

Instructions for Request for Proposals:

Product Development Award, Targeted Call

General Conditions

Language

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

Submission cost

All costs associated with the proposal preparation, submission, presentation, contract, and agreement negotiations shall not be covered by RIGHT Foundation.

Award Administration Conditions

- Submission of your proposal to and review by the RIGHT Foundation does not guarantee funding for your proposed project.
- Applicants will be notified of the award decision following approval by the RIGHT Foundation's Board of Directors. Please note that the RIGHT Foundation does not provide specific feedback to applicants who are not selected for 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:** 10:00AM KST 27 May 2024
- **How to submit:**
 1. Create an account and register in our [Grant Management System](#)
 2. A confirmation email will be sent to you once your account has been approved. Account approval will be issued **within 3 business days**.
 3. Enter your account and complete the application for the award.
- **Notes:**
 - It is strongly recommended to create an account **at least 7 business days** prior to the ITA submission deadline.

- 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 ITA; provide the name and contact details of at least one representative from each partner organization.
- ITA documents must be agreed upon by all listed partners prior to submission.
- A confirmation email will be sent once the ITA has been successfully submitted.
- The RIGHT Foundation reserves the right to extend the closing date at its discretion. ITA received after the closing date without prior agreement will not be considered.

Step 2 – Full Proposal

- **Deadline:** Successful applicants will receive an invitation to submit a full proposal application based on evaluation of the ITA. The closing date and evaluation schedule will be provided in the invitation. Please note that once submitted through the grant management system, your proposal cannot be modified.
- **Where to submit:** Invited applicants will gain access to the full proposal tab through the RIGHT Foundation’s grant management system. Please submit all and only the requested documents using the provided full proposal template. Upload all required files to the grant management system.
- **Notes:**
 - Do not make adjustments to the proposal template.
 - You must provide preliminary data to support your proposed project where applicable.
 - The project budget should be justified and described in detail.
 - All proposal documents must be agreed upon by all listed partners prior to 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)

- 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.

Step 2 - Technical Evaluation (Full Proposal)

- Full proposals will initially be assessed to determine whether the proposal is complete and address all required content.

- Each proposal will be reviewed by at least three RIGHT Foundation Panel of Experts (POE) and assessed according to the evaluation criteria stated in the RfP.
- Applicants may be requested to provide supporting information and outcome if your proposal has been previously reviewed by an independent scientific or technical advisory committee.

Step 3 – Evaluation by the Selection Committee

- The RIGHT Foundation Selection Committee (SC) will review all proposals and generate a ranked short-list based on POE review, comments, and alignment with RIGHT Foundation’s investment strategy.
- Short-listed applicants will be requested to participate in an interactive interview with the SC.
- Following interviews, the SC will make a funding recommendation to the RIGHT Foundation Board of Directors (BoD).

Step 4 – Funding Approval

- The BoD will consider the SC recommendations and will make the final decision for new investments.

RIGHT Foundation may ask clarifying questions or request additional information during the evaluation process.

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-2024-1 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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