

Frequently Asked Questions

REEEP 9th Programme Cycle

Most questions regarding PMIS can be resolved by reviewing the following checklist:

- Check your Internet browser. The PMIS is compatible with **Internet Explorer** and **Mozilla Firefox** only. It will not work properly in other browsers, e.g. Google Chrome or Safari. Therefore, please use only IE or Firefox when working in the PMIS.
- Make sure to SUBMIT your proposal. **Just saving the submission, is not enough!** As you work on your proposal, a checklist of needed actions (e.g. “Project profile,” “Costs,” etc.) – located in the middle of your screen throughout the proposal process - will be progressively completed. After completing and saving your proposal, this checklist will be completely checked and a green button will appear underneath it that reads “**Submit for Approval**”. Click on that button to submit your proposal. **Until you click that button, your proposal will not be submitted.**

Where can I find details regarding the Call for Proposal priorities and proposal submission deadlines?

If you do not find the information you need on the <http://call4proposals.reeep.org> page, please download the Call for Proposals and Project Line v 6.0 documents for more extensive details on the programme priorities and the official procedures for the 9th Programme Cycle.

Which countries are the target countries?

Priority countries as stated in the Call for Proposals document are (in alphabetical order): Bangladesh, Benin, Burkina Faso, Chad, Brazil, China, Colombia, Ethiopia, Ghana, India, Indonesia, Kenya, Lao PDR, Liberia, Mozambique, Nepal, Nicaragua, Niger, Peru, South Africa, Tanzania, Tunisia, and Vietnam.

In the Call for Proposals document some of the priority countries are listed in bold letters and others are not – what is the difference?

The countries written in bold letters are first tier priority countries that have higher priority than the remaining second tier priority countries which are not listed in bold.

My project country is not a target country. Can my project nevertheless be considered?

Any proposal from a non-target country has a very low chance of securing funding; you may submit a proposal with the understanding that the chances are low.

Can I include non-targeted countries as part of a regional project which focuses on a target country?

Yes. However, the major actions should take place in the target country and the majority of resources should be spent on the target countries, despite expansion of scope.

What kind of organization can be a project implementer? Do we have to have government linkages?

All organizations are eligible for funding and do not need linkages to governments.

However, policy projects must demonstrate a strong commitment and buy-in from the target government(s) to secure financing. Priority will furthermore be given to proposals from local organizations based in the specified target countries or by external organizations with significant local participation.

How much funding is available?

REEEP offers a maximum grant amount of €150,000.00 (one hundred fifty thousand) per project.

I have a few ideas for a potential proposal concept. Can REEEP provide comments on these before I submit my proposal?

REEEP can give clarifications on the application process, but once the call is open, cannot make comments on your proposal specifically.

Can REEEP funding be used towards larger projects with co-funders?

Yes. Please indicate in your proposal the amount of co-funding received from other sources, including your own organization, and provide letters of confirmation from your co-funders.

The project I had submitted to REEEP for the 8th Programme Cycle was then put on the waitlist. Do I have to resubmit for my project to be considered now?

Yes. Since waitlists are valid only for the programme cycle they were set up, they have expired by now. If your concept is still valid and relevant to the REEEP programme priorities and target countries, you can resubmit.

I implemented a project in the last programme cycle, so does this mean I can apply under the Replication & Scale Up in this cycle?

Only previous projects from organizations that have been pre-defined as qualifying for the Replication & Scale Up funding will be able to submit proposals under this section. If the Replication & Scale Up application form is not accessible, then your organization has not been specified for inclusion under this funding stream. You are still welcome to submit a Regular Project Application.

I completed a project in the last programme cycle, but it is currently still listed in the PMIS as under implementation (e.g. stage M7 or M8). Do I need to change this before I submit a Replication & Scale Up proposal?

No, you do not need to do anything more for your past REEEP project, if it is already complete. It is not necessary to change the project's status, e.g. to M10. If your completed project has been listed as eligible for Replication & Scale Up, then please proceed with your proposal without making changes to your past project.

In the Project Line document, it is mentioned that a firm cannot propose more than 3 projects, and not more than 2 per region. I would like to know if this includes the also replication & scale-up projects, or if they are treated separately.

The replication and scale-up projects are treated separately and the limit on projects per organization does not apply to these.

My organization has multi-regional divisions (e.g. ABC Asia, ABC South Africa, ABC Latin America, etc.) – does the maximum proposal limit apply to the parent organization or to each division?

As long as each division is an individual legal entity, registered within the respective geographical region, then the maximum proposal limit applies to each entity. However, please note that past experience has shown that submitting a large number of proposals does not result in a proportional share of proposals getting funded.

I am unable to register in the PMIS because of “Error – organization with this name already exists.” What do I do?

If your organization submitted a proposal through the PMIS during a previous Call for Proposals, your organization is already registered in the PMIS and cannot re-register. If you do not have your login details from the last Call for Proposals, please contact 9thcall@reeep.org for technical assistance. Please state your full name and the name of your organization.

I registered with the PMIS but did not receive the Activation Email.

If you:

- a) did not receive the activation email;
- b) received the activation email but the activation link does not work; or
- c) activated your account but are still unable to log in

please contact 9thcall@reeep.org for technical assistance. Please state your full name and the name of the organization under which you registered.

I won’t be able to meet a certain deadline. Can exceptions be made?

Please note that submissions that miss a deadline will automatically be disqualified and the submissions rejected. For this reason, please submit your proposal at the earliest possible date.

Is it possible to find out which information is needed for the proposal, even before I begin to work on it?

Yes. Please refer to the PMIS tutorials, which show the information needed for the proposals. Tutorials are available at the following: PDF tutorials in the PMIS under the tab “Documents”

When I am in PMIS, I receive an error screen with a blue triangle and a link to dump information. What do I do?

If you receive this error screen, please contact REEEP immediately to rectify this error.

I am currently working on my proposal. When I click “Save” in PMIS, the system sends me directly to Home and does not save my work. What happened?

This problem often occurs due to the user’s Internet browser. The PMIS is compatible with Internet Explorer (IE) and Mozilla Firefox only. Users of other browsers, e.g. Google Chrome, may face some difficulties such as this. Please use only IE or Mozilla when working in PMIS.

I am currently working on my proposal. I cannot save my data until all of the information is entered. But when I have finished entering it, the information gets lost.

First, please check that you are using an Internet browser that is compatible with the PMIS. The system is compatible with Internet Explorer (IE) or Mozilla Firefox only. If you are using another browser, e.g. Google Chrome, please switch to either IE or Firefox. Another possible reason is that all required information (marked with an *) was not entered before saving. If this happens, you should get a warning when saving. In this case, please read the error and make adjustments accordingly. One common area of difficulty is the project dates. The minimum project duration is one year, which must be expressed as e.g. 1st July 2011 -- 1st July 2012. Kindly note that e.g. 1st July 2011 -- 30th June 2012 will not be accepted in the PMIS.

I am currently submitting my proposal and am on the “Costs” section. What is the Project Leaders Meeting and why does it appear in my budget?

The Project Leaders Meeting is a regular REEEP event, during which all project leaders of the current programme cycle will convene. All implementing organizations will be required to allocate some of their project budget toward the travel costs of sending one senior-level representative to attend the 1-2 day event.

I am currently submitting my proposal and am on the “Costs” section. Why are €5,500.00 (five thousand five hundred) of my project budget already allocated for Monitoring/Evaluation?

Throughout your project, REEEP will review quarterly reports from implementers to regularly monitor projects. However, REEEP will also commission independent experts to conduct a Final Project Evaluation and Impact Assessment of your project. The Final Project Evaluation will be conducted immediately after your project deliverables have been completed and will be part of your final progress report. Within 6-12 months after your project conclusion, an Impact Assessment will be conducted to measure the long term impacts of your project. Both of these will be paid for directly by REEEP. Therefore, €5,500.00 (five thousand five hundred) are automatically retained in project budgets to pay for these evaluations.