Small Grant Programme

PROPOSAL FORM

PART I. ADMINISTRATIVE INFORMATION

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| Please note: the completed grant application must be received by the SGP no later than the deadline stipulated in the call. Submissions received after the deadline will not be processed for review. | | | | | | |
| Give the priority to which you consider this proposal corresponds: | | | | | | |
| 1. PRINCIPAL INVESTIGATOR | | | | | | |
| 1.1. Surname: | | | 1.2. Name: | | | |
| 1.3.  Female  Male. | 1.4.Nationality | | 1.5.  Mrs.  Mr.  Dr.  Professor | | | |
| 1.6. Full postal address of the principal investigator : | | | | | | |
| 1.7. Country | | 1.8.Telephone (Office) | | | | |
| 1.9. Telephone (Mobile) | | 1.10.Email (1):  Email (2) or Website: | | | | |
| 1.11. Have you already received training or any subsidy from the PAHO,TDR, HRP  Yes  No  No | | 1.12. If so ,please indicate what was the most recent grant  Identification number:  and date of the grant: | | | | |
| 2. PROJECT | | | | | | | |
| 2.1. Title of Project: *(120 characters maximum)* | | | | | | |
| 2.2. Summary: *(Do not exceed 250 words)* | | | | | |
| 2.3.Proposing Starting Date | | | | 2.4.Proposing Final date: | |
| 2.5.If the study is multicentric or multicountry please list the centers / countries where it will be held the same | | | | | |
| 2.6. Acceptance of general conditions by the Principal Investigator  I have read the conditions stated in the instructions accompanying the call and present form, if my application is accepted, I agree to respect them. I will participate actively in the project.  Signature of the Principal Investigator: Date: | | | | | |
| **3. BENEFICIARY INSTITUTION** | | | | | |
| 3.1.Full name of Institution: | | | | | |
| 3.2.Country: | | | | 3.3.Telephone: | |
| 3.4. Email (1):  Email (2) or Website: | | | | | |
| 3.5. Type of Organization instituto de investigación ONG   Public Health Institute  Control Programme  University  other (specify): | | | | | |
| 3.6. Legal Status:  Private  Public  other (specify): | | | | | |
| 3.7. Declaration of institutional endorsement  I confirm that I have read this application and that, if support is granted, the work will be accommodated and administered in the Department/Institution in accordance with the general conditions. I also confirm that the Principal Investigator, | | | | | |
| *(name)* is a full-time employee of this institution[[1]](#footnote-1)  Responsible Administrative Authority[[2]](#footnote-2) | | | | | |
| Signature: | | | | | Date: |
| Surname & initials:  Post: | | | | |  |

**PART II PROJECT DESCRIPTION** *(Please refer to instructions TDR/RP(A)/FORM/03. 3 pages maximum)*

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| 1. **Background and rationale** | | | | | | |
| 1. **Objectives** | | | | | | |
| **3 Design and methods**  Subtitles proposed:  a) Context of the study;  b) Type and overall study design  c) Operational Definitions  d) Study Area  e) Study population, sample selection and size, unit of analysis and observation  f) Inclusion and exclusion criteria  g) the proposed intervention (for this type of study)  h) Procedures for the collection of information, tools and methods used to validate data entry  i) Procedures to ensure ethical issues in research involving human subjects, informed consent. See item 5 y 6  j) Methods and models of analysis of the data by type of variables  k) Data Analyses Software to use for data analysis  l) ATTACHMENTS (data collection instruments. Extension of methods and procedures to be used, etc.) | | | | | | |
| **4. Quality assurance study**  Describe the measures adopted to ensure the quality of the study and results. For example, you can refer to compliance with the criteria, rules and procedures, control mechanisms, to hierarchical responsibilities, etc. Hereby communicates to the institutions and the principal investigator that all projects supported by the SGP may be subject to audits and evaluations of the financing Institution and / or an external one. | | | | | | |
| **5. Ethical and environmental considerations**    Provide information on how you plan to ensure adequate protection of the rights and welfare of human subjects involved. Before receiving the grant, all protocols involving human subjects must receive the approval of the relevant committee of institutional or national ethical review, and the PAHO Ethics Committee (PAHOERC). Please indicate whether it has established a local or national ethics committee approval.  Describe the measures planned to reduce the potential impact of the project on the environment (eg disposal of chemicals, biosecurity, environmental pollution, CO2 emissions, etc.). | | | | | | |
| **6. Institutional and national ethical clearance and approval (Required if the proposal involves research on human subjects, including collection of human blood or other human tissue samples)** | | | | | | |
| Is ethical clearance required? | Yes | |  | No |  |
| If “yes”, is institutional ethical clearance document attached? | | Yes |  | No |  |
| If “yes”, is there a national ethical review body in your country? | | Yes |  | No |  |
| If “yes”, is national ethical clearance document attached? | | Yes |  | No |  |
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| **6.1. Use of animals** | | | | | |
| Are animals to be used in this project? | | Yes |  | No |  |
| If “yes”, list species and estimated number and estimated number: | | | | | |
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| **6.2. Dissemination of results and publication**  The SGP actively promotes access to the results of research and publications, why requires all publications resulting from projects that are freely accessible subsidizes .Indicate please how to disseminate the results and think about target audiences. For example, publication in a journal with refereeing; wide dissemination of a monograph; preparation / distribution of guidance document instances of regulatory decision-making. | | | | | |

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| **7. Project Team**  List the project team completing the picture below. Add the rows needed. It must also calculate the percentage of time devoted to the project. For example, for a 40 hour workweek, spend two hours; five days a week, it corresponds to a dedication equal to 25% of a full-time (EJC).  Please attach the curriculum vitae (CV) of all researchers and key team members. The CV must occupy a maximum of one page each, except for the principal investigator, which can take up to four pages. Where possible, the CV should meet in the same appendix. | | | | | |
| **Name and Surname** | **Sex**  **(M / F)** | **Name of the Institution** | **Technical Competencies** | **Role in the project** | **Time (%)** |
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PART III. PROJECT LINKS, TRAINING OPPORTUNITIES AND FUND MOBILIZATION

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| 1. **Collaboration with other Scientists and Research Institutions**   Describe collaborations with other research institutions and national, regional or global programs to combat the disease. If applicable, Please attach letters of confirmation from scientists and institution (s) | | | |
| 1. **Links with other research projects** | | | |
| 1. **Contributions obtained**   If applicable, calculate and describe in the following table the significant contributions that have made other project stakeholders. The resources provided by the partners can be very diverse, for example, additional funds for the site, technical support, services, facilities, meetings, consultations, publications, or medical products, etc. Briefly describe each of the contributions and record an estimate figure in the table, briefly explaining the method used to calculate it. This will help us to know the profitability of the contribution of the SGP.  It also calculates the positive effects that can occur on stakeholders in the wider context of the intervention (eg research data on pesticides obtained in the framework of a national program foster savings in the program because they avoid that squander funds ineffective) interventions. | | | |
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| **Name of the associated Institution** | Indirect funding (estimated at A $) | **Type of contribution** |
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**PART IV - BUDGET**

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| Budgeted amounts must be based on a detailed estimate of the expected cost of each activity or concept. | | | |
| *Project budget, by category of expenditure* | | | |
| 1. **Budget Items** | | | **Budget Proposed (US$)** |
| **Name of person (if known) and role in the project** | | % time |  |
| 1 | |  |  |
| 2 | |  |  |
| 3 | |  |  |
| **Subtotal of Staff** | | | **0** |
| **Supplies** | | |  |
| **Equipment** | | |  |
| **Animals** | | |  |
| **Expenses with patients** (medicines, hospitals, etc.) | | |  |
| **Local Travel / Field activities** (travel, lodging, Per Diem) | | |  |
| **International travel for research staff** | | |  |
| **Library** | | |  |
| **Training (tutoring, stipend)** | | |  |
| **Comunication** (incluidas las publicaciones) | | |  |
| **Other** | | |  |
| **Other expenditures** | | |  |
| 1. | | |  |
| 2. | | |  |
| 3. | | |  |
| **Subtotal other expenditures** | | | **0** |
| **Grant Total (US$)** | | | **0** |
| Chief Financial Officer of the Institution (Type Name) | Principal Investigator (Type Name) | | |
| Signature Date | Signature Date | | |

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| 1. **Budget justification:** | US $:0 |
| The budget should clearly reflect the planned activities and the costs required. Justify each and every budget line stating how the cost figures were derived in relation to the activities to be undertaken. | |
| Supplies | |
| Equipment | |
| Animals | |
| Expenses with patients | |
| Local Travel (Field Activities) | |
| International Travel | |
| Library | |
| Training (tutoring, stipend) | |
| Communication (Including Publications) | |
| Other expenses | |

PART V – LIST OF APPENDICES

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

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| **Number** | **Title** |
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PART VI – BIBLIOGRAPHIC REFERENCES

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| List bibliographic references included in the proposal |

1. If this is not the case, please attach a signed statement specifying clearly the Principal Investigator's relationship with the Institution [↑](#footnote-ref-1)
2. An official of the Institution - other than the Principal Investigator - fully empowered to enter into contractual arrangements on behalf of the Institution [↑](#footnote-ref-2)