**Project submission template regarding the CEBioS programme call for projects for Monitoring Biodiversity and Ecosystem Services in Protected Areas (MEP) 2025-MEP01: Research for Protected Area Management.**

**Mandatory structure of the document (maximum total of 15 pages)**

1. General information

* Project title :
* Country(ies) concerned :
* Duration of project (maximum 24 months) :
* Collection start date :
* Total amount requested :
* Amount of local contribution :

1. Promoter and partners

*The project must be led by a partnership between at least two entities: 1) A national institute, research centre or public university capable of collecting, providing and analysing the necessary data; 2) The structure in charge of managing a protected area (a government institution, a national implementing agency, an NGO and/or indigenous peoples and local communities (IPLC)). Two people must be appointed - one in each institution - of whom only one is responsible for the budget, coordination, implementation and reporting of the project (the promoter).*

* *Project promoter (main organisation) :*
  + *Name of institution :*
  + *Person responsible :*
  + *Address:*
  + *Email / Phone :*
  + *Role in the project :*
* *Project partner(s): (duplicate if necessary)*
  + *Name of institution :*
  + *Contact person :*
  + *Email / Phone :*
  + *Role in the project: The title should be short but sufficiently informative to include the problem, the study area and the general methodology. The title must be understandable to an evaluator.*

1. Executive summary (250-300 words max.)

*Please provide a clear summary of your project in 250-300 words maximum. Briefly describe the problem(s) to be solved, the solution(s) proposed and the main results expected. Indicate the overall budget, the implementation period of the project and the target beneficiaries. This summary should enable the evaluators to understand your project in half a page.*

Objectives and methodologies

1. Background/Analysis of the problem (max. 500 words)

*Please describe the context of the project, explaining the problem(s) identified and their importance, using factual data. A problem tree is a possible tool for presenting the context. Please justify how the problem analysis was carried out (workshop, survey, informal communications, grey literature, ...), the need for immediate intervention and please demonstrate how the project aligns with the objectives of the MEP sub-program/program CEBioS, but also with local, national, and/or international strategies.*

1. General objective, specific objectives and expected results (max. 900 words)

*Describe in 900 words maximum how the project / strengthened conservation capacities will contribute to the conservation and/or sustainable management of specific elements of biological diversity in the partner country (General Objective, GO). Then list the specific objectives (SO, outcomes) for* ***both*** *the research component and the protected area management component, followed by the concrete results expected (outputs). Make sure that the results are measurable and aligned with the project's objectives. Finally, list the main activities planned, in particular the actions planned to build capacity.*

* Impact (General objective):
* Specific objectives (2-3, outcome):
* Expected results according to specific objectives (outputs):
* Activities:

1. Methodology (700 words max.)

*Please explain your research methodology in 700 words maximum: study area, existence of previous data. If new data collection is envisaged: relevance of this new data, sampling methods planned, techniques and methodologies used in the field/laboratory if applicable, data analysis methods, etc.*

Data mobilisation and deliverables

1. Plan for mobilising and managing data (300 words max.)

*How the data will be collected, stored, analysed and made available for the project. It is essential to specify data sources, format and accessibility. Overview of available data that will be used as a basis for this project, including evidence (e.g. scans of cover sheets, maps, files, references, etc.).*

1. Dissemination of results (two types: Research and Management/General public) (200 words max.)

*The data should be used in two formats: 1) accessible to protected area managers and general stakeholders: technical documents (manuals, guides, glossaries), management plans (Simple Management Plan, Development Plan, Research Planning and Surveys, State of the Art....). Power points, summaries, graphs, videos and posters are also appreciated. 2) Increasing the benefits of research for researchers (scientific and/or popular scientific publications, state of the art). Scientific publications can be produced up to 3 years after the end of the project, but a draft must be written and submitted with the narrative report. Explain how the results will be used in the context of the project presented.*

Contribution and sustainability

1. Overview of human resources deployed (300 words max.)

*List the people (staff, students, etc.) who will be trained during the project. If a list of names cannot be provided at this stage, please describe the target audience for the training. Specify the institutions with which these targeted people are associated, their academic level (Masters, PhD, other), and their scientific profile/professional expertise. Also give an estimate of the number of people who will be trained, taking into account the gender balance.*

1. Relevance to management and decision-making within the Protected Area (300 words max.)

*Indicate in 300 words maximum to what extent the project responds to a real demand in terms of conservation from the partner institution, the contribution made in strengthening individual / institutional capacities in terms of biodiversity conservation in the Protected Area, and how the beneficiaries can apply these capacities obtained (knowledge and skills acquired) after completion of the project.*

1. Relevance to management and decision-making in the country (max. 200 words)

*Briefly describe how the project/enhanced conservation capacity will contribute to the conservation and/or sustainable management of specific components of biological diversity in the partner country.*

1. Capacity building and expected support

*What capacity building do you hope to achieve through this project?*

* During the training workshop at the beginning or end of the projects

*Specify specific themes or needs.*

* Remote monitoring (technical coaching or other support) :

*Specify the forms of support you would like.*

* What aspects of indicator development should be supported?
* Putting you in touch with specific experts:

*What types of expertise? Specific experts?*

Inclusiveness

1. Nexus (100 words max.)

*Please specify how your research addresses the links between biodiversity, water, food, climate and/or health (nexus).*

1. Principles of Connectivity (Genre, Leave No One Behind) (100 words max.)

*Also specify how the project addresses women's empowerment and gender equality, and contributes to the concept of ["Leave No One Behind"](https://www.undp.org/sites/g/files/zskgke326/files/publications/Brochure_LNOB_web.pdf) (involvement of minorities, including local communities and indigenous peoples).*

1. Socio-ecological resilience (max. 200 words)

*Also specify how the project contributes to the concept of [socio-ecological resilience](https://www.stockholmresilience.org/download/18.10119fc11455d3c557d6d21/1459560242299/SU_SRC_whatisresilience_sidaApril2014.pdf)* (*the ability to adapt or transform in the face of changes in socio-ecological systems, particularly unexpected changes, so as to continue to ensure human well-being).*

Planning and budget

1. Calendar

* Indicative Operational Plan and Logical Framework [(model)](https://cebios.naturalsciences.be/wp-content/uploads/2025/03/Logframe-call-MEP01-2025-en.xls)

1. Budge

You must use the budget [**model**](https://cebios.naturalsciences.be/wp-content/uploads/2025/03/model-budget-financial.xls) and carefully read the [Vademecum](https://cebios.naturalsciences.be/vademecum2023en/) for eligible costs. The budget must be explained in the proposal and also sent as a separate Excel file.

* Total project cost:
* Amount of local contribution:
* Detailed budget request by activities attached [(model)](https://cebios.naturalsciences.be/wp-content/uploads/2025/03/model-budget-financial.xls)

Appendices

* Details of the budget requested [(model)](https://cebios.naturalsciences.be/wp-content/uploads/2025/03/model-budget-financial.xls)
* Logical Framework and Planned Activities (see [model](https://cebios.naturalsciences.be/wp-content/uploads/2025/03/Logframe-call-MEP01-2025-en.xls))
* Letter of endorsement from the Protected Area Manager
* CVs of the two project promoters (Research and PA Manager)
* Relevant technical appendices (overview of existing data, maps, data tables, etc.)