

A Grand Challenges Request for Proposals:

Catalyzing Equitable Artificial Intelligence (AI) Use

Application Instructions

Information Required for Application

Please refer to the following guidelines as you prepare your application to the RFP “Catalyzing Equitable Artificial Intelligence (AI) Use”

Your application includes:

- Applicant profile and information – completed via our [application portal](#)
- Proposal – uploaded as a Microsoft Word® or Adobe® PDF file
 - Maximum 2 pages
 - Figures and references are included in this page count
- Addendum – (use [template provided](#)) uploaded as a Microsoft Word® or Adobe® PDF file
- Budget table and narrative (1 page, use [template provided](#)) - uploaded as a Microsoft Word® or Adobe® PDF file

Please note that templates for the proposal, addendum, and budget narrative and table can be found within the application portal within the corresponding upload task. Details on each section can be found below. Along with this application instructions document, we encourage you to reference the request for proposals overview document and the challenge rules and guidelines to ensure that your proposal responds to the challenge.

Applicant Profile

To begin your application, please click on the “Apply for this opportunity” button at the top of the challenge page. Through this link, you will be able to access the “Catalyzing Equitable Artificial Intelligence (AI) Use” program. Either create a new account, or log-in to the system if you have previously created an account and begin your application by filing out the applicant profile.

Proposal Document – 2 pages maximum

Proposal Format

Your proposal must be formatted as follows.

- No longer than 2 pages maximum
- 11-point font or larger
- At least 0.5” margins all around
- Single line spacing
- Standard character spacing (neither expanded nor condensed)
- Arial or Times New Roman font
- Microsoft Word® or Adobe® PDF filetype
- Entire file size of 3MB or less
- Please do not include a cover sheet with your proposal. A cover sheet will be automatically generated from your registration data.

Applications that do not adhere to these restrictions may be blocked from submission and review.

Proposal Content

Please include the following in your proposal document: (suggested lengths in parentheses)

1. Introductory information (1/2 page):

- A short description of the specific problem your proposal addresses
- Indicate in one or two sentences in bold the essence of your idea for a solution (1-2 sentences)
- Why your idea is unconventional or creative
- Who /which structure/ organization is your solution targeted at?

2. Proposal information (1 page):

- What is your big idea?
- A brief description of the work you will undertake to achieve proof of concept for your idea, which will include limited field testing/validation
- Which existing relationships do you have, for which your solution is being targeted at?
- What essential data you expect to generate

3. Path to impact (1/2 page):

- How is your proposed solution specifically addressing equitable use of AI?
- How are the people your solution is meant to benefit being engaged in the design of the solution?
- If your solution involves creating a training dataset, how are you planning to mitigate bias?
- What would your next steps be if you are successful in this work?
- How are you thinking about scaling it up and/or applying your idea to other problems?

Addendum

Please use the addendum template to include your responses to the questions.

Budget Table and Narrative – 1 page maximum

Please use the [budget template](#) (linked and on the application portal) to include a breakdown of allowable direct costs under the following categories.

- Personnel
- Subcontracts
- Subgrants
- Capital Assets/Equipment
- Travel
- Supplies
- Other Expenses
- Indirect Costs (please review the [Indirect Cost Policy](#))

Additionally, please provide a one (1) paragraph Budget Narrative to explain the major cost drivers and how costs relate to planned activities and target outcomes.

Frequently Asked Questions

Answers to many application questions can be found on the [Frequently Asked Questions \(FAQ\)](#) document.

Inquiries

Please direct all questions about this initiative, selection criteria or application instructions by e-mail to the following address: grandchallenges@gatesfoundation.org