**First page (synthesis)**

* Call: Clearing House Mechanism
* Title of the project
* Country
* Localisation of the project
* Main issue at stake
* Target audience(s)
* Message
* Duration of the project
* Promoter institution
* Complete contact information of promoter institution
* Implementing body (optional)
* Contact person and its contact information
* Budget requested from CEBioS
* Amount of the local contribution

**Rest of the document (10-15 pages maximum)**

* Summary (250-300 words)
* Context
* Objectives
  + General objective (impact on society)
  + Specific objective(s) (outcomes for the beneficiaries)
* Geographic location
* Issue at stake
* Target audience(s) and how they will be reached
* Expected results, indicators and activities (Elaborate how the activities will be done and how they will attain the expected results and will be evaluated)
* Necessary infrastructure and human resources
* Sustainability and impacts of the project
* Potential risks associated to the project
* Detailed budget indicating the contributions by RBINS and by the partner (use the budget template and copy in the project proposal)
* Follow-up and evaluation of the project, including objectively verifiable indicators (add the link to the CEBioS indicators, see file)
* Strategy for the use of the national CHM website during the project implementation phase as well as the valorisation of results
* Duration and timeline of activities
* Logical framework and operational plan (recommended, see file) and link to Montreal-Kunming GBF Targets and related NBSAP targets