



# Application Guide

This document provides an overview of the questions in the application form and guidance on completing it. Before applying, please ensure you have carefully reviewed the full [Call for Applications](#). Once you have done so, fill out the application form [here](#) and join us in this exciting initiative!

**The deadline to submit your application is 15 June 2026.**

## Quick Links

Call for Proposals Announcement: <https://lnk.itforchange.net/femfirstresearch>

Download the Call for Applications: <https://lnk.itforchange.net/ffrocall>

Application Form: <https://lnk.itforchange.net/ffroform>

Download the Budget Template: <https://lnk.itforchange.net/ffrobudget>

Contact: [itfc.communications@gmail.com](mailto:itfc.communications@gmail.com)

## Application Form Content

### Section 1: About You

*Please tell us more about yourself. If you are applying as a team, please provide your team lead's details here. You will have the option to upload your team members' details in a separate section.*

You will need to include your, or your team lead's:

- Full name
- Gender
- Institutional affiliation
- Designation
- Email
- Phone number (Please include the country code followed by the phone number without any spaces. Example: +919898889889 (not +91 9898889889)).
- Country of residence
- State/Province/Region. Please specify the state, province, or equivalent administrative division where you are currently based.

- Affiliation
- Academic CV (2-page max) demonstrating alignment with the project.
- If you are applying as a research team, you will be asked to also upload your team members' CVs. Ensure the following details are included: full name, gender, institutional affiliation, designation, email, phone number, country of residence, state/province/region, nationality, disciplinary expertise, and role in the project.

*Please note that Google Forms allows a maximum of 10 file uploads (which is a technical limitation, and not a limit on the number of team members), so please plan your submissions accordingly.*

- If you are applying on behalf of an institution, upload an endorsement letter from the institution confirming the same. The letter must be on institutional letterhead and bear the institution's stamp.

## **Section 2: Your Proposal**

*Describe how your proposed research papers fit the eligibility criteria listed in the Call for Proposals by answering the questions in this section.*

### **2.1 Research paper 1**

*Please provide the following details:*

- Indicative title
- Abstract (100 words)
- Keywords (two to five keywords that capture your idea)
- Describe the context and rationale of your paper, as well as how it aligns with the mandate of the FemFirst Research Observatory. (200 words)
- Outline the problem statement your paper will address and the research questions you seek to answer. (500 words)
- Describe the methodology of your proposed research and the theoretical frames you will use. (300 words)
- What do you hope will be the broader impact of your research on feminist AI knowledge ecosystems in South and Southeast Asia? (100 words)
- What steps will you take to adhere to a high standard of research ethics and methodological integrity? (100 words)
- What social, political, ethical, or technical risks may affect the viability of your proposal? How do you plan to anticipate, navigate, and mitigate these risks? (100 words)
- How will you ensure a safe research environment (on-ground and within your research team, if applicable) free from harassment and violence? (100 words)
- Please add references, citations, and any additional information you would like to share in support of your application in this text-entry field.
- Are you currently receiving any other funding for this project? If yes, please provide details.

*Please ensure that you adhere to the word counts specified in these sections.*

## **2.2 Research paper 2**

*Please provide the same details you provided for paper 1:*

- Indicative title
- Abstract (100 words)
- Keywords (two to five keywords that capture your idea)
- Describe the context and rationale of your paper, as well as how it aligns with the mandate of the FemFirst Research Observatory. (200 words)
- Outline the problem statement your paper will address and the research questions you seek to answer. (500 words)
- Describe the methodology of your proposed research and the theoretical frames you will use. (300 words)
- What do you hope will be the broader impact of your research on feminist AI knowledge ecosystems in South and Southeast Asia? (100 words)
- What steps will you take to adhere to a high standard of research ethics and methodological integrity? (100 words)
- What social, political, ethical, or technical risks may affect the viability of your proposal? How do you plan to anticipate, navigate, and mitigate these risks? (100 words)
- How will you ensure a safe research environment (on-ground and within your research team, if applicable) free from harassment and violence? (100 words)
- Please add references, citations, and any additional information you would like to share in support of your application in this text-entry field.
- Are you currently receiving any other funding for this project? If yes, please provide details.

*Please ensure that you adhere to the word counts specified in these sections. Additionally, please note that Google Forms has a character limit of 32,700 characters overall. This is not a limit on your character count but a technical limitation of the form. If you have adhered to the word counts and still encounter a red pop-up box that says “Your response is too large. Try shortening some answers”, please write to us at the email ID listed below, and we will do our best to assist you.*

## **Section 3: Project Budget**

Please attach a document detailing your budget in CAD, outlining how funds will be used over four quarters in a 12-month period. Your budget overview should include the following information:

- All budget lines relevant for your project (This may include copyediting, translation, research assistance, fieldwork costs, honorarium for

interviewees, and FGD participants). Please describe how you propose to use the funds, as well as the total amount of funding sought

- Quarterly breakdown of costs, starting July 2026
- A clear explanation for each budget line item

A [budget template](#) is provided for reference. You may use it as a guide and adapt it as needed.

Please write to [femfirstlab@itforchange.net](mailto:femfirstlab@itforchange.net) if you have any questions.

We wish you the best in your application!

