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Request for Proposals 2017

**A. Key Contacts**

**1. Principal Investigator**

The principal investigator is the person with the responsibility of overseeing the project. This person will be the primary recipient of all key Drivers of Food Choice (DFC) correspondence.

Email:

Name:

Degree(s):

Organization:

Position:

Address:

City:

State/Country:

Zip or Postal Code:

Office Phone Number:

**2. Administrative Contact**

If applicable, provide the following information for the administrative contact for this project. This person could be the Principal Investigator’s assistant or another person who should be contacted with all key DFC correspondence.

Email:

Name:

Organization:

Address:

City:

State/Country:

Zip or Postal Code:

Office Phone Number:

**3. Co-Principal Investigators or Co-investigators**

If applicable, please list names and institutions of any additional co-principal investigators or co-investigators.

**B. Project Summary**

Provide the following information for your proposed project:

Title:

Country/countries of focus:

Requested Amount (USD):

Proposed start date:

Anticipated duration:

Partnering Institutions:

**The following 3 sections (Case for Support, Evaluation, and Organizational Capacity) should be:**

* No longer than **two (2) pages**; *use pages 5 and 6 provided in this document*
* Single-line spacing
* Arial font size 11
* One (1) inch margins on all sides of the paper, set up for A4 or 81/2 x 11 inch paper

**1. Case for Support**

Please provide a short description of the proposed research and how it will achieve its aims. Include:

1. Significance of the proposed research and rationale
2. Brief summary of research, its scope, objectives, and methods
3. Innovative and original elements
4. Development relevance and potential impact (including how the research will consider gender)
5. Planned collaborations or partnerships, and how they will help the project achieve its aims and scale up the proposed intervention

**2. Evaluation**

Indicate how you will measure whether your project is successful.

**3. Organizational Capacity**

Provide a brief overview of your organization’s past success in carrying out similar projects.

**PROJECT SUMMARY** *(2 pages allowed for Case for Support, Evaluation and Organizational Support)*

**C. Timeline** *(1/2 page provided; please do not attach Excel worksheets)*

 **D. Summary of funding required (USD).** See *Eligible Costs* in the Drivers of Food Choice RFP for additional clarification. *(1/2 page provided; Please provide a descriptive paragraph; do not attach Excel worksheets)*

**Submission Guidelines**

***Concept Memos must be submitting using the template provided.***

Concept memos are due by email to **info@driversoffoodchoice.org** by **April 1st, 2017.**

Receipt of submitted concept memos will be acknowledged by email within **2 business days**. If you do not receive acknowledgement of your submission, please contact **shilpa@mailbox.sc.edu**.

Save your file with the following file name: “Principal Investigator\_Submitting Institution”.

(For example, if Christine Blake was the Principal Investigator for research being proposed from the University of South Carolina, her concept memo would be submitted with the file name: **Blake\_USC**)

**Concept Memo Formatting Guidelines Summary**

***(proposals submitted with incorrect format will not be accepted)***

* Word document using the template and attached pages provided
* Save with file name: PI\_Institution
* Project Summary is no longer than two (2) pages (not including Key Contacts, Timeline, and Funding Summary)
* Arial font size 11
* Single-line spacing
* One (1) inch margins on all sides of the paper, set up for A4 or 8½ x 11 inch paper

***Please do not send additional documents to support your concept memo submission. They will NOT be considered and may cause delays during the review process.***