

**APPROVAL NOTIFICATION OF APN ACTIVITIES
 UNDER COLLABORATIVE REGIONAL RESEARCH PROGRAMME (CRRP)**

1 June 2016

Project Leader: Dr. Manish Kumar
 Project Reference: CRRP2016-06MY Kumar
 Project Title: Development of New Water Supply Strategies in Two Watersheds of India and Sri Lanka in the context of Climate Change, Rapid Urbanization and Population Growth: A Vulnerability Assessment Approach
 Project Award: US\$ 42,000 (Year 1); US\$ 33,000 (Year 2)

Dear Dr. Manish Kumar,

Following the announcement of the Call for Proposals, I would like to congratulate you again on being approved to receive funding from the APN under CRRP. I am writing to request some immediate information so that we may draw up your Contract as soon as possible, and to give you a brief overview of the APN funding, reporting and administrative procedures to ensure you are not met with any surprises during the year.

Please note that the official **Project Reference Number** for your approved project is quoted above. Please quote this reference number in all communications with the APN Secretariat

I would also like you to note that the present award is a **conditional award, with the condition(s) that:**

1. **Grant:** The Project Leader and the Authorized Representative of the Grantee (see page 2 point 6) acknowledge and accept in writing in advance of signing the APN Contract that only 80% of the grant can be advanced for the entire duration of the project activities (in this case for 3 years). The remaining grant of up to 20% can only be remitted to the Grantee after all reporting requirements are completed.
2. **Acknowledgment:** The APN is to be duly acknowledged in all relevant publications produced as a result of the activities undertaken in the project. Note the full name of the APN is *Asia-Pacific Network for Global Change Research*.
3. **Website Linkages:** A link is to be established between the APN and the main website for the project. The APN's logo should also be displayed on this website
4. The Project Leader regularly updates the project profile on the APN website.

In order to begin the administrative preparations that will allow us to draw up your Contract, we would like to request that you submit **electronic copies** of the following documents by emailing Dr. Linda Stevenson



l Stevenson@apn-gcr.org by Friday, 17th June 2016. Ensure that all emails are also carbon copied to Ms. Dyota Condrorini (dcondrorini@apn-gcr.org) and Ms. Huong Long Dinh (hdinh@apn-gcr.org).

1. **Acceptance letter from the Project Leader and Authorised Representative of Grantee.** An official letter, with institutions letterhead, signed by both Project Leader and Authorised Representative of the grantee, expressing acceptance of the award and the conditions mentioned above, and includes detail of the contribution (both in cash and in kind).
2. **Written Confirmation of Institution/Organization Involvement and Details of Co-funding:** An official letter (with official letterhead), signed by collaborators, from collaborating institutions are to be submitted to the APN Secretariat with details of the involvement and co-financing costs, including all aspects of in-kind contributions, of other organizations.
3. **A detailed timeline presented year-by-year (and broken down month-by-month) for your project with dates and locations of main workshops and project-related meetings.** Note that, as Contract procedures can take up to two months to finalize, it would be in your best interest to begin the project no earlier than mid-July 2016.
4. **An updated budget estimate up to a maximum of US\$ 42,000 for Year 1 and US\$ 33,000 for Year 2, complete with a fully detailed breakdown of the costs.** The final budget is subject to standard negotiations between you as the Project Leader and the APN Secretariat following the submission of your revised budget. Note that the updated budget must not exceed the maximum amount of the award stated in the present notification and should be in line with the present financial regulation (attached for your reference).
5. **A clean copy of your fully updated proposal incorporating the responses from reviewers, including the coversheet, quoting the project title and new reference number above and incorporating parts 3 to 4 above.** The most recent proposal submitted to us is attached in PDF format to facilitate this request.
6. **Details of who will sign as Authorized Representative of the Grantee:** You will be required to sign the contract as Project Leader, but someone else is required to sign on behalf of your organization. For example, this might be the Director of your institute or someone from the Sponsored Projects Office of your University. Please supply their name, title and contact details.

Regarding the general APN accounting and administrative procedures, it is important that you are aware at this early stage of some of the requirements the APN is held to by its sponsors. The project and reporting requirements are listed below for your information.

1. *A Progress Report (appropriate for multi-year projects not in their final year) to be submitted each year of the project.*
2. *Financial Report (appropriate for each year of the project and detailing expenditure according to the financial regulations of the APN) to be submitted each year of the project.*
3. *Final Technical Report (after the completion of the project).*



4. *Featured article of the project (after completion of the project).*

Regarding the timeline for your project, you will have the full period from the date the APN Secretariat Director signs the Contract to complete your project activities. However, a financial statement and fully detailed financial report MUST be submitted to APN within 30 days after the end of the first year (and second and third where applicable) in accordance with APN Financial Regulation. Further information on contents of and deadlines for the above-mentioned reports will be provided in the Contract that you will sign.

Please note that if you have any problems and/or concerns about the contents of this award letter or any concerns about your project in the future, these should be addressed to me, Dr. Linda Stevenson l Stevenson@apn-gcr.org with carbon copy to Ms. Dyota Condorini (dcondorini@apn-gcr.org) of the APN Secretariat.

We appreciate your prompt reply to our request for updated project information, and we look forward to learning about the results of your project in due course. Please note that until we get the information requested in this letter we cannot draw up your Contract and so cannot make any project payments to you.

Sincerely,

Dr. Linda Anne Stevenson
Head of Communication and Scientific Affairs Division
APN Secretariat