Date:
Version no.
Concept Note:
TITLE OF THE PROPOSED ACTIVITY
Lead/Contact: Dr Jane Doe, Role of the SIPRI Name of Programme, <jane.doe@sipri.org>.

Background and Rationale

Approx. 250 words. 2 to 3 (short) paragraphs.

What and Why: What is the problem/research question? What can/should be done about the problem/research question? Explain why it needs attention at this particular moment. This first line is critical. The funder may be dealing with dozens of similar notes. The author should think carefully about how to make this opening sentence as strong and compelling as possible.

Conclude with one short paragraph about why SIPRI is qualified (SIPRI's 'comparative advantage'—if SIPRI has a track record in this area it is worth highlighting it briefly here) to speak to this issue.

Notes: Do not include a long history here, just the specifics of the current problem. Avoid jargon and explain acronyms. Use footnotes as necessary, but with moderation.

Objectives

Approx. 200 words.

What you would like to accomplish with the activity? This is about outcomes, not outputs, so concentrate on the broad objectives that you would like to accomplish.

Furthermore, this is also the place to identify shared objectives with collaborators and funders: How will the objectives line up with those of the person/institution funding the project? This can also be the place for ring fencing and border setting: What can this activity do to address the problem identified above? What will not be done?

Proposed activities

Approx. 250 words.

- Activity 1—Short Description
- Activity 2—Short Description
- Activity 3—Short Description
- FYI—To format, use the styles menu to apply ‘bullets’.

Use bullet points to specify the activities that would be undertaken in this activity. You should include a broad overview of the duration (is this two months or two years of work?), but don’t get into complicated timelines, that should be saved for the proposal.

This is also a place to introduce team and partners. This can include some basic division of labour for the project: Who is the lead? Who will undertake each activity? If necessary, include names and titles of principal actors. This is not mandatory, but may be useful if building a consortium or other collaborative activity where it is important to agree on division of labour/governance early on.

Finally, this is the place to highlight any upcoming deadlines/constraints (e.g. A full proposal is due by DATE for X source of funding).

Outputs and Dissemination

Approx. 150 words.

- Output 1—Brief description, should be measurable and specific
- Output 2—Brief description, should be measurable and specific
- Etc.
- Dissemination 1—Brief description, specific strategy/outputs
- Dissemination 2—Brief description, specific strategy/outputs
- FYI—To format, use the styles menu to apply ‘bullets’.

Use bullet points to identify specific deliverables: How will you know when the activity has succeeded? These are (typically) specific and tangible, measurable products like publications and events. If available, you can also introduce basic metrics and monitoring and evaluation frameworks (e.g. It is envisioned that this activity will produce two policy briefs by Summer 2017 and a policy dialogue in Fall of 2017).

Also, this is the place to describe dissemination activities. What is the target audience? How will the findings/results be communicated to that audience? Impact is not just about delivering, but about delivering to the right people.

Approximate Budget[1]

Approx. 100 words.

Budget need not be completely fleshed out and may not be necessary in all concept notes or may simply list inputs (12 weeks staff time, 2 trips at 5,000 SEK each, etc). Alternatively it may be useful in some cases to use the following language: 'A detailed budget and further information can be presented upon request.' The activities listed in the budget below are included for guidance purposes and may not apply in all cases.

EDITOR'S NOTE—To format, use the styles menu to apply 'Table text bold' to the header and total rows and 'Table text' for other text.

Activities	**Cost (ADD CURRENCY)**
Activity 1 (Line Item 1) (Labor—usually research)	Cost 1
Activity 2 (Line Item 2) (Events/Travel)	Cost 2
Activity 3 (Line Item 3) (Conference)	Cost 3
Activity 4 (Line Item 4) (Editorial labor, printing)	Cost 4
Activity 5 (Line Item 5) (Research material)	Cost 5
Activity 6 (Line Item 6) (Communications)	Cost 6
Activity 7 (Line Item 7) (Specify other large items)	Cost 7
Activity 8 (Line Item 8) (Grants Manager)	Cost 8
Activity 9 (Line Item 9) (Managerial Support)	Cost 9
Overhead/Administration (SIPRI Standard: X%)	Cost of Overhead (10 – 20%)
Total	**Total**

REMINDERS: Proof read your final document. Bring it to your Director of Studies for review. Remember that Editorial is happy to lend fresh eyes. If odd formatting issues crop up, ask for help. Always run the budget through the Grants Manager. Double check that all calculations add up. At a minimum, run spell check. And, to keep proposals consistent across SIPRI, use 'single quote marks' and spell organization with a 'zed' and programme with the 'mme'. Good luck!

[1] CHECK IF THERE ARE ANY DISCLAIMERS THAT NEED TO BE ADDED. E.G. THIS IS A DRAFT BUDGET, NOT INTENDED AS A FORMAL PROPOSAL ETC.