

PROPOSAL

I-CAN Synergy on Multidisciplinary Collaborative Study (I-CAN Sync) 2025

<The study title should be written in Calibri font size 14, formatted in bold>

Team

<i>Study Lead</i>	<i>:</i>	<i>(Complete Name)</i>	<i>(Institution Name)</i>
<i>Team Members</i>	<i>:</i>	<i>1. (Complete Name)</i>	<i>(Institution Name)</i>
		<i>2. (Complete Name)</i>	<i>(Institution Name)</i>
		<i>3. (Complete Name)</i>	<i>(Institution Name)</i>
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DEFINITION

The FINCAPES project adopts the term "Collaborative Study" for academic efforts aimed at creating innovative, nature-based solutions to Indonesia's environmental challenges. These practical, community-driven projects leverage diverse academic perspectives and local insights to achieve tangible outcomes. "Collaborative Study" reflects FINCAPES' commitment to fostering cooperation among researchers, communities, and stakeholders, highlighting the importance of collective efforts for project success. It serves as a template for submitting your detailed proposal, which should clearly align with the FINCAPES objectives.

The proposal should include the following content in sequence and be compiled into a single continuous PDF. All material should be single-spaced, using 12-point Calibri font, with margin sets at 1.9 cm.

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1. ABSTRACT

Compose a clear and concise abstract (not exceeding 300 words) that summarizes your proposed study. This abstract is crucial as it will serve as the initial screening criterion for proposal evaluation. Therefore, ensure it effectively highlights the research gap, key question(s) or objectives, and the expected applied outcomes. The abstract must clearly communicate the significance, relevance, and potential impact of your study in relation to the stated evaluation criteria

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2. INTRODUCTION

Write an introduction which sets the context for your study. This section should not exceed 300 words.

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3. LITERATURE REVIEW

Outline a review of relevant literature, which clearly identifies your study gap and related study questions/objectives. This section should not exceed 750 words.

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4. METHOD

Outline your method or approach to achieve your objectives. This section may include a study flowchart, which is optional, illustrating the activities planned during the contract period. The flowchart format can be in JPG/PNG file. The study method should comprehensively detail each phase of the process, starting from the initial process to your plan for knowledge mobilization or dissemination. This section should not exceed 750 words.

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5. EXPECTED OUTCOMES

Explain your expected findings and describe the impact or change your study aims to affect. This section should not exceed 300 words.

6. GESEI PLAN

Outline your gender equality and social-economic inclusivity (GESEI) plan for the various stages of your proposed study: problem, methods, analytical tools and methods, and knowledge mobilization/ dissemination. You can download GESEI guidance at this link: [GESEI Guideline Note](#). Note that GESEI elements may not be present at all stages of the study. This section should not exceed 400 words.

7. KNOWLEDGE MOBILIZATION PLAN

Detail your knowledge mobilization plan. This plan should demonstrate how you will maximize the impact of your study and identify the stakeholders you aim to influence, such as local communities, industry sectors, NGOs, government entities (local, regional, national), and academic circles. Additionally, the plan should outline targeted knowledge products beyond the full study report and an executive summary in English as mandatory deliverables to be submitted to FINCAPES. Given that the FINCAPES collaborative study program focuses on nature-based solutions with an emphasis on applied outcomes over theoretical results, it is imperative that the knowledge mobilization plan illustrates how your study will be translated into tangible real-world impacts. This section should not exceed 500 words.

8. COLLABORATIVE STUDY TIMELINE

Outline, in table format (see below), your study schedule based on your expected activities over one-year time frame:

- *Full proposal decision announcement: July 31, 2025*
- *Presentation of the selected proposal: August 21, 2025*
- *Expected start date for Accepted Proposals: August 25, 2025*
- *Expected completion date for Accepted Proposals: August 30, 2026*
- *Final report due for all funded projects: September 21, 2026*

No	Activity	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1													

[illegible]

EXAMPLE

[illegible]

9. BUDGET

The maximum funding amount that can be requested is 15,000 CAD, approximately equivalent to Rp 172,500,000. Your budget plan must adhere to the format and guidelines set forth in the FINCAPES Collaborative Study Program - Financial Management Standard Operating Procedures, which are available on the portal. Please ensure that you only include budget items pertinent to your proposed study. After completing your budget using the provided Excel template, save it in PDF format to be included in your full proposal.

10. REFERENCES

Citations should be arranged and written based on the number system according to the citation order, following the Vancouver format. Only references cited in the proposal need to be included in the References list. A useful guide to the Vancouver Format can be found here: <https://guides.library.uq.edu.au/referencing/vancouver/in-text-citations>

- [1]
[2]
[3]
[4] etc.

11. PARTNERSHIP OR COLLABORATION PLAN

Describe your collaboration and partnership plan to demonstrate how the proposed study addresses real needs and has the potential to lead to meaningful impact or change related to Nature-based Solutions. Your plan should clearly articulate the roles and contributions of all partners.

*In alignment with IPB University's commitment to enhancing its International Research Network, applicants are strongly encouraged to involve members or partners from Timor Leste, Vietnam, Cambodia, The Philippines, Laos, India, Pakistan, and Bangladesh. While highly encouraged, this international collaboration is not yet mandatory for this second round of Collaborative Studies, however it will be considered an added value during the proposal selection process. **Please explicitly clarify their specific role and expected contribution to the proposed study.***

Once the proposal is selected, a letter of support from a community, NGO, or government partner will be required. **The Study Lead will be responsible for obtaining all necessary approvals and documentation, including the Partnership Willingness Letter.**

The Partnership Willingness Letter must contain:

- a. Official letterhead from the partner agency including an active telephone number and/or email address
- b. Name of the Study Lead as the subject of the letter.
- c. Partner's identity and position.
- d. Statement of willingness and explanation of the form of collaboration; and
- e. Signature from Partner.

Note: If the Letter does not meet the above conditions, then the letter is considered invalid.

This letter can also outline any in-kind or financial support the partner is willing to contribute. In-kind support is “a contribution of a good or service other than money”, and could include labour, borrowed or donated equipment, seedlings/replanting materials, construction materials, collaborative study facilities/space, field accommodations, support services (e.g. translation, data analysis), etc.

ANNEX 1. STUDY LEAD CV

The proposal should attach the Study Lead CV, ideally 2 pages or less, and focusing on past collaborative study projects, publications, and other collaborative study -related elements of their career.

ANNEX 2. TEAM BIOS

Each member of the study team, including the Study Lead, should prepare a short bio (250 words or less) which explains aspects of their background relevant to the proposed study.

***For non-Indonesian team members from Timor Leste, Vietnam, Cambodia, The Philippines, Laos, India, Pakistan, or Bangladesh (if applicable):** In addition to their relevant background, please explicitly clarify their specific role and expected contribution to the proposed study. Given potential logistical challenges and costs, it is understood that direct involvement in fieldwork components may be limited. Their expertise in areas such as methodology, data analysis, literature review, networking, or specific thematic knowledge should be highlighted.*

ANNEX 3. ANNEX 4. OTHER APPENDICES (IF ANY)

Applicant Confirmation Statement

By submitting this proposal, I/we hereby affirm that all information provided herein is true, accurate, and complete to the best of my/our knowledge and belief. I/we understand that any misrepresentation or falsification of information may lead to the proposal's disqualification and/or other appropriate sanctions. Furthermore, should this proposal be selected for funding, I/we formally agree to comply with all additional requirements as advised by the committee.

Study Lead

Name:

Signature:

Date: