



Research Grants

Organizational Overview:

The Competitive Armenian Private Sector project (CAPS) is a technical assistance program funded by the United States Agency for International Development (USAID). The goal of the CAPS project is to increase employment by stimulating growth and increasing the competitiveness of Armenian enterprises. The initial focus of CAPS is on the Tourism and Information Technology (IT) industry clusters. The cluster-based actions are aimed at serving the shared needs of the participant companies.

Eligibility:

Think tanks and NGOs that have relevant experience in carrying out research and that are legally registered in the Republic of Armenia may submit proposals to CAPS on specific research topics when they are advertised. Individuals and private for-profit businesses are not eligible to participate.

Research areas:

CAPS research grants are intended to both build the capacity of Armenian organizations to effectively research and advocate on topics related to competitiveness, and to provide industry clusters with sound research to address their specific needs. Research topics will be announced and open competition solicited for each of them. These topics could include, but not be limited to the following ones:

1. Analysis of policy and/or regulatory changes needed to enable Armenian businesses be more productive or competitive in the region;
2. Specific market research needed for better market linkages and building better distribution channels for businesses;
3. Different topics as defined by CAPS in close collaboration with cluster stakeholders.

Decision Making Process:

Specific Request for Applications (RFAs) will be drafted and advertised for each research topic. Received applications will be scanned to meet eligibility criteria specified in the RFA.

The Grants Evaluation Committee will review and evaluate applications, and after final negotiation, CAPS will seek final approval from USAID for the grant. It will usually take about 2 weeks to evaluate the applications. Upon approval, a detailed grant agreement with relevant supporting documents will be signed, and grant management advice provided to the project's key personnel. Once agreement is signed, grantee will receive advance payment within 2-3 weeks to start activities.

General Evaluation Criteria:

The evaluation criteria will be specified in each RFA. In general, these will include:

1. Quality of technical proposal;
2. Feasibility of research within specified time frames;
3. Capacity of research teams, including evaluation of previous performance;

4. Capacity of implementing organization to manage the technical and financial implementation;
5. Cost reasonableness.

Proposal Format:

The proposal format will be specified in the RFA. In general proposals should include:

1. Executive summary (a short abstract);
2. Research objectives and research questions;
3. Research design and methodology. Justification of choice;
4. Expected sources of data and data collection methods;
5. Data analysis and reporting;
6. Previous relevant experience of research team (with CVs attached);
7. Cost proposal (with narrative description);
8. Additional information (if necessary).

Research Output:

CAPS will work with research teams to ensure close collaboration with relevant stakeholders (cluster working groups, industry groups, or industry leaders). Final research outputs will include a written report, which except in rare cases, will be posted on the CAPS website; an oral presentation to stakeholders, and in some cases, public dissemination of results through a conference or press briefings. Research reports should be usually submitted both in Armenian and English.

Schedule and Logistics:

The expected duration of research projects will usually vary from 2 months to 6 months, with the budget up to USD 40,000 (Armenian Dram equivalent), although most will be much smaller. Please note that these limits are tentative ones and should not be considered as directives.

CAPS will make every attempt to maintain confidentiality of the information submitted by applicants. The Project does not use information presented by applicants for purposes other than review by its own and USAID. CAPS is not required to return documentation submitted in the process of application.

Proposals should be developed according to guidelines provided in the current Request for Applications. They are required to be in English. Total volume of the research proposal should not exceed 10 pages, including cost proposal. Preferred font: Arial, size 11, single space.

Organizations interested in receiving future RFAs for research grants from CAPS may submit contact details to the Grants Administrator at any time. Questions about it may be addressed to:

**Grants Administrator
CAPS Project**

**Address: 15a Alek Manukian, 3rd floor
Yerevan 375070, Republic of Armenia
Tel/Fax: + 374 10 55 63 28 (temp.)
+ 374 10 55 63 71 (temp.)
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