



Arab Reform Initiative (ARI)

Enhancing Arab Social Science Research Capacities

Arab Research Support Program (ARSP) – Groups, Centers, Networks

Letter of Inquiry - Template

Important Information

Please take note of the following:

- Read first: The Call for Applications for the ARSP-INSTITUTIONAL program
- There is no specific deadline as Arab Research Support Programme continuously reviews incoming proposals;
- Language: Applications can be submitted in Arabic, English or French (please use only one language);
- Applications: Need to be submitted via e-mail to arsp-institutional@arab-reform.net by attaching:
 - Letter of Inquiry including all requested information as indicated in the Template below;
 - Updated curriculum vitae of key researchers.
- Further information: Please contact info-arsp-institutional@arab-reform.net.

Letter of Inquiry

Basic Applicant Information

Please provide a detailed description of your organization:

- Institutional information (full name, acronym);
- Contact information (website, e-mail, phone, fax, postal address);
- Mission and activities (short description);
- Staff members (number, names);
- Publications (number, examples);
- References (indicate two persons with their contact information).

Support Request (max. three pages)

Please provide a detailed description of the support requested:

- General statement of motivation: This should be 250 - 500 words explaining why you want ARI to support you;
- Project: Description of project to be proposed for funding;
- Grant use: Description for what exactly the grant will be used;
- Grant amount: Indicate how much funds are requested and why;
- Objectives, outputs, outcomes: Indicate the main expected objectives, outputs and outcomes;
- Location and duration: Indicate where the research will take place and the expected duration of the project.
- Donors: Indicate current donors for any of your activities.

Reply to Questions

Please answer the following questions:

- Have you received and/or applied for financial support for the activity indicated in this application? If yes, indicate the funding institution, status of the application, time period, and amount requested/obtained;
- Indicate your capacities for Arabic, English, French, and other languages.