



## Appendix 2.0: Guideline for the Concept Note

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### Overview of the framework

#### Framework for ICARS' Demonstration Projects

Appendix 0.1 Tasks and Responsibilities of the Project Coordinator and the Lead Researcher

#### Appendix 1.0 Guideline for the Expression of Interest

Appendix 1.1 Expression of Interest Template

#### Appendix 2.0 Guideline for the Concept Note (**this document**)

Appendix 2.1 Concept Note Template

#### Appendix 3.0 Guideline for the Project Proposal

Appendix 3.1 Project Proposal Template

Appendix 3.2 Log Frame Template

Appendix 3.3 Template for CVs of the Project Coordinator and Researchers

Appendix 3.4 Budget Template (to be requested)

Appendix 3.5 Grant Letter Template (to be requested)

#### Appendix 4.0 Guideline for Project Administration

Appendix 4.1 Partnership Agreement Template

Appendix 4.2 Audit instructions



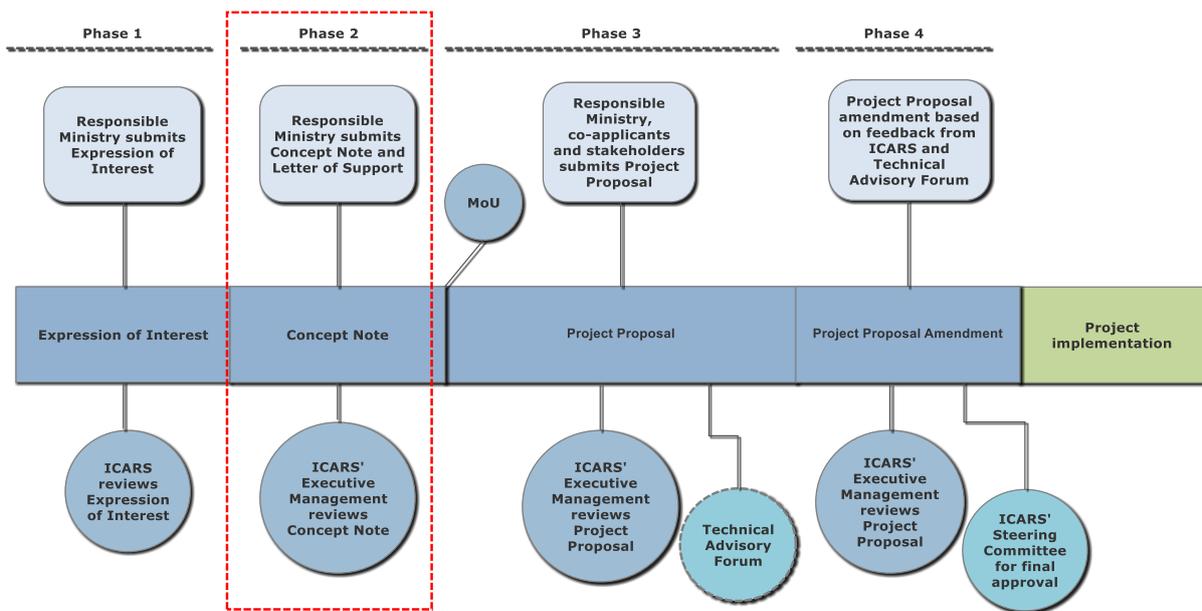
## 1. Introduction

The purpose of this document is to provide guidance on the development of the Concept Note (phase 2) as illustrated in Figure 1.

Countries interested in partnering with and getting support from ICARS to develop a research project should submit an Expression of Interest (EoI) to ICARS through their relevant ministries. If conditions are met, the Responsible Ministry (or ministries) will be invited to submit a Concept Note (phase 2). For information about the application process as a whole, please see the *Framework for ICARS' Demonstration Projects*.

The Responsible Ministry should ensure that the Concept Note comply with what is stated in this guideline, in the templates provided, and in the *Framework for ICARS' Demonstration Projects*. If in doubt, please contact ICARS at [contact@icars-global.org](mailto:contact@icars-global.org).

**FIGUR 1. PHASE DESCRIBED IN THIS GUIDELINE**





## 1. Developing the Concept Note

The Concept Note is a description of the research project idea, a “mini Project Proposal”, including the background and justification of the research project, the research question, aim, objectives, expected outcomes and impact, the proposed theory of change, and key interventions and outputs, alongside a description of how the research project aligns with the country’s AMR National Action Plan (NAP) and/or other strategies on AMR. It should also provide a summary of additional national activities of relevance to the research project.

The Responsible Ministry should coordinate the development of the Concept Note in an inclusive process with involvement of the relevant public, private and non-governmental institutions/stakeholders within the country, as well as the ICARS Advisor and preferably the Project Coordinator. The Concept Note must also list the anticipated co-applicant research institutions/universities and partner stakeholders (see the *Framework for ICARS’ Demonstration Projects* for a definition of co-applicants and partner stakeholders).

When developing the Concept Note, the Responsible Ministry must use the template provided in appendix 2.1. The Concept Note must not exceed five A4 pages excluding basic information, using Verdana font size 9 and 1.5 line spacing.

The Concept Note must be submitted to ICARS along with a **Letter of Commitment** (no template) from the Responsible Ministry. The Letter of Commitment must state:

1. The Responsible Ministry’s engagement in and prioritization of the research project
2. The Responsible Ministry’s commitment to scale-up and implementation of successful interventions/solutions based on the proof of concept from the demonstration project.

**TABLE 1. BASIC INFORMATION CONTENT**

Heading	Content
<i>Date of submission</i>	<ul style="list-style-type: none"> <li>• Date of submission of the Concept Note.</li> </ul>
<i>Country</i>	<ul style="list-style-type: none"> <li>• Name of the country.</li> </ul>
<i>Project title</i>	<ul style="list-style-type: none"> <li>• The proposed project title.</li> </ul>
<i>Expected duration</i>	<ul style="list-style-type: none"> <li>• The expected duration of the research project.</li> </ul>
<i>Indicative total budget</i>	<ul style="list-style-type: none"> <li>• The indicative total budget of the research project.</li> </ul>
<i>Responsible Ministry</i>	<ul style="list-style-type: none"> <li>• Name of the Responsible Ministry (or ministries) submitting the Concept Note.</li> <li>• Name of the department within the ministry responsible for the Concept Note.</li> <li>• Name and contact details of the head of the department within the ministry.</li> </ul>
<i>Anticipated Lead Research Institution, co-applicants and partner stakeholders</i>	<ul style="list-style-type: none"> <li>• Name of anticipated co-applicant research institutions or universities and partner stakeholders that are expected to take part in the development, implementation and uptake of the research project.</li> </ul>

**TABLE 2. CONCEPT NOTE CONTENT**

<b>Heading</b>	<b>Content</b>
<i>Background, justification and current knowledge gap</i>	<ul style="list-style-type: none"> <li>• Describe the background and justification for the research project.</li> <li>• Describe the current knowledge gap and need as identified nationally, e.g. from the AMR NAP and related national strategies, which the research project will respond to.</li> </ul>
<i>Implementation research question(s)</i>	<ul style="list-style-type: none"> <li>• State the Intervention and/or Implementation Research question(s) that the research project will answer/verify.</li> </ul>
<i>Aim, objectives and expected outcomes and impact</i>	<ul style="list-style-type: none"> <li>• Describe the overall aim and objectives of the research project.</li> <li>• Describe the main expected outcomes of the research project.</li> <li>• Describe the expected policy/legislative, societal and economic impacts of the research project.</li> </ul>
<i>Key interventions and project outputs</i>	<ul style="list-style-type: none"> <li>• Briefly describe the key interventions and the associated project outputs.</li> <li>• Indicate plans for uptake and scale-up.</li> </ul>
<i>Theory of change</i>	<ul style="list-style-type: none"> <li>• Describe how and why the research project is expected to bring about change in the country. Emphasise the methods/mechanisms to facilitate uptake of the research generated and how the evidence-based solutions will be translated into policy, programmes and practice by the relevant stakeholders.</li> </ul>
<i>Study design and methodology</i>	<ul style="list-style-type: none"> <li>• Provide a brief overview of the proposed study design and methodology.</li> <li>• Include the Implementation Research statement consolidating the study design, intervention/solution, implementation strategies and research outcomes.</li> </ul>
<i>Beneficiaries</i>	<ul style="list-style-type: none"> <li>• Describe the primary and secondary beneficiaries from the research project.</li> </ul>
<i>Alignment with National Action Plan or other country strategies on AMR</i>	<ul style="list-style-type: none"> <li>• Describe how the research project is aligned with the AMR NAP and other country strategies on AMR.</li> </ul>
<i>Additional national activities of relevance</i>	<ul style="list-style-type: none"> <li>• Provide a brief summary of existing and completed national activities of relevance to the proposed research project, in the public, private and governmental sectors including information on funders if applicable.</li> </ul>



## 2. Assessment Criteria

The Concept Note will be assessed by ICARS based on the following criteria (Table 3):

**TABLE 3. ASSESSMENT CRITERIA**

Assessment Criteria
<b>Relevance</b>
<ul style="list-style-type: none"> <li>• Is the research project using intervention and Implementation Research as its framework?</li> </ul>
<ul style="list-style-type: none"> <li>• Does the research project align with ICARS' five core principles?</li> </ul>
<ul style="list-style-type: none"> <li>• Does the research project respond to a well-articulated knowledge gap, as identified in national policies and other documents?</li> </ul>
<ul style="list-style-type: none"> <li>• Is the Concept Note developed based on a consultative process involving relevant stakeholders?</li> </ul>
<ul style="list-style-type: none"> <li>• Are the relevant scientific disciplines included in the research project? (E.g. human health, animal health, environmental, behavioural and economic sciences)?</li> </ul>
<b>Description of the intervention and feasibility</b>
<ul style="list-style-type: none"> <li>• Is the research question clearly articulated?</li> </ul>
<ul style="list-style-type: none"> <li>• Are the proposed outcomes(s) achievable through this research project?</li> </ul>
<ul style="list-style-type: none"> <li>• Are the key interventions well-articulated and will they generate evidence addressing the highlighted knowledge gap?</li> </ul>
<ul style="list-style-type: none"> <li>• Has the theory of change been well-articulated?</li> </ul>
<b>Alignment with relevant national activities</b>
<ul style="list-style-type: none"> <li>• Have the existing national activities relevant to the proposed research project been described clearly?</li> </ul>
<ul style="list-style-type: none"> <li>• Is the research project building on existing funding and/or activities in the country?</li> </ul>

For any questions about the process/assessment, please contact ICARS at [contact@icars-global.org](mailto:contact@icars-global.org).