



PHASE 3: 3.2

Comprehensive Grant Application Workshop Outline

December 2024

Revised on May, 2026

1. Workshop Objectives

- (a) Provide a detailed understanding of the BIRDI comprehensive grant application process.
- (b) Explain the required information, submission guidelines, and deadlines for the comprehensive grant application.
- (c) Highlight best practice grant applications and common pitfalls to avoid.
- (d) Ensure participants are familiar with the assessment process and scoring criteria.
- (e) Conduct a short quiz to validate participants' comprehension.

2. Proposed Workshop Schedule (will be confirmed by the SDCMU at the time of workshop)

Time	Activity	Duration
09:00-09:10	Welcome and Introduction	10 mins
09:10-09:40	Overview of the BIRDI Grant Application Process	30 mins
09:40-10:10	Key Components of a Strong Application	30 mins
10:10-10:40	Case Studies and Best Practices	30 mins
10:40-10:55	Q&A Session	15 mins
10:55-11:10	Quiz on Workshop Content	15 mins
11:10-11:20	Wrap-Up and Next Steps	10 mins

3. Detailed Workshop Content

(a) Welcome and Introduction (10 mins)

- (i) Welcome participants and introduce facilitators.
- (ii) Provide an outline of the workshop objectives and structure.

(b) Overview of the BIRDI Grant Application Process (30 mins)

- (i) Step-by-step guide to completing the comprehensive grant application.
- (ii) Explanation of submission portals, deadlines, and document requirements.
- (iii) Overview of the assessment criteria and weighted scoring system.

(c) **Key Components of a Strong Application (30 mins)**

- (i) Writing a convincing project proposal and justification.
- (ii) Budget planning and eligible expenses.
- (iii) Partner collaboration and letters of support.
- (iv) Addressing funding priorities and program objectives.

(d) **Case Studies and Best Practices (applicable for the second round of grant applications) (30 mins)**

- (i) Examples of successful grant applications.
- (ii) Discussion on how these projects aligned with funding priorities and addressed key challenges.
- (iii) Tips for avoiding common application mistakes.

(e) **Q&A Session (15 mins)**

- (i) Open forum for participants to ask questions about the application process and requirements.

(f) **Quiz on Workshop Content (15 mins)**

- (i) Multiple-choice quiz to assess participants' understanding of the workshop material.

(g) **Wrap-Up and Next Steps (10 mins)**

- (i) Recap of the workshop's key takeaways.
- (ii) Instructions for finalizing and submitting comprehensive grant applications.
- (iii) Contact information for further support.

4. Quiz: 10 Multiple Choice Questions

Instructions: Select the correct answer for each question.

1. Which section of the comprehensive grant application requires information about the lead organization?
 - A. Value Proposition
 - B. Applicant Information
 - C. Risk Assessment and Management
 - D. Supporting Documentation
2. What should be included in the project proposal's executive summary?
 - A. A detailed budget breakdown
 - B. A clear problem statement and proposed solution
 - C. A brief overview of the project
 - D. Partner profiles and organizational history
3. How should project objectives be formulated?
 - A. Using specific, measurable, achievable, relevant, and time-bound (SMART) criteria
 - B. Focusing only on long-term impacts
 - C. Highlighting only the budgetary aspects

- D. Ignoring time constraints
4. Which of the following is NOT a required component of the budget proposal?
 - A. Personnel costs and effort allocation
 - B. Subcontractor costs
 - C. Research outcomes from past projects
 - D. Co-funding and in-kind contributions
 5. What does the risk assessment section address?
 - A. Project timelines and deliverables
 - B. Ethical research and compliance
 - C. Identification and mitigation of potential risks like technical challenges and delays
 - D. Economic benefits and sustainability
 6. Which document must be included as supporting documentation?
 - A. Conflict of interest declaration
 - B. CVs of key personnel
 - C. Industry feasibility reports
 - D. Gantt chart for project timelines
 7. What is emphasized in the value proposition section?
 - A. The timeline for completing the project phases
 - B. Economic benefits, sustainability, and potential to create high-skilled jobs
 - C. Technical feasibility reports
 - D. Conflict of interest declarations
 8. What is the role of the compliance and ethical considerations section?
 - A. To ensure project timelines are met
 - B. To assess funding allocation among partners
 - C. To confirm adherence to laws, ethical guidelines, and disclose conflicts of interest
 - D. To justify project expenses
 9. How can applicants demonstrate innovation in their project proposal?
 - A. By focusing on sustainability and ethical growth
 - B. By highlighting how the solution differs from existing alternatives
 - C. By listing partner organizations with significant market influence
 - D. By including extensive budget justifications
 10. What is the purpose of the declaration section in the comprehensive grant application?
 - A. To outline technical feasibility reports
 - B. To confirm the authenticity of the provided information and secure authorized signatures
 - C. To submit project milestones and deliverables
 - D. To disclose funding sources

5. Answer Key

1. B
2. C
3. A
4. C
5. C

- 6. B
- 7. B
- 8. C
- 9. B
- 10. B