Request for Concept Notes (RFCN)

Action Research for Climate Adaptation in Agriculture (ARCAA) Program

March 23, 2026

RUFORUM Capacity Building in Agriculture

RTI INTERNATIONAL

Contents

Introduction

The purpose of this Request for Concept Notes (RfCN) is to invite concept notes from researchers within organizations based in Kenya and Nigeria to conduct innovative and feasible action research under the Climate Adaptation in Agriculture (ARCAA) program. ARCAA supports locally led climate-adaptation action research aimed at informing climate-smart agricultural innovations and accelerating their adoption and scaling in Kenya and Nigeria. This RfCN is jointly issued by RTI International and RUFORUM, with funding from the Gates Foundation.

About RTI

RTI International is an independent, scientific research institute dedicated to improving the human condition by turning knowledge into practice. RTI publishes more than 1,000 peer-reviewed journal articles annually, often in collaboration with global research partners, with a focus on informing decision-making and public policy. RTI also implements international development programs, with experience in more than 100 countries around the world. RTI's agriculture and food systems practice conducts research and implements programs that sustain the environment and support equitable, thriving communities. RTI has worked with clients across the public, private, foundation, and nonprofit sectors globally.

About RUFORUM

Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is a network of universities across 40 countries in Africa. RUFORUM collaborates globally with other university networks, development partners, policymakers, and leaders to leverage synergies and work towards shared objectives in delivering science solutions for development, human capital development, and institutional reform in the African Higher Agricultural Education system. The network is African owned, aligned with country goals, and thrives in multi-stakeholder engagement that promotes equity and implements gender responsive interventions. RUFORUM is nested within continental and global frameworks, including the Comprehensive Africa Agriculture Development Programme (CAADP), Africa's Agenda 2063, and the United Nations Sustainable Development Goals. We recognize that youth are the driving force behind change and are leading the charge for a better Africa.

Background on ARCAA

Africa is disproportionately vulnerable to the impacts of climate change, yet most climate research on the continent is led by scientists based outside Africa.[1] This imbalance limits representation of local perspectives and perpetuates dependency on external solutions.

To address this gap, RTI and RUFORUM, with funding from the Gates Foundation, have launched the ARCAA program. ARCAA aims to support locally led action research that increases adoption and scaling of innovations and technologies to strengthen farmers' adaptation to climate change in Kenya and Nigeria. Ultimately, the results of the action research funded through ARCAA are expected to meet the needs of small-scale producers by enhancing their productivity, income, and nutrition in the face of climate shocks and environmental stresses.

The program takes an "action research" approach. ARCAA expects funded action research to be guided by the following principles set out by the Adaptation Research Alliance:

[1] Overland, I., Fossum Sagbakken, H., Isataeva, A., Kolodzinskaia, G., Simpson, N. P., Trisos, C., & Vakulchuk, R. (2022). Funding flows for climate change research on Africa: Where do they come from and where do they go? *Climate and Development*, *14*(8), 705–724.

- Co-production with users
- Transdisciplinary
- Driven to inform decision-making and emphasize societal impact
- Builds capacity
- Addresses inequalities that contribute to vulnerability

The program focuses on several priority thematic areas that were identified based on stakeholder listening sessions conducted in Kenya and Nigeria and aligned with global investments on climate adaptation in agriculture. The thematic areas identified for this solicitation are as follows (in alphabetical order):

- Alternative Livestock Feed
- Aquaculture
- Biofertilizers
- Digital Advisory Services
- Irrigation
- Improved Livestock Breeds
- Improved Seed Varieties

Action research proposed in response to these thematic areas should be geared towards addressing the needs of smallholder farmers, and in particular to those that are most vulnerable to climate change. A detailed description of the rationale and the types of research questions that will guide the submission can be found in **Annex A**.

Process and Funding Parameters

This RfCN will follow a competitive process. ARCAA expects to receive approximately 50 concept notes in response to this RfCN. ARCAA will select 10–15 concept notes and invite shortlisted applicants to advance to a co-creation phase. During co-creation, shortlisted applicants will develop full proposals in collaboration with RTI and RUFORUM. Ultimately, this co-creation phase will be used to determine which of these proposals receive action research grant funding from RTI.

Subject to the availability of funds:

- Estimated number of grants: 10–15 (combined across Nigeria and Kenya).
- Estimated funding range per grant: USD 100,000–300,000 per project
- Anticipated period of performance: 1–2 years

Final award amounts and scopes of work will be determined following the co-creation phase, during which full proposals and detailed budgets will be jointly developed and agreed upon.

Eligibility

Important note: This is a closed solicitation. Only organizations that have received a direct invitation from RUFORUM are eligible to submit concept notes.

- Applicants must be based in an organization that is legally registered and based in Kenya or Nigeria, and the Lead principal investigator (PI) must also be based in the same country.
- Co-PIs or co-investigators may be affiliated with institutions in other countries or regions.

- Applicants must demonstrate relevant experience in the technical area for which they are applying.
- Lead PIs may submit only one concept note and must select a single technical research area from the seven listed in **Annex A**.

Concept Note Submission Requirements

Concept Notes must be submitted in English as a PDF via the RUFORUM Information Management System (IMS): https://rims2.ruforum.org. See **Annex C** for detailed instructions on concept Note submission through the RUFORUM IMS.

- Concept Notes are limited to **three pages**, excluding the cover page, and an appendix that includes a budget overview and the CV of the Lead PI. Submissions exceeding these limits will not be considered. Submissions must use an 11-point font size or larger for the text; a font size of 9 point or larger may be used in tables or graphics.
- Submissions may only address one thematic area, and PIs cannot lead a response to more than one concept note per thematic area. Each response must indicate clearly which **Annex A** thematic area they are addressing, and they should directly address the review criteria listed in the **Concept Note Review and Selection Process** section below.
- As stated above, the research team must include a Lead PI based in the country of proposed research (Kenya or Nigeria), demonstrate expertise in the thematic area, and have established connections to potential users of the research.

Required Sections of the Concept Note

Cover Page – Must include

- Proposal title
- Applicant's legal entity name, address, and contact information
- Lead PI name and contact information (maximum of 1)
- Co-PIs or co-investigators with titles, affiliations, and locations (maximum of 5)
- Applicant's Business Official contact information (provide contact information for person with signature authority)
- Total proposed cost

Project Abstract

Include a concise summary of your research idea that identifies which thematic area it addresses, the goal, objectives, and a high-level overview of the methodology, and anticipated outcomes (limited to 200 words).

Background

Briefly describe the rationale for the selected research topic and any relevant prior research conducted by the team. Clearly specify the research gap that will be addressed.

Research Questions, Goals, and Objectives

State the primary research question(s) that will be addressed, the primary goal of the research and specific research objectives.

Research Plan Overview

Provide a high-level summary of the research plan organized by objectives. Briefly outline the major steps of the methodology to accomplish each objective (you can combine objectives if the same methods are used to achieve them), as well as a high-level timeline. Include any risks to conducting the research or completing it within the timeframe and steps that will be taken to mitigate those risks.

Action Research Orientation

Discuss how the project will align with the ARCA Action Research Principles (see Background Section above). Who are the intended users and how will they be identified? Provide evidence to support the likelihood of user uptake, previous engagement with users/stakeholders informing this research, and the process that will be taken to ensure relevance to user needs.

Anticipated Outcomes and Impact

Describe anticipated outcomes and impacts that will occur as a result of research, and how activities and results of the research are expected to lead to those outcomes. Discuss the potential for the outcomes and impact to be sustained and scaled beyond the life of the project.

Appendix

- **Required:** Budget Overview using the template in **Annex B**
- **Required:** CV of Lead PI (maximum of three A4 pages).
- **Optional:** Short bios for Co-PIs or co-investigators are optional and would be part of the 3-page limit allocated for the Lead PI's CV.

Questions and Clarifications

- **Applicants Information Session** will be held on **April 8, 2026,** to provide applicants with an overview of the project and provide an opportunity to ask questions.
- Applicants are encouraged to submit questions by **April 1, 2026,** using the contact below. Questions will be addressed during the applicants information session, and additional questions may be addressed live.
- RTI and RUFORUM will compile all questions and answers and share them with all participants on **April 6, 2026**.

Contact:

- **ARCAA Grants Management Team**
  Email: ARCAA_Grants@rti.org

Concept Note Review and Selection Process

Applications will be reviewed through a **two-step process**:

Step 1: Compliance Check

RTI and RUFORUM will conduct an initial compliance check to ensure that applications meet the minimum eligibility and submission requirements. Applications that do not meet these requirements will be **disqualified** and will not proceed to the Technical Evaluation stage.

Step 2: Technical Evaluation

Applications that pass the eligibility requirements will be evaluated against the following **weighted criteria** on a scale of 1–5:

Criterion	Description	Weight
Fit to Research Area	Clear alignment with one of the ARCAA thematic areas and its problem statement/themes; adapts or formulates alternative questions with local relevance (see **Annex A**).	30%
Action Research Orientation and Use Pathway	Locally led, participatory approach; clear pathway for research findings to inform future adoption of resilient technologies or practices, program or service delivery, adoption, or policy; stakeholder engagement from design to uptake. Intentional strategies to reach smallholder farmers, women, and youth are articulated where relevant in the approach.	25%
Appropriateness and Feasibility of Research Methods	Research design is cost-effective and well matched to the question and context; methods are practical and achievable within proposed resources and timeline; includes risk mitigation and realistic sampling/analysis plans.	25%
Local Leadership and Team Qualifications	Lead PI and team demonstrate relevant technical expertise and partnerships with potential end users (e.g., farmer groups, local fabricators, extension services, financial institutions, policymakers).	20%

Selection for Co-Creation

Based on the evaluation scores, RTI and RUFORUM will select the 10–15 most competitive applications. Shortlisted applicants will be invited to participate in the co-creation phase and will be contacted individually with further instructions. Grant awards are anticipated to be fixed-price awards/performance-based grants.

Anticipated Timeline

The following timeline is an estimate and is subject to change.

Activity	Date
RFCN Issued	March 23, 2026
Questions Due	April 1, 2026
Questions Answered	April 6, 2026
Applicants Information Session	April 8, 2026
Concept Notes Due	April 17, 2026
Concept Note Evaluations	April 20 to May 15, 2026
Notification of Selected Organizations	May 22, 2026
Co-Creation Phase Begins	May 25, 2026
Grant Awards Anticipated Start Date	July 6, 2026

Disclaimer: Issuance of this RFCN does not constitute a commitment to award funding or pay costs incurred by applicants to prepare submissions. RTI/RUFORUM/ARCAA reserves the right to reject any or all submissions. An invitation to participate in the co-creation phase or submit a full proposal does not guarantee funding.

ANNEX A – Thematic Areas

Improved Livestock Breeds

Problem Statement

Smallholder livestock producers across sub-Saharan Africa (SSA) face mounting pressures to increase productivity while navigating climate variability, rising feed costs, and heat stress that compromises animal health and milk yields. Many farmers struggle with breed choices that involve difficult tradeoffs between productivity and climate resilience: high-producing crossbreeds often require intensive management and are more vulnerable to heat stress, pests, and diseases—particularly in marginal agroecological zones like the Arid and Semi-Arid Lands. Meanwhile, although indigenous breeds may offer superior adaptation and lower input requirements, they may not meet production demands, in particular for economically viable dairy enterprises.

Research Themes/Solution Areas

This research area examines optimal breed selection and management strategies that balance productivity, climate resilience, and economic viability within unique agroecological contexts. Key priorities include comparative assessments of crossbred and indigenous cattle performance under different environmental stressors and evaluation of feed interventions that improve efficiency. Key areas of interest include understanding breed-specific tradeoffs related to heat tolerance, disease resistance, feed requirements, and milk production to guide context-appropriate breed recommendations for specific geographies and production systems. Proposals that explore climate adaptive enabling environment and value chain solutions are encouraged.

Illustrative Research Questions

The following questions are meant to be illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- Which cattle breeds are best suited for different agroecological zones, weighing tradeoffs between milk productivity (for dairy or dual-purpose cattle), climate resilience (including heat stress and pest/disease tolerance), feed efficiency, and economic returns? Where is there sufficient access to necessary services to adopt cross-bred dairy cattle (such as artificial insemination services)?
- How does the provision of bundled support services—such as veterinary care, extension advisory, finance, and livestock insurance—affect the productivity, health outcomes, climate adaptability, and overall profitability of crossbred cattle (e.g., in areas where they have been adopted)?
- What are locally adapted strategies to involve pastoralists in collecting disease and/or stress monitoring data to inform response efforts, disease modeling, and upstream breeding programs? How can pastoralists be engaged in collecting and using the data to improve the productivity of their herds?

Alternative Livestock Feed

Problem Statement

Feed costs represent the largest operational expense for livestock and aquaculture producers, often accounting for ~70% of total production costs and severely constraining profitability for smallholder farmers across SSA. Dependence on expensive commercial feeds—many of which rely on imported ingredients—creates economic vulnerability and limits the scalability of animal production systems. Meanwhile, locally abundant resources, including agricultural byproducts, invasive species, and underutilized crops, remain largely untapped as potential feed sources. The lack of validated, locally-sourced feed formulations may prevent farmers from reducing input costs while maintaining animal nutrition and performance, ultimately limiting the economic viability and sustainability of smallholder livestock and aquaculture enterprises.

Research Themes/Solution Areas

This research area explores the nutritional value, safety, economic, and environmental feasibility of alternative feed ingredients derived from locally available resources in Kenya and Nigeria. Focus areas include evaluating unconventional feed sources such as black soldier fly or cassava root as an energy component, water hyacinth as protein-rich livestock feed, castor seed derivatives for animal nutrition, and other regionally available materials. Research themes could prioritize practical feed formulations that optimize animal performance while reducing costs, assessing nutritional factors, environment risks, and understanding context-specific sourcing potential across different production systems and geographies.

Illustrative Research Questions

The following questions are illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- What is the practical potential for sourcing and utilizing low-cost local feed alternatives (cowpeas, black soldier fly, castor seeds, others) in terms of availability, climate resilience, processing requirements, nutritional value, animal performance, or cost-effectiveness compared to conventional feeds?
- Can locally produced raw materials and other concentrate materials be processed into cost-effective and nutritious feed using small-scale feed processing machinery (such as the Nutreco Hendrix4U)? What are farmer perceptions of specific locally-sourced feed formulations? What attributes are most important to them and what are they willing to pay for those attributes? How can women, youth, and other marginalized groups be involved in the production of local feed alternatives?

Aquaculture

Problem Statement

Aquaculture can be a climate resilience strategy and food security solution, offering productive and nutritious protein sources that can diversify livelihoods and strengthen adaptive capacity in vulnerable farming communities. However, producers face mounting challenges from shifting climate regimes that threaten the viability of established fish farming practices and geographies. Rising temperatures, altered rainfall patterns, and increased climate variability create uncertainty about which species will remain productive in specific locations, while simultaneously exposing pond-based systems to heat stress, oxygen depletion, and flooding. Compounding these climate risks, farmers struggle with high input costs, particularly for commercial feeds, that constrain profitability and limit adoption among smallholder producers.

Research Themes/Solution Areas

This research area focuses on building climate resilience across aquaculture value chains. Research priorities include identifying geographies that will remain viable for priority species like tilapia and catfish under future climate scenarios and testing climate-resilient and affordable technologies that reduce vulnerability.

Illustrative Research Questions

The following questions are meant to be illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- Can locally sourced climate-resilient technologies—such as solar-powered aeration pumps, shade nets, pond liners, or other adaptations—economically improve aquaculture production and strengthen pond resilience to climate stressors like heat waves and oxygen depletion compared with conventional management practices? What is the landscape for climate-resilient technologies in the market, how well do these products work, and do they fit the needs of small-scale producers?
- How do small to medium-scale farmers currently increase production and/or adapt to climate change and how effective are those strategies (dig another pond, changing feed, changing species)? What are their perceptions of new strategies they have not yet tried?

Biofertilizers

Problem Statement

Smallholder farmers face mounting challenges with synthetic fertilizers, including prohibitively high costs that strain limited budgets, low nutrient use efficiency resulting in significant waste and environmental harm, and persistent underutilization of available nutrients that constrain crop productivity. These interconnected issues demand innovative, affordable solutions that can improve both economic viability and agronomic outcomes for resource-constrained farming systems.

Research Themes/Solution Areas

Microbial biofertilizers, such as nitrogen fixers and phosphorus stabilizers, enhance plant nutrient uptake through conversion of essential nutrients into plant-available forms. Biofertilizers have been shown to be cost-effective and environmentally friendly alternatives to synthetic fertilizers. This research area focuses on developing and evaluating cost-effective options to increase nutrient use efficiency among smallholder farmers through the strategic incorporation of microbial inoculants that can complement or partially replace conventional fertilizer inputs.

Illustrative Research Questions

The following questions are illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- What could a standardized, practical way to measure the climate resilience of biofertilizers look like? And if feasible: using this framework, to what extent does the evidence support the climate resilience of biofertilizers (as measured by proxies such as soil health and water retention)?
- How does biochar perform as a carrier for microbial inoculants compared with peat or other traditional carrier materials, and what additional co-benefits (such as enhanced soil health, improved water retention, or increased yields) does biochar-based biofertilizer delivery provide?
- How does incorporating biofertilizer affect soil health, water retention, and other climate resilience benefits (e.g., reduced crop lodging)?

Digital Advisory Services

Problem Statement

Smallholder farmers in Africa face increasing climate variability and unpredictability, yet often lack timely, context-specific agronomic information to make critical decisions about variety selection, planting and management practices. Traditional extension services are limited in reach and capacity, leaving farmers vulnerable to climate shocks and unable to optimize their adaptive strategies. Meanwhile, the rapid expansion of mobile technology presents opportunities for scalable digital advisory systems, though questions remain about their effectiveness, accessibility, and ability to strengthen climate resilience across diverse contexts and value chains.

Research Themes/Solution Areas

Digital and artificial intelligence (AI)-powered advisory services offer promising pathways to deliver personalized, timely agricultural recommendations at scale by integrating weather data, remote sensing, agronomic models, and farmer feedback. This research area aims to explore how digital advisory platforms can strengthen smallholder climate resilience through improved decision-making on climate-smart agriculture technologies and practices suited to different agroecological contexts and value chains. Key focus areas include evaluating the effectiveness of AI advisories in enabling climate adaptation, understanding digital readiness and inclusion barriers, and identifying the mechanisms through which digital tools translate information into improved outcomes for smallholder farming systems.

Illustrative Research Questions

The following questions are illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- How can local indigenous and cultural knowledge be integrated into climate and extension advisory systems to improve accuracy, contextualize recommendations, and create participatory feedback loops that enhance digital advisory services (e.g., local trusted weather and climactic signals)?
- What factors determine digital readiness and meaningful inclusion in digital and/or AI advisory platforms for adoption of climate-smart agricultural practices? How can service design address barriers related to these factors (e.g., literacy, connectivity, gender, and trust) to ensure equitable access and uptake across diverse farming communities and value chains? How can digital advisory services be adapted for different users, including women, youth, and marginalized groups?
- What decision factors influence continued use of AI or digital advisory services (e.g., seasonal weather, use of irrigation, smartphone data costs)?

Irrigation

Problem Statement

Smallholder farmers across SSA face persistent water scarcity and unreliable rainfall that limit agricultural productivity and climate resilience, yet access to affordable, appropriate irrigation remains severely constrained. Although irrigation systems have been adopted by some farmers, they are difficult to scale as they can be prohibitively expensive, difficult to maintain, or poorly suited for smallholder contexts. The lack of cost-effective, locally adapted irrigation solutions perpetuates dependence on rainfed agriculture, constrains diversification opportunities, and leaves farming communities vulnerable to increasingly erratic precipitation patterns. Addressing this challenge requires local research to inform the development, testing, and scaling of irrigation technologies that are affordable, efficient, gender-accessible, and tailored to the diverse water, energy, and economic contexts of smallholder farming systems across the region.

Research Themes/Solution Areas

This research area focuses on advancing irrigation technologies that can meet smallholder farmer needs while building sustainable production and maintenance ecosystems in Kenya and Nigeria. Key priorities include evaluating and optimizing locally-manufactured irrigation systems—such as drip irrigation kits, petrol, and solar-powered solutions—that balance performance, affordability, and accessibility. Potential dimensions include assessments of water use efficiency, energy requirements, cost-effectiveness, ease of operation and maintenance, farmer preferences, and gender inclusivity across different irrigation technologies, with particular attention to performance in water-scarce geographies where efficient water use is most critical for sustainable intensification and climate adaptation.

Illustrative Research Questions

The following questions are meant to be illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- What types of irrigation advisory content and delivery methods are preferred by farmers and effective at guiding irrigation decision-making? How specific (e.g., geographic, crop type, irrigation system) does the advisory content need to be? How should the advisory content be adapted for use by women, youth, and marginalized groups?
- Are there sufficient irrigation sector support services—such as repair, replacement parts, fuel delivery—to support the expansion of smallholder irrigation in a (specific region) in Kenya? Are these services suited to support new technologies (e.g., solar irrigation systems)? What are the implications of policies and regulatory approaches on irrigation access and sustainability?
- To what degree are bundled irrigation services offered with other services (e.g., financing, inputs, and insurance) and how does bundling impact uptake and benefits?

Improved Seed Varieties

Problem Statement

Increasingly unpredictable climate conditions—marked by prolonged droughts, fluctuating rainfall patterns, and saline intrusion in coastal areas—place mounting pressure on agricultural productivity in Kenya and Nigeria. Smallholder farmers in drought-prone regions face frequent crop failures because of reliance on seed varieties not adapted to these evolving stresses. Limited awareness and access to climate-resilient seeds (e.g., drought-tolerant maize, other cereals) further exacerbate vulnerability. Without improved seed systems that deliver stress-tolerant varieties tailored to local agroecological conditions, farmers remain exposed to yield instability, food insecurity, and reduced profitability under climate change.

Research Themes/Solution Areas

This research area focuses on improving farmer access to, knowledge, and effective use of climate-resilient seed varieties by strengthening local testing, awareness, and delivery systems. Leveraging existing breeding efforts, activities will support the evaluation, demonstration, and scaling of potentially drought- and stress-tolerant varieties in real farming environments. Priority lines of work include farmer-managed trials to assess yield performance under local climate conditions; participatory variety selection to ensure seed traits meet farmer preferences; and targeted awareness campaigns to build knowledge about the benefits of climate-resilient seeds. The project could also explore practical approaches to improving availability, such as partnerships with local seed companies, agro-dealers, and community seed producers, ensuring that farmers can reliably obtain preferred varieties.

Illustrative Research Questions

The following questions are illustrative. Research teams are encouraged to adapt these research questions or formulate their own based on local needs and priorities.

- Which seed delivery, awareness, and extension strategies most effectively increase adoption of stress-tolerant varieties in specific regions? Which of these strategies effectively increase adoption amongst women, youth, and marginalized farmers?
- What are farmer perceptions around hybrid versus inbred seeds? Which climate-resilient traits are perceived to be most valuable?
- How do specific hybrid and inbred varieties compare in yield stability, profitability, and risk mitigation under drought stress versus seasons of favorable rainfall, and what factors influence farmer choice between them?

ANNEX B – High-Level Concept Note Budget

Instructions to Applicants

Provide a high-level, estimated budget for your proposed concept. Detailed line-item breakdowns are not required. For each category, briefly explain the main cost assumptions and any cost efficiencies or value-for-money considerations.

In addition, include a short paragraph (maximum 250 words) that describes the key cost-efficiency and value-for-money measures reflected in your approach (e.g., use of local expertise, virtual delivery, shared resources, cost-sharing, capped overhead rates).

Budget Category	**Estimated Amount (USD)**	**Budget Narrative (Key Assumptions)**
Personnel (Labor)		Key roles and level of effort.
Fringe Benefits		Estimated fringe rate(s) and inclusions.
Travel		Purpose, number of trips, and locations.
Workshops/Meetings		Number, size, and format of events.
Materials and Supplies		Major materials or consumables only.
Equipment		Major equipment items (if any).
Contractual/Consultants		External consultants or vendors and scope.
Other Direct Costs (if applicable)		Other operational costs
Subtotal (Direct Costs)		
Indirect Costs (Overhead)		Rate and base (or flat amount).
Total Estimated Budget		Total cost of proposed concept.

ANNEX C – Submission Instructions

All concept notes shall be submitted through the RUFORUM information management system (RIMS; http://rims2.ruforum.org/).

- **How to create an account in RIMS**
    - Open this website link: http://rims2.ruforum.org
    - If you do not have an account, you will be asked to register here: https://rims2.ruforum.org/signup/
    - After registering successfully, you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.
    - For most members of the RUFORUM network we have captured your emails in RIMS. Note that the system may tell you that your account already exists. If this happens, then follow the steps to reset your password/forgotten your password
- **How to log on if you have an existing account**
    - Open this website link: http://rims2.ruforum.org
    - Log into RIMS by entering your email and your password
    - After logging in, you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.
- **What to do if you have forgotten your password or need to reset your password**
    - Open this website link: link: http://rims2.ruforum.org
    - Click "Forgot Password" on the bottom right side of the screen
    - Enter your email address and then click “Submit” to reset password
    - You will receive a link to reset your password at the email address provided. If you do not receive it immediately, please also check your spam or junk mail folder in case it is delivered to your spam. Follow the instructions to reset your password
    - Use your email and the new password to log into RIMS
    - After logging in, you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator
- **How to submit Your Concept Note**
    - After logging in, you will be taken to a view where you will see a link called “Active Grant Calls.” Click on this link and begin the application process
    - Choose correct call ID which is **RUF/ARCAA/CN/2026**

- Complete the online application form
- Be sure to provide all the required information in the correct fields.
- You can begin the application process, save, and return at a later date/time.
- As you work online, remember to save your work. You will also be reminded to save if you take time without saving your work.
- Review your application before submission.

- For any IMS queries and inquiries, email : cgs@ruforum.org