

Instructions for Request for Proposals:

Product Development Award, General Call

General Conditions

Language

All correspondence and documents relating to this RfP shall be written **in English**.

Submission cost

The applicant shall bear all costs associated with the preparation and submission of the proposal, including costs associated with proposal development, presentation, and contract and agreement negotiation (unless otherwise noted by the RIGHT Foundation).

Award Administration Conditions

- Submission of your proposal to and review by the RIGHT Foundation does not guarantee funding for your proposed project.
- Following approval by the RIGHT Foundation's Board, applicants will be notified of the award decision. Please note that the RIGHT Foundation cannot provide formal feedback to applicants who do not receive an award.
- **The RIGHT Foundation's management team does not have influence, authority, or decision-making power** over the reviews, evaluation, funding recommendations, or the final funding decision for submitted proposals.

Application Process

Step 1 - Intent to Apply (ITA)

- **Deadline: Rolling basis** until December 31st, 2024. ITAs will be reviewed at the beginning of every two months.
- **How to submit:**
 1. Create an account and register in our [Grant Management System](#)
 2. A confirmation email will be sent to you once account request approved. It will take at least **3 business days** to process your account request.
 3. Enter your account and complete the application for the award.

- **Notes:**
 - We highly recommend creating an account **at least 7 business days** prior to the deadline to complete and submit the application.
 - Any application submitted in non-designated or arbitrarily modified templates will not be accepted. You are allowed to modify the document only in the sections where specified within the word limit.
 - Please do not submit additional documents beyond those requested
 - List all project partners in your Intent to Apply; provide the name and contact details of at least one representative from each partner
 - Proposal documents must be agreed upon by all listed partners prior to submission.
 - Applicants who successfully submit the Intent to Apply document will receive a system generated confirmation email.
 - The RIGHT Foundation reserves the right to extend the closing date at its discretion. Proposals received after the closing date without prior agreement will not be considered.

Step 2 – Full Proposal

- **Deadline:** Successful applicants will receive invitations to submit a full proposal application based on the evaluation of the ITA. The closing date and evaluation schedule will be provided in the invitation. Please note that once submitted on the grant management system, your proposal cannot be modified.
- **How to submit:** Invited applicants will gain access to the full proposal submission on the RIGHT Foundation’s grant management system. Please submit all and only the requested documents using the provided full proposal template.
- **Notes:**
 - Please refrain from making arbitrary adjustments to the template. Modifications are permitted only in sections where specified within the word limit. Upload all required files to the grant management system.
 - You must provide preliminary data to support your proposed project where applicable.
 - The project budget should be justified by activities and reasonable details.
 - All proposal documents must be approved by all listed partners before submission.
 - The RIGHT Foundation reserves the right to extend the closing date at its discretion. Proposals received after the closing date without prior agreement will not be considered.

Evaluation Process

Step 1 - Eligibility Assessment (ITA)

- **Criteria:** ITAs will initially be assessed to determine whether the:
 - Partnership meets RIGHT Foundation eligibility criteria stated in the Request for Proposals (RfP).

- Project objectives are aligned with the RFP-specified scope.
- Proposal is complete and addresses all required content.
- **Note:** RIGHT Foundation may ask clarifying questions or request additional information, as needed, to qualify proposals for evaluation.

Step 2 - Technical Evaluation (Full Proposal)

- **Criteria**
 - Full proposals will initially be assessed to determine whether the proposal is complete and address all required content.
 - Once confirmed, proposals will be reviewed by at least three RIGHT Foundation' Panel of Experts (POE) and assessed according to the evaluation criteria stated in the RFP.
- **Notes:**
 - Please provide supporting information and outcome if your proposal has been previously reviewed by an independent scientific or technical advisory committee.
 - RIGHT Foundation may ask clarifying questions or request additional information, as needed, to qualify proposals for evaluation.

Step 3 – Evaluation by the Selection Committee

- **Criteria**
 - The RIGHT Foundation Selection Committee (SC) will review the proposals and the compiled evaluation comments from the POEs, and rank the proposals according to evaluation from POE and alignment with the RIGHT Foundation investment strategy.
- **Notes:**
 - If requested by the SC, the RIGHT Foundation may invite selected applicants for an interactive interview with the SC.
 - RIGHT Foundation may ask clarifying questions or request additional information, as needed, to qualify proposals for evaluation.

Step 4 – Funding Approval

- **Investment Decision**
 - Once all information has been considered, the SC will make funding recommendations to the RIGHT Foundation Board of Directors (BoD).
 - The BoD will consider the SC recommendations and will make the final decision for new investments.

Questions regarding your application

If you have any questions throughout the application process:

1. [Grant Management System](#): you will find a designated comment box for each field where you can input your question. The RIGHT Foundation will respond to questions related to the application within those respective comment box.
 2. Technical issues or other general inquiries: email to RFP@rightfoundation.kr (subject header "RFP-PDA-2023 Questions").
- **Notes**
 - Please note that it may take time for the RIGHT Foundation to respond to your inquiries, so make sure to address your questions well in advance of the submission deadlines.
 - A [Frequently Asked Questions \(FAQ\)](#) page is available on the RIGHT Foundation website.

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