1. OAP Concept Note

Overview, Instructions, and Template

Overview and Instructions

When Digital Square issue a call for applications, applicants can upload concept notes to Digital Square's public-facing open application platform. In the first phase of the Open Application Process (OAP), applicants will submit concept notes. Concept notes should be **three pages or less** in length and include the following sections:

1. Title

2. Two-Sentence Overview

3. Executive Summary

4. Consortium Team

5. Project Description

Please create your concept note directly in this document. *Please delete all "Instructions for the applicants" prior to submitting the application for review.*

When submitting the concept note to the open application platform, applicants will need to copy sections the first three sections into the open application platform application page and list the consortium team organization(s), as applicable. The platform will also ask you to provide digital health atlas registration confirmation (required), tagging, geographic reach, and source code, as applicable.

Digital Square requires that the global good is registered as a software in the Digital Health Atlas (DHA). This ensures that users of the DHA can reference it in future project registrations. If the digital health tool is registered, please include a screenshot of the entry under "Attachments." If it is currently not part of the taxonomy to register the software, please register by contacting DIGITAL-HEALTH-ATLAS@who.int and include a copy of this email under "Attachments" in open application platform.

Should you have questions about the guidance provided in this document, please reach out to your Digital Square point of contact or digitalsquare@path.org for additional guidance.

If your concept note is selected to move forward into the application phase, you will need to complete the technical application template.

Please navigate to grant solicitation processes for more information on funder investment mechanisms. For more information on the overall process for selected applicants, please review Global Good Agreement Process.

[Title]

Instructions for the applicant:

- *Please replace the placeholder text denoted by brackets above ([Title]) with the title of your project.*

Two-Sentence Overview

Instructions for the applicant:

- *In two sentences, provide a description of your project for a nontechnical audience. Please describe:*
  - *The goals(s) of the project.*
  - *How the goals(s) will be achieved.*
  - *How your organization's expertise will contribute to achieving the project goal(s).*

Executive Summary

Instructions for the applicant:

- *Describe in two to three paragraphs, for a nontechnical audience, the context under which this application or work plan is being submitted to Digital Square and the expected outcomes. Please answer the following questions:*
  - *What will this investment from Digital Square specifically go toward?*
  - *What is/are the goal(s) of the project?*
  - *How will the goal(s) be achieved?*
  - *How will your organization's expertise contribute to achieving the project goal(s)?*

Consortium Team

Instructions for the applicant:

- *If you are looking for partners or collaborating organizations, indicate the type of support needed and put the text in **bold font** so that it stands out.*

- *Describe in two to three paragraphs the composition of the consortium:*
  - *In the first paragraph of this section, describe the prime organization, including the skill sets of the organization relative to the project. Include how the organization will lead/manage the work.*
  - *In the second paragraph, identify supporting organizations. Include technical capabilities aligned with the application activities for each organization. Include the following details:*
    - *Profile of organization's relevant qualifications.*
    - *How capabilities will augment the prime organization.*

Project Description

Instructions for the applicant:

- *Describe the project idea in further detail. If you have phases or objective areas in your project, outline those in the project description. Subsections within the project description should include:*

- *Background or problem statement: Put the project/work within the larger context.*

- *Objectives: What is the technical approach or anticipated activities to address the problem statement and anticipated outcomes? Provide a short description of monitoring and evaluation approach, techniques, and/or process.*

- *Deliverables & Schedule: What are the outputs or deliverables? What is the anticipated timeline to meet deliverables?*

- *Risk Mitigation: Are there potential obstacles or risks? What is the mitigation strategy and/or plan to overcome them?*