**Application form for a desk study project**

**SECTION A – GENERAL INFORMATION**

* **Title of the project** *(please state the title of the call for tender)*
* **Tender information:**
* NAME OF ORGANISATION:
* **DESK STUDY LEAD PERSON**:
* First name:
* Last name:
* E-mail:
* Affiliation (e.g., name of university):
* Country:
* **Brief description of the Organisation max 200 words:**

* **Brief description of the expertise of the lead person related to the call for tender max 200 words:**

* **Examples of knowledge syntheses or other relevant reports linked to the topic of the request** (we encourage *that examples of previous synthesis work are bullet pointed with a short description/abstract):*
	+ **Example 1:**
	+ **Example 2:**
	+ **Example 3:**
	+ **….**
	+ **….**

**SECTION B – THE PROJECT’S APPROACH**

**1/ The body of the proposal and preliminary bibliometric analysis**

* **The objectives of the knowledge synthesis** max 300 words *(This section should outline the primary (and secondary, if applicable) question(s) that the project aims to answer in line with the specifications of the call. You may also present definitions of the primary question components (*e.g., *the subject population, intervention/exposition, and outcome measures i.e. PICO/PECO formula):*
* **The methods of the project** max 750 words *(As a guide, the description of the methods should detail: (1) Search terms and languages to be used; (2) the search string itself (i.e., key words chosen at this stage); (3) the publication databases to be searched, and any other internet searches, specialist searches, and/or supplementary searches (*e.g., *grey literature calls) to be conducted (4) this section may also detail a quick pre-scoping exercise* i.e., *the number of ‘search hits’ retrieved from a pilot testing phase)*:

**2/ Planned activities and feasibility of the project**

* **Article Screening and study eligibility criteria** 500 words
* Screening process: *(provide a brief description of the eligibility screening methodology. Clearly outline if screening will be done manually, or with the use of text mining methods):*

* Eligibility criteria: *(Provide a brief explanation of the rationale for including/excluding articles):*

* **Data coding and presentation of results:** 500 words *(Describe here the method(s) for meta-data extraction and coding of studies. Also describe the methods to be used to present knowledge gaps (unrepresented subtopics that warrant further primary research) and knowledge clusters (well-represented subtopics perhaps adapted for full synthesis via systematic review):*

**3/ Timetable of activities** 250 words *(Please outline the timing/milestones for the project and the roles and responsibilities per member of team if applicable (cf. section C)):*

*NB. please provide a brief calendar by following this structure and adding items where necessary. Please note that highlighted items are mandatory*

|  |
| --- |
| Table 1. the delivery plan |
| **Milestones** | **Feb. 2024** | **Mar.** | **Apr.**  | **May** | **Jun.**  | **Jul.** | **Aug.** | **Sept.** | **Oct.** | **Nov.** | **Dec.** | **Jan. 2025** |
| Launch meeting (virtual) | **x** |  |  |  |  |  |  |  |  |  |  |  |
| *e.g. Progress meeting* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[e.g. milestone]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[e.g. milestone]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *….* |  |  |  |  |  |  |  |  |  |  |  |  |
| *….* |  |  |  |  |  |  |  |  |  |  |  |  |
| Delivery of the Final Draft Report |  |  |  |  |  |  |  |  |  |  | **x** |  |
| Validated final report  |  |  |  |  |  |  |  |  |  |  |  | **x** |

**4/ Anticipated results**

* **Anticipated results of the projec** max 700 words *(Please give a brief description of what results are anticipated):*

* **Policy impact of the project** max 150 words*(Please identify what potential impact the project may have for the policy arena, stakeholders, managers, decision-makers etc.):*

**SECTION C – Expert group**

*A group of* ***experts*** *should, when possible, accompany the Desk study lead person. If the experts are already identified by the applicant, please list them below. If these experts are not identified yet, please explain below the table how they will be selected and with which timeline (half a page max).*

*Note:*

* *All the members of the expert group must represent a discipline necessary for the success of the project.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Surname** | **First name** | **Country** | **Affiliation (*i.e.,* university or research laboratory)** | **Position in the project** | **Expertise** |
| 1 |        |       |        |        |   |       |
| 2 |        |       |        |        |   |       |
| 3 |        |       |        |        |   |       |
| 4 |        |       |        |        |   |       |
| 5 |        |       |        |        |   |       |
|  |  |  |  |  |  |  |

If experts *not* identified, please explain process:

**SECTION D – CURRICULUM VITAE**

*Insert here the CV of the Desk Study lead person*

**SECTION E – The quote**

*NB. please follow this structure by adding item lines where necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.**  | **Description of unit** | **Type of unit**  | **Unit price in [EUR]**  | **Total price in [EUR]**  |
| **1**  | e.g. *finalisation of question*  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **….** |  |  |  |  |
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| **Sub-total** |  |
| **Total** |  |