

**NAPPO Project Proposal Form**

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| APPLICANT INFORMATION |
| Date: Click or tap to enter a date. |
| Mr.[ ]  | Mrs.[ ]  or Ms. [ ]  | Dr.[ ]  | First Name: Click or tap here to enter text. | Last Name: Click or tap here to enter text. |
| Title: Click or tap here to enter text. |
| Organization name: Click or tap here to enter text. | Organization type: Choose an item. |
| Address |  |
| Country (Canada, Mexico or US): Choose an item. |  |
| Phone number | Click or tap here to enter text. | Email: Enter email here |
| PROJECT INFORMATION |
| Title | Enter project title here |
| New project | YES[ ]  | NO[ ]  |
| New project as a continuation of existing project | YES[ ]  | NO[ ]  |
| Project type: Choose an item. | If project type is “Other” please describe  |  |
| PROJECT ADDITIONAL INFORMATION |
| **Justification and scope**: * Reason for the project
* Importance of the project to the NAPPO region
* Key areas to be addressed
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| **Objective(s):** outline the project objective(s) |  |
| **Deliverable(s):** what is/are the product(s) expected from this project? |  |
| **Task(s):** clearly indicate what specific tasks are needed to complete the project |  |
| **Timeline:** * how long will the project take?
* when will specific objectives be accomplished?
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| **Alignment** **with the 2016-2020 NAPPO Strategic Plan:*** which specific goal and sub-goal does this project address? Please be specific in tying the objective(s) of the project to the 2016-2020 Strategic Plan goal (*see link to strategic plan below*)
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| **Resources needed**: * how many experts and in what disciplines?
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| **Suggested subject matter experts:*** put forth names of possible Expert Group members and their affiliations;
* indicate if you have contacted the experts and if they are willing to serve
* if new project is being proposed by an existing EG, please indicate this.
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| **Project funding**: * does the project require funding? If so, please provide a budget breakdown and indicate the funding sources (eg. NPPO, request to NAPPO, other)
* would your country/NPPO be willing to fund or host a face to face meeting to assist in the completion of the project?
* Would your country/organization be willing to provide financial or in-kind resources to assist in the completion of the project?
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**Evaluation Criteria and Other Considerations for NAPPO new project prioritization**

As you develop your proposal, keep in mind the evaluation criteria listed below. **These will be used by the NAPPO Management Team to prioritize and rank your project proposal against other projects**.

* **Project should fit under the mandate/regulatory authority of all NAPPO member country NPPOs**
* **Project should advance the phytosanitary capacity of North America**: Project fosters the sharing of resources, information, and experiences, to help NAPPO members be collectively stronger and more effective.
* **Strategic Alignment:** Project should be aligned with both NAPPO and the member country NPPO’s strategic priorities; see below for links to the 2016-2020 NAPPO Strategic Plan and to the websites of the three National Plant Protection Organizations of our member countries.
* NAPPO Strategic Plan - <http://www.nappo.org/english/official-documents/strategic-plan>
* Canada – CFIA website: -<http://www.inspection.gc.ca/plants/eng/1299162629094/1299162708850>
* United States – APHIS-PPQ website: - <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/sa_international/sa_phytostandards/calls>
* Mexico – SENASICA website: – <http://www.gob.mx/senasica/acciones-y-programas/organismos-y-acciones-de-cooperacion-regional-e-internacional>
	+ - **Impact:** Project should have harmonization value for North America.
		- **Priority Pests:** Project should focus on pests of concern to NAPPO member countries.
		- **Feasibility - human capital:** Project proposal should clearly indicate availability of technical/scientific expertise from member country NPPOs.
		- **Strategic Value of similar NAPPO projects:** Likelihood that the new proposed project would be successful/useful based on similar past endeavours.
		- **Feasibility - resources:**
* Project proposal should present a complete picture of the issue and clearly outline the steps/processes and timelines needed to achieve the project objectives.
* Project proposal should include details on human (how many) and financial (how much) resources are needed for the project.
* Project should be “doable” with current NAPPO Secretariat resources (how many projects can be managed by the NAPPO Secretariat taking into consideration other commitments).