

## Guidelines for GEM Global Components Proposals

### Important information regarding proposals

- Proposers are recommended to read carefully the Request for Proposals and these guidelines and consult the GEM website ([www.globalquakemodel.org](http://www.globalquakemodel.org)) for further background information.
- Groups of international participants are encouraged to prepare proposals, which should be submitted by the coordinating participant.
- Participant is used to define both institutions and individuals.
- Proposers should bear in mind the budget and time frame target guidelines reported in the Request for Proposals when preparing their proposal.
- Proposals should be word-processed using a computer, character size 11 pt minimum.

### Details of the proposal submission and selection procedure

- Proposals should be sent as a pdf by **15<sup>th</sup> July 2009** by email to:  
[secretariat@globalquakemodel.org](mailto:secretariat@globalquakemodel.org)
- All proposers will receive an acknowledgement of receipt.
- Proposal review will be the responsibility of the GEM Scientific Board. Proposals will be subject to international peer review.
- The GEM Scientific Board may request modifications to the proposal plans, budget, or timeline during the review and selection process.
- Proposers will be notified of the outcome of the review process and selection procedure in writing by mid-September 2009.
- Any queries related to the proposal submission should be addressed to the email address indicated above.

### Submission format and procedures

- A. Proposal: The description of the proposed research shall consist of the following parts, with text and figures of **15 pages maximum**, exclusive of budget tables and participant CVs:
- 1) Abstract. The abstract shall be no longer than one single-spaced page.
  - 2) State-of-the-art. Discuss the state-of-the-art and how this project will result in data or analyses that will significantly improve upon its predecessors.
  - 3) Project plan. Discuss the specific hypotheses or research questions, the conceptual framework or model to be used, as well as the data collection and analysis plans, and continuing efforts that will be implemented to address the Request for Proposals.
  - 4) Final report and dissemination. GEM considers dissemination of research data and results to potential users to be an integral aspect of projects it funds. Beyond the requirements for a final technical report,

describe your plan for dissemination of project data and results and the planned users of those results that will result in the greatest possible benefit to earthquake risk mitigation.

- 5) Project personnel and bibliography of directly related work. Provide one-page curriculum vitae as an annex to the proposal for the professional staff, summarizing education, experience, and the last five years' bibliographic information related to the proposed work. Curriculum vitae for post-doctoral researchers, who contribute significantly to the project, should also be included.
- 6) Institutional qualifications. If relevant, you may state the resources available at the institutions where work will be carried out.

B. Detailed Budget. The detailed budget must include the amount proposed for each of the following items in this order:

- 1) Salaries. Identify estimated months of time, and the rate of compensation proposed for each person with a role in the project. In general, salaries of permanent staff cannot be supported except in special cases, but stipends of students, post-Docs, emeritus scientists, and technicians can be included. Tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable.
- 2) Equipment, consumables and supplies. Provide the cost of equipment necessary for achieving the objectives of the project in excess of €2,000 or more per item.
- 3) Travel. State the purpose of the trip and summarize estimated travel costs and the number of trips required, the destinations, the number of people traveling. This could include workshop travel for consortium members or travel to countries to perform work.
- 4) Other direct costs. Itemize the different types of costs not included elsewhere.
- 5) Total direct costs.
- 6) Indirect costs. Indirect costs are fixed as 20% of the direct costs
- 7) External consultancy costs. Note that overheads cannot be claimed for external consultancy costs.
- 8) Total project cost.

C. Budget, resources and deliverables tables: Please prepare the following tables:

- 1) Resources Breakdown by Participant
- 2) Resources Breakdown by Task
- 3) List of Deliverables
- 4) Budget Summary by Participant
- 5) Total Budget Summary

## **Note on Financial Management**

The Secretariat of the GEM Foundation administers all funds related to the GEM project. Each of the participants of the selected consortium will enter into a contract with the GEM Foundation (the legal entity of GEM).

The GEM Secretariat will carry out payments following the clauses set out in the Financial Guidelines (to be made available from July 2009 on the GEM website). As a precursor to the publishing of these guidelines, the basic financial management system for GEM Global Component projects is summarized below:

- upon the signature of the agreement between the GEM Foundation and each participant of the consortium, the GEM Foundation carries out an advance payment of 40% of the total funding.
- at the end of the first year of activities (or mid-way through the project for projects with durations different from two years), the consortium submits a progress and expenditure report to the GEM Foundation, and a request for a second advance payment of another 40% of the total funding. This second advance payment should be carried out by the GEM Foundation within 30 days of the request, following approval of the progress and expenditure report.
- at the conclusion of the activities, the consortium will submit a final progress and expenditure report, and the GEM Foundation will carry out the final 20% payment within 30 days of the request, following approval of this final report.

**Attachment A**

**RESOURCES BREAKDOWN BY PARTICIPANT**

Please indicate in the table the number of person months over the whole duration of the planned work, for each identified Task, for each participant. Identify the Task leader by showing the relevant person-month figure in bold.

<b>Participant Name</b>	<b>Task 1</b>	<b>Task 2</b>	<b>...</b>	<b>Total Person Months</b>
Participant 1				
...				

**RESOURCES BREAKDOWN BY TASK**

<b>Task No.</b>	<b>Task Title</b>	<b>Lead Participant</b>	<b>Start Month</b>	<b>End Month</b>	<b>Total Person Months</b>
1					
2					
...					

**LIST OF DELIVERABLES**

<b>Deliverable No.</b>	<b>Deliverable Title</b>	<b>Task No.</b>	<b>Total Person Months</b>	<b>Delivery Date (Month)</b>
1				
2				
...				

### BUDGET SUMMARY BY PARTICIPANT

Please fill in the table below for each participant in the consortium.

Cost Category	First Year	Second Year <sup>1</sup>	Total
1. Salaries and Wages (by role/individual)	€	€	€
<b>Total Salaries and Wages</b>	<b>€</b>	<b>€</b>	<b>€</b>
2. Equipment, Consumables and Supplies	€	€	€
3. Travel	€	€	€
4. Other Direct Costs	€	€	€
<b>5. Total Direct Costs (items 1-4)</b>	<b>€</b>	<b>€</b>	<b>€</b>
6. Indirect Costs	€	€	€
7. External Consultancy Costs	€	€	€
<b>8. Total Participant Costs (5-7)</b>	<b>€</b>	<b>€</b>	<b>€</b>

<sup>1</sup> Add year columns as appropriate

### TOTAL BUDGET SUMMARY

Cost Category	First Year	Second Year <sup>1</sup>	Total
1. Salaries and Wages	€	€	€
2. Equipment, Consumables and Supplies	€	€	€
3. Travel	€	€	€
4. Other Direct Costs	€	€	€
<b>5. Total Direct Costs (items 1-4)</b>	<b>€</b>	<b>€</b>	<b>€</b>
6. Indirect Costs	€	€	€
7. External Consultancy Costs	€	€	€
<b>8. Total Project Costs (5-7)</b>	<b>€</b>	<b>€</b>	<b>€</b>

<sup>1</sup> Add year columns as appropriate