# APPLICATION FORM

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| COVER SHEET OF APPLICATION FORM | | | | |
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| **SHADED AREA FOR OFFICIAL USE ONLY** | | | | |
| DATE RECEIVED (dd/mm/yy) | | | RCE-VIHSCM PROPOSAL ID NUMBER  **RCE-VIHSCM /**…………….. | |
| NAME OF COUNTRY OF APPLICANT | | | | HAS THIS PROPOSAL BEEN SUBMITTED TO ANOTHER AGENCY FOR FUNDING  YES  NO |
| NAME OF ORGANIZATION/INSTITUTION | | | | IF YES, WRITE NAME OF AGENCY WITH ACRONYM |
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| TITLE OF PROPOSAL (120 characters maximum): | | | | |
| WHAT IS THE PRIORITY AREA ADDRESSED BY THIS PROPOSAL? (more than one area can apply)  Access to essential medicines and vaccines  Use of innovation and technologies in VIHSCM  Financing of medicines and vaccines  Supply Chain workforce: availability and strategies to build HR  Pharmaceutical and Bio-pharmaceutical Quality Assurance and Quality Control  Vaccinology  Vaccine Manufacturing  Medical Products Regulatory Affairs | | | | |
| **NAME OF PRINCIPAL INVESTIGATOR (PI)** | | | | |
| **LAST NAME:** | FIRST NAME(S): | | | |
| TITLE: | | | | |
| POSTAL ADDRESS: | | | | |
| TEL . MOBILE: FAX: | | | | |
| E-MAIL 1: E-MAIL 2: | | | | |
| **NAME OF PI’s INSTITUTIONAL HEAD:** | | | | |
| TITLE | | | | |
| ADDRESS | | | | |
| TEL . MOBILE: FAX: | | | | |
| E-MAIL 1: E-MAIL 2: | | | | |
| UNIVERSITY  GOVERNMENTAL ORGANIZATION  OTHER | | | | |
| REQUESTED AMOUNT (EUR …………) | | PROPOSED DURATION: ……….. | | |
| SIGNATURE OF THE PRINCIPAL INVESTIGATOR | | SIGNATURE (AND STAMP) OF INSTITUTIONAL HEAD | | |
| NAME & DATE: | | NAME & DATE: | | |

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| **1. PROPOSAL SUMMARY**  Please provide one-page executive summary, **up to 500 words**. The summary should include (i) rationale (ii) objectives, (iii) methods, (iv) expected outcomes (national / regional perspective) |
| **2. BACKGROUND**  Please provide a **2-page background**. Background includes literature review of previous studies on the subject (global / regional / national), stating its public health importance and rationale of proposing the study this time at this place on this population, considering gender, equity and human rights (please quote references using a standardized citation style) |
| **3. OBJECTIVES**  **3.1 General objective**: the overall aim expected to be achieved from this research  **3.2 Specific objectives**: 2-3 clearly stated SMART specific objectives (specific, measurable, achievable, relevant to EAC, time-bound), which break-down the general objective  1.  2.  3. |
| **4. METHODOLOGY**  An appropriate clear description of activities and information on the general plan of work should be provided here. The methodology section should describe;  **4.1 Study design** (observational / experimental, mentioning specific type, accordingly)  **4.2 Study setting / data sources** (clearly indicating where the study will be conducted: country, city, institution(s), department(s), etc.). This includes settings for primary data collection, and specific sources of secondary data (e.g. medical records; health registers; insurance registers; national census records, etc.)  **4.3 Study population** (study subjects and their respective characteristics)  **4.4 Sample size** (sample size assumptions / estimate)  **4.5 Sampling method** (method to be used to select subjects ensuring a representative sample of the target population; inclusion and exclusion criteria)  **4.6 Data collection** (data collection method(s) and tool(s) as appropriate: ***data collection tool(s) to be annexed to the proposal*** but sections / variables described under this section; focus group/interview guidelines; checklists; anthropometric measurements (e.g. weight, height, circumference, BMI, WHR, etc.) with reference to measurement / estimation method; biological measurements (laboratory investigations with reference to measurement / estimation method / kit); relevant definitions of exposure(s) and outcome(s) as appropriate to proposal; background / number of data collectors, etc.  **4.7 Data management plan** (A clear plan of data coding, entry, cleaning, and analysis to be used, considering disaggregation of collected data by sex, age and socio-economic quintiles. Please mention specific statistical tests and references software)  **4.8 Coordination, monitoring and quality control** (plan for field work supervision to ensure proper / scientific data collection, data management, quality control indicators, etc.)  **4.9 Ethical considerations:**  All research proposals submitted for the Grant must adhere to ethical conduct of research on human subjects. This commitment will be ensured by the RCE-VIHSCM Selection Committee. The PIs are required to obtain clearance from an official Ethical Review Committee/ Institutional Review Board once the proposal has been awarded, which is a ***condition*** for consideration for funding. Litigation involving human research must be accompanied by: (a) copy of ethical clearance certification and (b) the informed consent documents (in English and local language). |

**5. TIME FRAME OF PROPOSED ACTIVITIES** (Gantt chart)

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| **Please indicate the activities to be conducted and check the corresponding timing by marking (X) or shade the appropriate cell(s).** Overlap is expected (i.e. more than one activity in certain months)  ***Starting Month***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Year***:\_\_\_\_\_\_\_\_\_\_\_\_  ***Expected End Month:\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***Year***:\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| Activity | **Year 1** | | | | | | | | | | | |
| 1 | *2* | *3* | *4* | *5* | *6* | 7 | 8 | 9 | 10 | 11 | 12 |
| *Milestone I: obtain ethics approval from relevant authority* |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***Submission of the Progress Report\**** |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Milestone II: submission of draft report* |  |  |  |  |  |  |  |  |  |  |  |  |
| **Submission of the Final technical and Financial Report\*** |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestone III: submission scientific publication of research |  |  |  |  |  |  |  |  |  |  |  |  |

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| **6. BENEFICIARIES OF RESEARCH RESULTS**  Who are the direct/ indirect beneficiaries of the study, what are the benefits both groups [direct / indirect] are likely to accrue in the short or long term. |
| **7. REFERENCES CITED**  Any references cited should be listed here, using standardized citation style (e.g. Vancouver Style). This includes citations for scientific papers, books, reports, laboratory methods, standardized questionnaires / check-lists, biostatistical software, etc. References should be listed in numerical ascending order with corresponding citations in the text, marked as shown [#].   * Journal articles should start with name of author (with suffix et al, if more than six authors), followed by title of study, name of journal, volume, page numbers and **year** of publication (in bold at the end). * Books should start with the title, followed by Editors, Publishers, and **year** of publication (in bold at the end). * Reports should start with title, followed by name of writer, reference to organization for which it was written, reference number of report if any and **year** of reporting (in bold at the end) |
| **8. PROPOSAL BUDGET WITH JUSTIFICATIONS**  Budget breakdown should be provided in a tabular format, as shown below, with the full term of requested budget from the Grant. The breakdown should be restricted to 2 pages.  **Instructions for budget items:**  **i. Personnel**  RCE-VIHSCM expects that the PIs and Co-Investigators will be faculty / researchers at eligible institutes, with research as one of their normal functions. RCE funds will not pay basic salaries for researchers but **may contribute to allowances** for PIs and Co-Investigators. Personnel costs may also include compensation for data collectors, field workers, lab technicians, data managers, etc. However, the personnel cost could not exceed 50% of the total grant budget.  **ii. Material and Supplies**  The budget must indicate the general types of expendable materials and supplies required, with their estimated costs. The breakdown should be more detailed when the cost is substantial.  **iii. Equipment**  The Grant does not support general purpose equipment, such as a personal computers, telephone sets, photocopying / facsimile machines etc.  **iv. Human Subjects**  The needs for requiring direct compensation of participants (which is not generally recommended) must be fully justified (e.g. transportation, hot meals, etc.)  **v. Travel**  Travel and its relation to the proposed activities must be specified and itemized by destination and cost. The Grant does not support travel outside the EAC region.  **vii. Field Work**  Funds may be requested for field work necessary for data collection other than the personnel cost.  **viii. Training**  Training expenses should be minimized to only specialized training needed for staff using related research equipment or improving research skills  **ix. Dissemination of Results**  The cost involved must be in accordance with the proposed dissemination plan such as local conferences, publications and dissemination workshops. Participants are encouraged to contribute to dissemination activities within the EAC region.  **x. Other Costs**  The budget must identify and itemize other anticipated costs not included under the headings above. Examples include telecommunications and photocopying. Reference books, periodicals and other scientific literature may be charged to the Grant only if they are specifically required for the project. |

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| **OUTLINE OF THE BUDGET (in EUR)** | | | | |
| **Total Amount Requested: EUR ………..** | | | | |
| **Budget Breakdown** | | | | |
| **No** | **ITEM OR ACTIVITY** | **Amount Requested from RCE–VIHSCM Grant** | **Amount available from other Sources** | **JUSTIFICATION** |
| 1. | Personnel  -  - |  |  |  |
| 2. | Materials & Supplies  -  - |  |  |  |
| 3. | Equipment  -  - |  |  |  |
| 4. | Local Travel  -  - |  |  |  |
| 5. | Field work  -  - |  |  |  |
| 6. | Training  - |  |  |  |
| 7. | Dissemination of results  - |  |  |  |
| 8. | Other costs  - |  |  |  |
|  | **Total EUR** |  |  |  |

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| **9. APPENDICES**  Please provide as appendices:   * Data collection form(s) * Informed consent forms (in English and local language) * Proof of affiliation to an EAC based institution for only Principal Investigator (PI) * Letter of support from the proposed grant recipient institution |

**Certification for Proposal**

I certify to the best of my knowledge that:

1. All statements in the proposal entitled

“……………………………………………………………………………………………………………………………………………………………………………………………………………………………………”

(Excluding scientific hypotheses and scientific opinions) are true and complete, and

1. The text and graphics herein as well as any accompanying publications or other documents, unless otherwise indicated, are the original work of the signatories or individuals working under their supervision.

I agree to accept responsibility for the scientific conduct of the project and to provide the required project reports, if an award is recommended from the RCE-VIHSCM Grant, as a result of this proposal.

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| **NAME (TYPED)** | | **Signature** | | **Date (dd/mm/yy)** |
| PRINCIPAL INVESTIGATOR | |  | |  |
| CO-INVESTIGATOR-1 | |  | |  |
| CO- INVESTIGATOR-2 | |  | |  |
| CO- INVESTIGATOR-3 | |  | |  |
|  | | | | |
| INSTITUTIONAL HEAD OR HIS/HER AUTHORIZED REPRESENTAVE | | | | |
| **NAME (TYPED)** | | **Signature** | | **Date (dd/mm/yy)** |
| TITLE | | | | |
| TELEPHONE NUMBER | FAX NUMBER | | E-MAIL ADDRESS | |
|  |  | |  | |