

Digital proposal submission platform (DPS)

Version 1.0

For any queries please contact:

- GCF DPS Helpdesk: dps@gcfund.org
- GCF ICT Service Desk (for technical issues and user access support): servicedesk@gcfund.org



Table of Contents

1	Introduction.....	3
1.1...	<i>DPS Overview</i>	3
2	Getting started	4
2.1 ..	<i>Setup considerations</i>	4
2.2 ..	<i>Accessing the system</i>	4
3	Concept Note.....	5
3.1...	<i>Concept Note List</i>	5
3.2 ..	<i>Concept Note Submission</i>	6
4	Funding Proposal	11
4.1 ..	<i>Funding Proposal List</i>	11
4.2 ..	<i>Funding Proposal Submission</i>	12

1 Introduction

This user manual provides the information necessary for Accredited Entities (AEs), National Designated Authorities (NDAs) and Focal Points to effectively use the Digital Proposal Submission System (DPS).

The DPS system seeks to replace email submissions with an online platform, to streamline the process of submission and tracking of projects in the pipeline. DPS will be the official submission system for both Simplified Approval Process projects (SAP) and the Standard Proposal Approval Projects (PAP). The DPS system is replacing the Simplified Approval Process Online Submission System (SAP OSS). The system is connected to the AEs and NDAs/Focal Points' portals, where all the information and documents related to the proposals can be accessed.

The DPS system provides improved user experience, communication, and connection between the NDAs/Focal Points, AEs and GCF.

DPS is lightweight and designed to perform well in slow and inconsistent internet connection conditions (resumes an upload without having to restart it from the beginning in the case of internet interruption).

1.1 DPS Overview

The purpose of this online system is for AEs and NDAs/Focal Points to submit Concept Notes (CNs) and Funding Proposals (FPs) using a new online web-based system. AEs and NDAs/Focal Points will access the DPS via their portal, under the tag DPS.

In the DPS system:

- The AEs can create and upload their CN and FP as well as view the previous CN and FP submissions.
- The AEs can advance a CN originally created by an NDA into an FP. This requires the AE to be assigned by the NDA.
- The NDAs/Focal Points can create and upload their CNs as well as view the previous CN submissions.

Allowed Actions	AE	NDA/Focal Point
Submit CN	✓	✓
Submit FP	✓	
Advance CN to FP	✓	

2 Getting started

The AEs and NDAs/Focal Points can access the DPS system through their GCF Apps Portal.

2.1 Setup considerations

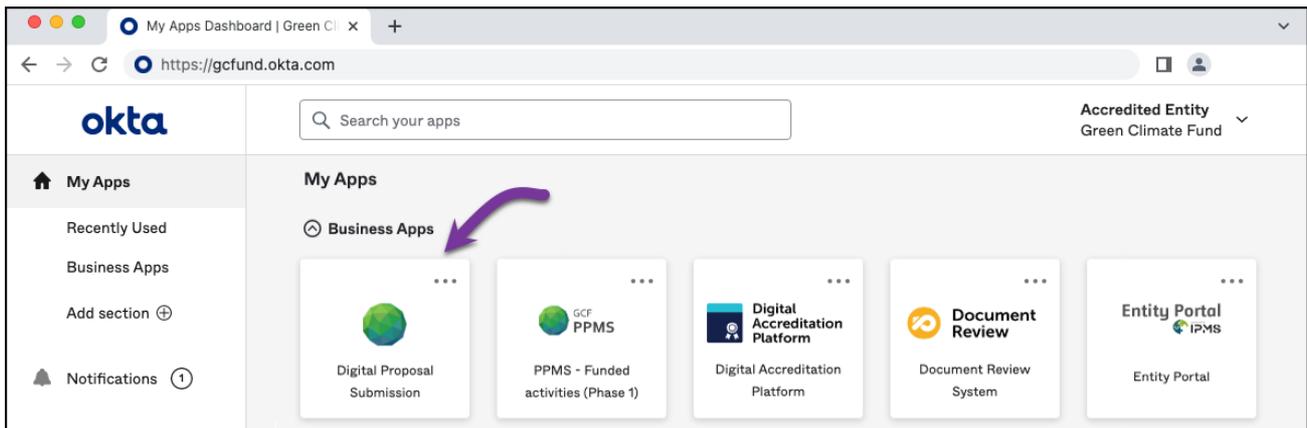
To access the system, an internet connection is required. If the internet connection is not stable, work can be done on the form, however, to submit the form a stable internet connection is needed.

It is recommended to use Mozilla Firefox, Google Chrome, or Microsoft Edge. Microsoft Internet Explorer 11 can also support the system, the GCF Secretariat recommends using one of the browsers previously mentioned.

2.2 Accessing the system

The AEs and NDAs/Focal Points can access the system using their existing username and password provided by GCF (e.g., ENTITY_NAME@entity.gcfund.org) to log into the GCF Apps Portal.

1. Access the GCF Apps Portal at <https://www.greenclimate.fund/> 
2. Log in to GCF Apps Portal 
3. Select the "Digital Proposal Submission" application.



Please contact the GCF ICT service desk (servicedesk@gcfund.org) for any technical difficulties in accessing the portal or if have forgotten your password or username.

3 Concept Note

Before starting the submission of a Concept Note or Funding Proposal, please read and consider the following points regarding the system.

- **Ensure that you have the completed Word template(s) and all required annexes.**
- The mandatory fields need to be completed to move to the next step.
- The proposal cannot be submitted until all the mandatory fields and annexes are completed.

3.1 Concept Note List

1. Click on the Concept Note window.
2. View the list of submitted Concept Notes.
3. Supported scenarios/actions:
 - a. **New Submission:** from the top panel, click the "New PAP CN" or "New SAP CN" depending on the type of project you wish to submit;
 - b. **Resubmission:** For any previously submitted project, use the "Actions" button, and select "Re-submit";
 - c. **Advance to Funding Proposal:** For any previously submitted Concept Note, use the "Actions" button to select the option "Advance to FP".

Digital Proposal Submission (DPS) Home **Concept Notes** Funding Proposals AE Group Log Out

CONCEPT NOTES (CN)

Search by Project Title Add Filter

+ New PAP CN + New SAP CN

Displaying 1 of 1 results.

ID	Date	Modality	Status	Countries	Sector	Accredited Entities	Title	Version	GCF Funding	Actions
	Apr 5, 2020	SAP	CN answered...	Peru	Public		Strengthening the prevention...	1	\$10,000,000	Actions



Please note that this system only manages your project pipeline with the GCF (it doesn't include approved projects).



Hover over different column fields to see full description in Tooltip

Title	Version
Building the Resilience of Wetland...	Strengthening the prevention and attention of forest fires intensified by climate change in Peru

3.2 Concept Note Submission

To submit a Concept Note (CN), the following eight steps need to be fulfilled:

Step 1: Intro: This page provides a brief introduction to the selected submission approach.

The screenshot shows the 'PAP CONCEPT NOTE' submission interface. At the top, a progress bar indicates eight steps: Step 1 (Intro, highlighted in blue), Step 2 (Disclaimer), Step 3 (General), Step 4 (Financing), Step 5 (Result Area(s)), Step 6 (Uploads), Step 7 (Submission), and Step 8 (Preview). Below the progress bar, a list of bullet points provides information about confidentiality and submission requirements. At the bottom, there are 'Back' and 'Next' buttons, and a 'Cancel' button.

PAP CONCEPT NOTE

Step 1 Intro Step 2 Disclaimer Step 3 General Step 4 Financing Step 5 Result Area(s) Step 6 Uploads Step 7 Submission Step 8 Preview

- As per the Information Disclosure Policy, the concept note, and additional documents provided to the Secretariat can be disclosed unless marked by the Accredited Entity(ies) (or NDAs) as confidential.
- The relevant National Designated Authority(ies) will be informed by the Secretariat of the concept note upon receipt.
- NDA can also submit the concept note directly with or without an identified accredited entity at this stage. In this case, they can leave blank the section related to the accredited entity. The Secretariat will inform the Accredited Entity(ies) nominated by the NDA, if any.
- Accredited Entities and/or NDAs are encouraged to submit a Concept Note before making a request for project preparation support from the Project Preparation Facility (PPF).
- Further information on GCF Concept Note preparation can be found on [here](#).

← Back Next → Cancel



Further information on GCF Concept note preparation can be found here:

PAP: <https://www.greenclimate.fund/document/concept-note-template>

SAP: <https://www.greenclimate.fund/document/simplified-approval-process-concept-note>

Step 2: Disclaimer: Please read the disclaimer and check the box to agree with the terms and conditions before continuing.

The screenshot shows the 'DISCLAIMER ON CONFIDENTIALITY AND INFORMATION DISCLOSURE' page. The progress bar at the top highlights Step 2 (Disclaimer) in blue. The main content area contains two paragraphs of text explaining the confidentiality and disclosure policies. Below the text, there is a checkbox for agreement, which is checked. At the bottom, there are 'Back' and 'Next' buttons, and a 'Cancel' button.

Step 1 Intro Step 2 Disclaimer Step 3 General Step 4 Financing Step 5 Result Area(s) Step 6 Uploads Step 7 Submission Step 8 Preview

DISCLAIMER ON CONFIDENTIALITY AND INFORMATION DISCLOSURE

The accredited entity and/or National Designated Authority/Focal point confirm that the project summary of the concept note, whether it is deemed to include confidential or non-confidential information, can be disclosed to the NDA/AE through email notification and the NDA/AE portals. The project summary information includes project title, name of the AE, target countries, theme, latest stage, project size, duration of the project/programme, start and end date of the project and programme, NOL status and financing information.

The accredited entity and/or National Designated Authority/Focal point also confirm that the GCF will automatically send notification emails to all targeted countries upon the receipt of the concept note. If you have not engaged with the NDAs or the AEs yet, it is highly recommended to engage and share the project information with the NDAs/AEs before the submission.

Please read the statement above and check the following if you agree.

I confirm that I have read the disclaimer above and agree to all terms and conditions.

Under the GCF Information Disclosure Policy [here](#), project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

← Back Next → Cancel



The relevant National Designated Authority(ies) will be automatically informed by the Secretariat of the concept note upon receipt of the CN. In addition, under the [GCF Information Disclosure Policy](#), project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

Step 3: General: You need to fill in general details on the project, such as the title, countries, ESS category, etc. All fields are mandatory.

Step 1 Intro | **Step 2** Disclaimer | **Step 3** General | Step 4 Financing | Step 5 Result Area(s) | Step 6 Uploads | Step 7 Submission | Step 8 Preview

Project Title: This field is required

Entity: This field is required

Country: This field is required

ESS: This field is required | Sector: This field is required | Project or Programme: This field is required

Implementation (months): This field is required | Lifespan (months): This field is required | RFP:

Title: Ideally the should reference the country where the project/ programme will be implemented and be less than 100 characters, approximately 10-15 words.

Implementation: Indicate the number of months the project/ programme is expected to be implemented.

Lifespan: Indicate the maximum number of months over which the outcomes of the investment are expected to be effective, i.e. to lead to adaptation and/or mitigation results.

RFP: If the funding proposal is being submitted in response to a specific GCF Request for Proposals [RFP](#), indicate which RFP it is targeted for.

[← Back](#) | [Next →](#) | [Cancel](#)

Step 4: Financing: High-level finance information about your project for both GCF Financing and Co-financing. Co-financing information is optional.

Step 1 Intro | **Step 2** Disclaimer | **Step 3** General | **Step 4** Financing | Step 5 Result Area(s) | Step 6 Uploads | Step 7 Submission | Step 8 Preview

Requested GCF Funding

Currency: This field is required

Financial Instrument	GCF Amount	Currency
<input type="text"/>	0	<input type="text"/>

Select 'Financial Instrument' and 'Currency' fields

[+ Add Another](#)

Currency	Total GCF
-	0

Total must be more than 0

Co-financing information

Financial Instrument	Co-financing amount	Currency	Co-financing Institution Name	Institution Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Another](#)

GCF and Co-financing Amounts: Please enter the amounts in absolute terms including the decimals. For example, \$1.2 million should be entered as 1,200,000, not 1.2

[← Back](#) | [Next →](#) | [Cancel](#)

Step 5: Result Areas: Please enter values for the applicable indicators.

Step 1
Intro

Step 2
Disclaimer

Step 3
General

Step 4
Financing

Step 5
Result Area(s)

Step 6
Uploads

Step 7
Submission

Step 8
Preview

Estimated Impact

Mitigation		Adaptation	
	Estimated Lifetime Mitigation Impact (tCO2eq)		Direct Beneficiaries
			% of Direct Beneficiaries vis-à-vis total population
			Indirect Beneficiaries

GCF Contribution

%	Mitigation Areas - Reduced emission	%	Adaptation Areas - Increased resilience
0.00%	Energy access and power generation	0.00%	Most vulnerable people and communities, including women and girls
0.00%	Low emission transport	0.00%	Health and well-being, and food and water security
0.00%	Buildings, cities and industries and appliances	0.00%	Infrastructure and built environment
0.00%	Forestry and land use	0.00%	Ecosystem and ecosystem services
0.00 %	Total Mitigation %	0.00 %	Total Adaptation %
Total: 0.00%			

The total value is not 100%

Result Area(s): Check the applicable GCF result area(s) that the overall proposed project/ programme targets below. For each checked result area(s), indicate the estimated percentage of GCF and Co-financers' contribution devoted to it. The total of the percentages when summed should be 100% for GCF and Co-financers' contribution respectively.

Co-financer's contribution: It means the financial resources required, whether Public Finance or Private Finance, in addition to the GCF contribution (i.e. GCF financial resources requested by the Accredited Entity) to implement the project or programme described in the funding proposal. Refer to the [Policy of Co-financing](#) of the GCF.

Estimated Lifetime Mitigation Impact (tCO2eq): (Core indicator 1: GHG emissions reduced, avoided or removed / sequestered) - Indicate greenhouse gas (GHG) emission reductions or removals in tCO2eq over total lifespan of the project/programme.

GREENCLIMATE.FUND

Step 6: Uploads (Annexes): Please upload all the files/annexes (e.g., docx, xlsx, PDF, JPG, ...) for your project. The annexes list will vary depending on the project type being submitted. Please upload any optional documents and references as deemed necessary to supplement the information provided in the concept note.

PAP CONCEPT NOTE

PROJECT TITLE

Step 1 Intro

Step 2 Disclaimer

Step 3 General

Step 4 Financing

Step 5 Result Area(s)

Step 6 Uploads

Step 7 Submission

Step 8 Preview

Concept Note Word Template

File Name(s): _____ Size: _____ 0Mb

Drop files to attach, or browse

This field is required

Other annexes to be submitted when applicable / requested

- Map indicating the location of the project/programme
- Diagram of the theory of change
- Economic and financial model with key assumptions and potential stressed scenarios
- Pre-feasibility study
- Evaluation report of previous project
- Results of environmental and social risk screening
- Others

← Back Next → ⌛ Cancel

Maximum file upload size limit:
100 MB

PAP CN & FP resources:
[Templates](#)

SAP CN & FP resources:
[Templates](#)

Step 7: Submission: Please enter your contact details, including your name, title, and email address to receive confirmation of your submission. Please note that any additional contacts you add to this list will also receive a copy of the confirmation.

The screenshot shows a multi-step process from Step 1 (Intro) to Step 8 (Preview). Step 7, 'Submission', is the active step. Below the progress bar, there are two main sections:

- Confidentiality:** A section with a red asterisk. It contains a paragraph of text and two radio buttons: 'Confidential' (unselected) and 'Not confidential' (selected).
- Project Focal Points:** A section with a heading and a paragraph of text. Below it is a table with five columns: 'Salutation', 'First Name', 'Last Name', 'Title', and 'Email'. The table is currently empty. There is a '+ Add Another' button below the table and a small 'x' icon in the bottom right corner of the table area. A red error message 'Salutation is empty' is visible at the bottom left.



Concept notes (or sections of) not marked as confidential may be published in accordance with the Information Disclosure Policy ([Decision B.12/35](#)) and the Review of the Initial Proposal Approval Process ([Decision B.17/18](#)).

Step 8: Preview: Please review your submission. You have the option to print out the submission as well. Press "Submit" to submit your Concept Note. **At the end of the submission process, you should receive a confirmation message to the email addresses you specified in the previous step.**

The screenshot shows the 'Submission' preview screen. It features a dark green header with the word 'Submission'. Below the header, there are several buttons: 'Print' (with a printer icon), 'Submit' (with a paper plane icon), 'Back' (with a left arrow), 'Next' (with a right arrow), and 'Cancel' (with a circle and X icon). Two purple arrows point to the 'Print' and 'Submit' buttons, highlighting them.



Once the Concept Note is submitted, the version is set to Version 1. In case of a resubmission, the version will be incremented (i.e., Version 2,3,4, etc.).

4 Funding Proposal

Before starting the submission of a Concept Note or Funding Proposal, please read and consider the following points regarding the system.

- **Ensure that you have the completed Word template(s) and all required annexes.**
- The mandatory fields need to be completed to move to the next step.
- The proposal cannot be submitted until all the mandatory fields and annexes are completed.

4.1 Funding Proposal List

4. Click on the Funding Proposals window.
5. View the list of submitted Funding Proposals.
6. Supported scenarios/actions:
 - a. **New Submission:** from the top panel, click the "New PAP FP" or "New SAP FP" depending on the type of project you wish to submit;
 - b. **Resubmission:** For any previously submitted project, use the "Actions" button, and select "Re-submit".

Digital Proposal Submission (DPS) Home Concept Notes **Funding Proposals** Entity | AE Group Log Out

FUNDING PROPOSALS (FP)

Search by Project Title Add Filter

+ New PAP FP + New SAP FP

Displaying 1 of 1 results.

ID	Date	Modality	Status	Countries	Sector	Accredited Entities	Title	Version	GCF Funding	Actions
	Jul 1, 2020	PAP	Sent to iTAP r...	Peru	Public			6	\$8,857,000	Actions



Please note that this system only manages your project pipeline with the GCF (it doesn't include approved projects).



Hover over different column fields to see full description in Tooltip

Title
Building the Resilience of Wetland...

Strengthening the prevention and attention of forest fires intensified by climate change in Peru

4.2 Funding Proposal Submission

To submit a Funding Proposal (FP), the following eight steps of the FP need to be fulfilled:

Step 1: Intro: This page provides a brief introduction to the selected submission approach.

PAP FUNDING PROPOSAL

Step 1
Intro

Step 2
Disclaimer

Step 3
General

Step 4
Financing

Step 5
Result Area(s)

Step 6
Uploads

Step 7
Submission

Step 8
Preview

Note to Accredited Entities on the use of the funding proposal template

- Accredited Entities should provide summary information in the proposal with cross-reference to annexes such as feasibility studies, gender action plan, term sheet, etc.
- Accredited Entities should ensure that annexes provided are consistent with the details provided in the funding proposal. Updates to the funding proposal and/or annexes must be reflected in all relevant documents.
- Under the GCF Information Disclosure Policy, project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP. Accredited Entities are asked to fill out information on disclosure in section G.4.
- Further information on GCF Funding Proposal preparation can be found on [here](#).

← Back

Next →

⊗ Cancel



Further information on GCF Funding Proposal preparation can be found here:

PAP: <https://www.greenclimate.fund/document/funding-proposal-template>

SAP: <https://www.greenclimate.fund/document/simplified-approval-process-funding-proposal>

Step 2: Disclaimer: Please read the disclaimer and check the box to agree with the terms and conditions before continuing.

Step 1
Intro

Step 2
Disclaimer

Step 3
General

Step 4
Financing

Step 5
Result Area(s)

Step 6
Uploads

Step 7
Submission

Step 8
Preview

DISCLAIMER ON CONFIDENTIALITY AND INFORMATION DISCLOSURE

The accredited entity and/or National Designated Authority/Focal point confirm that the project summary of the concept note, whether it is deemed to include confidential or non-confidential information, can be disclosed to the NDA/AE through email notification and the NDA/AE portals. The project summary information includes project title, name of the AE, target countries, theme, latest stage, project size, duration of the project/programme, start and end date of the project and programme, NOL status and financing information.

The accredited entity and/or National Designated Authority/Focal point also confirm that the GCF will automatically send notification emails to all targeted countries upon the receipt of the concept note. If you have not engaged with the NDAs or the AEs yet, it is highly recommended to engage and share the project information with the NDAs/AEs before the submission.

Please read the statement above and check the following if you agree.

I confirm that I have read the disclaimer above and agree to all terms and conditions.

Under the GCF Information Disclosure Policy [↗](#), project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

← Back

Next →

⊗ Cancel



The relevant National Designated Authority(ies) will be automatically informed by the Secretariat of the concept note upon receipt of the CN. In addition, under the [GCF Information Disclosure Policy](#), project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

Step 3: General: You need to fill in general details on the project, such as the title, countries, ESS category, etc. All fields are mandatory.

The screenshot shows a multi-step process with 8 steps: Step 1 (Intro), Step 2 (Disclaimer), Step 3 (General), Step 4 (Financing), Step 5 (Result Area(s)), Step 6 (Uploads), Step 7 (Submission), and Step 8 (Preview). Step 3 is currently active.

Project Title: This field is required

Entity: This field is required

Country: This field is required

ESS: This field is required

Sector: This field is required

Project or Programme: This field is required

Implementation (months): This field is required

Lifespan (months): This field is required

RFP: Not Applicable

Instructions:

- Title:** Ideally the should reference the country where the project/ programme will be implemented and be less than 100 characters, approximately 10-15 words.
- Implementation:** Indicate the number of months the project/ programme is expected to be implemented.
- Lifespan:** Indicate the maximum number of months over which the outcomes of the investment are expected to be effective, i.e. to lead to adaptation and/or mitigation results.
- RFP:** If the funding proposal is being submitted in response to a specific GCF Request for Proposals [RFP](#), indicate which RFP it is targeted for.

Navigation: [← Back](#) [Next →](#) [⊗ Cancel](#)

Step 4: Financing: High-level finance information about your project for both GCF Financing and Co-financing. Co-financing information is optional.

Requested GCF Funding

Currency

This field is required

Financial Instrument	GCF Amount	Currency
	0	

Select 'Financial Instrument' and 'Currency' fields

+ Add Another

Currency: - Total GCF: 0

Total must be more than 0

Co-financing information

Financial Instrument	Co-financing amount	Currency	Co-financing Institution Name	Institution Type
+ Add Another				

GCF and Co-financing Amounts: Please enter the amounts in absolute terms including the decimals. For example, \$1.2 million should be entered as 1,200,000, not 1.2

Step 5: Result Areas: Please enter values for the applicable indicators. Please note that co-financing contribution to result areas is mandatory for Funding Proposals that include co-financing component.

Estimated Impact

Mitigation	
	Estimated Lifetime Mitigation Impact (tCO2eq)

Adaptation	
	Direct Beneficiaries
	% of Direct Beneficiaries vis-à-vis total population
	Indirect Beneficiaries

GCF Contribution

Mitigation Areas - Reduced emission	
0.00%	Energy access and power generation
0.00%	Low emission transport
0.00%	Buildings, cities and industries and appliances
0.00%	Forestry and land use
0.00 %	Total Mitigation %

Adaptation Areas - Increased resilience	
0.00%	Most vulnerable people and communities, including women and girls
0.00%	Health and well-being, and food and water security
0.00%	Infrastructure and built environment
0.00%	Ecosystem and ecosystem services
0.00 %	Total Adaptation %

Total: 0.00%

The total value is not 100%

Result Area(s): Check the applicable GCF result area(s) that the overall proposed project/ programme targets below. For each checked result area(s), indicate the estimated percentage of GCF and Co-financers' contribution devoted to it. The total of the percentages when summed should be 100% for GCF and Co-financers' contribution respectively.

Co-financer's contribution: It means the financial resources required, whether Public Finance or Private Finance, in addition to the GCF contribution (i.e. GCF financial resources requested by the Accredited Entity) to implement the project or programme described in the funding proposal. Refer to the Policy of Co-financing of the GCF.

Estimated Lifetime Mitigation Impact (tCO2eq): (Core indicator 1: GHG emissions reduced, avoided or removed / sequestered) - Indicate greenhouse gas (GHG) emission reductions or removals in tCO2eq over total lifespan of the project/programme.

Step 6: Uploads (Annexes): Please upload files/annexes (e.g., docx, xlsx, PDF, JPG, ...) for your project. The annexes list will vary depending on the project type being submitted. There are a set of mandatory files that should be submitted with the Funding Proposal as well as optional documents and references as deemed necessary to supplement the information provided in the Funding Proposal. A template is available for some of the annexes such as No objection letter, budget plan or gender assessment and action plan.

PAP FUNDING PROPOSAL

PROJECT TITLE

Step 1
Intro

Step 2
Disclaimer

Step 3
General

Step 4
Financing

Step 5
Result Area(s)

Step 6
Uploads

Step 7
Submission

Step 8
Preview

Funding Proposal Word Template (Clean Version)

File Name(s): Size: 0Mb

Drop files to attach, or [browse](#)

This field is required

Funding Proposal Word Document (tracked change version from the previous submission)

File Name(s): Size: 0Mb

Drop files to attach, or [browse](#)

This field is required

Mandatory Annexes

Annex 1. NDA no-objection letter(s)
This field is required

Annex 2. Feasibility study - and a market study, if applicable
This field is required

Annex 3. Economic and/or financial analyses in spreadsheet format
This field is required

Annex 4. Detailed budget plan
This field is required

Annex 5. Implementation timetable including key project/programme milestones
This field is required

Annex 6. E&S document corresponding to the E&S category (A, B or C; or I1, I2 or I3)
This field is required

Maximum file upload size limit:
100 MB [↗](#)

PAP CN & FP resources:
[Templates ↗](#)

SAP CN & FP resources:
[Templates ↗](#)

The PAP and SAP templates has been revised to reflect the GCF's Integrated Results Management Framework (IRMF) adopted by the Board at its 29th meeting (B.29/01). Please see ["Guidance note to support the completion of the IRMF elements of the revised funding proposal template for PAP and SAP"](#)

In case of a resubmission, you need to provide the following:

- A clean version of the completed FP Word Template (Track Changes Accepted)
- A tracked change version of FP Word Document

Step 7: Submission: Please enter your contact details, including your name, title, and email address to receive confirmation of your submission. Please note that any additional contacts you add to this list will also receive a copy of the confirmation.

Step 1 Intro | Step 2 Disclaimer | Step 3 General | Step 4 Financing | Step 5 Result Area(s) | Step 6 Uploads | Step 7 Submission | Step 8 Preview

Confidentiality

Confidentiality *
Concept notes (or sections of) not marked as confidential may be published in accordance with the Information Disclosure Policy (Decision B.12/35) and the Review of the Initial Proposal Approval Process (Decision B.17/18).

Confidential
 Not confidential

Project Focal Points

Please specify the focal points for this project. All communications regarding this project will include a copy to the contacts specified below:

Salutation	First Name	Last Name	Title	Email

+ Add Another

Salutation is empty

Step 8: Preview: Please review your submission. You have the option to print out the submission as well. Press "Submit" to submit your Concept Note. **At the end of the submission process, you should receive a confirmation message to the email addresses you specified in the previous step.**

Print

Submission

Submit

Back Next Cancel



Once the Funding Proposal is submitted, the version is set to Version 1. In case of a resubmission, the version will be incremented (i.e., Version 2,3,4, etc.).