

Project proposal brief

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1. What is your project about?

1.1 PLEASE DESCRIBE YOUR PROJECT'S MAIN OBJECTIVE(S)?

1.2 PLEASE EXPLAIN HOW YOUR PROJECT MAKES A DIFFERENCE IN CANCER CONTROL AND CARE.

2. Who are you?

2.1 PLEASE DESCRIBE THE COMPOSITION OF THE TEAM IMPLEMENTING THE PROJECT?

2.2 HOW DO THEY RELATE TO CANCER CONTROL AND CARE

3. How can we help?

3.1 PLEASE DESCRIBE THE SUPPORT THE INTERNATIONAL CANCER FOUNDATION IS EXPECTED TO PROVIDE

3.2 IF YOU REQUEST A FINANCIAL SUPPORT, PLEASE DESCRIBE THE ACTIVITIES YOU WILL IMPLEMENT WITH THE FUNDS? (DETAILED BUDGET)

4. Risks assessment

4.1 WHAT ARE THE RISKS ASSOCIATED WITH YOUR PROJECT (FINANCIAL, OPERATIONAL, STRATEGIC, CONTEXT SPECIFIC)?

4.2 AND HOW DO YOU MITIGATE THEM?

5. How are you measuring the impact of your project?

5.1 DESCRIBE YOUR LOGICAL FRAMEWORK (OBJECTIVE(S), INDICATOR(S) AND RESULTS

5.2 DESCRIBE YOUR REPORTING PLAN?

6. Additional information

Annex

Risk matrix (sample)

Risks assessment and risk management allows the Project Responsible and the Project Sponsor (ICF) to objectively judge risks, take respective decisions and manage risks.

Risks classification and assessment

Risks are summarized under the following categories:

1. Financial risks
2. Operational risks
3. Strategic risks
4. Trial/Specific related risks

Risks are assessed for probability (p) and classified according to the following outline:

A	>90%	Event is expected to occur in most circumstances – almost certain
B	50-90%	Event will probably occur in most circumstances – likely
C	30-50%	Event should occur at some time – possible
D	10-30%	Event could occur at some time – unlikely
E	<10%	Event may occur in exceptional circumstances – remote

Risks are assessed for impact (i) and classified according to the following outline:

A	Calamitous
B	Critical
C	High
D	Moderate
E	Minor

The project proposal presents an initial risk matrix that will be reviewed during the project lifetime and updated every six months or when deemed necessary.

Risk matrix

	Risks	Description	Possible causes	Possible consequences	P	I	Mitigation measures
1							
2							
3							
4							

C. Objective 3:

No	Activities	OUTCOMES	Current status = Baseline	Planned duration	Impact	Expected Results	Potential budget	Funded by
1								
2								
3								
4								

Detailed budget lines (HR costs per FTE and expertise/travel costs/consumables costs / ICT costs and database costs etc)
 Detailed timeline (indicate Quarter)