

Instructions for Proposal Submission Process

When: 23 November, 6pm your time zone

How: by email to performanceandresults@cgiar.org. We will acknowledge receipt of your submission.

Format: Word doc

Instructions:

- Ensure that you have used the latest version of the [Proposal Template](#)
- Submitted proposals must be of a standard that is ready for review and should be edited, formatted, and polished.
- Proposals must be submitted in **Word** format, must address everything requested in the Proposal template and be ready to be shared with ISDC and SC.
- Word limits should be complied with, maximum variance of +10%. Please note however that there is no page limit for the MELIA results table, please take the space required to include your results.
- 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. IDTs will be notified immediately of any broken/private links and will be asked to urgently provide functional/open links.
- 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).
- Refer to the [style guide](#) for details on style and formatting
- If Initiatives would like to provide additional documents as annexes, please note that the proposal should be assessable from the main document only, and annex material available for interested readers.
- A centralized glossary document will accompany the Proposal submissions will include:
 - o The collective global 2030 target text for each Impact Area
 - o The full list of acronyms and abbreviations from each Proposal
- Following submission to performanceandresults@cgiar.org on 23 November, a very brief and light review for consistency will be done by a small team at the System Organization (spell check, consistent use of units of measurement, punctuation) but this will not include any major formatting, structural or content revisions, nor any suggestions to Initiative Design Teams for revisions.
- Note: you will **not** be able to make revisions following submission on 23 November.

What happens next:

Following submission on the 23rd:

- Editing, formatting, all sections present & correct checks: **24 – 25 November**
- Edited/formatted versions of the Proposals submitted to SGDs and EMT: **25 November 1800 CET**
- SGDs and their teams review/stage-gate then seek EMT (MD R&I) approval and submit Proposals to Board and Council Relations: **noon CET 30 November**
- BCR submit to ISDC and SC: **close of business 30 November CET**

Contact performanceandresults@cgiar.org for assistance

Each Initiative will be reviewed by an independent and anonymous review team comprised of three external Subject Matter Experts, led by an ISDC member and supported by the CGIAR Advisory Services Shared Secretariat (CAS Secretariat). The CAS Secretariat identified SMEs through a competitive roster enrollment that currently contains more than 100 social and biophysical scientists, representing more than 25 countries. Although the reviews are anonymous, an aggregated list of reviewers for each Initiative proposal wave will be presented along with select demographic data. See [https://cas.cgiar.org/isdc/news/constructive-criticism-isdcs-external-review-initiative-proposals for further information on the review process](https://cas.cgiar.org/isdc/news/constructive-criticism-isdcs-external-review-initiative-proposals-for-further-information-on-the-review-process). The ISDC report template is available [here](#).