



# electronic Call For Proposal (eCFP)

Instructions for Applicant Organisations

Version: 1.0

Nabni Facility

## How to download the Call For Concept Notes (CFCN) package

**Step 1:** Start by clicking the Call for Concept Note link available on the Nabni website – Funding Opportunity page for the relevant Call.

**Step 2:** Upon clicking the link, you will be directed to the e-CFP system. Please:

1) Provide background information about your organisation.

2) Proceed with the authentication of your email  
OTP:

- I. Enter your email address.
- II. Click **Send OTP**
- III. Check your inbox for the Authentication Password.
- IV. Enter the Authentication Password in the OTP box.

**DOWNLOAD CFCN**

CFCN : CNFC/NABNI/24/00X

Country Of Registration :

Organization Name :

Address :

Representative's Full Name :

Mobile Phone Number :

E-mail Address :   **Send OTP**

**Download**

Send OTP. The Authentication Password will arrive in your inbox. Enter it in the OTP Box. Should you not receive the OTP within 2 minutes, a resend option "Resend OTP" will be available.

The One-Time Password (OTP) for authentication will be dispatched to your email. Please verify both your inbox and spam/junk folders. Should you not receive the OTP within 2 minutes, a **resend option will be available.**

You can resend OTP in 01:56

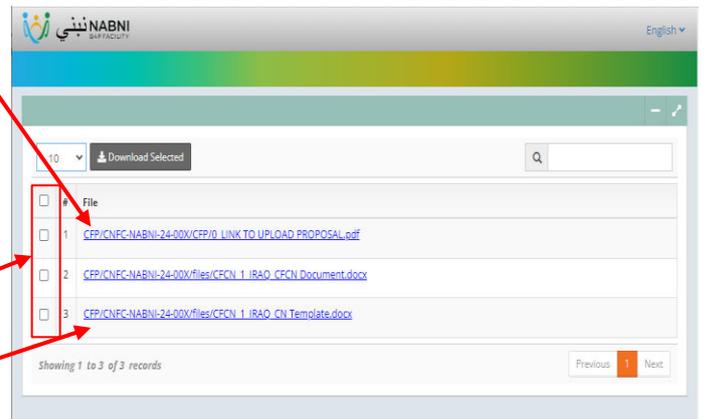
**Resend OTP**

3) Click **Download** button (a new download window will be opened)

**Step 3:** Download the CFCN document, the CN template and the PDF document containing

- a) the link to submit Questions and
- b) the link to submit Concept Note.

- To download multiple files, select them and click **Download Selected** . you will receive them as a ZIP file
- To download a single file, click on the link.



### Notes:

- Once you download the documents, you'll receive an email confirming your download is complete.

**Attention:** The e-CFP system will be unavailable after the posted deadline for submitting Concept Notes. If you encounter technical difficulties before the deadline, please contact us at [ecfp.technicalissue@nabni-facility.org](mailto:ecfp.technicalissue@nabni-facility.org).

## Seeking clarifications on the CFCN - How to submit Questions through the e-CFP system

**Step 1:** Follow the link for seeking clarifications and submit **Questions** from the PDF document you downloaded before.

**Step 2:** Complete the required information:

- 1) Enter **the background information of your organisation as requested.**
- 2) Add your question under “Questions:”
- 3) Click Submit

Questions

CFCN : CNFC/NABNI/24/00X

Country Of Registration :

Organization Name :

Address :

Representative's Full Name :

Mobile Phone Number :

E-mail Address :

Questions :

Submit

- 4) Upon submitting your question, you will receive an autogenerated email confirming the successful receipt of your question.
- 5) All responses to inquiries will be published on the Nabni website – Funding Oppor ([www.nabni-facility.org](http://www.nabni-facility.org))

Question Receipt Confirmation

 nabni.cfp@systems.nrc.no  
To

**CAUTION:** This email originated from outside of NRC. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Applicant,

This email confirms that we have received your questions regarding the Call for Concept Notes for the ( CFCN [REDACTED] ) – Reference#( CNFC/NABNI/24/00X ). We are currently reviewing them diligently.

As outlined in the Call for Concept Notes document, comprehensive responses will be posted on the Nabni website twice a week. Please visit [www.nabni-facility.org](http://www.nabni-facility.org) for regular updates.

Should you have any technical issues with the submission of your questions, please feel free to contact us at [ecfp.technicalissue@nabni-facility.org](mailto:ecfp.technicalissue@nabni-facility.org). We are happy to assist you.

Thank you for your patience and understanding.

Sincerely,

**Attention:** The e-CFP system – Questions section - will not be available after the posted deadline for submitting questions. If you encounter technical difficulties before the deadline, please contact us at [ecfp.technicalissue@nabni-facility.org](mailto:ecfp.technicalissue@nabni-facility.org).

## Submit your Concept Note

**Step 1:** Follow the link for application submission from the PDF document you downloaded before. downloaded

**Step 2:** Complete all required information within the "Core Information" section. Kindly note that the final question in this section requires you to insert the number of your **Sub-Grantee(s) – [Partners]**.

please list the number of your partners :

please list the number of your partners

Next

**Consortium Application: You may include a maximum of two Sub-Grantee(s) [Partners] in your consortium. As the Lead Organization, you will be required to complete both the Lead Organization Questionnaire and the Sub-Grantee Consortium Questionnaire**

**Step 3:** Finally, you will be directed to the summary page and have the opportunity to review all your completed answers. You may edit any entries by clicking the "Back" button and navigating to the relevant question. Once satisfied, click "Next" to continue. Note that proceeding beyond this stage will prevent further modifications to your answers.

### Warning!

Once you proceed to the next page, your information will be finalized and cannot be modified.

Yes

No

- If you click "No", you are allowed to amend
- If you click "Yes," you will prevent further modifications to your answers and move to the final page to Upload Concept Notes.

### Step 4: Upload Concept Notes.

- a. Upload your documents
- b. Add in your organisation name – please provide the legally registered name of your organisation, matching the one used in the submitted CFP documents.
- c. Enter the email address of your organisation, update and confirm your OTP to proceed.
  - i. Enter your email address
  - ii. Click Send OTP
  - iii. Check your inbox for the Authentication Password
  - iv. Enter the Authentication Password in the OTP box
- d. Click "Submit" button
- e. You will receive an email confirming receipt of your concept note.

Upload Concept Notes

Drop files to upload (Or Click)

Organization Name

E-mail Address

OTP

Send OTP

Submit

Previous submissions will be disregarded, so please ensure that your most recent submission is complete and accurate. All previous submissions will be disregarded.

**Please submit your application only once.** In the event of multiple submissions, only the latest received submission will be considered for review.

### Attention:

- The e-CFP system will be unavailable after the posted deadline for submitting Concept Notes. If you encounter technical difficulties before the deadline, please contact us at [ecfp.technicalissue@nabni-facility.org](mailto:ecfp.technicalissue@nabni-facility.org).