Web portal Outline and Elements

December 2024

Revised on January 15, 2025

1. Web portal Structure Overview

(a) **Home Page:**
    (i) Brief introduction to BIRDI Grants Program.
    (ii) Key dates and deadlines.
    (iii) Links to essential resources (Guidelines, Training Materials, FAQs).
    (iv) Registration/Login button for applicants to the Grant Management System.

(b) **About the Grants:**
    (i) Program details, objectives, and eligibility criteria.
    (ii) Overview of funding categories and amounts.

(c) **Information and Training Workshop:**
    (i) Details on the mandatory workshop.
    (ii) Registration for upcoming workshops.
    (iii) Training resources and materials.

(d) **Expression of Interest (EOI) Submission:**
    (i) Step-by-step guide for submission.
    (ii) Access to the EOI submission form.

(e) **Comprehensive Grant Application Submission:**
    (i) Step-by-step guide for submission.
    (ii) Access to the comprehensive grant application submission form.

(f) **FAQs and Support:**
    (i) Frequently asked questions.
    (ii) Contact information for support.

2. EOI Online Submission Form Elements

(a) **Applicant Information:**
    (i) Name of lead organization *(Dropdown: Industry Entity, Tertiary Education, etc.)*
    (ii) Contact person *(Name, Email, Phone Number)*
    (iii) Organization address
    (iv) Registration number *(For verification purposes)*

(b) **Industry Problem Statement:**
    (i) Description of problem *(400-600 words. Option to upload up to 3 supporting images in PNG/JPG formats, max 5MB each)*

(c) **Project Partners:**
    (i) Industry partner details *(Name, Address, Background, Contact Information)*
    (ii) Tertiary education partner details *(Institution Name, Department, Research Team/Laboratory, Contact Information)*
    (iii) History of engagement *(New/Existing Partnership,250-300 words)*

(d) **Proposed Solution:**
    (i) Description of proposed intervention or solution
    (ii) Value to industry (Economic, Safety, Competitive Advantages) *(150-200 words)*

(e) **Sustainability and Ethical Growth:**
    (i) SDG alignment (Radio Buttons for Relevant SDGs) *(200-300 words)*

(f) **High-Skilled Job Opportunities:**
    (i) Future skill development *(Maximum 250-300 words)*

(g) **Impact on Research and Education:**
    (i) Future research/curriculum design/engagement strategy *(200-300 words)*

(h) **Declarations and Compliance:**
    (i) Conflict of Interest declaration
    (ii) Acknowledgement of guidelines and eligibility criteria

(i) **Submit Button:**
    (i) Confirmation of completion.
    (ii) Option to preview before submission.

3. Comprehensive Grant Application Online Submission Form Elements

(a) **Applicant Information:**
    (i) Lead organization details
    (ii) Partner organization(s) details
    (iii) Team members

(b) **Project Proposal:**
    (i) Project title
    (ii) Executive summary
    (iii) Detailed project description
    (iv) Industry context and need
    (v) Project activities and methodology
    (vi) Innovation and impact

(c) **Value Proposition:**
    (i) Ongoing industry value
    (ii) Sustainability and ethical growth
    (iii) Future opportunities for high-skilled jobs

(iv)   Impact on research, curriculum, and engagement

(d) Partner Profiles and Capabilities:
- (i)   Industry partner profile
- (ii)   Tertiary education partner profile
- (iii) Partnership history

(e) Project Timeline:
- (i)   Gantt chart or detailed project timeline

(f) Budget Proposal:
- (i)   Budget breakdown or detailed budget with categories
- (ii)   Budget justification
- (iii) Co-funding and in-kind contributions

(g) Risk Assessment and Management:
- (i)   Risk identification
- (ii)   Risk mitigation strategies
- (iii) Contingency plans

(h) Compliance and Ethical Considerations:
- (i)   Compliance with laws and regulations
- (ii)   Ethical considerations
- (iii) Conflict of Interest declaration

(i) Supporting Documentation:
- (i)   Mandatory attachments: CVs of key personnel, partner organization profiles, letters of support or commitment from partners, evidence of previous projects (case studies), impact statement
- (ii)   Optional attachments: technical feasibility reports, diagrams, illustrations, or prototypes

(j) Declaration and Submission:
- (i)   Declaration of authenticity
- (ii)   Authorized signatures
- (iii) Submission confirmation

4. Additional Features

(a) User Dashboard:
- (i)   Track submission status
- (ii)   Notifications and messages

(b) Mandatory Workshop Verification:
- (i)   Check completion status of the information/training session

(c) Security and Privacy Compliance:
- (i)   Data encryption
- (ii)   Confidentiality agreements

(d) Accessibility Features:
- (i)   Screen reader compatibility
- (ii)   Multilingual support (English and Bengali)