to maintain a list that is reasonable (up to five pages of references is suggested).

- If drafting your submission in Googledocs, you cannot insert endnotes. We suggest you insert footnotes as you draft. When you convert the final document into Word, it is a very simple process to convert all footnotes to endnotes.¹
- There is no set referencing style to use for endnotes but ensure that the style is consistent and accurate throughout the proposal.
- Number references from 1 to X for the whole proposal, as opposed to numbering endnotes separately for each section of the proposal.
- You do not need to add hyperlinks to the reference numbers in the text, but you can do so if preferred.
- Use endnotes for referencing only, do not use endnotes (or footnotes) to add extra narrative content.

Theory of change templates

- For each theory of change diagram use the template provided in the proposal template.
- Each theory of change diagram should have a title at the top of the page.
- Each theory of change diagram should fit on one A4 page set to landscape.
- It is preferable that each theory of change diagram is a static image, as opposed to separate, movable shapes and sections.

Partner and country lists

- All partners, countries and regions mentioned within the proposal must align with the CGIAR lists in CLARISA.

Partner list

- Having a standardized list of institutions contributes to One CGIAR efficiently engage in strategic partnerships. It helps facilitate aggregation, IATI compliance, and is a requirement for the future development of an integrated dashboard with accurate partnership information.

¹ **To convert all footnotes to endnotes:**

At the bottom of a page, right-click the footnote text area, click **Note Options**, and then click **Convert**. Finally, click **Convert all footnotes to endnotes**.

<https://support.microsoft.com/en-us/office/video-change-footnote-to-endnote-e644f0fc-5789-44d7-9178-df22405f7004>.

Please refer to the instructions below to find the CLARISA ID:

- Go to CLARISA: Institutions List:
<https://clarisa.cgiar.org/swagger/additionalServices.html>
- Once there, a list of institutions will pre-load and you will be able to search. Please use the field located at the top-right to find the institution you are looking for in the list.

All institutions & location offices

Show: 10 entries

Search: Addis

ID	Name	Type	Website
79	Addis Ababa University	University	http://www.aau.edu.et/
1328	Addis Continental Institute of Public Health	National/local research Institution	http://addiscontinental.edu.et/

- If found, please make sure the name of the institution and its identifier are reported as part of the initiative proposal. For example, “79-Addis Ababa University”.
- If your partner is not on the list, please request it by clicking on the link located at the top-right.

This is a worldwide list of institutions that have been related to CGIAR activities as funders, leaders, partners, and/or contributors. This list reflects the information consolidated by some of the CGIAR Management Information Systems and external sources (i.e. MARLO and MEL).

Home Request New Institution Manage institutions

All institutions & location offices

Show: 10 entries

Search:

ID	Name	Type	Website
1	Wageningen University and Research Centre	University	http://www.wur.nl/en.htm

- **Please make sure the institution is a legal entity.** If you are intending to add a group of people, a department, a project, or a sub-unit, please always map it to its main institution.
- If your partner is approved, it will be added to CLARISA, and you will receive the CLARISA ID to add into your proposal via e-mail.

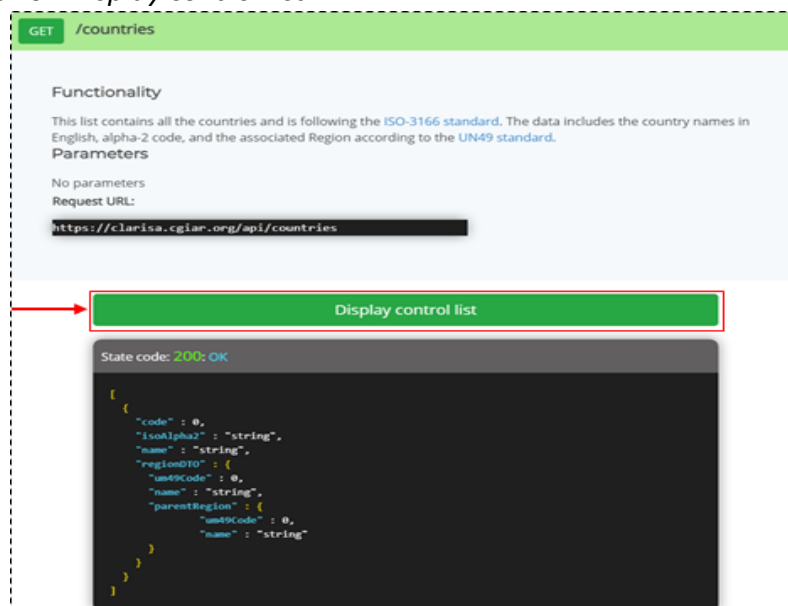
- If your partner is not approved for any reason – it might not be a legal entity, or it may already be included in CLARISA – you will be informed via e-mail.

Country list

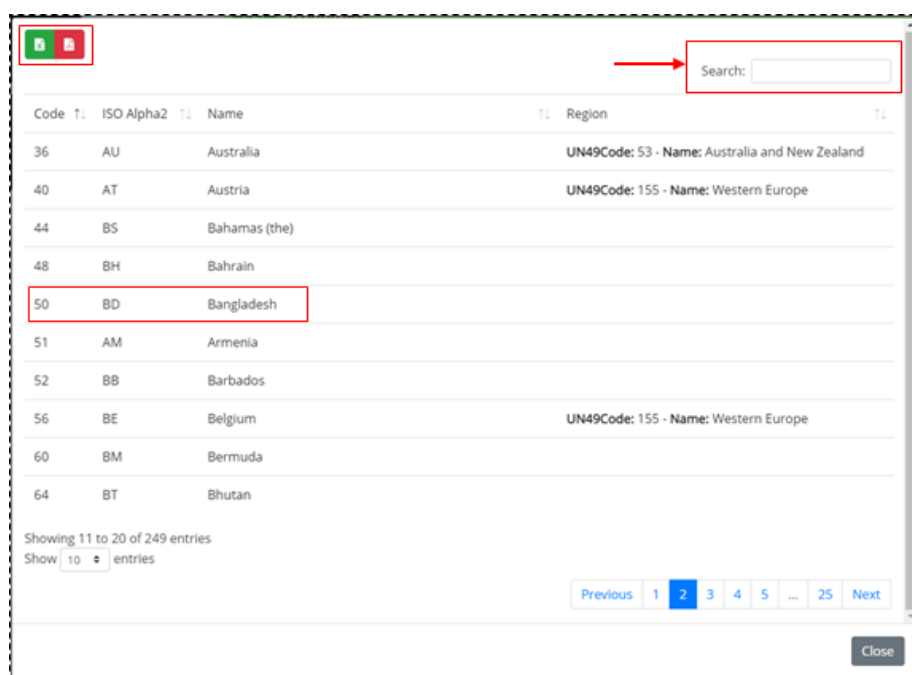
- CGIAR maintains a standardized control list of countries using CLARISA (and following the ISO 3166 standard). Having a standardized list of countries helps facilitate aggregation, IATI compliance, and is a requirement for the future development of an integrated dashboard with accurate information.
- Please ensure that any named country has the ISO Alpha-2. For example, “BD-Bangladesh”.

Please refer to the instructions below to find countries in CLARISA:

- Go to CLARISA: Countries List:
<https://clarisa.cgiar.org/swagger/generalListReference.html#section1-item3>
- Once there, click on *Display control list*.



- Use the search field located at the top-right to find the country you are looking for in the list or click the Excel icon in the top-left corner to download the complete list in a spreadsheet.



Code	ISO Alpha2	Name	Region
36	AU	Australia	UN49Code: 53 - Name: Australia and New Zealand
40	AT	Austria	UN49Code: 155 - Name: Western Europe
44	BS	Bahamas (the)	
48	BH	Bahrain	
50	BD	Bangladesh	
51	AM	Armenia	
52	BB	Barbados	
56	BE	Belgium	UN49Code: 155 - Name: Western Europe
60	BM	Bermuda	
64	BT	Bhutan	

Showing 11 to 20 of 249 entries
Show 10 entries

Previous 1 2 3 4 5 ... 25 Next

Close

- Make sure the name of the country and its identifier (ISO Alpha 2) are reported as part of the initiative proposal. For example, “BD-Bangladesh”.

Annexes

- Proposals must be evaluable from the **main proposal text only**. However, annexes can be attached to provide further detail to interested readers. The proposal text alone should contain sufficient information for an assessment based on ISDC’s [QoR4D criteria](#). (see also [this link](#) setting out how ISDC will use the criteria)
- Annexes must not be included within the main document. Readers should be directed to annexes via hyperlinks within the proposal. The only additional information that can be added to the proposal is the reference list, as explained above.
- Ensure that annexes are well-described, understandable, and well-organized, including on the repositories where they will be hosted.
- Ensure that the links to annexes are not broken, and are accessible to both those within, and external to, CGIAR.

ANNEX A: LANGUAGE USE STYLE GUIDE

- This section may be used, and forwarded to editors, to help with language use and consistency in proposals.
- The notes here are not exhaustive. Consider them a useful guide for some of the more common style questions that arise. The most important principle is to **maintain consistency** throughout the proposal.

CGIAR-specific terms and style points

- Do not use an article before CGIAR, i.e., CGIAR, not the CGIAR.
- Always capitalize:
 - o Initiative.
 - o Work Package.
 - o Innovation Package.
 - o Impact Area.
 - o Action Area.
- Theory of change does not need to be capitalized, except for the first letter if it starts a sentence. Use TOC for the acronym.
- Agrifood/agrifood, not agri-food. (As per the [CGIAR 2030 Research and Innovation Strategy](#).)

General style points

Abbreviations

- As a full list of abbreviations will be provided to reviewers, abbreviations do not need to be written out in full the first time they appear in the proposal.
 - o While not mandatory, you can include a statement with a hyperlink to a separate document that contains a glossary (but do not include a full glossary in the body of the proposal). See the glossary section above for details.
- There is no need to abbreviate a term if it is only used once in the proposal.
- Abbreviations may be used in tables and references without being written out in full.
- Abbreviate standard units of measurement when they follow a number, except for hour, day, month, year. Abbreviated units of measurement do not take a plural form and are separated from the number by a single space.
80 km; US\$52/day; 20 cm

Capitalization

Geographic terms

- Always capitalize countries, regions, cities, and other geographic areas.
Atlantic Ocean; Mediterranean Sea
- Capitalize compass points when they have a political meaning or are part of an administrative region. If they have a geographic meaning, leave them lowercase.
Northern Ireland; northern Australia
- Terms such as government or ministry, when used generally, should not be capitalized. Only capitalize these when they form part of the official name of the entity.
The Ministry of Environment; government ministries

Headings

- Capitalize headings using sentence case (only capitalizing the first word and any proper nouns), with a capital following any punctuation such as colons or question marks.
Research plans and associated theories of change
Food value chain interventions and nutritional outcomes: A review of evidence and recommendations for future assessments

Professional titles

- Professional titles should be capitalized when they precede a name. Also capitalize titles that refer to a specific person or when they are used to substitute the person's name.
President Biden; the Minister for Agriculture
- Do not capitalize titles when they are used more generally. For example, when they are in plural form, or when they are preceded by an indefinite article or possessive.
The directors; the Initiative leads

Publication titles

Books

- When mentioning a book title in text, use headline case (capitalizing every word except for conjunctions, articles and prepositions) and use double quotation marks (no italicization).
"Indigenous Peoples' Food Systems: Insights on Sustainability and Resilience in the Front Line of Climate Change" (Italicized here to denote an example.)

Other formats

- When mentioning articles or other formats than books, use sentence case (only capitalizing the first word and proper nouns) and italicize the title.
Health and antibiotics in Vietnamese pig production

Dates

- Dates: day, month + date, year
Monday, Sept. 6, 2021
- Days: Omit st., th., rd., and th.
July 1, not July 1st.
- Months: Abbreviate Jan., Feb., Aug., Sept., Oct., Nov., and Dec. when writing out a specific date. Spell out names of months when not used to indicate a specific date.
March 21, 2020; Aug. 3, 2018.
In October,
- Years: Use numerals rather than spelling them out.
2020, not twenty-twenty

Lists

In-sentence

- Use in-sentence lists for shorter items. List items can be separated with commas and numerals, lowercase roman numerals or lowercase letters in brackets if this helps with clarity. If list items contain internal punctuation, separate them with semicolons.
CGIAR will design its work with partners to realize multiple benefits and transformative change across five SDG-focused Impact Areas: (i) Nutrition, health, and food security; (ii) Poverty reduction, livelihoods, and jobs; (iii) Gender equality, youth, and social inclusion; (iv) Climate adaptation and mitigation; and (v) Environmental health and biodiversity.

Numbered/bulleted

- Punctuate complete and incomplete sentences introducing lists with a colon. Capitalize the first word in each list item as well as punctuating each list item with a period. List items can be numerals or bullet points.
CGIAR established a COVID-19 Hub in 2020, which:
 1. *Articulated a set of prioritized areas of work on COVID-19 response, recovery, and longer-term resilience.*
 2. *Provided a systemwide entry point on COVID-19 for partners and Funders.*
 3. *Delivered an active intelligence service to the CGIAR System Board on COVID-19 impacts and priority responses.*

Numbers and figures

- When writing large numbers, add a comma to denote groups of three digits.
256,947; 14,872; 3,507
- Express very large numbers (millions, billions, trillions) with a numeral and a word.
100 million; 2 billion

- Do not use superscript for ordinal numbers.
1st; 2nd

Currencies

- Use US dollar amounts where possible.
US\$1,500
- For other dollar currencies, use a numeral followed by the full currency name for the first reference, and then use the country's two-letter abbreviation before the dollar sign for secondary references.
First instance: 182 Canadian dollars
Subsequent instances: CA\$60
- For all other currencies, following the amount, spell out the name of the currency followed by the equivalent in US dollars in brackets.
56 euros (US\$66); 12,000 Myanmar Kyat (US\$7.20)

Numerals or words

- Write out:
 - o Numbers one through nine.
 - o Numbers and percentages when they start a sentence.
 - o Fractions without standard measurement units.
Two-thirds of people surveyed ...
- Use numerals for:
 - o Numbers 10 and higher.
 - o Numbers in a series containing numbers greater and smaller than 10.
In total, there were 500 innovations, 2 major projects and 32 studies.
 - o Addresses.
 - o Ages.
 - o Monetary values.
 - o Dates and times.
 - o Sizes and dimensions.
 - o Percentages.
 - o Speeds.
 - o Temperatures.
 - o Standard measurement units.

Percentages

- Use % rather than percent, except if the percent starts a sentence.
Sixty-seven percent were at the end-of-research stage.
In 2020, 67% were at the end-of-research stage.
- Percent should be written as one word, not “per cent”.

Units of measurement

- Use the International System of Units (SI) (metric system).
- Abbreviate standard units of measurement when they follow a number, except for hour, day, month, year. Abbreviated units of measurement do not take a plural form and are separated from the number by a single space.
80 km; US\$52/day; 10 years; 20 cm
- Write the unit of measurement in full when used without a number.
In terms of kilometers, the study found that ...
- Use consistent units of measurement throughout the proposal.

Punctuation

- There should only be a single space between punctuation and words. This includes after a period, where there should only be one space, not two.

Em dash

- To add emphasis within a sentence, use an em dash (—), not a hyphen, with a space before and after.
These publications echo CGIAR's vision to work with partners to transform food systems — how societies produce, transport, store, and consume food — to achieve healthy and affordable diets for all within environmental limits.

Hyphen

- Use hyphens to connect words in compound adjectives.
Climate-resilient varieties; national-level policies
- Use hyphens for prefixes.
- Use en-dashes for number and year ranges.
3–10; 2006–2021

Quotations

- Place periods and commas inside quotation marks (see example below).
- Use double quotation marks throughout. Use single quotations for quotes within quotes (see example below).
- Use an ellipsis (...) for omitted text or an incomplete quote. Use a single space before and after an ellipsis (see example below).

- It is accepted to use an ellipsis at the beginning of a sentence. Do not put a space before the ellipsis, but put one space after it. Capitalize the first word of the sentence that follows it. If an ellipsis is used at the end of a sentence, put the appropriate punctuation mark directly after it with no space in between.
- Use square brackets to add text to a quote that is not part of the actual quote.
On CGIAR's role in contributing to positive impact through agricultural innovation, the authors stated that "CGIAR is a unique, and highly successful, institutional arrangement for directing development aid dollars to increase food production throughout the developing world through agricultural research" and that "[by] most accounts ... CGIAR has had a disproportionately large impact on improving productivity for large numbers of the world's farmers, increasing global food supplies, and lowering the cost of food for all the world's consumers."

Slash

- Do not put a space either side of a slash.
Daily/monthly payments; before/after

Spelling and grammar

Use English (US) spelling and grammar conventions.



ClimBeR: Building Systemic Resilience Against Climate Variability and Extremes

Lead: Ana María Loboguerrero (a.m.loboguerrero@cgiar.org)

Co-lead: Jon Hellin (j.hellin@irri.org)

Proposal

November 23, 2021

Note to readers: Please use the hyperlinks throughout the proposal for definitions, abbreviations, partners, references, etc.

ANNEX C: ILLUSTRATIVE FORMATTING FOR IMPACT STATEMENTS

TAFFSA have created a format for section 5 of the Proposal Template – Impact Statements. This may be a template which other IDTs find useful, as it helps ensure the content remains within 1 A4 page per Impact Statement, as required by the Template. This format is illustrated below. Many thanks to the TAFFSA team!



CGIAR

Environmental health and biodiversity (One page maximum permitted)

Challenges and prioritization (max 150 words):

Research questions:

Components of Work Packages (WPs)				
WP	Research/Activities	Outputs	Outcomes	3-year targets and metrics
1				
2				
3				
5				

Partners: Key demand, scaling, and innovation partners delivering in this impact area include XXX, a full list are described in Annex X

Human resources and capacity development: