
FORMAT AND REQUIREMENTS FOR PROPOSALS

Section 1. Abstract (300 words maximum)

Write a clear, non-technical summary:

- Define the ageing-related development problem or innovation gap.
- State the project's purpose and main objectives.
- State the project's methodological approach to address the research questions/objectives
- Describe the expected outputs (tangible products, publications, tools) and outcomes (policy change, capacity building, improved services for older adults).
- Ensure accessibility for a regional, non-specialist audience.

Section 2. Project Description and Justification (2,500 words maximum)

To be uploaded as a PDF. Use plain language and avoid technical jargon. Structure as follows:

- 2.1 Background and Problem Statement (600 words)
 - Background information of the ageing issue
 - Situate the ageing issue in a regional and local context and provide a rationale for why this issue should be addressed through this project
 - Explain its relevance to ACAI's 5-year Strategic Plan and ASEAN priorities on active ageing (Please refer to Document 1. About ACAI and overview of the call)
- 2.2 Objectives (400 words)
 - Present the overarching goal and specific, measurable objectives.
 - Align with ACAI's strategic priorities
- 2.3 Methodology and Work Plan (900 words)
 - Identify key questions and how they will be answered.
 - Detail the research design or innovation approach.
 - Describe how you will engage older adults and ageing-related organizations (e.g., older people's associations, local governments).
 - Provide a one-year timeline with major activities and deliverables.
- 2.4 Gender, Equity, and Inclusion Strategy (600 words) (*optional*)
 - Describe how ageing inequalities—especially for older women, rural elders, and marginalized groups—will be addressed.
 - Outline inclusive engagement practices and how diverse voices will be integrated in the research/innovation cycle.

Section 3. Results and Dissemination (1,000 words maximum)

- Define:
 - Major outputs (e.g., reports, toolkits, training materials, draft manuscript to be submitted for publication).
 - Anticipated outcomes (e.g., improved older adult services, ASEAN cooperation).
- Specify your target audiences (e.g., ASEAN governments, civil society, academia).
- Discuss:
 - How findings will be culturally appropriate and locally translated.
 - Your knowledge mobilization plan, including open-access outputs and data sharing.
 - Any potential obstacles and strategies to overcome them.

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Call for Ageing Research and Innovation**



Section 4. Research Ethics (300 words maximum)

- State your approach to ethical research involving older adults.
- Reference local/national ethics bodies and ASEAN principles where applicable.
- Include plans for informed consent, data protection, and dignity of older participants.
- If local ethics boards are absent, describe how you will establish an ethics oversight mechanism.

Section 5. Risk and Mitigation (300 words maximum)

- Identify major risks (e.g., delays, political changes, low stakeholder engagement).
- Describe clear mitigation strategies and how you will adapt during implementation.

Section 6. Project Team Capacities (1,000 words maximum)

- Introduce the lead institution and collaborators.
- Summarize team experience in ageing research or innovations.
- Highlight:
 - Inclusion of older adult voices and community organizations.
 - Participation of women and gender-diverse researchers.
 - Past work in ASEAN or with regional policy actors.

Section 7. Budget Justification (700 words maximum)

- Justify the budget based on your proposed research or innovation.
- Reference ACAI's eligible expense guidelines (*Excel file is attached*)
- Put the short budget description (*if applicable*).
- If co-funding is available, explain its source and use.
- Ensure the budget aligns with the work plan and local costs.

Required Attachments

1. Contact information of lead applicant and all consortium members (if applicable).
2. Legal registration documents of the lead institution.
3. Detailed budget using ACAI's standard template, converted local currency to USD and signed as PDF.
4. Letters of commitment from all partners, including local ageing organizations or ministries.
5. Statement on inclusivity:
 - Indicate whether the lead organization is ageing-focused or community-based.
 - List older adults or local representatives on the team and their roles.
6. CVs of Principal Investigator and core team members.

Note: The counted words do not include the table, image, and references.

For inquiries and technical support, please contact:

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