

Application for SEDL Product Development Award

Applicant Name(s):

Title or One-Sentence Summary of Proposed Product:

Total Budget Requested:

Total Number of SEDL-Supported Days Requested:

Total Number of Days Contributed by Applicant:

Proposed Start Date:

Proposed End Date:

Please attach a three- to four-page memo addressing the following items:

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| 1. Product Description | What specific product does the applicant propose to develop? Describe its format (e.g., conference presentation, facilitator guide, book chapter), audience, components, and length in enough detail that a reviewer can visualize the product. Indicate whether this is a new product or a revision, expansion, or other adaptation of an existing product. If the latter, indicate who holds the copyright or other intellectual property rights to the product and attach all necessary permissions and/or a specific plan for obtaining such permissions. |
| 2. Authors | Identify any co-authors or co-developers (not supported via this award) who will be involved in the project and indicate who will be designated as lead author(s). Provide a description of the knowledge and skills that the applicant and any other co-authors or co-developers bring to the work. Attach vitae for all authors/developers, including the applicant(s). |
| 3. Purpose and Need: | Why is the product needed in the field? Do similar products already exist, and if so, what are their limitations that will be addressed by this product? What is the likelihood that this product will be accepted, published, and/or used as intended? (For example, if the product is a book, how likely is it to be accepted by a commercial publisher, or how feasible would it be for SEDL to publish it at minimal cost or risk?) How will this product benefit SEDL? |
| 4. Knowledge Base: | What information/data sources will be used in developing the product? How will the product incorporate the best available evidence in the field, and how will the product address limitations in the evidence base? |
| 5. Activities: | What activities will be needed to complete the product's development? What additional activities will be needed to move the product from development to use by intended audiences? (Note: The latter activities do not need to be supported as part of the Product Development Award, but they must be feasible for the applicant, SEDL, and/or an identified third party to accomplish.) |
| 6. Schedule: | What is the proposed schedule for completing the activities described above? How will this work impact each applicant's current assignments and scope of work? |
| 7. Budget: | What is the proposed budget? Budget should include fully loaded labor rates as well as other costs, such as peer reviewer fee, duplication, postage, or materials acquisition; a separate budget should detail any costs (excluding the staff member's contributed time) that will be covered by non-SEDL sources (e.g., the applicant, another organization). Budgets must be completed in consultation with Administrative Services (AS), and the CFO must sign the application indicating approval of the draft budget. |
| 8. Mentor(s): | Suggest one or more senior SEDL staff members who could provide mentoring support, e.g., help in conceptualizing major themes or ideas, identifying knowledge sources, assessing the evidence, etc. Or, alternatively, provide an explanation as to why no such mentoring assistance will be needed for the project. |

If awarded a product development award, each applicant agrees to the following terms and conditions:

Copyright for all products or materials will be established in accordance with SEDL policy. Regardless of copyright, all publications resulting from award activities will include a visible acknowledgment of the author's affiliation with SEDL, and the support received from the organization.

The recipient warrants that all necessary copyright and/or other intellectual property rights permissions and/or waivers have been or will be obtained for any and all source materials used.

Where appropriate, the recipient has requested and received client permission to publish on a topic related to an ongoing project.

All products will be subject to technical review by a peer reviewer selected in collaboration with the recipient's manager and included in the budget.

The recipient warrants that the work to be accomplished under the award is not within the defined scope of work for any ongoing contract or grant.

The recipient understands that support will terminate on the end date of the award. The award and all deliverables from the work will become part of the employee's planning agreement and performance appraisal.

From time to time, the recipient may be asked to share the progress or results of the award with groups of employees, prospective staff, or clients.

Applicant 1 Signature _____ **Date** _____

Supervisor Approval _____ **Date** _____

Senior Manager Approval _____ **Date** _____

Applicant 2 Signature _____ **Date** _____

Supervisor Approval _____ **Date** _____

Senior Manager Approval _____ **Date** _____

CFO Approval of Draft Budget _____ **Date** _____