CALL FOR PROPOSAL

KNOWLEDGE CONTRIBUTION

Overview

Programme
Thematic Priorities

Date Published
28/08/2017

Project Type
Knowledge Contribution

Closing Date for Applications
29/09/2017

Who should apply
This is open to Climate-KIC Core or Affiliate partners. If you are interested in joining our partner network, please contact one of our local Climate-KIC offices.

What we are looking for
Knowledge contribution calls are the common mechanism by which Climate-KIC Themes invite Partners or other parties to contribute knowledge for the purposes of strategy development. In this call, we are particularly looking for proposals on Innovation Insights and Case Studies. Proposals will be accepted by the following Themes. Urban Transitions (UT), Sustainable Land Use (SLU) and Sustainable Production Systems (SPS) Themes

Knowledge contribution applications should focus on the priority areas targeted and listed in the relevant sections of this document.

Application Details
- Download the Proposal Form
- Submit completed applications via email to applications@climate-kic.org
- For further information, please contact your local Climate-KIC office.

1   Introduction

At Climate-KIC we offer many opportunities to our network of Partners and Partner consortia to apply for Climate-KIC project funding and support. All calls for proposals target different stages of the innovation lifecycle. The ultimate aim is that Climate-KIC funded projects deliver climate mitigation and adaptation impact. This document provides detailed guidance on the information required to submit a proposal. Read this document carefully before you submit a proposal.

The proposal submission and decision timeline is as summarised in the table below:

STAGE	TIMELINE
Deadline for proposal submission by partners	September 29th
Proposal Decisions	October 6th
First draft submission	November 17th
Internal review, peer review	December 15th
Final draft submission	January 20th
Production including editing, layout, design etc.	March 2nd
Launch	Theme specific, will be linked to specific theme events / conferences

2   Proposal Submission

2.1   Submitting your proposal

Applications can be submitted at any time from the launch of the call to the closing date. We recommend that you liaise with contact points identified in this document or your local Climate-KIC representative prior to submitting an application, for support and guidance to complete your application. All applications must be submitted to **applications@climate-kic.org**. The proposal must be submitted in both pdf and Word format.

Please note: No extensions will be granted under any circumstances. Any changes to the proposal requested by the applicant after submission will not be allowed.

Climate-KIC has a responsibility to ensure that any public funding it provides is used for its approved purposes and that, when an organisation receives funding, it is used appropriately. The information that is requested (and listed below) is required to verify that projects are set up and planned effectively by the organisation(s) receiving funding.

Please ensure that all the information requested in the Proposal Form is provided. Without the availability of the relevant information, the application for funding will not be progressed.

2.2   Closing dates

Proposals must be submitted by the closing date advertised on the Climate KIC website.

2.3 Criteria

Knowledge Contribution call is only open to Climate-KIC partners.

A Project Proposal is admissible:

1. If it is submitted via an electronic submission means, i.e. mail address: applications@climate-kic.org and before the closing date. No extensions will be granted under any circumstances.
2. If it is readable, accessible and printable.
3. If it fulfils Programmes specific conditions as shown in table below and in Annexes 1, 2 and 3.
4. Incomplete proposals may be considered inadmissible - This includes requested data not completed, supporting documents specified in the call not submitted, use of an outdated template.
5. Proposals will be evaluated on their own merit, and as they are submitted to C-KIC. Should any changes to the proposal be asked after the submission deadline, will not be accepted unless if a Climate-KIC representative request you.

Use the Proposal form to submit your idea. There are different Terms of Reference depending on the type of contribution call you are applying for. Please find a summary table below.

Notes

All application documents should be written in English. Exceptions can be made for supporting documents, such as Letter of Intent, which could be written in one of the official languages spoken in the country the application is submitted. In order to be assessed by all reviewers, you may choose to provide a short summary in English. Climate-KIC reserves the right to request for a translation at any time.

2.4 Conflict of Interest

Conflicts of interest should be declared by applicants before submitting proposals. Interests declared will be scrutinised by non-conflicted Climate-KIC staff and drawn to the attention of funding decision-makers (such decision-makers themselves should also not be subject to a conflict).

Climate-KIC Terms and Conditions include a requirement for organisations to have effective processes in place to manage conflicts of interest. If new conflicts arise once an award has been made these should be declared and managed using the organisation's and Climate-KIC's established processes.

3 Specific calls:

3.1 Report on unlocking finance for land use

Climate-Knowledge and Innovation Community (Climate-KIC) has the task of sharing and curating knowledge with and beyond its partnership. With an extensive network of start-ups, public authorities, larger businesses and research bodies – Climate-KIC is commissioning reports that will demonstrate state-of-the art in a given field or thematic focus area. The reports will also demonstrate how Climate-KIC and its partner's projects[1]* are shaping the climate innovation landscape.

The Decision Metrics and Finance team are commissioning a report to inform its priorities around unlocking climate finance for land use. The objective of this report is to:

1) To understand the existing landscape of investment in the land use sector, illustrated with case studies
2) To explore the status quo with regards to assessing and measuring investments
3) To depict the innovation opportunities

Key Facts

Audience	Internal and external
Length	- No more than 10 pages
Tone	• Neutral, even-handed, authoritative, credible, judicious and accessible. Authors and editors should avoid sensationalist or over-hyped claims entirely, and wherever possible propositional statements should be backed by references or evidence.
Title	"Sourcing and Scaling Investment in Agriculture/ Forestry"
References as End Notes	References are encouraged to substantiate any statistics/propositions and should include references to other sources beyond published material.
Quality assurance	Initial quality assurance lies with Climate-KIC staff, to decide whether drafts are ready to proceed or if peer review is required. Peer review will be managed by Climate-KIC. Final review and sign-off of the content is from the Director of the Commissioning theme. Sign-off of the final pdf is from the Climate-KIC series coordinator and the author.
Editing and layout	Climate-KIC will run the author's draft through an editing process to improve the consistency of the text and in efforts to standardise across the series. At a later stage, Climate-KIC will also submit the draft to detailed proof-reading. Edits are undertaken by Climate-KIC's outsourced publisher. The edits will always be approved by the author. Layout will be handled by Climate-KIC outsourced designers.

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[1] Note – projects do not have to have received Climate-KIC funding to be considered.

	An executive summary will be included on the first page of the report – highlighting key points, facts, and learnings to compel the reader.
Graphics	One or two powerful graphics can be used but will need to be supplied by the author in high resolution (min. 300 dpi).
Branding	Insights will carry the Climate-KIC branding but will be co-branded with the authoring institution and other contributors as appropriate. For this, a short description of the organisation should be provided (2 to 3 sentences) for inclusion in the final publication
Authorship	Authorship within the series is open to all Partners and non-Partners alike.
Distribution	The Report is generally printed in hard copy for meeting and conference distribution. PDFs are posted on the website and promoted prominently via Climate-KIC e-newsletter and digital communication channels. This dissemination work is undertaken by Climate-KIC's central communications team; authors and partners are also required to take steps to ensure dissemination of this work.

Report structure

1. **Introduction**
- Objective of report
- Executive Summary
- Main structure of following chapters

2. **Current state of play**
- An assessment of the market of investors, investments, and what they are investing in. Including an analysis of the size and quantity of investments going to both mitigation and adaptation projects and the average return – both financial and non financial.
- Available financing instruments in agriculture and forestry with critical perspectives on 2 or 3 tools to unlock finance, or insights from developing and implementing new financial tools.

3. **Metrics to catalyse investment into sustainable development and land use– Creating confidence and accurate measurement.**
- Outline the main challenges in catalysing investment in land use – e.g. low RoI, high risk etc.
- Analyse and present the most established and commonly applied ex ante and ex post metrics for investment in the land use sector.
- Profile 3-4 investment performance measurement approaches for land use projects.
- Outline the main challenges with investment leading to impact

4. **Examples Innovations in financing land use**
- E.g. PPP in agroforestry
- E.g. Results based financing for REDD+
- E.g. smart contracts / blockchain for implementing REDD+
- E.g. alternative investment funds for financing CSA

5. **Gaps and opportunities**

- What is needed to create or work towards standards & verification for measuring investment performance?
- What existing financial models/ instruments could be developed or applied to help scale investment in agriculture/ forestry to provide investors with suitable, comparable investment opportunities?
- How to incorporate systemic thinking into conservation vs production?

6. **Conclusion and moving forward**
   Contact person for any questions:
   Rachael Holmes rachael.holmes@climate-kic.org

3.2 Report on the Financing a step change in the move to a circular economy

1. Introduction and Literature Review
- Objectives
- Definitions and characteristics of circular economy and circular business models used in this paper
- Executive Summary
- Structure of following chapters

2. Literature review
- Review of latest reports/ other materials
- Circular Economy: Trillion $ Opportunity (why it matters/ global trends)
- Business model innovation and finance labs around the circular economy
- Review of attempts/ mechanisms/ funds of biz model/ financial model innovation
- Innovation needs is our key element – and what are the different investment mechanisms in different contexts

3. Current State of the World – Barriers and Solutions.
- Is there a generally accepted definition of "circular business models"? Are there any barriers around this?
- The problem is including externalities to show the true cost of linear models of production. How to use climate metrics to incorporate climate opportunity and risks in of linear models to investment decisions.

For non-financial industry / corporates
- What proportion of corporates are putting circular models of production into practice versus those who use linear models?
- How do they currently measure and quantify the circular economy benefit in the business case in comparison to the linear models of production?
- What are the problems with these?
- What are solutions that exist?
- OR – which are the best? Which are the worst? What are the common problems? Are these really circular?

For financial industry / investors
- Are there any funds that invest in the circular economy (any asset class)? What proportion invests (explicitly stating "circular economy" in their prospectus, or implicitly by investing in

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companies that effectively make better use of their waste) in circular models of production, in terms of assets under management?

· What are existing assessment tools, circular metrics, or lack thereof for financial investors to calculate ROI of circular economy business models?
· What are the bankability problems with these?
· How do they go about valuation (incorporating risk, discount rate, cash flow haircuts) of circular economy business models?
· What solutions exist?

For those who already see the investment case for circular economy (financial or non-financial industries

To include a comprehensive Landscape and Stakeholder Map

· The Mapping of financial instruments, mechanisms, structures, exchanges that are already out there that people can use to invest in this shift
· Who are the biggest players acting in this space?
· What are channels currently available?
· Gaps?

4. Specific case studies.

· What are top 10 examples of circular business models (any sector) that are proven to be more profitable than their linear counterparts?
· What are 10 most instructive failures and what can we learn from those?
· Is it worth it? What is the business case for companies to shift from linear to circular? How to choose what to invest in? What are the risks?
· Case study on an emerging innovation i.e. blockchain to improve traceability and transparency for investments in circular economy.

5. Recommendations

- Where are the biggest innovation needs?
- What are the capacity gaps to channelling investment into circular business models.
- Through what activities can CKIC add most value?
- How can financial innovations for the circular economy be promoted?

Contact person for any questions:
 Rachael Holmes rachael.holmes@climate-kic.org

3.3   Climate Innovation Insights

Guidelines for authors and editors

These guidelines are intended to support the standardisation and quality of the proposed Climate Innovation Insights series from **Climate-KIC**. The information and instructions provided in this document are designed to ensure that all proposals are given equal and fair consideration.

Introduction

As its name suggests, Climate-Knowledge and Innovation Community (Climate-KIC) has the task of sharing knowledge with and beyond its Partnership on the successes and failures of stimulating game-changing innovation to tackle climate change. When start-ups, public authorities, larger

businesses and research bodies speak to Climate-KIC, they often want to know what has worked and what hasn't worked in efforts to innovate. They are also interested in how Climate-KIC and others are improving their roles as innovation engines and what is shaping the climate innovation landscape.

Climate Innovation Insights are a mix of case studies of recent innovation experiences and analytical pieces that draw lessons from diverse sources to aid the understanding of Climate-KIC and its Partners. The main objective is to offer learning points and source material that can help individuals and organisations iteratively improve the way they work and approach innovation for tackling climate change. The insights are intended to be quality-assured, evidence-based, authored in a clear and compelling manner in order to make them accessible for broad international audiences of entrepreneurs, public servants, researchers, students, and investors.

This annex informs authors, editors and co-ordinators about:

- The features of Climate Innovation Insights that makes it different from other publications series.
- The guidelines for authoring and producing an Insight.
- The efforts to standardise the series.

What makes Climate Innovation Insights distinctive?

An Insight is not just for demonstrating and disseminating successful innovations or highlighting a particularly good project, policy, business or measurement framework. Rather, it is for sharing the learning processes unfolding in a particular experience and what lessons can be drawn from this experience to help others engage in the climate innovation landscape.

As the name suggests, it is written from the perspective of someone who has 'insight', for example from authors who have been deeply involved in a particular activity, piece of research or interacted with different groups that has allowed them to discover something of interest.

In order to maximise the learning triggered by an Insight, it equally reflects successful and difficult aspects of an innovation process or an attempt to support the innovation landscape. In fact, it is often the challenges with which people are confront and the ways in which they were overcome that generate lessons and meet the curiosity of the reader.

Content – Guiding Examples
Please note – The below are guiding examples aligned to the themes' priority areas. For topics, or variations on topics not seen below, you are welcome put forward an expression of interest to the contact persons identified.

Topic	Theme
Deforestation and unsustainable forest management in the tropical areas - reduce the impact of the international value chains and develop landscape approaches.	Sustainable Land Use
Food security and systems - Enhancing food security by increasing the resilience of global food systems	Sustainable Land Use

Topic	Theme
Food waste - Enabling circular and bio economy development by reducing, recover and reuse food waste for biomaterials and bioenergy with an urban focus.	Sustainable Land Use
Foodtech - catalysing food innovations to promote nutrition and wellness, and linking food production and consumption	Sustainable Land Use
What is the capacity of the offsite manufacturing industry to treble the deep retrofit rate in Europe	Urban Transitions
What are the best examples of low carbon mobility in Europe and what made these successful	Urban transitions
What are the top 5 sustainable districts and what are the policy instruments that allowed this to occur	Urban transitions
Behaviour change or Social Innovation is often overlooked when solutions are provided to climate change challenges. What are 5 best examples in Europe and what were the contributing factors.	Urban Transitions
Matching innovation demand and supply is a key motivation for Climate KIC. We would like to explore the possibility of partnering with others to provide this service.	Urban Transitions
There is currently a performance gap between the designer's intent and asset in use. We would like to explore the latest measures being utilised by industry to address this.	Urban Transitions
Circular cities. Cities are currently adopting a waste to energy approach, resulting in the burning of potentially valuable materials that could be repurposed. We would like to investigate best practice of cities that have adopted circular principles- best examples, and policy and economic instruments that enabled this change to occur.	Urban transitions Sustainable Production Systems
How digitisation will positively affect sustainability outcomes and where the hot spots or intervention are.	Urban Transitions
Best examples of Nature based solutions in Europe.	Urban Tranisitions
Blockchain technology for enhancing circularity of materials specifically for plastics at the interface between chemicals, products and EU waste legislation	Sustainable Production Systems
Blockchain technology for enabling traceability of food and transparency across the whole value chains	Sustainable Production Systems
Digitisation as innovation driver for Circular Economy, e.g. smart packaging, smart and intelligent assets	Sustainable Production Systems
Role of digitisation in overcoming information gaps in local to global value chains that prevent closing product and material loops	Sustainable Production Systems
Best examples of digital business models and innovations enabling dematerialization of products	Sustainable Production Systems
Digitization as enabler for individualization of demand to reduce mass production and reduce global material flows	Sustainable Production Systems
Enhancing eco-design and modular design for consumer products through digital solutions and platforms	Sustainable Production Systems

Topic	Theme
How to solve lack of ICT systems' interoperability, legal uncertainty related to the use and access to data, and allocation of intellectual property rights through digital solutions	Sustainable Production Systems
Best examples of scale-up of digital business models enabling circularity of materials, specifically plastics, metal and cement	Sustainable Production Systems
Recommendations for a policy framework supporting digital material passports for plastics in consumer products to increase recovery, upcycling and re-use rates	Sustainable Production Systems
Best cases of open source and shared IP business models and innovations and how to translate learnings to accelerate circularity of materials specifically plastics, metal and cement	Sustainable Production Systems

Structure of individual Insights

In summary, the structure should be roughly as follows:

- *Introduction* – why should the reader care about this insight or experience, and how does it relate to innovation for tackling climate change? Focus on a general reader being able to understand this – jargon free/limit technical language (approx. 200 – 400 words)
- *Body* – what happened? What were the results of the project, policy, experience or piece of research? What does the experience/body of evidence tell us about this particular insight/experience? (approximately 400 words)
- *Enabling Factors/Challenges* – analysis of the challenges or hurdles as well as successes. Assessment of how challenges have been overcome and what can be learned for the wider climate innovation community from the experience/evidence (approximately 400 words)
- *Implications and Guidance* – if advising others, what should they take from the experience or insight that you have gained to strengthen their work on innovation for tackling climate change? (approx. 300 words).

Key messages

The front cover of each Insight will contain three to five key messages. These messages are expected to determine whether a reader will continue reading the entire case study or decide to put it aside again. The key messages should provide a brief summary of what the Insight is about; why it is of interest for the climate innovation community; and what the reader can learn from it. The space for these key messages is extremely limited, so contents and wording will need particular attention.

Format (for designers/editors)

- The briefs should be 4 pages (book leaflet) style.
- The copy should not exceed 2000 words, with 1800 words as target.
- They should feature an image on the front page and a further 1-2 images within, space permitting (to be provided either by the authors, Climate-KIC or by the production company – guidelines to be discussed)
- Each brief should include quotes and these should be given a pull quote treatment, if space allows
- The text should be punchy, accessible and non-technical

- Opportunities should be sought to lift the text, with the help of graphs, maps, boxes, infographics or bullet points
- Each brief should include short and pithy key messages. There should be no more than 5 key messages and each message should be no more than 25 words long
- An introductory paragraph should seek to outline the issue and draw out the reader's interest.
- Subsequent paragraphs should include key lessons, insights and implications, with a focus on analysis rather than description (see above)
- Authors and editors should avoid sensationalist or over-hyped claims, and wherever possible propositional statements should be backed by references or evidence.

Standardisation

Climate-KIC will use a single editor for the copy-editing stage and a single proof reader to help impose standardization over the new briefs. Some rules to guide editing and authors are given below:

- English, not American spellings (e.g. -ise, not –ize)
- The author(s) should have just their name and organisation included
- In-sentence lists should use lower case Roman numerals (i, ii, etc)
- The number of references should not exceed 10 and as a rule should be included in endnote format. References should not appear in brackets embedded in the text.
- Reference to other pages or sections of the briefing should appear in the text, not in Endnotes.
- Personal communications or interviews should be cited as references as follows "Name. Personal interview. Date."

Production Process

Insights are intended to be primarily desk-based studies. As indicated above it is expected that the authors will have a good degree of familiarity with the experiences and evidence described.

The role of the Climate-KIC will be:

-To clarify any questions on the final outputs expected from authors;
-To review pre-drafts of text and provide recommendations for improvement – in particular in terms of its level of achievement in offering lessons and regarding the draft's compliance with the specifications that can be found further below;
-To remind authors of the timely completion of their Insights.
-To act as the intermediary between the design/editing team and the authors.

Key Facts for the Climate Innovation Insights Series:

Overview	Authoritative briefings of lessons learned in engaging in innovation for tackling climate change
Audience	Entrepreneurs, investors, researchers, public servants, innovation networkers
Length	1800-2000 words, with figures/graphs/maps counting as 200 words each to be deducted from the total.
Tone	Neutral, even-handed, authoritative, credible, judicious and accessible.

Title	Should flag the relevance for audiences ... e.g. 'when investors pull out – the case of' or 'measuring mitigation potential of clean tech start-ups'
Story-telling	To bring the 'insight' alive, support and illustrate the points made, include quotes from different perspectives. Where possible quotations will be highlighted in 'pull quote' form and will be attributed by name, unless negotiated otherwise with the author.
References as End Notes	References are encouraged to substantiate any statistics/propositions and should include references to another sources beyond published material.
Quality assurance	Initial quality assurance is with Climate-KIC staff, to decide whether drafts are ready to proceed to peer review and editing. Peer review will be managed by Climate-KIC. Final review and sign-off of the content is from Director Climate-KIC. Sign-off of the final pdf is from the Climate-KIC series co-ordinator and the author.
Editing and layout	Climate-KIC will run the author's draft through a substantive edit to improve the punchiness and flow of the text. At a later stage, Climate-KIC will also submit the draft to detailed proof-reading. Edits are undertaken by Climate KIC's outsourced publisher. The edits will always be approved by the author. Layout will be handled by Climate-KIC's outsourced designers.
Graphics	One or two powerful graphics can be used but will need to be supplied by the author in high resolution.
Photos	If the author has relevant photos, 3-5 should be provided in high resolution
Branding	Insights will carry the Climate-KIC branding but the partner authoring institution also receives branding and recognition as appropriate. For this, a short organisational description for inclusion in the final publication should be provided (2 to 3 sentences).
Authorship	Authorship within the series is open to all, though Climate-KIC staff and their Partners are encouraged to participate.
Distribution	'Insights' are generally printed in hard copy for meeting and conference distribution. Climate-KIC does not have a budget for bulk mailing. PDFs are posted on the website and promoted prominently via Climate KIC UK and Ireland's e-newsletter and digital communication channels. This dissemination work is undertaken by Climate-KIC's communications team; authors and partners are also encouraged to take on this work. In some cases, Climate-KIC may give particular Insights additional treatments, including video, photo journalism, animation etc.

Budget

Climate-KIC will offer a budget of up to 5,000 Euros (five thousand Euros) for creating one (1) Innovation Insight. The budget must be spent in 2017.

Contact person for any questions:
- Sustainable Land Use - Joanna.Montesinos@climate-kic.org
- Urban Transitions - Ellie.Tonks@climate-kic.org
- Sustainable Production Systems – sira.saccani@climate-kic.org

3.4 Case Studies

Deforestation and unsustainable forest management in the tropical areas: reduce the impact of the international value chains and develop landscape approaches

Introduction

The Sustainable Land Use (SLU) theme has selected Forestry as an area of strategic importance for climate related innovation. Forests play a key role in absorbing carbon; deforestation is in contrast significant to carbon emissions, hence the potential to increase forest-climate capacity through an innovation and partnership based approach is significant.

A prerequisite for improvement, innovation and partnership is the capacity to look at forestry in an integrated and holistic way, as a component of landscapes, as a resource provider for wood and other forest products across value chains. It is also important to analyse areas where climate related action is efficient, innovation and collaboration feasible, yet underrepresented.

This call has a specific focus on "Deforestation and unsustainable forest management in the tropical areas: reduce the impact of the international value chains and develop landscape approaches". This includes: the traceability and certification tools along supply chains; monitoring technologies for forest and carbon stocks; integrated approaches of agriculture and forestry.

We invite contributions of case studies based on concrete projects and examples. They should explain the issue that is relevant to combating climate change, highlight specific challenges which require innovation, and conclude by providing some guidance and possible implications for the Climate KIC Forest programme.

These contributions will be embedded in a compendium of contributions on Forestry issues by the Sustainable Land Use team and edited in June with an external editor.

Overall structure and format

Title	Please give your Case Study a title – could include the name of the original project or activity. We reserve the right to make modifications through the editor's team.
Keywords	Up to 5 keywords
Drivers and background	Describe the context and its relative importance within this sector/theme. highlighting the challenges in the sectors the project will answer to (incl. policies, environment, …) **(approx. 400 - 500 words)**
Case study/core text of the insight	With a particular attention to the main challenges relevant for innovators **(approx. 300 – 800 words)**
Climate impact	How is the issue relevant to climate mitigation, adaptation or both? How? Being as concrete as possible **(approx. 200 words)**
Recommendations	Some conclusions for Climate-KIC programme should be derived from the above, keeping in mind the KIC innovation pipeline: ideation, acceleration (business validation), demonstration and scaling. What exists already and how could Climate-KIC best build on existing initiatives and avoid duplication **(approx. 200-400 words).**

The case study should not exceed 1200 words, with 1000 words as the target. These figures do not include possible figures or tables.

Production Process

It is expected that the authors will have a good degree of familiarity with the experiences and evidence described.

The role of the Climate-KIC SLU team will be:

- To clarify any questions on the final outputs expected from authors;
- To review pre-drafts of text and provide recommendations for improvement – particularly in terms of its level of achievement in offering lessons and the draft's compliance with the specifications below;
- To remind authors of the timely completion of their contribution.
- To contact the design/editing team and finalise editing with them.

Key Facts for the contributions:

Overview	Case Studies
Audience	Outreach institutions such as public bodies, companies, NGO, non-profit associations, SMEs which could be interested to take part in the programme
Tone	Neutral, even-handed, authoritative, credible, judicious and accessible.
Title	Should flag the relevance for audiences
References as End Notes	References are encouraged to substantiate any statistics/propositions and should include references to another sources beyond published material.
Quality assurance	Initial quality assurance lies with Climate-KIC SLU staff, to decide whether drafts are ready to proceed to peer review and editing. Peer review will be managed by Climate-KIC. Final review and sign-off of the content is from Director SLU, Daniel Zimmer. Sign-off of the final pdf is from the Climate-KIC series coordinator and the author.
Editing and layout	Climate-KIC will run the author's draft through a substantive edit to improve the consistency of the text. At a later stage, Climate-KIC will also submit the draft to detailed proof-reading. Edits are undertaken by Climate-KIC's outsourced publisher. The edits will always be approved by the author. Layout will be handled by Climate-KIC outsourced designers.
Graphics	One or two powerful graphics can be used but will need to be supplied by the author in high resolution (min. 300 dpi).
Branding	Climate-KIC branding but the partner authoring institution will also be brandied and recognised as appropriate. For this, a short description of the organisation should be provided (2 to 3 sentences) for inclusion in the final publication
Authorship	Authorship within the series is open to all Partners.
Distribution	Detailed plan still tbd.

Topics relevant for Themes

If you would like to discuss this, please get in touch with the relevant theme contact as listed in this document.

1	Deforestation and unsustainable forest management in the tropical areas: reduce the impact of the international value chains and develop landscape approaches	Sustainable Land Use (SLU)

Budget

Climate-KIC will offer a budget of up to 2.000 Euros (two thousand Euros) for creating one (1) case study. The budget must be spent in the calendar year awarded.

Standardisation

Climate-KIC will use a single editor for the copy-editing stage and a single proof reader to help impose standardisation of the contributions. Some rules to guide editing and authors are given below:

- English, not American spellings (e.g. -ise, not –ize)
- The author(s) should only have their name and organisation included
- In-sentence lists should use lower case Roman numerals (i, ii, etc)
- The number of references should not exceed 10 and as a rule should be included in endnote format. References should not appear in brackets embedded in the text.
- Reference to other pages or sections of the briefing should appear in the text, not in Endnotes.
- Personal communications or interviews should be cited as references as follows "Name. Personal interview. Date."

Contact person for any questions:

Sustainable Land Use - Joanna.Montesinos@climate-kic.org