FROM IDEA TO THE BEGINNING OF IMPLEMENTATION

You have a project idea!

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Discuss it with your colleagues, PD and Outreach.

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Design a plan and write a memo.

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Email it to the line manager and your DoS.

N.B. If it looks like an ambitious and/or long-term project, always share the memo with the DoS. The DoS decides whether to take it up at the SMT.

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You have received the *provisional* go-ahead from your PD and DoS.

Draft a concept note. → **Talk to the Grants Manager** about the project costs. identify a fundraising strategy. Draw a budget. **Get sign-off from GM.** → **Talk to Outreach** about planned publications (both print and online), events and all other possible Outreach related activities. **Get sign-off from Director of Communication and/or Managing Editor.** → **Need for new staff:** Follow the guidelines se out in the SIPRI recruitment process. **Get sign-off from SMT** → **Consult the SMT** if external partners are envisaged. **Get sign-off from the SMT** for all agreements with external partners.

5 working days before the deadline: You discussed, reached an agreement and received sign off from the GM, Outreach and SMT.

3 working days before the deadline: Finalise the concept note and submit it to the PD and DoS. • • • **3 working days before the deadline**: Finalise the budget with GM and get his/her sign-off.

2 working days before the deadline: Here, it is up to the PD and DoS to decide whether to share the concept note with the Deputy Director, Director or other members of the SMT for final review. Get sign-off from the SMT and/or DoS.

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Submit the formal application according to the donor's requirements and guidelines.

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Not approved. | Approved! | Approved wih changes. → Discuss required changes with your DoS; with SMT re. staff; with GM re. budget; with Outreach re. publications and outreach.

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Find another donor. | Inform your DoS set up the project plan and start implementation. | Set up the project plan and start implementation.