

TDR SMALL GRANT APPLICATION FORM

Contents

[PART I – ADMINISTRATIVE INFORMATION 2](#_Toc398895535)

[PRINCIPAL INVESTIGATOR 2](#_Toc398895536)

[PROJECT 2](#_Toc398895538)

[INSTITUTION 3](#_Toc398895539)

[PART II - PROJECT DESCRIPTION 4](#_Toc398895540)

[1. Rationale and background 4](#_Toc398895541)

[2. Objectives and outcomes 4](#_Toc398895542)

[3. Key deliverables and success indicators for the proposal 4](#_Toc398895543)

[4. Design and methods 5](#_Toc398895544)

[5. Data management and statistical analysis 5](#_Toc398895545)

[6. Quality assurance 5](#_Toc398895546)

[7. Results uptake and use; sustainability 5](#_Toc398895547)

[8. Dissemination of results and publication 6](#_Toc398895548)

[9. Ethical and environmental considerations 6](#_Toc398895549)

[10. Risk management: 6](#_Toc398895550)

[11. Project team 7](#_Toc398895551)

[PART III - PARTNERSHIPS and LEVERAGE 8](#_Toc398895552)

[1. Collaboration 8](#_Toc398895553)

[2. Leveraged contributions 8](#_Toc398895554)

[PART IV - BUDGET 9](#_Toc398895555)

[PART V - LIST OF APPENDICES 11](#_Toc398895572)

[PART VI - BIBLIOGRAPHIC REFERENCES 11](#_Toc398895573)

# PART I – ADMINISTRATIVE INFORMATION

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| **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.  Woman Man | 5. Nationality: | | | 6.  Ms  Mr  Dr  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?  Yes  No 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 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.*  *Signature: Date:* | | | | |
| INSTITUTION | | | | | |
| 21. Full name and postal address of the institution: | | | | | |
| 22. Country: | | | 23. Telephone: | | |
| 24. Institution’s website: | | | | | |
| 25. Type of organization: university research institute NGO  public health institution  disease control programme  other (specify): | | | | | |
| 26. Legal status:  private  public  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 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:* | | | | | |
| *Signature: Date:* | | | | | |

# 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:** | |  |
| *Milestone 1.1* | |  |
| *Milestone 1.2* | |  |
| *Success indicator 1:* | |  |
| **Deliverable 2:** | |  |
| *Milestone 2.1* | |  |
| *Milestone 2.2* | |  |
| *Success indicator 2:* | |  |
| **Deliverable 3:** | |  |
| *Milestone 3.1* | |  |
| *Milestone 3.2* | |  |
| *Success indicator 3:* | |  |
| **Deliverable 4:** | |  |
| *Milestone 4.1* | |  |
| *Milestone 4.2* | |  |
| *Success indicator 4:* | |  |
| 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:   1. study setting; 2. study design; 3. sampling and study population (including sample size estimation); 4. 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)  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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| 11. Project team List the project team by filling in the table below. Add as many lines as needed. The percentage of time allocated to the project must also be calculated. For example, on a 40-hour work week, working two hours five days a week is equivalent to 25% full-time equivalent (FTE).  Please provide as appendix CVs for each of the investigators and key team members. Each CV should be maximum one page long, with the exception of PI’s CV which can be of maximum four pages. Preferable all CVs should be merged together into one appendix. | | | | | |
| **First, middle and last name** | **Gender**  **(W / M)** | **Institution name** | **Expertise** | **Role in the project** | **% of FTE** |
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# PART III - PARTNERSHIPS and LEVERAGE

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| 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

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| 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 summating 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 | | |

|  |
| --- |
| **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 |
| 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 |
|  |  |
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# PART VI - BIBLIOGRAPHIC REFERENCES

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| --- |
| List bibliographic references included in the proposal.  Enter text here |