

TDR SMALL GRANT APPLICATION FORM

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PART I – ADMINISTRATIVE INFORMATION

Please note: the completed grant application must be received by TDR no later than the deadline stipulated in the call for proposals. Submissions received after the deadline will not be processed for review.			
1. Indicate which "Call for Proposals" this application corresponds to:			
PRINCIPAL INVESTIGATOR			
2. Last (family) name(s):		3. First and given name(s):	
4. <input type="checkbox"/> Woman <input type="checkbox"/> Man	5. Nationality:	6. <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Prof	
7. Full postal address of the principal investigator:			
8. Country:		9. Telephone (office):	
10. Telephone (mobile):		11. Primary e-mail: Secondary e-mail:	
12. Are you a previous TDR trainee or grantee? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. If Yes, indicate the most recent grant ID number: and Grant Date:	
PROJECT			
14. Project title Enter text here			
15. Abstract / Executive summary (Maximum 0.5 pages) Enter text here			
16. Start date:		17. End date:	
18. List of countries where the project will be conducted:			
19. List of main language(s) used :			
20. Acceptance of general conditions by the Principal Investigator <i>I have read the conditions set out in the instructions provided with the call for proposal and in this application form and, if my application is successful, I agree to abide by them. I shall be actively engaged in the project.</i>			
Signature:		Date:	

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INSTITUTION	
21. Full name and postal address of the institution:	
22. Country:	23. Telephone:
24. Institution's website:	
25. Type of organization: <input type="checkbox"/> university <input type="checkbox"/> research institute <input type="checkbox"/> NGO <input type="checkbox"/> public health institution <div style="text-align: center;"><input type="checkbox"/> disease control programme <input type="checkbox"/> other (specify):</div>	
26. Legal status: <input type="checkbox"/> private <input type="checkbox"/> public <input type="checkbox"/> other (specify):	
Institutional endorsement (to be completed by the Responsible Administrative Authority. This person should be fully authorized to enter into contractual arrangements on behalf of the Institution)	
27. Full name:	28. Email address:
29. Position:	
30. <i>I confirm that I have read this application and that if support is granted, the work will be accommodated and administered in this institution. This institution will provide the necessary support and oversight to facilitate quality implementation and reporting of the proposed work. I confirm that principal investigator's relationship with the institution is as follows:</i>	
<div style="border-top: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-top: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-top: 1px dotted black; height: 15px;"></div>	
Signature:	Date:

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PART II - PROJECT DESCRIPTION

1. Rationale and background (Maximum 1 page) Enter text here	
2. Objectives and outcomes This section should answer the question "Why is this project needed at this time at this place?" List up to 3 major objectives and their related outcomes. Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time Bound) and include as relevant research and capacity building objectives.	
Objectives (in SMART format)	Expected outcomes (the impact or changes in the field that the project will have contributed to)
1.	
2.	
3.	
3. Key deliverables and success indicators for the proposal This section should answer the question "What needs to be done to achieve the objectives?" List up to four deliverables produced by this project (e.g. research evidence, trained scientists, new strategic approach, policy briefs, strengthened network, etc.). For each deliverable, provide one indicator of achievement and its target date. Milestones are events that mark progress towards the achievement of an objective. List one or two milestones per deliverable and per year. Add as many rows as necessary.	
Deliverables list	Deadline (by)
Deliverable 1:	
<i>Milestone 1.1</i>	
<i>Milestone 1.2</i>	
<i>Success indicator 1:</i>	
Deliverable 2:	
<i>Milestone 2.1</i>	
<i>Milestone 2.2</i>	
<i>Success indicator 2:</i>	
Deliverable 3:	
<i>Milestone 3.1</i>	
<i>Milestone 3.2</i>	
<i>Success indicator 3:</i>	
Deliverable 4:	
<i>Milestone 4.1</i>	
<i>Milestone 4.2</i>	
<i>Success indicator 4:</i>	

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4. Design and methods

Describe the design and the methods to be used, both for research and for capacity building objectives. This section should answer the question “How will the project generate the deliverables?” Describe the activities that will take place and explain how they will generate each planned deliverable.

Suggested sub-titles:

- a) study setting;
- b) study design;
- c) sampling and study population (including sample size estimation);
- d) data collection tools (questionnaire / variables; biological measurements / lab investigations; anthropometric measurements; others)

(Maximum 5 pages)

Enter text here

5. Data management and statistical analysis

Describe the data management and analysis plans, tests used for data analysis and statistical package(s) used

(if applicable; maximum 1 page)

Enter text here

6. Quality assurance

Describe the steps you will take to ensure the quality of the work and of the results. For example, you may refer to adherence to standards, norms, procedures, control and review mechanisms, supervisory responsibilities, etc. Institutions and principal investigators are hereby advised that each project supported by TDR may be subject to TDR and/or external audits and evaluations.

(Maximum 1 page)

Enter text here

7. Results uptake and use; sustainability

Explain the approach envisaged to facilitate the application and use of the project results to make a change (i.e. contribute to an outcome). Explain how the outcomes are expected to become sustainable. Include the assumptions used.

(Maximum 1 page)

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Enter text here

8. Dissemination of results and publication

TDR is actively promoting access for researchers in disease-endemic countries to research results and publications and is therefore requiring all publications arising from funded projects to be made available in open access. Please indicate how you intend to disseminate your results and who your target audience is. For example, publication in a peer-reviewed journal; monograph to be widely disseminated; preparing / sharing a policy-brief with decision makers.

(Maximum 1 page)

Enter text here

9. Ethical and environmental considerations

Provide information on how you plan to ensure adequate protection of the human subjects' rights and well-being. All research protocols involving human subjects must be approved by the applicable institutional / national ethics review committee(s) and by WHO Ethics Review Committee before funding. Please indicate whether there is a well-established local/national ethical approval committee.

Describe measures that will be in place to reduce the project's potential impact on environment (for example disposal of chemicals, biosafety measures, environmental pollution, CO₂ emissions etc.).

(Maximum 1 page)

Enter text here

10. Risk management:

Enumerate foreseeable risks to the successful achievement of project objectives, along with proposed measures to mitigate those risks.

Potential risks identified	Proposed measures to mitigate risks
1.	
2.	
3.	

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PART III - PARTNERSHIPS and LEVERAGE

1. Collaboration

With reference to the current application, describe collaborations with other research institutions, national, regional or global disease control programmes. If applicable, attach letters of support from collaborating scientists and / or institutions.

Enter text here

2. Leveraged contributions

If relevant, estimate and describe in the table below any significant contributions by other project stakeholders. Contributing partners may provide a variety of resources, such as additional funding for the site, technical support, services, facilities, meetings, consultations, publications, or medicinal products, etc. Briefly describe each contribution and provide an estimate figure in the table below, briefly explaining the method used for estimation. This will help us better understand the value-for-money of TDR's contribution.

Also, estimate any positive effects on stakeholders in the broader context of the intervention (e.g. research evidence on insecticides done within the context of a national programme leads to savings within the programme by not wasting funds on ineffective interventions).

Partner organization's name	Indirect funding (US\$ estimate)	Type of contribution

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PART IV - BUDGET

In order to be realistic, budget amounts should be based on detailed planned costs estimated for each activity/item. Activity costs will add up to generate the cost of each deliverable, which illustrates value for money. When costing activities, take into consideration the principles of economy and efficiency. The total budget of the project (for the entire project lifespan) is estimated by summing the cost of all deliverables.

The budget section includes a split based on type of cost (budget item).

To fill in the budget form below, double-click on the Excel form and fill in the information. Totals are calculated automatically.

1.

Project budget by type of expenditure item		
Budget items		Proposed budget (US\$)
Personnel name (if known) and role in project	% of time	
1		
2		
3		
4		
5		
Subtotal personnel		0
Supplies		
Equipment		
Animals		
Patient costs (drugs, hospitalization, etc.)		
Local travel / fieldwork (travel, hotel, per diem)		
International travel for research staff		
Visiting experts (travel, hotel, per diem)		
Premises renovation		
Library		
Vehicles (purchase, fuel, maintenance)		
Training (tuition, stipend)		
Communication (including publications)		
Overheads		
Other expenditures		
1.		
2.		
3.		
Subtotal other expenditures		0
GRAND TOTAL (US\$)		0
Chief Financial Officer of the Institution (Type Name)		Principal Investigator (Type Name)
Signature	Date	Signature
		Date

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2. Budget justification

The budget should reflect the planned activities and costs. Justify each budget line stating how the cost figures were derived in relation to the activities to be undertaken.

Salary support for personnel

Enter text here

Supplies

Enter text here

Equipment

Enter text here

Animals

Enter text here

Patient costs

Enter text here

Local travel (field work)

Enter text here

International travel

Enter text here

Visiting experts

Enter text here

Premises renovation

Enter text here

Library

Enter text here

Vehicles (purchase, fuel, maintenance)

Enter text here

Training (tuition, stipend)

Enter text here

Communications (including publications)

Enter text here

Overhead, administrative or miscellaneous expenses

Enter text here

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Other expenditures

Enter text here

PART V - LIST OF APPENDICES

The appendices listed need to be submitted along with the completed application form. Do NOT attach reports or publications and try to keep the number of pages to a minimum.

Number	Title

PART VI - BIBLIOGRAPHIC REFERENCES

List bibliographic references included in the proposal.

Enter text here