






# CDRI-UIRP -FIRST CALL FOR PROPOSALS: ONLINE SUBMISSION GUIDE

## 1. Register in the CDRI Online Submission platform

  
Coalition for Disaster Resilient Infrastructure

### Register

Please Note: *Please provide the focal point information for the proposal*

<b>Applicant Organization *</b>	<b>Designation *</b>			
<input type="text" value="Enter Organization"/>	<input type="text" value="Enter Designation"/>			
<b>Name *</b>	<b>Email *</b>			
<table border="1" style="width: 100%;"><tr><td style="width: 25%;">Title</td><td style="width: 25%;">First Name</td><td style="width: 50%;">Last Name</td></tr></table>	Title	First Name	Last Name	<input type="text" value="Enter Email"/>
Title	First Name	Last Name		
<b>Password *</b>	<b>Confirm Password *</b>			
<input type="text" value="Enter password"/>	<input type="text" value="Enter confirm password"/>			
<b>Contact Number *</b>	<b>Website  *</b>			
<table border="1" style="width: 100%;"><tr><td style="width: 25%;"> ▼ +91</td><td style="width: 75%;">Contact Number</td></tr></table>	 ▼ +91	Contact Number	<input type="text" value="Enter Website"/>	
 ▼ +91	Contact Number			

Already have an account ? [Login](#)

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Applicants are required to register and create a user id to access the Submission Platform. Please enter the details of the primary focal point from the applicant(participating) organisation during the registration.

This email id will be used for all proposal related communications purposes. Please note that **only the primary focal point will be able to view and make the final proposal submission in the Online submission platform.**

*Note: Applicants would receive a confirmation mail from CDRI upon successful registration.*

## 2. Step 1: Submit the Initial Project Information



The screenshot shows the CDRI website interface. At the top, there is a red navigation bar with the CDRI logo and a 'Welcome' message. Below this, a white navigation menu contains the text 'UIRP - First Call for Proposals' and a search bar. To the right of the search bar are four menu items: 'About', 'IRAF Guidelines', 'Proposals', and 'FAQs'. The 'Proposals' item is highlighted with a red rectangular box, and a red arrow points from this box down to a red banner at the bottom of the page that reads 'Create and Submit your Proposal here'.

### Menu Tab:

- **About:** Overview of the CDRI UIRP Call for Proposals and Resources (submission form templates, documents)
- **IRAF Guidelines:** Information on the Infrastructure Resilience Accelerator Fund (IRAF), exclusions, reporting requirements and obligation of fund seeking agencies.
- **Proposals: Create and submit your proposal in this tab**
- **FAQs:** Refer this section if you have any questions. If the section does not provide answers to your questions, please write to [urban@cdri.world](mailto:urban@cdri.world) with your query.

### Submission guidelines:

- Refer the [Urban Call for Proposal document and Submission templates](#) prior filling out the details in the form.
- All information on the UIRP 1st Call for Proposals is available in three languages: English, French and Spanish. While UIRP strives to provide information in multiple languages, the **applications will be limited to English.**
- **Please note: Applicants can create multiple proposals with same user id.**
- All applicants are encouraged to complete the Initial Project Information submission as early as possible, allowing adequate time to receive intimation to proceed to next stage and submission of the Detailed Proposal.

### Next steps:

- On submission of Initial Project **Information applicants that meets the CFP eligibility criteria shall receive an invitation email from the CDRI team to proceed to the next stage.**

*Note: The Detailed Proposal Submission tab shall be automatically enabled for eligible applicants within Submission platform (on approval from CDRI team)*

### **3. Step 2: Submit the Detailed Proposal Submission**

**Note: Refer the [Detailed Proposal Submission template](#) prior filling out the online form.**

All applicants are encouraged to create offline workbooks with the templates provided in the CDRI Online Submission Platform.

Templates are provided for the following:

- **Proposal Submission template**
- **CV-key resources template** (to upload)
- **Workplan-excel template** (to upload)
- **Budget-excel template** (to upload)
- **Letter of Support-template** (to upload)

**All submissions should adhere to the excel/document template provided by CDRI.**

Under budget category it is mandatory to present as Results based budget (project outputs) and in UNSDG Budget categories. Submission shall be only allowed if both budget figures match.

**NUNOs are recommended to refer to IRAF Guidelines tab for further information on requirements and obligation of fund seeking agencies.**

***For any queries, please mail: [urban@cdri.world](mailto:urban@cdri.world)  
Working hours are Monday – Friday 10.30 to 17.30 IST***