



CWP Impact Awards Proposal Questions

Note: **This document is for reference only.** All proposals must be completed using the online form available [here](#).

Section 1. General Information

1. Proposal title

2. Funding level for which you are applying:

- CWP Impact Awards (\$750,000 - \$5 million over a period of two to five years, with an annual funding ceiling of \$1 million)

Impact Award proposals must upload a **letter of support** from the relevant school's, institute's or center's most senior administrative leader (e.g., dean or director).

- Early Concept Awards (\$25,000 - \$50,000 over up to two years)

Early Concept Award proposals must check this box to indicate that the most senior administrative leader (e.g., dean or director) of the relevant school, institute or center is aware of and has signed off on this submission.

3. Total project cost

4. Duration of proposed project (in months)

Section 2: Principal Investigators

Note: Proposed projects must include a minimum of two faculty and/or research scientists, representing distinct disciplines, from two different Columbia schools, institutes or centers.

Principal Investigator

- Name
- Title
- Primary Columbia University school/institute/center affiliation
- Email address
- Phone number

Faculty Member #2

- Name
- Title
- Primary Columbia University school/institute/center affiliation
- Email address
- Phone number

Faculty Member #3 (OPTIONAL)

- Name
- Title
- Primary Columbia University school/institute/center affiliation
- Email address
- Phone number

Section 3: Proposal Narrative Components

1. Executive summary

Provide a one-page description of the proposed project, including goals, key activities, and anticipated impact. Describe how the project will be managed. Specify the total funding amount requested from CWP, as well any funding secured for the proposed project from other sources.

2. Problem statement

Describe the problem this project aims to address and who is impacted by the problem.

3. Demand to address the problem

Describe the current demand for solving the problem among key stakeholders (e.g., directly impacted communities, local leaders, government agencies). Is this problem recognized as urgent among stakeholders in the locations where you are planning to implement the project?

4. Project goals and objectives

Specify the proposed project's goals (i.e., desired outcomes) and objectives. Objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).

5. Overview of proposed solution

Describe the proposed solution, including its scope and the proposed approach to implementation.

Address the following questions:

- What specific intervention(s) or innovation(s) are being proposed?
- How does the proposed solution meaningfully contribute to addressing the problem described above?
- Describe the expected impact that your solution will have during the project period. Will it have a broad impact on a large population or geographic area, or a deep impact on a small population or geographic area?

6. Priority population(s)

Describe the priority population(s) that will benefit from the proposed solution.

7. Gender equity and racial justice

A cross-cutting CWP priority is to advance gender equity and racial justice. Describe how the proposed project will advance gender equity and racial justice.

8. Theory of Change

Upload a narrative explanation or visual that shows how your solution will lead to the desired impact(s). Emphasize methodologies you intend to employ and how they create a causal link to your project's short-, intermediate-, and long-term goals. Guidance on using a theory of change in project development is available [here](#) under the section "Templates and Resources."

9. Monitoring and evaluation

Briefly describe what you expect to learn over the course of implementing this project and how you plan to learn it. Address the following questions:

- How will you evaluate your theory of change?
- What types of data will you collect and how will you collect data?
- How will you use data for ongoing performance monitoring and improvement?
- How will you use data to determine the success of the project?

10. Durability of impact

Describe the expected durability of the proposed solution. Is the solution expected to solve the target problem or will it create a path toward solving the problem over a longer time horizon?

11. Fourth purpose

Describe how the proposed project aligns with Columbia's University's Fourth Purpose (the mission of using university research to advance human welfare and confront the great challenges of our time).

While it is not required that faculty have past experience with applied work, briefly summarize any prior experience relevant faculty do have implementing fourth purpose / social impact work.

12. Team experience

Describe the team that will be implementing the proposed project, including key roles and responsibilities and relevant expertise/past experience.

13. Organizational Chart

Upload a one-page organizational chart that illustrates the proposed project team's structure (including key leadership and management roles).

14. Diversity, equity and inclusion

Describe your commitment to the values of diversity, equity and inclusion in structuring the project's team and partnerships.

15. Partnerships

A goal of the CWP Impact Awards is to catalyze interdisciplinary and multi-sectoral partnerships (e.g., with universities, governments agencies, bilateral agencies, civil society organizations and/or private sector partners) that aim to address pressing social challenges.

Please describe the proposed project's partners and/or collaborators and specify their role in the design and implementation of the proposed project. Indicate how each partner will contribute to the project, including any funding or in-kind contributions and/or responsibility for key project activities.

16. Letters of intent from project partners

Upload a letter of intent from at least one partner or collaborator considered to have an essential role in the proposed project.

17. Community involvement

CWP considers it essential that the individuals and communities directly impacted by a specific challenge be involved in the solution.

Recognizing that the definition of community may vary depending on the nature of the proposed project, describe the community as it relates to this proposal and its role in the project's development and implementation. If the community is represented by the participation of one or more key partners described above, indicate this.

18. Student engagement and leadership development

Describe plans for engaging students (undergraduate and/or graduate) in the implementation of the proposed project, including specific activities students will support or lead, supervisory arrangements, and the anticipated duration of student engagement. Please specify the students' anticipated level/year and specialization.

19. Risk and assumptions

Describe any barriers that could hinder the short- and/or long-term success of the project and your plans to mitigate them. What are the most serious risks and how will you prepare to address them?

20. Project workplan

Upload a high-level workplan for the project using the template provided [here](#) under the section "Templates and Resources."

Section 4: Budget Components

1. Project budget

Upload a budget for each year of the proposed project period using the template provided [here](#) under the section "Templates and Resources."

Budget guidelines:

- If multiple departments will be involved in a proposed project, each department should prepare a separate budget. The total of all budgets must not exceed the award's budget ceiling.
- If consultants and/or partner organizations will be used, a detailed budget outlining all planned expenses to be incurred by consultants and/or partner organizations must be included.
- Your budget must not allocate a contingency fund or budget buffer.
- Funds to support monitoring, evaluation and learning activities typically require anywhere from 5% - 20% of the projected total costs.
- There is no indirect cost recovery allowed within Columbia University. Collaborators external to Columbia University that are registered as a 501(c)(3) may recover no more than 10% of total direct costs.
- As relevant, your budget should include reasonable accommodations to make project activities accessible to people with disabilities (as implementers, participants and beneficiaries).

Estimates frequently used for an inclusive (i.e., non-disability-specific) project are 1%-3% of administrative costs and 5%-7% of project costs.

2. Budget narrative

Upload a budget narrative using the template provided [here](#) under the section "Templates and Resources."

3. Funding from other sources (1)

Has this project received support from any other funders? If yes, please describe briefly. If no, write "not applicable."

4. Funding from other sources (2)

Indicate if this proposal is a continuation of or builds upon a past effort (e.g., a project or research study). If yes, how was that effort funded? Please indicate funder, amount, period of time, scope, and key results.

5. Funding from other sources (3)

Indicate if investment by CWP will be catalytic in securing additional funding from other sources or demonstrate continued investment in a way that could be leveraged to support scaled or continued activities beyond the project period.

6. Funding from other sources (4)

Indicate any secured or potential in-kind contributions to the proposed project from Columbia University departments, other organizations, and/or collaborating partners. This could include personnel time, office space, materials, equipment, and/or supplies.