Objectives of the concept note (CN) process:

- to create awareness among all staff about a prospective project;
- to elicit feedback and suggestions
- to ensure appropriate budgeting for the effort, in accordance with institutional policies
- to facilitate management review and approval for advancing a proposal

Please submit a concept note when:

- considering specific funding opportunities you wish to pursue

Please submit the CN well ahead of the funding agency's deadline. When setting out your proposal preparation timeline, remember that you must complete your entire grant application, including all internal (to IRI) reviews, budgets, and approvals, in time for the ODG to send your completed proposal to Columbia University's Office of Sponsored Projects Administration for processing 5 business days before the funding agency due date.

Contents of concept note

a. Principal Investigator (PI) and co-investigators; all other IRI staff contributors
b. Target start and end dates
c. Collaborating partners and/or institutions
d. If applicable, due date
e. Project overview, including main work activities, expected outputs or outcomes (incl publications, products, etc)
f. Relevance for IRI
g. Budget summary (time, travel, equipment, services, subcontracts)

Review of concept notes

1. Is this an important area for IRI; consistent with mission and program objectives?
2. Is the approach sound and are outputs and outcomes realistic?
3. Is the project budgeted appropriately?
4. Are appropriate collaborators (within and outside IRI) identified?
5. Reviewed by senior management team. Note that senior management will seek input from other IRI staff, as appropriate, as part of review.

*concept@iri.columbia.edu* goes to Steve Zebiak, Walter Baethgen, Dave DeWitt, Haresh Bhojwani, and Kathy Callahan