CRDF Global Request for Applications (RFA)

Cross Border Collaboration Awards


Table of Contents

I. PROGRAM SNAPSHOT .................................................................................................................. 2

II. BACKGROUND .......................................................................................................................... 2

III. SCOPE ...................................................................................................................................... 3

IV. ELIGIBILITY ............................................................................................................................. 4

V. REVIEW OF APPLICATIONS .................................................................................................... 4

VI. APPLICATION PREPARATION AND SUBMISSION .................................................................. 4
   A. Application Submission ............................................................................................................. 4
   B. CRDF Global Policies and Applicant Resources ......................................................................... 5
   C. Application Formatting ............................................................................................................. 5
   D. Application Elements (required unless otherwise noted) ........................................................ 5

VII. ALLOWABLE COSTS ................................................................................................................ 7

VIII. CRDF GLOBAL EXPECTATIONS OF AWARDEES ............................................................... 7

IX. ADDITIONAL INFORMATION AND SUPPORT ..................................................................... 7

X. PROGRAM SUPPORT INFORMATION .................................................................................... 8

APPENDIX A .................................................................................................................................... 10
I. PROGRAM SNAPSHOT

<table>
<thead>
<tr>
<th>Eligible Applicant(s)</th>
<th>Applicants must be researchers affiliated with a US or Latin American institution and have a proven background in childhood obesity research.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA Opens</td>
<td>November 6, 2019</td>
</tr>
<tr>
<td>Announcement of Results</td>
<td>March 2020*. Applicants should anticipate up to 60 days to establish Award Agreements. Applications should plan their proposed activity accordingly.</td>
</tr>
<tr>
<td>Award Scope</td>
<td>The Cross-Border collaboration awards provide a unique opportunity for Latin American and US researchers to develop a new research partnership to further explore issues related to childhood obesity prevention. There are three types of awards: travel, conference, and capacity building.</td>
</tr>
<tr>
<td>Award Amount</td>
<td>Up to $10,000 USD per award</td>
</tr>
<tr>
<td>Project Duration</td>
<td>Up to one (1) year.</td>
</tr>
<tr>
<td>How to Apply</td>
<td>All Applications must be submitted through the Electronic Application Submission (EPS) website. The website will be available on November 20, 2019.</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.eps.crdfglobal.org/FIC-CrossBorder">www.eps.crdfglobal.org/FIC-CrossBorder</a></td>
</tr>
<tr>
<td></td>
<td>CRDF Global will not accept applications via mail or e-mail. Please refer to Section VI. A Application Submission for additional information and instructions.</td>
</tr>
<tr>
<td></td>
<td>E-mail attachments and hard copies will not be accepted</td>
</tr>
<tr>
<td>Points of Contact</td>
<td>Fizzah Abbasi, CRDF Global, <a href="mailto:fabbasi@crdfglobal.org">fabbasi@crdfglobal.org</a></td>
</tr>
<tr>
<td></td>
<td>Susan Vorkoper, Fogarty International Center, <a href="mailto:susan.vorkoper@nih.gov">susan.vorkoper@nih.gov</a></td>
</tr>
</tbody>
</table>

II. BACKGROUND

In partnership with NIH Institutes and Centers, the Fogarty International Center’s Center for Global Health Studies (CGHS) identifies emerging research priorities and stimulates new scientific directions in global health and supports multidisciplinary collaboration and short-term training to address pressing global health problems, complementing the strategic guidance efforts of Fogarty’s Division of International Science Policy, Planning and Evaluation. In 2014, CGHS organized a workshop on prevention of childhood overweight and obesity in Latin America, with a focus on linking evidence to policy and practice that resulted in a series of publications in Obesity Review. As a follow-on activity, CGHS hosted Childhood Obesity Prevention Across Borders: The Promise of US-Latin American Research Collaboration workshop in 2019. The goal of that workshop was to catalyze new collaborations between U.S. and Latin American scientists on childhood obesity prevention through sharing
research results, and transferable lessons learned and identifying common research questions and strategies. A special supplement is expected in late 2020.

**Fogarty International Center** is dedicated to advancing the mission of the National Institutes of Health (NIH) by supporting and facilitating global health research conducted by U.S. and international investigators, building partnerships between health research institutions in the U.S. and abroad, and training the next generation of scientists to address global health needs. More information about Fogarty can be found at fic.nih.gov.

**CRDF Global** is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. CRDF Global’s Research Partnerships (RP) competitions enable cross-border collaboration and the strengthening of international research through the implementation of peer-reviewed research grant competitions. Research partnerships open avenues for new research directions and foster new collaborative opportunities for U.S. and non-U.S. scientists. More information about CRDF Global and the RP competitions can be found at [http://www.crdfglobal.org](http://www.crdfglobal.org).

### III. SCOPE

CRDF Global is requesting applications on behalf of Fogarty International Center to support the development of new research partnerships to address childhood obesity prevention. Overall, these awards are intended to promote new collaborations between U.S. and Latin American investigators as well as among investigators across different Latin American countries. Three types of awards will be funded: travel, conference, and capacity building. The **travel awards** are intended to support either 1) visits to a country other than the country where the applicant is based to develop a new research project in collaboration with a new partner or 2) collaborate with a new partner on an existing specific project, the outputs of which may be grant applications, conference presentations, academic papers, etc. The **conference awards** are intended to contribute to the costs of holding an event that furthers the aim to promote new global South/South or North/South collaborations related to childhood obesity prevention research and must include people from at least two countries. The **capacity building awards** are intended to support the costs of research training in an area of identified need that includes trainers and/or participants from multiple countries. Funds may be used to sponsor attendance at an existing training or contribute to the development of a course.

In this solicitation, CGHS supports collaborative partnerships between U.S. investigators and investigators in Latin America to expand capacity in performing high-quality childhood obesity research.

Examples of relevant awards include but are not limited to:

- Travel to a country to develop a collaboration with a new partner on a new research project or modify an existing project related to childhood obesity prevention
- Develop a conference across multiple countries on topics relevant to childhood obesity prevention research to disseminate findings or identify areas of need and opportunities for follow-on activities
- Host a course on an area of critical need and sponsor participants from under-capacitated countries

Successful proposals will address an area of critical need for childhood obesity prevention research and promote new global South/South or North/South collaborations.

Deliverables may include but are not limited to:

- New research funding applications
- Conference presentations
- Academic publications
- Curriculum development
- People trained

Awards will be made up to $10,000 USD.
IV. ELIGIBILITY

In order to be considered eligible to apply:
➢ Applicants must be researchers affiliated with a US or Latin American institution and have a proven background in childhood obesity research.
➢ Applications must be relevant to childhood obesity prevention and provide justification for how it will move the field forward.
➢ The normal maximum that can be applied for is US$10,000 inclusive of direct and indirect costs. Leveraging other sources of support to broaden participation and impact is encouraged. Applicants should not automatically request the full normal maximum.
➢ Applications for conference or training attendance as a stand-alone activity will not be considered.
➢ Applicants may only apply for one award.

V. REVIEW OF APPLICATIONS

All applications and information contained therein will remain confidential prior to the award. Applications will be screened for eligibility and completeness upon receipt by CRDF Global. Applications will be reviewed by a trans-NIH committee to determine the merit of each Application. Reviewers will use the evaluation criteria described below to make funding recommendations.

Funding decisions will be made by Fogarty based on review results, trans-NIH programmatic interests, geographic diversity, and availability of funds. CRDF Global will administer awards in compliance with US government grant regulations.

Evaluation Criteria:

1. **Quality and feasibility of the proposed project** considering proposed objectives, responsiveness to the application, and relevance to childhood obesity prevention research
2. **Collaborator engagement** considering willingness to engage a partner/s from a country/ies different from the applicants. In addition, for travel and conference awards, will also consider potential for sustainable collaboration
3. **Impact** considering the likelihood of impact on US-Latin American research collaboration and capacity in prevention of childhood obesity and contributing to more generalized understanding in Latin America and the United States

Each application will be evaluated independently and therefore should not be part of, nor depend on the success of other Applications submitted to this competition.

CRDF Global will email applicants to inform them of the decision. All decisions by CRDF Global are final.

VI. APPLICATION PREPARATION AND SUBMISSION

Only applications received according to the submission instructions and which follow the formatting and include all the required elements listed below will be considered responsive and reviewed.

A. Application Submission

All Applications must be submitted electronically through CRDF Global’s Electronic Application Submission (EPS) website, no later than January 15th, 2020 (23:59) U.S. Standard Time (EST)
Applications should be submitted only once. After the electronic submission process, applicants will receive a confirmation message from CRDF Global.

Application materials submitted to CRDF Global must be prepared in English and compiled in the following separate document files for submission to the EPS. Acceptable file formats are MS Word (.doc) or Adobe Acrobat (.pdf).

Applicants should plan to complete the entire submission in one attempt. The site does not allow you to save partial submissions. Applicants must have all documents ready before beginning submission process. Further instructions on electronic Application submission are available at the above link.

**Required:**
- Completed Application document (all applicable elements under Section VI.D Application Elements)

**B. CRDF Global Policies and Applicant Resources**

Before Writing an Application, applicants should review all documents and policies on the CRDF Global Applicant Resources page.

**C. Application Formatting**

- Typed
- One-inch margins on ALL sides
- Single-spaced
- Font size of no less than Arial 10pt (Times New Roman 10pt font is not acceptable) *

*A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Applicants are cautioned, however, that the text must still be readable.

**D. Application Elements (required unless otherwise noted)**

Applicants are required to follow instructions and use the electronic forms and templates included in this RFA.

Detailed information for all necessary elements of an application is listed below. Any application submitted without ALL required information, including signatures and forms, may be disqualified and removed from the competition. Applicants are encouraged to carefully review applications prior to submission to ensure accuracy and completeness.

The following sections should be compiled into one Application document.

1. **Cover Sheet**
   - Project title and basic information about the project
   - Information about the Institute Leadership Representative (individual who would be responsible for negotiating contractual and financial terms in the case of an award.)
   - Detail your career history, education and training and provide a list of your peer-reviewed publications or other academic outputs.
   - Brief description of the proposed activity (250 words)

This information must also be entered during CRDF Global’s EPS process.

2. **Proposal Narrative:** Two (2) pages maximum including any graphs, diagrams, and photos.
The following must be described in the Project Narrative:

➢ A clear description of the proposed activity including objectives, approaches/methodologies, anticipated results/outcomes and measures of success. The narrative should address each of the evaluation criteria listed in Section V
➢ All proposed travel to be funded under the project must be described in terms of its purpose and duration

Please refer to the requirements for each type of award to draft the project narrative.

Travel Awards

➢ Detail your current, relevant work and the objectives of your award including an explanation of why you have chosen the country and topic.
➢ Identify and explain why you have chosen the host organization. Note, this must be a new collaborator.
➢ Explain what you plan to do during your time (e.g. meetings, research, visit itinerary).
➢ Explain how this activity furthers the field of childhood obesity prevention research.
➢ Outline how this partnership will be sustainable including any future activities you and your partner will conduct outside of this funding

Conference Awards

➢ Detail your current, relevant work and the objectives of your meeting.
➢ Provide details about the proposed length of the meeting, where it will be hosted, and what you plan to do in the meeting (e.g. a draft agenda with key topics).
➢ Indicate who you plan to invite
➢ Explain how this meeting furthers the field of childhood obesity prevention research.

Capacity Building Awards

➢ Outline the type of capacity building activity you wish to provide, topics it will cover, who you plan to invite and what you plan to do in the training
➢ Detail the need for research capacity in this area
➢ List any course creators and intended faculty members you plan to invite
➢ Explain how this training furthers the field of childhood obesity prevention research

Note: Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in the Applications only when such information is necessary to convey an understanding of the proposed activity. Such information must be clearly marked in the Application and appropriately labeled as:

"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside of CRDF Global, except for purposes of review and evaluation."

3. Expected Outputs: Discuss what outputs you expect to produce (e.g., new funding application, reports, publications, network development; curriculum development, people trained). Should not exceed one-quarter page.

4. Project Budget. A complete budget in U.S. Dollars (USD) for the requested amount must be submitted using the provided template. Budget should detail expenses per recipient. Convert all amounts to USD. PIs should refer to “Allowed Costs” in Section VII

5. Institutional Letter of Support. Provide a signed letter from your supervisor or management at your current institution (supporting your trip and confirming that it is necessary and relevant).
➢ All Travel Awards Applications will require two (2) letters of support. One from your supervisor or management at your current institution, one from the receiving institution confirming your invitation and explaining who will be available to support and/or mentor you during this time.

CRDF Global reserves the right to request greater detail if necessary, to proceed with award selection.

VII. ALLOWABLE COSTS

CRDF Global will distribute support to the grant as cost reimbursable. CRDF Global will work with individual grant recipients/institutions for any financial resource issues that may arise such as advancements. Teams should refer to the instructions below for submitting all documentation necessary to execute cost reimbursable awards:

1) Budget. Teams must submit a line-item project budget using the form provided in Appendix A. If selected for an award, CRDF Global staff may request additional information or supporting documentation before finalizing an award agreement. Award budgets should be calculated in accordance with the following guidelines:

   i) Funding may be requested for the following expenses:
      a) Labor (Note: Labor costs will only be allowed for Conference and Capacity Building awards)
      b) Equipment, Supplies and Services
      c) Travel
      a) Indirect Costs (if applicable). Applicants (Primary and Secondary collaborators) may request indirect costs/overhead expenses on all direct costs except for equipment (over $5,000), capital expenditures, rent, student tuition, participant support costs\[1\] and sub-awardees expenses (after the first $25,000). Total direct costs minus these items is considered the modified total direct cost (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:

         ➢ IDC $ = IDC% x MTDC = $
         ➢ Maximum Total Sub-Team budget = total direct costs $ (including MTDC) + IDCs $

      Foreign Institutions may not request more than 8% in IDCs. U.S. institutions with a Negotiated Indirect Cost Rates Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment. U.S. institutions without a NICRA may not request more than 10% in IDCs.

VIII. CRDF GLOBAL EXPECTATIONS OF Awardees

Awardees from this competition will be expected to deliver the following in addition to the deliverables mentioned in the scope of the RFA:

➢ Submit one (1) final project report to FIC and CRDF Global, including a summary of major achievements.
➢ Adhere to respective CRDF Global award agreement terms.
➢ Submit invoices and applicable financial back-up for all project expenses to CRDF Global, as applicable.

IX. ADDITIONAL INFORMATION AND SUPPORT

For information on sponsor organization award administration policies, please review the following websites:

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\[1\] Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships.
CRDF Global Policies:

- Grant Funding Opportunities: [http://www.crdfglobal.org/grants/funding-opportunities](http://www.crdfglobal.org/grants/funding-opportunities)
- Information for Applicants: [http://www.crdfglobal.org/grants/information-applicants](http://www.crdfglobal.org/grants/information-applicants)
- Information for Awardees: [http://www.crdfglobal.org/grants/information-awardees](http://www.crdfglobal.org/grants/information-awardees)

X. PROGRAM SUPPORT INFORMATION

For further information about this program, please contact the program contacts below. **Inquiries by e-mail are strongly encouraged and will result in prompt response.**

**CRDF Global**

Fizzah Abbasi  
Project Associate  
1776 Wilson Blvd., Suite 300  
Arlington, VA 22209  
Phone: 703-600-3455  
Email: fabbasi@crdfglobal.org

**Fogarty International Center**

Susan Vorkoper  
Global Health Research and Policy Analyst  
16 Center Dr. Rm. 206  
Bethesda, MD, 20892  
Phone: (301)451-1764  
Email: susan.vorkoper@nih.gov
XI. CHECKLIST OF ITEMS REQUIRED FOR APPLICATION SUBMISSION

BEFORE submitting through CRDF Global's Electronic Proposal Submission (EPS) site, please ensure you have the following documents/information prepared as specified and ready to upload from your computer.

A. Proposal Document Checklist

1. Documents/Information combined into a SINGLE PDF, Word, or Rich Text file:

   ➢ General
     ○ Project topic and project plan are responsive to the RFA
     ○ Proposed work is appropriate for funding by CRDF Global
     ○ Applicants meet eligibility requirements

   ➢ Cover Sheet
     ○ Information for each Applicant
     ○ All fields are completed
     ○ Project Description
     ○ Applicant Professional Information

   ➢ Project Narrative
     ○ All project criteria are addressed
     ○ Text is within two (2) page limit
     ○ Formatted properly (typed, single spaced, one-inch margins, page numbers, font no smaller than Arial 10 pt)
     ○ Authors names are included at end of section

   ➢ Expected Outputs
   ➢ References Cited (where applicable)
   ➢ Activity Budget
     ○ Follows allowable cost guidelines

   ➢ Institutional Letters of Support
### GENERAL PROJECT INFORMATION

**Title**
(Not to exceed 25 words)

<table>
<thead>
<tr>
<th>Dates of Proposed Period of Performance:</th>
<th>Funding Amount Requested (USD):</th>
</tr>
</thead>
</table>

**Type of Award Requested**
(Travel, Conference or Capacity Building)

### APPLICANT INFORMATION

**Full Name**
(Last, First, Patronymic/Middle)

<table>
<thead>
<tr>
<th>Country Based</th>
</tr>
</thead>
</table>

**Position/Title**

**Institute/Organization Name**

<table>
<thead>
<tr>
<th>Complete Mailing Address</th>
</tr>
</thead>
</table>

**Institution Type**

<table>
<thead>
<tr>
<th>University/Academic</th>
<th>Research Institution</th>
<th>Non-profit/non-governmental</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ For-profit</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Other_______________</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Applicant E-mail**

**Alternative E-mail (optional)**

**Telephone #**

<table>
<thead>
<tr>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Male</td>
</tr>
</tbody>
</table>

**Name of Institution Director**

**E-mail**

**Institutional Director Address**

**Telephone #**

**Are you partnering with another institute for this project?**

*(If your project requires more than two partners, please note in Project Narrative)*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Partnering Institute Name**

**Partnering Institute Point of Contact:**

**Partnering Institute Name**

**Partnering Institute Point of Contact**
### APPLICANT PROFESSIONAL INFORMATION

<table>
<thead>
<tr>
<th>Degree(s) Earned (list all)</th>
<th>Field of Degree</th>
<th>Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
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</tr>
</tbody>
</table>

**Number of Years of Research Experience**

Demonstration of Research experience (e.g. peer reviewed publications, research grants, research trainings. List items and where appropriate, years). *(No more than one-half page.)*

### PROJECT DESCRIPTION (No more than one-half page)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>
EXPECTED OUTPUTS

Indicate in a bullet pointed list what outputs you expect to produce (e.g., new funding application, reports, publications, network development; curriculum development, people trained). Should not exceed one-quarter page.
For “Allowable Costs” please refer to Section VII
Convert all amounts to USD. Total Project Cost must not exceed $10,000 USD

<table>
<thead>
<tr>
<th>Award Type (Travel, Conference or Capacity Building):</th>
<th>Total Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Participants</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>Participant Name (Add rows if necessary.)</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL IFS | |
| Equipment, Supplies, & Services (ESS) | |
| Item (Add rows if necessary.) | Units | Unit Cost | $ USD |
| 1 | | | |
| 2 | | | |
| 3 | | | |

| TOTAL ESS | |
| Travel (Totals only) | $ USD |
| Domestic Transportation | |
| Domestic Per Diem | |
| International Transportation | |
| International Living Allowance/Per Diem | |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) | |

TOTAL TRAVEL:
TOTAL PRIMARY PARTICIPANT DIRECT EXPENSES

Indirect Cost (IDC) of Primary Participant (If Applicable)
NICRA approved rate or de minimus 10% rate if no NICRA. 8% for Foreign Institutions

TOTAL IDC:

BUDGET SUBTOTAL (Total of direct expenses and IDC)

SUBTOTAL:

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\(^1\) “Person-hours” = estimated total number of hours devoted to the project throughout the duration of the project.
INSTITUTIONAL LETTER OF SUPPORT
Must be on institutional letterhead