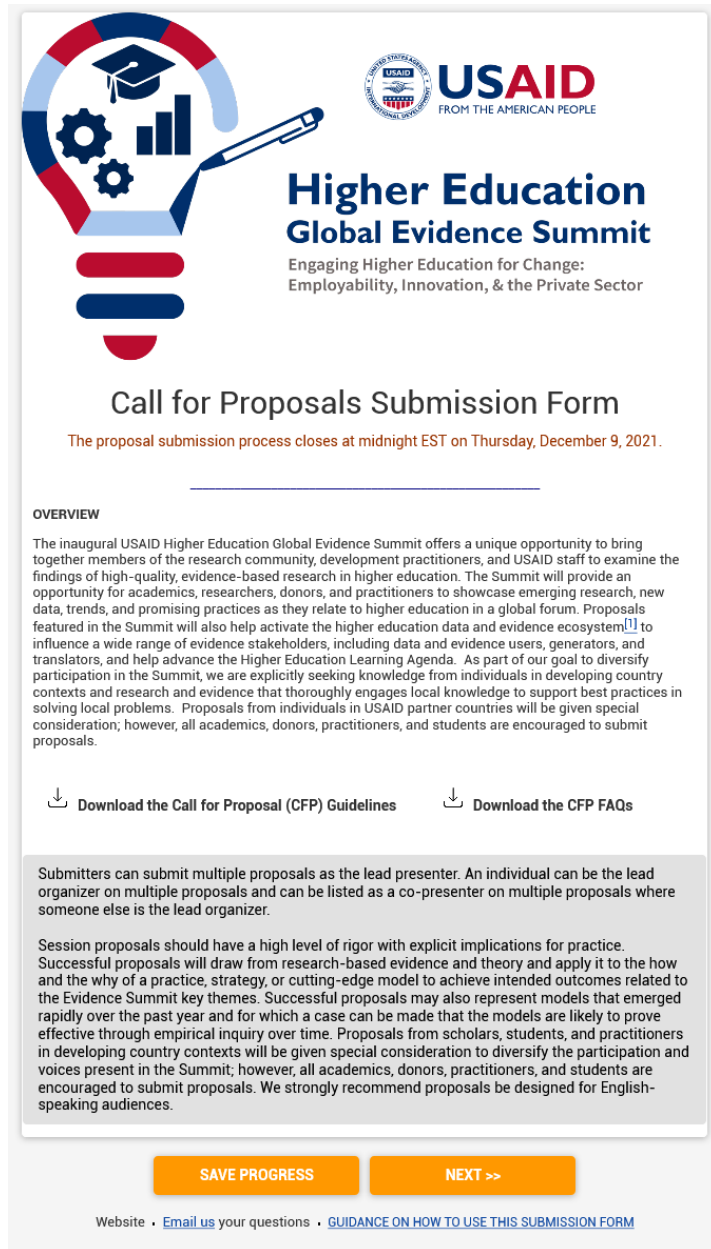


USAID Call for Proposals Online Submission Form Instructions

2022 Higher Education Global Evidence Summit | May 3-4, 2022 • May 10-11, 2022 • May 17-18, 2022

FIRST SCREEN – INTRODUCTION - *Information About the Call for Proposals*

Read the general information and the guidelines to understand the submission criteria before advancing on the form. You can create a profile to save your progress and return to the form later to complete your submission.



The screenshot shows the introduction screen for the USAID Higher Education Global Evidence Summit Call for Proposals Submission Form. It features the USAID logo and a lightbulb icon containing a graduation cap, gears, and a bar chart. The text reads: "Higher Education Global Evidence Summit Engaging Higher Education for Change: Employability, Innovation, & the Private Sector". Below this is the title "Call for Proposals Submission Form" and a note: "The proposal submission process closes at midnight EST on Thursday, December 9, 2021." There is an "OVERVIEW" section with detailed text about the summit's purpose and goals. At the bottom, there are two download links: "Download the Call for Proposal (CFP) Guidelines" and "Download the CFP FAQs". There are also "SAVE PROGRESS" and "NEXT >>" buttons, and a footer with the website URL and a link to "GUIDANCE ON HOW TO USE THIS SUBMISSION FORM".

SCREEN TEXT



Call for Proposals Submission Form

The proposal submission process closes at midnight EST on Thursday, December 9, 2021.

The inaugural USAID Higher Education Global Evidence Summit offers a unique opportunity to bring together members of the research community, development practitioners, and USAID staff to examine the findings of high-quality, evidence-based research in higher education. The Summit will provide an opportunity for academics, researchers, donors, and practitioners to showcase emerging research, new data, trends, and promising practices as they relate to higher education in a global forum. Proposals featured in the Summit will also help activate the higher education data and evidence ecosystem^[1] to influence a wide range of evidence stakeholders, including data and evidence users, generators, and translators, and help advance the Higher Education Learning Agenda. As part of our goal to diversify participation in the Summit, we are explicitly seeking knowledge from individuals in developing country contexts and research and evidence that thoroughly engages local knowledge to support best practices in solving local problems. Proposals from individuals in USAID partner countries will be given special consideration; however, all academics, donors, practitioners, and students are encouraged to submit proposals. USAID is striving to ensure that a variety of voices will be heard, we encourage a broad range of partners to submit proposals.

- [Download the Call for Proposal \(CFP\) Guidelines](#)
- [Download the CFP FAQs](#)

Submitters can submit multiple proposals as the lead presenter. An individual can be the lead organizer on multiple proposals and can be listed as a co-presenter on multiple proposals where someone else is the lead organizer.

Session proposals should have a high level of rigor with explicit implications for practice. Successful proposals will draw from research-based evidence and theory and apply it to the how and the why of a practice, strategy, or cutting-edge model to achieve intended outcomes related to the Evidence Summit key themes. Successful proposals may also represent models that emerged rapidly over the past year and for which a case can be made that the models are likely to prove effective through empirical inquiry over time. Proposals from scholars, students, and practitioners in developing country contexts will be given special consideration to diversify the participation and voices present in the Summit; however, all academics, donors, practitioners, and students are encouraged to submit proposals. We strongly recommend proposals be designed for English-speaking audiences.

SAVE & RETURN Function – Optional

On the second screen shows an option to save your work in the form and return later to finish. Using this option requires you to create an account. You must remember your username and password to return to your form. USAID staff should use their USAID work email when creating an account.

Save & Return

Save your progress and complete this form later.
(optional)

Create an account or login

If you plan to start your submission and return later to complete your progress, click the Save & Return option at the top of the screen **first**, before entering your data. You will be asked to create a user account. After your account is created you'll see a "Save Progress" button at the bottom of each page of the form. Click the "Save Progress" button at the bottom of the page to save your work and return to the form later.

SECOND SCREEN – LEAD SUBMITTER INFORMATION – Contact Details

Contact information for the lead presenter on the submission. There is a section of the form for co-presenters to be added later.

14% Complete

Save & Return
Save your progress and complete this form later.
(optional)

Create an account or login

Lead Presenter Contact Information

Contact Information

Submitter Type *

General Professional

Please enter your name, title and organization as you would like it to appear in the Summit program.
Do not enter information using all capital letters or all lowercase letters.

Email Address Salutation * First Name (Given name) *

Last Name (Family name) * Pronouns

Organization * Job Title/Position * Dept./Division

Country of Work * Phone Number ⓘ

<< PREVIOUS SAVE PROGRESS NEXT >>

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SCREEN TEXT

Contact Information

Please enter your name, title, and organization as you would like it to appear in the Summit program. Do not enter information using all capital letters or all lowercase letters.

Screen Includes

Submitter Type Dropdown - Response Required

- USAID Staff
- Academic/Researcher Professional
- USG Professional
- Non-USG Professional
- Private Sector Professional
- Student

Upon answering the *Submitter Type*, the contact fields will appear:

Email Address - Response Required

Salutation - Response Required

First Name (Given Name) - Response Required

Last Name (Family Name) - Response Required

Pronouns Dropdown

- He/Him/His
- She/Her/Hers
- They/Them/Theirs

Title/Position - Response Required

Dept./Division

Organization - Response Required

Country of Work - Response Required

Mission (Will appear only for USAID staff registrants)

Phone Number

THIRD SCREEN – PART ONE OF YOUR PROPOSAL DATA – Proposal Details

Begin entering the details of your proposal.

29% Complete

Proposal Details

About Your Proposal

Do not enter information using all capital letters or all lowercase letters.

Title [?]
Enter the title of your proposal submission (maximum of 255 characters)

Primary Theme ^{*} **Additional Theme(s)**
 Employability Innovation
 Private Sector Engagement Other

Type of Research ^{*} **Session Formats** ^{*}

Data Collection Methods (select all that apply): ^{*} [?]
 Interviews Focus group discussions
 Surveys/questionnaires Assessments
 Observations Documents analysis
 Literature review Pre-post tests
 Secondary data analysis Other

Presentation Description Upload (Maximum of 800 words) ^{*} [?]
 No files selected.

Your description should NOT be a personal resume or summary of your organization's overview programs, mission, vision, or staff bios. Your proposal description narrative should include: the objective of your presentation, how it will explore the selected theme, which question(s) the proposal will focus on, and the format of the session/why it's appropriate/how it will be delivered as outlined in the Call for Proposals Guidelines.

Please include three references that support your proposal including journal articles, academic literature, government or organizational reports, or other sources. Include complete reference information and URL if available.

Reference 1 ^{*}

Reference 2 ^{*}

Reference 3 ^{*}

Do you have co-presenters? ^{*}
 Yes No Not Sure Yet

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SCREEN TEXT

About Your Proposal

Do not enter information using all capital letters or all lowercase letters.

Screen Includes

Title - Response Required (250-character limit)

Primary Theme Dropdown - Response Required

- Employability
 - Innovation
 - Private Sector Engagement
 - Other
- Other themes (this field will only appear if "Other" is selected)

Additional Theme(s): Checkboxes - Response Required

- Employability
- Innovation
- Private Sector Engagement
- Other

THESE GUIDING QUESTIONS FIELDS APPEAR DEPENDING ON THE RESPONSE TO THE EVIDENCE SUMMIT THEME FIELD

Employability Guiding Question(s) Dropdown - Response Required



Innovation Guiding Question(s) Dropdown - Response Required



Private Sector Engagement Guiding Question(s) Dropdown - Response Required



Type of Research Dropdown - Response Required

- Implementation/Applied
- Theoretical
- Empirical

Session Formats Dropdown - Response Required

- Presentation (55 min.)
- Lightning Talks (5 min.)
- Poster (10 min.)

Collection Methods (select all that apply): Checkboxes - Response Required

- Interviews
- Focus group discussions
- Surveys/questionnaires
- Assessments
- Observations
- Documents analysis
- Literature review
- Pre-post tests
- Secondary data analysis

Presentation Description Upload (Maximum of 800 words)

Your description should NOT be a personal resume or summary of your

29% Complete

Proposal Details

About Your Proposal

Do not enter information using all capital letters or all lowercase letters.

Title [?]

Enter the title of your proposal submission (maximum of 255 characters)

Primary Theme ^{*}

Additional Theme(s)

Employability Innovation
 Private Sector Engagement Other

Type of Research ^{*} **Session Formats** ^{*}

Data Collection Methods (select all that apply): ^{*} [?]

Interviews Focus group discussions
 Surveys/questionnaires Assessments
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 Secondary data analysis Other

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Reference 1 ^{*}

Reference 2 ^{*}

Reference 3 ^{*}

Do you have co-presenters? ^{*}

Yes No Not Sure Yet

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Please include three references that support your proposal, including journal articles, academic literature, government or organizational reports, or other sources. Include complete reference information and URL if available.

Reference 1 - Response Required

Reference 2 - Response Required

Reference 3 - Response Required

Do you have co-presenters? - Response Required

If "yes" is selected, the co-presenter details are on the following screen; if they choose "no" or "not sure yet," the co-presenter screen is skipped.

FOURTH SCREEN – PART TWO OF YOUR PROPOSAL DATA – *Co-Presenter Details*

IF you are including co-presenters in your proposal, this will be your next screen; if you do not include co-presenters, you will automatically skip this screen and go to screen #5.

43% Complete

Co-Presenter Details

If you have any co-presenters for your presentation, please list them here.

How many co-presenters will you have? *

▼

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SCREEN TEXT

Co-Presenter Details

If you have any co-presenters for your presentation, please list them here.

Screen Includes

How many co-presenters will you have? *Dropdown - Response*

✓ *Required*

1

2

3

Co-Presenter #1

Name: (CP1)

Title: (CP1)

Organization: (CP1)

Email: (CP1)

Country of Work: (CP1)

Co-Presenter #2

Name: (CP2)

Title: (CP2)

Organization: (CP2)

Email: (CP2)

Country of Work: (CP2)

Co-Presenter #3

Name: (CP3)

Title: (CP3)

Organization: (CP3)

Email: (CP3)

Country of Work: (CP3)

FIFTH SCREEN – PART THREE OF YOUR PROPOSAL DATA – *Co-Presenter Details*

Under the *Bio Upload* field, upload one Word file that includes the short bio for yourself (the lead presenter) and any co-presenters. For the Image Upload fields, upload image files for yourself and any co-presenters. For each image file, the file name should contain the name of the person whose image is shown in the file.

57% Complete

Bios and Images

Upload one Word document that contains the short biographies of the lead presenter and any co-presenters. There is a word count limit of **250 words maximum for each biography**.

Bio Upload ?

Browse... No file selected.

Upload image files of the lead presenter and any co-presenters. **Include the name of the individual in the file name.**

Image Upload 1: Lead Submitter ? **Image Upload 2: CP1** ?

Browse... No file selected. **Browse...** No file selected.

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SCREEN TEXT

Bios and Images

Upload one Word document that contains the short biographies of the lead presenter and any co-presenters.

Screen Includes

Bio Upload - *Response Required*

Upload image files of the lead presenter and any co-presenters. **Include the name of the individual in the file name.**

Image Upload 1: Lead Submitter

Image Upload 2: CP1

Image Upload 3

Image Upload 4

SIXTH SCREEN – PART THREE OF YOUR PROPOSAL DATA – *Co-Presenter Details*

Under the *Bio Upload* field, upload one Word file that includes the short bio for yourself (the lead presenter) and any co-presenters. For the Image Upload fields, upload image files for yourself and any co-presenters. For each image file, the file name should contain the name of the person whose image is shown in the file.

71% Complete

Language Preference

Closed captioning and international sign options will be available during the event for selected sessions in the forthcoming schedule.

The Summit will be conducted primarily in English; however, presenters may request to present in Spanish, French, or Arabic language designated sessions when submitting a proposal.

Presentation Language (if not English)
 Spanish French Arabic

Scheduling

While we cannot guarantee that all scheduling requests will be accommodated, we will keep requests in mind as accepted proposals are scheduled.

Scheduling Preference ▾
 May 3-4, 2022 May 10-11, 2022 May 17-18, 2022 No preference

For scheduling purposes, do you anticipate being named as a co-presenter on someone else's proposal submission? If you are unsure, you can log in at any time to update your response if you have created a profile.

I am a co-presenter on another proposal
 Yes No

Review Sign Up

Are you interested in serving as a proposal reviewer?
 Yes No

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SCREEN TEXT

Presenter Needs

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Screen Includes

Presentation Language (if not English) - *Response Required*

Spanish
French
Arabic

Scheduling

While we cannot guarantee that all scheduling requests will be accommodated, we will keep requests in mind as accepted proposals are scheduled.

Scheduling Preference - *Response Required*

May 3-4, 2022
May 10-11, 2022
May 17-18, 2022

For scheduling purposes, do you anticipate being named as a co-presenter on someone else's proposal submission? If you are unsure, you can log in at any time to update your response if you have created a profile.

I am a co-presenter on another proposal - *Response Required*


Yes
No

SEVENTH SCREEN – DISCLAIMER

Under the *Bio Upload* field, upload one Word file that includes the short bio for yourself (the lead presenter) and any co-presenters. For the Image Upload fields, upload image files for yourself and any co-presenters. For each image file, the file name should contain the name of the person whose image is shown in the file.

86% Complete

Disclaimer



DISCLAIMER STATEMENT

1. I understand that the submission of my proposal does not mean that my proposal is automatically accepted to be presented at the USAID 2022 Higher Education Evidence Summit as a presenter.
2. I have made every effort to guarantee the accuracy of the information supplied herein on the Call for Proposals Form.
3. I understand that if my proposal is accepted for presentation, USAID has the right to publish it as part of post-event resources on the event website.
4. If my proposal is accepted, I understand that I can recommend a colleague to present the proposed content in case unforeseen circumstances prevent me from being available during the event.

By signing this statement, I declare that the mentioned terms and conditions in the disclaimer statement and the guidelines for proposal submission and presentation are understood and accepted, and will be complied with and maintained.

USE YOUR MOUSE OR FINGER TO SIGN HERE

clear

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SCREEN TEXT

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Screen Includes

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USE YOUR MOUSE OR FINGER TO SIGN HERE

EIGHTH SCREEN – SUBMISSION CONFIRMATION PAGE

After you click the “Submit” button, the final screen is the confirmation page. You will receive a confirmation email once your proposal is submitted.

Success! Your Proposal is Submitted

Your proposal has been successfully submitted.

Reference #: 13454889

[Submit Another Response](#)