BIODIVERSITY INFORMATION FUND FOR ASIA

Concept Note Template for Collections Data Mobilization Projects (open to any institution in an [eligible Asian country](https://www.gbif.org/article/ILY78T53moGyOkkQQASeE/_preview))

Concept notes must be emailed to [bifa@gbif.org](mailto:bifa@gbif.org) by 20 December 2017, 9:00am CET / 8:00am UTC/GMT.

# 1. Project title

[Insert your text here...]

# 2. Main contact person for the project

|  |  |
| --- | --- |
| **Name** |  |
| **Institution** |  |
| **Address** |  |
| **E-mail** |  |
| **Phone** |  |
| **Role in project** |  |

# 3. Partners involved in the project

*Proposals for collections data mobilization projects can come from any institution in an eligible Asian country (see link at the beginning of this form). Joint efforts from multiple institutions are encouraged. Institutions from outside Asia may be included as partners in a mentoring or advisory role, so long as the project relates to data from Asian collections. Add rows if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Institution (name and address)** | **Role of the partner in the project** | **Confirmed participation? (yes/no)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 4. What are the issues that this project seeks to address?

*Explain why this project is needed and the problems it aims to solve. Pay particular attention to the priority regional challenge for GBIF in Asia of addressing taxonomic and geographic gaps in data availability (max. 200 words)*

# 5. What activities will be included in the project?

*Explain the activities proposed for this project – what will each partner do? (max. 250 words)*

# 6. Why are these the right activities to address the issues?

*Explain how the activities listed under question 5 are expected to address the issues listed under question 4? Identify any risks and explain how these will be addressed. Explain also why BIFA funding is necessary to enable the activities to take place. (max. 300 words)*

# 7. What will the project deliver?

***a. Data***

*Use the table to describe the datasets expected to be published via GBIF.org as an outcome of the project – see guidance on data publishing* [*here*](https://www.gbif.org/publishing-data)*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of dataset** | **Taxonomic/geographic scope** | **Approximate number of records (specimens)** | **Current format (e.g. undigitized, digitized)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***b. Other deliverables***

*Describe other deliverables expected from the project (e.g. publication of* [*data papers*](https://www.gbif.org/data-papers)*, catalogues, reports etc.) (Max: 100 words)*

# 8. General calendar

*Include a general summary of all the relevant dates for the project. Activities should start not before 1st April 2018, and end no later than 31st March 2019. Attendance of a project team member at the BIFA Capacity Enhancement Workshop is prefilled as a mandatory requirement. Add rows as required.*

|  |  |
| --- | --- |
| **Date** | **Event** |
| **June/July 2018** | **Attendance of project team member at BIFA Capacity Enhancement Workshop** |
|  |  |
|  |  |

# 9. How much funding will be required?

*Provide details on the approximate cost of the activities and purchases planned. Indicate an estimate of matching funds to be contributed to the project, either directly or in terms of staff time or resources allocated to the project on an in-kind basis. All costs should be expressed in Euros. Maximum funding from BIFA available for this grant type: €15,000. Note that overheads may not be charged to BIFA, and a maximum of €3,000 may be requested from BIFA for IT services or purchases, covering a maximum of 50% of total cost for such services. Attendance of the BIFA capacity enhancement workshop will be funded separately and does not need to be included here. Add rows as required.*

|  |  |  |
| --- | --- | --- |
| **Activity/expense** | **Funding requested**  **(in Euros)** | **Co-funding offered (in Euros)** |
|  |  |  |
|  |  |  |
| TOTAL |  |  |