Funder Acknowledgement Guidelines

For CGIAR Communications

Updated June 2018

Rationale of the Funder Acknowledgement Guidelines

CGIAR greatly appreciates the contributions made by all of its funding partners, without which none of our work would be possible. Our funders deserve the acknowledgement and recognition for the crucial support they provide and for the concrete results and impact made possible by their investments.

By giving visibility to our funding partners, whose investments led to CGIAR achievements, we ensure continued support and opportunities for increased investment. Raising the profile of our funding partners alongside CGIAR also allows for increased public support for those funding decisions.

CGIAR communications have a well-established record of acknowledging funders in their communications work, however the programmatic approach to research, increased emphasis on a multilateral funding, and establishment of a collective CGIAR Trust Fund, have complicated the process of funder acknowledgement.

These guidelines aim to provide CGIAR communicators with a uniform and practical means of acknowledging funders and providing them with increased visibility for their support to CGIAR.

Of particular importance is recognizing funders who have contributed to Window 1 of the CGIAR Trust Fund. As providers of unrestricted funding to the Trust Fund, they should receive attribution for all research carried out as part of any CGIAR Research Program.

Role of the CGIAR System Organization

To facilitate the process of funder acknowledgement, the CGIAR System Organization will:

1) Maintain and regularly update a list of all CGIAR Trust Fund contributors, including separate lists for all three funding Windows, with Window 2 funders listed by CGIAR Research Programs to which they have contributed.
2) Post these lists publicly online at: https://www.cgiar.org/funders/
3) Request CGIAR Trust Fund contributors to provide their logo, name and contact information for communications staff at their respective agencies.

Suggested Guidelines and Best Practices

These guidelines are not intended to replace any existing guidelines or policies for funder acknowledgement that are already in place at CGIAR Research Centers. Rather, they are meant to augment or refine existing policies to take into account the new CGIAR funding realities, as outlined earlier in this document.

Above all, these guidelines seek to ensure that funders who provide unrestricted funding to CGIAR via Window 1 are not omitted when other funders are acknowledged and recognized for their contributions.

The following guidelines should be applied to all communications products, whether online or in hardcopy form.

1) List all relevant funders by name, including, but not limited to books, scientific articles, research and other reports, briefs, blogs, newsletters, project websites and brochures. Using back covers, side bars, and small print where necessary, it should be quite possible to name all funders in these and similar communications products.

   a. Always include in your list of acknowledgements all funders who have contributed to Window 1 of the CGIAR Trust Fund and, for research that is carried out as part of any component of a CGIAR Research Program, funders who contributed to that CGIAR Research Program via Window 2 of the CGIAR Trust Fund.

   b. When listing funders by name, it is not necessary to specify that the funder contributed to the CGIAR Trust Fund or to any particular Window(s).

   c. Treat all funders as equal. It is preferable that you do not distinguish between Window 1 and 2 funders, or between bilateral and CGIAR Trust Fund contributors.

   d. As an exception to the above, where a funder or funders have been the primary supporters of particular research (for example, contributed 80% towards a specific research activity) they may be acknowledged as such, while also thanking other funders for supporting the work.

   e. When a CGIAR Research Center has received funding from a CGIAR Research Program for which it is not the lead Center, the receiving Center should recognize the CGIAR Research Program as a funder, including an acknowledgement and list of all funders who have provided funding to that CGIAR Research Program via Window 2 of the CGIAR Trust Fund.

2) In cases where it is not practical or feasible to list all funders by name (for example, in press releases), we suggest the following or similar text with hyperlink or URL:

a. Online: *We would like to thank all funders who supported this research through their contributions to the CGIAR Trust Fund.*

b. Hardcopy: *We would like to thank all funders who supported this research through their contributions to the CGIAR Trust Fund: https://www.cgiar.org/funders/*

3) Regarding bilateral support from funders, whether directly or via Window 3 of the CGIAR Trust Fund, we do not propose any specific guidelines, assuming that these funders will be acknowledged under Centers' policies and practices.

4) When curating content through CGIAR.org, a funder should always be selected from the list on all curated posts. If a funder is unable to be selected because it has been omitted, please notify the CGIAR System Organization communications team at this email address: contact@cgiar.org.

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3