

**Cyber Security Improvement Grant (CySIG)**

 **Application Checklist**

***Please use this checklist to ensure that your application is complete and contains all required documentation.***

***Please note that your application will not be reviewed unless all application sections are complete, and all documents are submitted.***

**Application completeness:**
 ☐ A. Project Title

 ☐ B. Applicant Information

 ☐ C. Host Organization Information

 ☐ D. Previous CRDF Global Funding (if any)

☐ E. Support for CySIG Project from Host Institution and/or other Non-CRDF Global Sources

 ☐ F. Project Description

 ☐ G. Project’s Contribution to Cyber Security

☐ H. List of Equipment/ Services that will be secured by the CySIGs

 ☐ I. Expected Outcome and Sustainability Potential

 ☐ J. Supporting Documentation – i.e. photos of cyber security facility, institutional support documents

**Budget (separate form) sections are complete and all line items are in the correct budget category:**

 ☐ A. Equipment, Software, Material, and Supply Costs

 ☐ B. Other Costs, if applicable

*CRDF Global discourages CySIG applicants from requesting funding for labor for the installation/configuration of hardware, software or services to be purchased. Any labor costs for which funding is requested are subject to additional justification, including a clear, thorough response of why this project team member is qualified and the most cost-effective person capable of installing/configuring proposed equipment/software/service.*

☐ A. **Curriculum Vitae (CV)** of the Chief Information Security Officer (CISO) of the applying institution (or relevant specialist)

**Instruction:** Applications must be completed in English

**A. Project Title**

Please provide a concise and descriptive title (no more than 25 words).

*Example “Improving information and cyber security at the organization through purchasing and installing the following information and cyber security system.”*

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|  |

**Does your organization require an external IT audit?**

a) \_\_ Yes

b) \_\_ No

**B. Information about Main Point of Contact (POC) from the Applying Institution** (i.e. personresponsible for informational security)**:**

|  |  |
| --- | --- |
| Position: |   |
| First Name (as in passport): |   |
| Last Name (as in passport): |   |
| Country of Citizenship: |   |
| Name of Applicant's Institution: |   |
| Division or Department:  |   |
| Address of Institution:  |   |
| Applicant's Contact Information |
| Phone Number: |   |
| Fax Number: |   |
| Email and Website: |   |

**C. Applying Organization Information**

|  |  |
| --- | --- |
| Organization Name: |   |
| Division or Department: |   |
| Title & Name of Head/Chair in Charge of Authorizing this Arrangement: |   |
| Type of institution/ Sector: |  |
| Town/City: |   |
| Country: |   |
| Postal Code: |   |
| Phone: |   |
| Fax: |   |
| Email and website: |   |
| Institution and address where equipment will be installed and used: |   |

**D. Previous CRDF Global Funding**

* **Has the applicant previously received funding from CRDF Global or participated in a CRDF Global training /events/grants?**
1. No
2. Yes. Number of times you received funding or participated in training: \_\_\_\_\_\_\_\_\_\_\_\_

 Type and date of training/funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Please describe how you heard about CRDF Global and/or CySIG awards.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E. Expected Support for this Project from Host Institution and/or other Non-CRDF Global Sources**

*Add additional rows if necessary*

|  |  |
| --- | --- |
| Source of Support: |  |
| Amount of Support: | In-Kind\*  |  | In Cash |  |

\****In-Kind Contributions are contributions of goods or services, not cash – i.e. computers, software, furniture, storage space, mail services, etc.***

**\*Head in Charge of Authorizing the Arrangement is an** individual who would be responsible for negotiating contractual and financial terms in the case of an award

|  |  |
| --- | --- |
| **Signature of Applicant** | **Signature of Head in Charge of Authorizing Arrangement** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*\*\*All application should not exceed 15 pages in total (with supporting documents added).**

**F. Project Description**

Please provide a detailed description of the proposed cyber security improvement project and explain what this project will achieve. Please outline all steps of the project from beginning to closeout including:

* What is the main objective of your project?
* What are the steps to be taken to ensure your project will accomplish its main goal?
* Who will be involved in your project? What will be their responsibilities?
* What is your role in the project?
* What institution(s) will be involved in your project? Do you have support and the required approval to implement the project at each participating institution?
* Do you have support and the required approval to implement the project at each participating institution?

|  |
| --- |
| *Your response:*  |

**G. List of resources to be protected**

Please identify which critical resources and sensitive information will be protected by this CySIG grant. Your response should address the following questions:

* What is the role of critical resources and sensitive information in your institution and enterprise activity? Specifically, what resources or functions are you responsible for in the industry?
* What information or IT infrastructure do you hope to secure with this CySIG application and why do they need additional protection?
* Has your institution or enterprise experienced any previous cyber security incidents or concerns?

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| *Your response:*  |

**H. Immediate Contribution to Cyber Security**

Please describe the cyber security impact of your application, which refers to the implementation of measures to protect systems, information, networks, and software applications from digital attacks. Strong answers will explain the following as thoroughly as possible:

* Describe the current state of information and cyber security systems at your institution or enterprise.
* Please describe any perceived vulnerabilities, information and cyber security threats and areas for improvement (related to information and cyber security) at your institution or in your enterprise.
* Please describe in detail how EACH improvement item in your CybSIG application will mitigate or remedy the information and cyber security threats and vulnerabilities mentioned above.
* Describe how the overall state of information and cyber security at your institution after your project is completed.

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| *Your response:*  |

**I. Expected Outcome and Sustainability Potential**

Please describe the immediate and long-term impacts your project will have on information and cyber security at your institution. More specifically, please explain how your institution plans to ensure sustainable impact by maintaining security upgrades or procedures after the grant is complete. Strong answers will explain the following as thoroughly as possible:

* What is your institution’s long-term goals for cyber and information security and how will this project help you reach these goals?
* Do you have committed, long-term financial support for IT-infrastructure maintenance from your institution?
* What is your institution or enterprises’ plan for IT-infrastructure maintenance? Please provide a detailed equipment maintenance plan, if applicable

|  |
| --- |
| *Your response:*  |

**J. Supporting Documentation**

Please attach any documents in support of this information and cyber security improvement application such as: equipment information, letters of support from your institution/ enterprise, photos of your facility if relevant, etc. (no more than 5 pages in PDF format).

**\*All application should not exceed 15 pages in total (with supporting documents added).**

**Appendix A - CySIG Project Budget Instructions**

**Please complete the separate Budget Document (in Word or Excel format) and submit it with your application**

**A. Equipment, Software, Materials, and Supplies**

Please list each piece of individual equipment, software, supplies, and materials (one per line-item) you are requesting and include:

* Price estimate in United States Dollars, including value-added tax (VAT), delivery costs, and installation costs.
* Description of equipment that includes the make and model of each item.
* Expected country of purchase.

**B. Other Costs**

Please list any extra costs outside of equipment expenses that may be associated with the implementation of this project.