Transport-Technology Research and Innovation for International Development (T-TRIID) 2023

Guidance and FAQs

(Frequently Asked Questions)

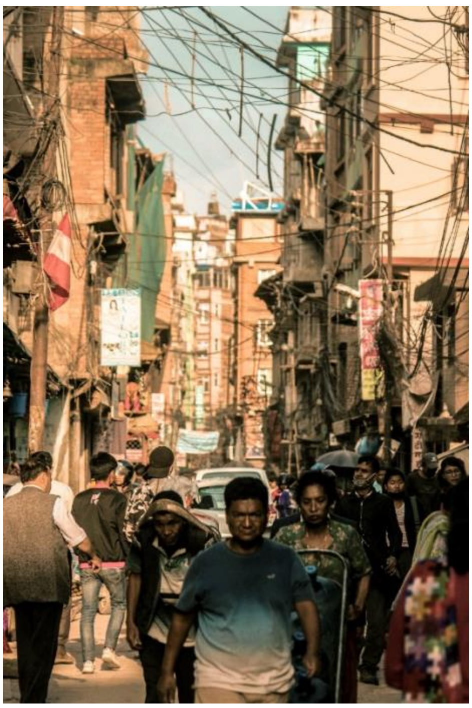

Photo by Aayush Lama Tamang on Unsplash; Nepal

Notes

Please ensure you have carefully read this Guidance and FAQ document before completing the Grant Application Form as this document provides valuable information for applicants.

For further assistance, please also direct your query to HVT.Procurement@dt-global.com.

Grant Application Form Completion Guide

1. How do I complete the form?

Title Page

a) **Project Title:** Please use the title that is reflective of the project but succinct as it will be published for publicity.

b) **Lead Organisation Name:** Please insert the name of the lead company/organisation submitting the proposal as it would appear in the Grant Offer Letter and Funding Agreement. If the application is from an individual, then insert the first name and surname for the individual or the company name if you trade through a limited company.

c) **Main Theme:** (Select One). This is a drop down so select the appropriate lot from the list. You can also select 'Other' and specify the text as it is an open call competition.

d) **Secondary Theme:** (Multiple Selection). This gives you a selection of the main themes identified. Select all that apply. Again, you can opt for 'Other' and specify.

e) **Cross-cutting** issues: (Multiple Selection). This gives a selection of cross-cutting themes that are being applied to the project. You can opt for multiple options.

f) **Project Size:** Select from the drop down of the size of funding you seek for your project. Small (projects up to £25,000); Large (projects £25,001 up to £50,000).

g) **Section A**

A1. How did you learn about this T-TRIID? (Tick all that apply) Please tick the boxes to indicate how you learned about this T-TRIID 2023 competition. You can tick multiple boxes.

h) **Section B –** This section captures information about the lead organisation.

i. **B1. Lead Organisation name –** This will be taken from a previous question.

ii. **B2a. Is this also the Registered Address of the Company?** Y/N- if you select yes, go to B2b and if you select no skip to B3.

iii. **B2b. Registered address –** Please provide the address of the registered office of the organisation. This is to be used for contract – the Grant Offer Letter and the Funding Agreement.

iv. **B3. Company/organisation registration number –** If applicable, this is the number of the company or organisation as registered in your country. For example, in the UK this is the registration number for companies used by Companies House. If you are an individual, please leave this blank.

v. **B4. Nature of company/organisation?** Choose from a drop-down list what best describes your organisation e.g. SME, academia.

vi. **B5. Name of your immediate parent company (if applicable).** Specify the name of your parent company if it is applicable.

vii. **B6. Are you collaborating with another company(ies) or organisations? If Yes, please provide details in section D.** Choose from a drop-down list. This is to confirm if you/your organisation is collaborating with another party(ies) on this proposed project. If you select yes, remember to complete the appropriate sub-sections in section D.

viii. **B7. Details of any local or national authority or agency involved (e.g. road/highways authority, municipality or similar), if applicable (authority name, contact person, address and their involvement in the project).** Please provide details of any local authority or municipality or organisations that you may be partnering for this project. This could be a local municipal authority or intergovernmental organisation, e.g. Uganda National Roads Authority (UNRA), UN Habitat, etc.

i) **Section C –** This section captures information about the lead organisation or the individual making the application.

i. **C1. First Name** – The first name of the principal contact.

ii. **C2. Last Name (Surname)**– The second name of the principal contact.

iii. **C3. Position –** The position or job title of the principal position.

iv. **C4. Gender –** The gender of the main contact.

v. **C5. Telephone number** – This is the office landline number including any international or local dialling codes.

vi. **C6. Mobile number** – Work or personal mobile number (please include the international codes).

vii. **C7. E-mail address & C7a. Confirm address** – email address for the principal contact for the project. Important for accuracy – no spelling errors.

viii. **C8. Finance contact (for providing financial documents) –** to ensure there is no delay in payment, we need contact details for the person who will be collating all the finance documents for the project and who will liaise with us regarding the project finances**.**

ix. **C9. Finance contact telephone** – this is to allow us to phone the finance contact in case we can't get through via emails.

x. **C10. Finance contact email address** – this is to allow us to email contacts about finance documents for the project.

j) **Section D –** This section captures information about the lead partner organisations for this project. Note this is limited to a maximum of three partner organisations. Please provide main contact details for each partner organisation.

i. **D01. Name of Partner** – This could be a company/organisation or an individual consultant.

ii. **D02. First Name** – The first name of the principal contact from the first partner company/organisation.

iii. **D03. Last Name** – The last name (surname) of the principal contact from the first partner.

iv. **D04. Position –** The position or job title of the principal contact from the first partner.

v. **D05. Address –** The address where the principal contact for the first partner works.

vi. **D06. Telephone number** – This is the office landline number for the principal contact for the first partner, including any international or local dialling codes.

vii. **D07. Mobile number** – Work or personal mobile number of the principal contact for the first partner (please include the international codes).

viii. **D08**. **Email address** – This is the email address for the principal contact for the first partner.

ix. **D09. Another Partner?** If you select yes, you will get the same repeated questions for partner 2. There will be an option to repeat this for partner 3 if its applicable**.**

k) **Section E –** This section captures information about future contacts for the purpose of sharing project information to help with next steps.

i. **E1. Can the HVT Programmes contact you about other innovation or research competitions?** This is a Yes/ No question, cross appropriate box.

ii. **E.2 If your proposal is successful, the HVT Programme would also like to share your project details with partners who may be interested in working with you to progress the results of the project.** Please tick if you are content for HVT to share your project details with others listed, e.g. Innovate UK.

l) **Section F –** This section captures information about the more recent grant funding you have applied for or are receiving funding from.

i. **F1. Have you previously applied to DT Global UK, IMC Worldwide, or other FCDO funded grant schemes in the last 2 years?** This is a Yes/ No tick box question. If you tick, yes, you are directed to F1a, if you selected no, you will skip to question F2.

ii. **F1a. Were you successful?** This is a Yes/No question. If you select yes, you will be directed to F1b, if you select no, you will skip to question F2.

iii. **F1b. Outline of the Project** – Briefly explain what the project is trying to achieve.

iv. **F1c. Funding received £** - Note the amount of funding you will receive or have received.

v. **F1d. Is this related to this application?** Describe how this is related to the project you are applying for.

vi. **F1e. Source of funding** Which organisation/grant competition is funding you?

vii. **F1f. Any other Applications -** If you select yes, you will get the same repeated questions for funding 2. There will be an option to repeat this for funding 3 if its applicable**.**

viii. **F2. Will the project in this application receive any co-funding or in-kind contribution?** This is a Yes/ No tick box question. If you select yes you will be directed to F2b, if you select no, you will skip to question F3.

If you are receiving contributions in-kind, please make sure you provide details in Question 4 and 6 of the proposal (section G). Provide key details such as the co-funding organisation, location, the work funded by the co-funding partner and how this funding differs. This grant cannot pay for the exact work being funded by another grant (no duplication). If an in-kind contribution is being made, e.g. free expert advice, please note the value of the expert's time here and note it as time in-kind in the Statement of Grant Usage Form (SoGU).

ix. **F2b. Value of co-funding £** Provide the amount of co-funding.

x. **F2c. Value of in-kind contribution £** Provide the amount of in-kind contribution.

xi. **F2d. Details of the co-funding / in-kind contribution?** Provide more details of this funding such as amount, hours given by which experts etc.

xii. **F3. Have you been awarded a grant for this project before?** This is a Yes/No tick box question. If the grant recipient has received funding for the exact same project work before, they will be ineligible for the grant, as there is no funding for duplicate work. It is recommended you email a query to us to check if your project idea is still eligible for funding.

xiii. **F4. Have you applied for other related grants that you are waiting to hear from?** This is a Yes/No tick box question. If you select yes you are directed to F4a, if you select no, you will skip to question F5.

xiv. **F4b. Please tell us which grants you have applied for.** If you answer yes, we need <u>brief</u> details about the funder, the project, a project summary and amount of funding applied for. This is to ensure there is no duplication of funding, to determine whether it is co-funding or next step funding and whether multiple grants may lead to resourcing issues on this funded project.

xv. **F.5. Which country(ies) will this project be implemented in?** (please tick all applicable in the list and specify LMICs not on the list). Please note the countries in Sub-Saharan Africa and South Asia that you are planning to implement this project.

xvi. **Which other LMICs could also benefit from this project?** Here you can include other countries from that region who could also apply/benefit from your research.

m) **Section G –** This section forms the main part of the proposal. Questions 1 to 6 in this section are scored by the independent expert assessors of the proposals. This is the most important section in the whole document and needs more focus.

i. **Public Project Summary:** This summary is about the project in layman's terms, as it can be used to publicise the project. This Summary will also be used to Triage projects in the two-stage assessment. Therefore, its important the summary describes the project purpose clearly, so assessors can understand what the project is about. However, only the Innovations question will be scored in Triage. Those projects receiving more than 50% for Innovations in Triage will proceed to the Full Evaluation. **There is a character limit of 1,625 (equivalent to 250 words).**

ii. **Full Evaluation Process Table:** This is guidance on what the assessors will be asked to review for the six main questions. The scoring used, the weighting factors used and how a maximum score could be achieved are noted. Only the six questions for the proposal in section G are scored by the assessors.

n) **Section G Question 1: What are the key aims of the project?** Please specify:

- Is there an unmet need?
- What is the challenge being addressed by the proposed project?
- What is the relevance to the HVT Programme themes and is there evidence of the need for this research/project?
- Is the link between the project outputs and addressing the transport challenge clear?

Do not describe your proposed solution at this stage. You may wish to discuss how your solution will assist in meeting the challenge. **There is a character limit of 6,500 (equivalent to 1000 words); question 1 is worth 20 points**.

o) **Section G Question 2: What is the innovation and how are you going to approach it?**

How innovative is the approach?

Innovative approach can include:

- Novel ideas and paradigm shift to problem resolution;
- Ideas, concepts, or solutions from other sectors that could be applied to transport.

If similar research has been commissioned or papers published previously, please explain why your proposal is still a novel approach.

Is the project design and the methodological approach chosen likely to address the research or knowledge gap that has been. Is sufficient information provided to support the rationale?

Additional information can be attached below in the Attachments section, up to 3 A4 size pdf pages,

Clearly describe the concept, technology, or approach that you intend to use to meet the challenge described in Question 1. Include relevant diagrams or figures as attachments. You can attach pdf copies of up to 3 A4 size in a single document, with data, tables, figures and diagrams.

If necessary, demonstrate any evidence or previous work to support/ validate your idea.

If applicable, describe what is currently considered “state of the art” and how your proposal differs.
There is a character limit of 13,000; question 2 is worth 30 points.

p) **Section G Question 3: What is the project plan? What are the relevant skills and expertise of the team to deliver the project?**

Are the project activities appropriate and clearly following a logical sequence? Is the project timeframe reasonable? Are the relevant skills and expertise of the team adequate to successfully deliver the tasks identified within the timeframe? Is the workplan and resource allocation realistic and achievable? Is there a risk management and risk mitigation plan?

Additional information can be attached below in the Attachments section, up to 2 A4 size pdf pages, in a single document, containing a Gantt chart or work plan, risk mitigation plan and team expertise**:**

- Timescales, with milestones (including deliverables). Include timescales.
- An assessment and analysis of the risks to the project and mitigation (consider a table outlining the risks, probability of occurrence, impact, mitigation, risk owner and residual risk).
- Skills and expertise of the personnel who will deliver the project and their role in this project.
- A succinct pen portrait of key personnel (up to 3 staff – those delivering the highest number of input days, maximum 200 words per pen portrait). This can be provided in a table format and will not be included in the word count.
  There is a character limit of 6500; question 3 is worth 10 points.

q) **Question 4: What is the Research Uptake plan and how will it maximise Impact of the project?** Outline the future potential for further development. How will the outputs from this research proposal have a beneficial impact on transport in LMICs in the near term and over a longer timescale? Describe the potential outcomes that this proposal might have for LMICs. What are the anticipated project outcomes and impact and are they in line with the needs of the intended beneficiaries? Will the knowledge generated by the project lead to useful insight and is there potential to scale up or scale out the project? Is the research uptake plan described specific, measurable, assignable, realistic and time-related (SMART) and lead to the desired results and impact? The project needs to clearly articulate the potential for vertical and horizontal scaling of the research outcome.

r) Outputs Planned (e.g. final report, policy brief, prototype); Description; Date of Delivery

s) Dissemination activities planned (e.g. webinars, presentation, conference, video, journal, blog); Description; Target Audience (e.g. policy makers, industry leaders, etc).

- Demonstrate fast-tracking of knowledge, experience, learning resources and best practice to those who need it in LMICs**.**
- The potential impact will be influenced by the dissemination activities planned. Therefore, please complete the table outlining the outputs the project will deliver as well as the dissemination activities for outcome. FCDO is keen to understand the details of the audience the dissemination reached and hence please ensure you report in M&E and progress report. This helps them to gauge the potential outcome and impact.
- List the deliverables you expect to produce as part of this project to maximise the benefits from the results. A final report is expected as a minimum for medium or large projects (please note if a report is confidential, a public version is also required). Please consider outputs such as infographics, social media messaging, videos etc. for quicker and wider reach.
- All projects are required to produce a short summary for publication using a template to be provided.
- Should you obtain this funding, what are the next steps for developing this project? Please consider options such as further research, prototype product testing, software, demonstrations, presentations, publishing in peer reviewed journals and other dissemination activities.
- If successful, how would you seek further funding to develop the outputs of this project?

  There is a character limit of 6,500; question 4 is worth 20 points.

t) Section G Question 5: What is the level of LMIC's participation in the project.

Is the main applicant, consortium member or collaborator based in a LMIC? To what extent are the beneficiaries in a LMIC country involved in undertaking or supporting the proposed research? Is there a plan for knowledge transfer to the Global South? Is there a co-funding arrangement or contribution from other projects or some benefit in kind? Whilst this grant is open to organisations across the world, preference will be given to those based in LMICs and those that collaborate with organisations based in LMICs where this project could be implemented.

In which LMIC is the Lead Proposer/Collaborating Partner based?

What role will be played by the LMIC(s) partner?

How widely can this project be scaled up? (i.e. within the delivery country or to other countries/ regionally/globally).

What activities (for example trials, lab testing etc. if applicable) will happen in the LMIC(s)? What activities will you engage in to ensure there is knowledge transfer to the target LMIC(s)?

Is there commitment from local or national Government departments/ municipalities/ local authorities to work with your project? Do you have a letter of support?

Is this project benefitting from co-funding or in-kind contributions? (see question F.2). Please clarify which grant scheme/company/ organisation is involved and the amount of co-funding/in-kind contribution provided. Also clarify what aspect of this project the funding is supporting? (Funding cannot be provided for work already funded/paid for by another organisation).
There is a character limit of 6,500; question 5 is worth 10 points.

u) **Section G Question 6:** What will the project cost to deliver and how will this be spent to ensure value for money.

Cost Items (insert/delete rows as required) (Successful applicants will need to use figures they quote here in the budget column of the Statement of Grant Usage Form) *(excluding VAT)	**Budget £**
Name of Employee 1 John Smith daily rate £ 250 X 10 days	£2500
Name of Employee 2__________ daily rate £	
Name of Employee 3__________ daily rate £	
Name of Employee 4__________ daily rate £	
Consultancy/Sub-contracting charges	
Material cost	
Other Expenses (please specify)	
TOTAL COSTS	

The table will help to split the total budget into the various categories and help with the planning. For ease of use, this is laid out in the same format as the Statement of Grant Usage Form (SoGU) that is completed when the financial documents are submitted at the end of the project. The online system will calculate the totals and check how much money you will receive through co-funding and in-kind contribution and how much you will be asking for. **There is a limit of 3,250 characters; question 6 is worth 10 points.**

i. **Small projects** will receive 30% after technical lead approves their skeleton report (following the initiation meeting) and 70% on approval of their final report by the technical lead.

ii. **Large projects** will need to provide a 12 months cash flow for the project in Excel to allow DT Global staff to propose a suitable milestone payment plan. This is to help the organisation receive payment sooner.

iii. **Full Economic Cost (FEC)/ overhead charges:** The daily staff costs should include full economic costs and overheads, i.e. a proportion of the fixed costs of the company, and other statutory staff costs such as pension etc; separate claims for overheads will not be accepted or processed. However, the fee rates must also be competitive and appropriate for the staff skills, and not higher than market values. Part of the criteria for assessing the proposals is whether staff rates offer value for money.

iv. For UK applicants, grant payments are understood to fall outside the scope of VAT, as this is deemed as income from non-business activities and you do not return anything for this funding, therefore, VAT should not be added to any invoices for grant payments.

If you expect to pay VAT during delivery of the research and you are unable to recover VAT payments from your tax authorities you must ensure that the cost of these VAT payments is included in your bid application.

r) **G7.** Attach the DDQ document here. Please use the correct document for consultant or all others. Note if you are applying as an individual consultant you will need to also include your passport photo and copy of your degree certificate.

s) **H1. Please tick the box to confirm that you have read/ seen the following T-TRIID 2023 documents before completing the proposal.** This is a checklist to ensure that the applicants have reviewed all important documents for the T-TRIID 2023 competition. You should be able to tick all options as these documents will be made available to all applicants.

t) **H2. Please tick the box to confirm that you have reviewed the terms in the template for the Grant Offer Letter and Funding Agreement (and that you understand and accept them).** This tick box is to ensure that you have read and accept the Terms and Conditions of the contract. This is to give the applicants a chance to review these, so they are aware of the conditions of the challenge.

u) **H3. Please tick the box to confirm that you will be attaching the completed and signed Due Diligence Questionnaire (DDQ) and supporting documentation with this proposal.** This tick box is a reminder that you must include your signed, completed due diligence questionnaire along with any required documents with the Grant Application form. Kindly note there are two versions of the document, one for Partner Organisations and one for Independent Consultants.

Answers to FAQs

1. **How do I deliver a quality Grant Application form?**

   Please attend the competition launch webinars:

   8 am GMT on 31st Jan 2023 click here for ticket

   12 noon GMT on 31st 2023 click here for ticket

   where you will receive guidance on completing the grant application form on the online portal. There will be an opportunity to ask questions at the end. If you are unable to attend the webinar, then refer to the recording which will be made available on 1st February 2023. Read the information in this Guidance and FAQs document (especially refer to the Criteria at the back of this document) before answering the questions in the Grant Application form in simple English.

2. **Could I use my own proposal template?**

   No. If you do not use the provided Proposal template, your proposal will be deemed as non-compliant and will not be evaluated.

3. **Is there any training available in using the Portal system?**

   Yes. The two webinars will include a quick guide to using the portal system. The recording will also capture this.

4. **Can I save and come back to the form on the Portal system later?**

   No, it needs to be completed in one go. Therefore, prepare your questions for the main proposal and get your attachments ready before starting the application form.

5. **Does the online form time out if I have to complete it in one go?**

   No, it should not time out. However, we recommend it may be useful to use the Word document provided here as a template to ensure that you have all the data that you need in one place.

   We have tested the online form and left it open for more than 2 hours and could still access it. However, this may differ according to your internet supply.

6. **Can I test the form first and prepare my answers?**

   It is recommended that you do test the application form to familiarise yourself. You can review the drop-down options etc. But DO NOT submit this test form. Just exit the form.

7. **When should I fill in my application form?**

Start completing your final answers after you have prepared the answers offline on Word for question 6 and you have all your attachments ready for uploading. You have to complete the form in one go. Make sure when you have completed all the answers you hit the 'Save and Submit' button at the bottom of the form. You should receive an acknowledgement email of receipt. You will also receive a PDF copy of your submission within two working days of your submission. Applications must be submitted by 17.00 hours BST on 20th March 2023. Late applications will not be considered.

8. When are the proposals due?

The deadlines for both small and large scale proposals are the same. Any applications received after the deadline will be deemed as out of scope. We have allowed more time for the applications in case of disruptions from internet disconnections etc.

- 17.00 hours BST on 20th March 2023.

9. Who do I contact if I have technical issues with the portal system?

Please email your enquiries to T-TRIIDPortalEnquiries@dt-global.com

10. Do we use the parent company or subsidiary company name in our proposal?

You can use either. Just make sure you use the right company name in Section B register office as this is what will be reflected in the contract should your project be successful.

11. Who should be the beneficiary country(ies) for the project?

The primary beneficiaries of the research are the low and medium income countries (LMICs) in Africa and South Asia. We need to know which LMIC(s) you will carry out your project. The following question also asks which LMIC(s) could benefit after the project is completed.

12. Which are the preferred beneficiary countries or LMICs?

LMIC(s) in Africa and South Asia:

Kenya, Zambia, Ghana, Tanzania, Zimbabwe, Sierra Leone, Nigeria, Somalia, Ethiopia in Africa and Vietnam, Laos, Nepal, Bangladesh, Pakistan and India. These are the LMICs applicable for this T-TRIID 2023 HVT competition.

13. Is my personal data protected under GDPR?

Please see the DT Global UK Privacy Policy and FCDO's Privacy Policy for further information.

14. Can my organisation submit more than one application?

No. We are limiting the competition to benefit as many SMEs as possible and hence decided to only allow one application per organisation. We are interested in funding the best ideas that offer the potential for high impact.

15. What is the expected fee rate per day for this call and are there any categories?

Proposed projects should clearly demonstrate that costs are both appropriate and commensurate to expected benefits. Evidence of value for money could include information demonstrating benchmarking of fee rates, leveraging economies of scale, the existence of co-funding, or how impact could be amplified (i.e. through collaboration with another transport-focused development programme).

Scoring criteria includes a value for money assessment. All proposals will be benchmarked on the number of days delivered (including by skill level) to ensure the project delivers value for money.

16. I am receiving co-funding, what information do you need about the co-funding for you to assess my proposal?

We need to see evidence that the work funded by the co-funding is not duplicated by the funding received from this project. Therefore, kindly clarify the work being conducted through the co-funding and how does this differ from the work being conducted from this project.

17. Are heavily discounted commercial daily rates, considered as a contribution in kind?

Yes, they are. In the text box for Question 6 please elaborate on the different rates so we can see the value of contributions in kind is given and the total contribution in kind offered. Your actual daily rates will be compared to the market rates to see that they offer value for money.

18. Do we submit just one costing or individual ones from all our partners and contacts?

You submit only one costing for the total amounts for the project.

19. Is there a separate space in the finance page for sub-contractors?

Yes, there is. There is also a space for material costs and other expenses.

You can provide more details on these expenses in the free text box beneath the costing table.

20. Do you have template for cash flow and other financial management of the grant?

We have not provided this deliberately to allow you to create a tailored cash flow table/ chart to suit your individual circumstances. However, your submission of all financial claims for the T-TRIID 2023 project must be claimed using the Statement of Grant Usage spreadsheet supplied to the successful applicants.

21. What are the terms and conditions of the proposal?

A copy of the Grant Offer Letter and Funding Agreement from HVT (the Programme under which your proposal will be funded) is provided along with this Guidance and FAQ document. Study these before you complete the Grant Application form.

22. What is a pen portrait?

A pen portrait is a short biography or summary of the person's qualifications and experience/ expertise and should be no more than 200 or 250 words. There are many guides to writing a pen portrait on the internet.

23. Is there a limit on the number of partners we can have?

There is a limit of three partners in a consortium (our experience shows too many partners can sometimes slow down progress on the project). Therefore, you can still co-operate with others but it is recommended that partnerships are limited. You can of course have additional relationships with other contacts. This should not inhibit you from carrying on with your project, you can list the additional contacts as service providers or sub-contractors.

24. How do you define partners? Co-investors? Or government agencies?

Partners are defined by the role they play in project; they usually make contributions to the strategic side of the project. They can be a co-investor or government agency or an individual.

25. What accompanying documents are required to be submitted with the DDQ?

Individual consultant: a) Please provide a scanned copy of the photo passport page (of a valid passport).

b) Please provide scanned copies of the degree or higher qualifications for the individual consultant.

26. What is the process for assessing the proposals?

There is a transparent process for the assessment of the proposals.

A two stage Evaluations Process will be applied.

- Step 1: All applications will be subjected to the Triage Process using the Public Project Summary and Question on Approach and Innovations. Only those applications that adequately address the innovation/approach question and achieve over 50%, will qualify for a full review. Those applications scoring less than 50% on this question will **not** proceed further.

- Step 2: Those applications that qualify at Triage process will undergo full reviews of the six main questions by two to three independent reviewers. Please note that each of the six questions have different weighting factors according to their importance. E.g.Q2 Approach and Innovations has a weighting factor of three and the information provided should reflect this importance, graphs, data and figures can be provided to support the information provided in this section.

It is recommended that you review the scoring system covered in the application form and use the Guidance and FAQs document to complete the form effectively. The criteria document contained in this Guidance and FAQs will advise how reviewers will be scoring your applications.

27. What criteria will they use to evaluate the applications?

The reviewers will use the criteria document that has been included in the FAQs at the back. The final decision on funding of projects rests with FCDO.

Whilst the scores are important, decisions will not be made simply on the scores. It is possible to receive two proposals with high scores and are proposing similar technologies. To avoid funding of similar research, the T-TRIID Evaluation team will be using a portfolio approach in making funding decisions to enable diverse technologies to be funded and avoid duplication of funding. Also, the FCDO wishes to see a geographic spread in the implementation of these projects. The FCDO supports numerous LMICs and in particular would like the projects to support development in the following countries from South Asia and Sub Saharan Africa:

Kenya, Zambia, Ghana, Tanzania, Zimbabwe, Sierra Leone, Nigeria, Somalia, Ethiopia in Africa and Vietnam, Laos, Nepal, Bangladesh, Pakistan and India.

28. Are the Reviewers practitioners or academics?

The Reviewers are both academic and practitioners. They have a wealth of expertise between them and are renowned in their fields. We have deliberately selected experts from different backgrounds to give us different perspectives, to ensure we don't miss any opportunities.

29. Will organisations be looked on more favourably than individual consultants?

No, there is no preference. Project selection and funding decisions will be based on the quality of the proposals submitted.

30. What feedback will be given on the outcome of the proposals?

You will be provided with an overall score and high-level feedback from the assessors. Due to the rapid response required on this challenge, unfortunately we will not be able to provide more detailed feedback.

31. Once I am notified that I have been successful with my proposal, can I publicise this?

No. Initially we will wait until FCDO gives permission to publicise the grant funding. FCDO may be prescriptive on how the grant recipients should publicise their success to make it fair and transparent for all. Please email the HVT.Procurement@dt-global.com

32. What are the Key Milestones and deadlines for this challenge?

Activities	Dates
Competition Launch date	23 Jan 2023
Webinars to launch competition (two sessions: 8am, noon – GMT)	31 Jan 2023
Competition Deadline	20 Mar 2023
Inform grant recipients of outcome for their application	28 Apr 2023
Initiation meetings	1-10 May 2023
Start Project	8 May 2023
Small Projects Reporting Deadline	8 Jan 2024

33. If I am successful as an applicant, what can I do to ensure payment of the Grant?

Conducting the research as indicated in the Grant Application form and producing a quality final report/ output on the research (which must receive approval from the HVT) and planned dissemination as per the application form. This must be supported by a satisfactory Statement of Grant Usage Form and/ or proof of payment for claimed eligible expenditures.

34. Do I need to keep receipts of my expenses?

Yes, you will need to submit relevant receipts/ invoice copies for expenses as evidence of project costs.

It is recommended you scan your invoices/ receipts each month as waiting for six months may mean the information can fade and become illegible.

Grant Recipients will be required to explain costs incurred including staff time and supply receipts as outlined above. Grant recipients will be expected to use standard charges where there are also options for premium services such as Business Class travel.

Whilst there is no requirement to submit timesheets, the applicant will need to keep proper records such as wage records, and timesheets in case of audit of the project finances. HVT and/or FCDO reserve the right to conduct audits on any project funded under the T-TRIID 2023 at any time.

35. What documents do I need to submit to claim my Grant?

- Complete the Grant Application form on the portal **here**. Make sure you answer all the questions and only submit it once all sections are completed. All the proposal information MUST be included in the application completed on the portal. The question on Approach and Innovation (G.Q2) and Project Management and Team (allows applicants to submit. Additional proposal attachments will be ignored.
- Due Diligence Questionnaire in Word format including supporting information as stated in the form.

36. When should the project start?

The project can start immediately after the Grant recipients have received confirmation, they can start the project during the initiation meetings and have received their Grant Offer Letter and Funding Agreement. The meetings will take place between 1st May and 10th May 2023.

37. When does the project work have to be completed by?

As we are keen to have the projects deliver the outputs but also conduct some dissemination activities to create impact. We are therefore increasing the timescale than the previous T-TRIID 2018 and C19RRTRF projects. Therefore, we are prescribing the following timescales for the projects:

- **Small projects** – should be completed within 6 months**;**
- **Larger research projects** – should be completed within 12 months.

38. Do the partner organisations of grant recipients need to have contracts with DT Global UK? Do the grant recipients need to have contracts with their partners?

The contract with DT Global will only be with the grant recipient (who will be the lead organisation/ individual). As in any business, it is recommended you have your own contracts with any partners and sub-contractors to ensure delivery is not impacted. However, it is recommended that you do this only once you have been notified that your proposal has been successful in receiving funding from T-TRIID 2023.

39. Does the project have to take place in a LMIC?

This is not mandatory, but preferable, the work should be applicable or be scalable to at least one or more LMICs on the FCDO preferred beneficiary list (see point 10).

40. Can I partner with an organisation in a LMIC?

Yes, entries from partnerships are welcomed and encouraged. This would be a single application and the partners would have to decide which organisation would be the lead applicant. The criteria for Question 5 of the proposal guides assessors to award a higher score to applicants with LMIC partners, where projects can scale up to LMIC(s) and where there is clear evidence and a plan to transfer knowledge to LMIC partners.

41. What if I have an unforeseen obstacle that may impact delivery deadlines?

Please alert us of any changes that are likely to affect the deadlines. Your best contacts for notifying are your technical lead and the Project Manager, Sviti Pabari on Sviti.Pabari@dt-global.com. We may be able to help you and suggest a more suitable solution. Do not wait for the monthly progress report to inform us of any significant challenges that are likely to affect delivery.

42. Once the project is being implemented, what if my budget allocation by categories changes by more than 10% but overall stays the same?

You cannot ask for more funding that the grant offer letter (your contract). If you discover that there will be changes in budget for any category such as Travel costs by more than 10%, you need to get written approval from HVT for the proposed changes.

43. I am working in Nepal and my local currency is in Nepalese Rupees. How do I calculate my expenses in GBP? Is there a recommended currency converter to use?

All finance claims are made in GBP even if the original transaction takes place in a foreign currency. Our Statement of Grant Usage Form (SoGU) allows you to enter the amount in a foreign currency and show the converted value in GBP. Guidance is provided in how to convert costs and expenses in foreign currency to GBP using the Oanda Currency Converter.

44. I am working in Nepal and my local currency is in Nepalese Rupees. What about currency fluctuations?

All finance claims are made in GBP and at the agreed costs in GBP. Unfortunately, we cannot pay grant according to these currency fluctuations.

45. Is the T-TRIID 2023 a one-off?

Yes. At present this is planned as a one-off funded competition, however HVT may have other competitions for which you could also apply. Register here with HVT to get alerts on any other competitions funded by the programme.

46. What is the position on Intellectual Property Rights (IPR)? How do I deliver a quality report to DT Global UK for publishing and protect the IPR on my research?

Please refer to clauses regarding IPR in the Funding Agreement.

Any project specific IPRs created under this project shall be owned by the Grant Recipient.

The Funding Agreement will also require you to grant a licence to the Foreign, Commonwealth and Development Office (FCDO) in relation to the future IPR in works funded in whole or in part by the Grant. The licence will be non-exclusive and granted without provision for the payment of royalties for the full period protected by IPR in the works. This will allow FCDO to copy, issue or adapt any such works if necessary, for the benefit of LMICs.

You can produce a confidential version of the report for circulation to the funder only but also a public version for general circulation.

47. How can I widen the reach with my project output and make an even bigger impact?

HVT's Research Uptake Strategy will provide guidance on how to improve uptake of your research to make a bigger impact.

Below is a list of other ideas:

- Publishing in peer reviewed journals (timing is important for impact);
- Create YouTube videos for sharing on the HVT YouTube channels;
- Present at Webinars;
- Conference presentation;
- Infographics, Poster/ Charts/Flow Diagrams of systems/processes (to make it easy to print and pin on bulletin boards and circulate);
- Post on Social Media;
- Strategic engagement with counterpart Governments, policy makers and other key stakeholders involved in the delivery of the proposed project.

If you are planning to widen the reach for your project output, please note the communications team for HVT can support your activities with a blog or other social media activities. Please reach out to Sviti Pabari on sviti.pabari@dt-global.com to connect you with the communications team to do this.

48. My next steps for the project are going to take 3 years to deliver. Is that too late?

Projects with potential to scale up are encouraged however, the timeline and potential for scaling up needs to be clearly stated.

49. What is the timing for scaling up or next steps after the funded project?

Projects with unrealistic or excessive timelines to deliver impact are likely to score low in the evaluation. Published work should have a target time of no more than three (3) months after the project delivery. Bidders are encouraged to demonstrate potential to publish in peer reviewed, open-source journals. For the larger projects, grant recipients will be expected to develop plans and relationships for next steps during their project delivery.

50. What is the policy for using logos in the project implementation?

All project outputs must acknowledge the source of funding by displaying both the HVT and UKAid logos. These will be provided to you once the project commences.

51. Is there any opportunity for cross-working with other projects?

We want the projects to succeed and one of the things we are investigating is opportunities for cohort/ networking events for the grant recipients. We want to encourage collaborations in this or next stages of the projects to create greater impact. If you have given permission for introduction with other applicants to benefit from synergies, we may contact you to make introductions.

52. Can you provide guidance on evaluation approaches to understand the effectiveness and impact made by the project?

It is very important that your project is not shelved. Hence Question 5 is to help you think about the next steps after this project. It is recommended that you apply the SMART (Specific, Measurable, Actionable, Relevant, Timebound) approach to measuring effectiveness when planning the next step. We have provided you with guidance on different dissemination outputs and recommend you consider extending your plan to include some of these activities as they may help you achieve greater impact.

53. Do we have to report progress?

On a monthly basis, the grant recipients will be expected to have a meeting with their technical lead to discuss progress and produce a progress report on the template provided.

54. What is DT Global UK's expectations on the deliverables?

The final deliverable report/output upon completion of the project should be between 20-40 pages. The pages limitations above refer to the main body of the report and you can add include additional annexes or appendices as necessary as these have no page limitations. It will be high quality, comprehensive and succinct. It should clearly set out:

- The issue or challenge it addresses;
- The solution proposed;
- The work undertaken and how this advances the solution;
- The project findings (include any evidence collected);
- Next steps to deploy the solution, if proven.

Please find below suggested sections in the Final Report:

- Executive summary, including project outcome;
- Aims/ Objectives of the project;
- Research Activities undertaken;
- Results;
- Outcome/ Next Steps;
- Conclusions.

Grant Recipients should ensure that reports are written and presented to a professional standard and are suitable for non-specialists, with all acronyms and unavoidable technical language clearly explained. The Grant Recipient must ensure that the report is comprehensive covering all areas outlined in the Grant Application form.

The final report will be reviewed and approved by HVT. This means that when you deliver the final draft version of the report, it will be reviewed by independent experts. The reviewer(s) may request the Grant Recipient to make some adjustments to the report to make it clearer or more suitable for the audience.

Grant recipients will be provided with a Report Template (for those projects that will be providing a final report as an output). If you want to submit a confidential report (for FCDO and HVT), you will also need to produce a public version of the report.

Grant recipients will also be provided with a Project Summary Template to complete once the project is completed. This is to allow HVT to disseminate these to widen awareness of the project outcomes.

Guidance on how Assessors will score each question in the proposal (Assessment Criteria)

1. **Project purpose and links to a theme of the T-TRIID 2023 open call** (out of 10, weighting factor 20)

What is the challenge being addressed by the proposed project? (3 points)

What is the relevance to the HVT Programme themes and is there evidence of the unmet need that this research/ project seeks to address? (4)

Is the link between the project outputs and addressing the transport challenge clearly described? (3)

2. **Approach and Innovation** (out of 10, weighting factor 30)

Are the project design and the methodological approach chosen, likely to address the research or knowledge gap that has been identified? (2)
Is the approach outlined sufficiently clear to deliver it? (3)
How innovative is this approach? Has issues of IP and the freedom to operate been addressed (2)
Is sufficient information provided to support the rationale? (1)
Has additional data, tables, figures and diagrams included and how relevant is it? (2)

3. **Project Management and Team** (out of 10, weighting factor 10)

Are the project activities appropriate and clearly following a logical sequence? (2)
Is there a Gantt chart or a good outline of the project in terms of work packages? (1)
Is the project timeframe reasonable? (1)
Are the relevant skills and expertise of the team adequate to successfully deliver the tasks identified within the timeframe? (2)
Is the workplan and resource allocation realistic and achievable? (2)
Is there a risk management and risk mitigation plan? Have the main risks been considered and mitigation plan reasonable? (2)

4. **Potential Research Uptake and Impact** (out of 10, weighting factor 20)

What are the anticipated project outcomes and impact and are they in line with the needs of the intended beneficiaries? (3)
Will the knowledge generated by the project lead to useful insight and is there potential to scale up or scale out the project? (2)
Is the research uptake plan described specific, measurable, achievable, realistic and time-related (SMART) and lead to the desired results and impact? (3)
Are the planned dissemination activities appropriate? (2)

5. **LMIC Participation and Co-funding** (out of 10, weighting factor 10)

Is the main applicant, consortium member or collaborator based in a preferred LMIC country from the preferred list? Are they or their partners located in a LMIC in South Asia or Africa? (3)
To what extent are the beneficiaries in a LMIC country involved in undertaking or supporting the proposed research? (2)
Is there a plan for knowledge transfer to the Global South -applicability and/or scalability? (3)
Is there a co-funding arrangement or contribution from other projects? (2)

6. **Project Finances/ Value for money** (out of 10, weighting factor 10)

Is the project budget proportionate to the planned activities to realise the potential benefits? (3)
Will the funding of this project represent good value for money? (4)
Is there a benefit in kind? (3)