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CRDF Global Request for Proposals (RFP)

**Indo-U.S. Joint Program on HIV/AIDS and STI Prevention Research:**

**2024 CFAR HIV/AIDS Training Fellowship Awards**

**Proposal Deadline: July 31, 2024 (23:00) U.S. Eastern Time (ET)**

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**I. COMPETITION SNAPSHOT**

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| **Eligible Applicant(s)** | Expand the pool of researchers engaged in Indo-U.S. HIV/AIDS research collaboration and provide institutional training opportunity for early-career scientists. |
| **Competition Opens** | February 14, 2024 (23:00) U.S. Eastern Standard Time (EST) |
| **Initial Intent to Apply Deadline** | May 17, 2024 (23:00) U.S. Eastern Standard Time (EST) |
| **Submission Deadline** | July 31, 2024 (23:00) U.S. Eastern Standard Time (EST) |
| **Announcement of Results** | November 1, 2024 (23:00) U.S. Eastern Standard Time (EST) |
| **Eligible Research Scope** | HIV/AIDS and co-morbidities |
| **Project Duration** | Up to Two (2) years |
| **Award Amounts** | Each fellowship award up to $300,000 (USD) total cost for up to two (2) years of support |
| **Complete Competition RFP and Proposal Forms** | A Word version of proposal forms and templates is available for download:  |
| **Eligible countries/areas for application** | India |
| **How to Apply** | All proposals must be submitted through the CRDF Global Electronic Proposal Submission (EPS) website: <https://crdfglobal.fluxx.io/dashboard/index>E-mail attachments and hard copies will **NOT** be accepted. For more information and instructions, please refer to [Section VI. A.](#AVII) |
| **Condition for Application** | Early-stage investigators[[1]](#footnote-2), currently funded CFAR |
| **Program Point of Contact** | Ariyand Aminpour, CRDF Global, aaminpour@crdglobal.org  |

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# **II. BACKGROUND**

CRDF Global is accepting proposals from Centers for AIDS Research (CFARs) to support early-stage investigators from India working in the field of HIV/AIDS research for the ***2024 CFAR HIV/AIDS*** ***Training Fellowship Awards****.* [A list of CFAR sites can be found here.](https://www.niaid.nih.gov/research/cfar-developmental-sites) This initiative is supported by the National Institutes of Health (NIH), and the National Institute of Allergy and Infectious Diseases (NIAID). The fellowship program aims to promote the training and inclusion of Indian early-stage scientists in HIV-related collaborative research within the CFAR program.

NIH’s mission is to seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability. Discoveries have led to new ways to treat, diagnose, and prevent illness. NIH plays a key role in the expansion of biomedical knowledge. NIH-funded research leads to tens of thousands of new scientific findings every year. These fundamental advances and technological developments expand our understanding of health and living systems and form the building blocks required for translational and clinical advances to occur. NIH also fosters the generation of new knowledge within the scientific community by supporting training within the research workforce. For more information visit <http://www.nih.gov/>. NIAID**,** one of the 27 institutes and centers of the NIH, conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. For more than 60 years, NIAID research has led to new therapies, vaccines, diagnostic tests, and other technologies that have improved the health of millions of people in the United States and around the world. For more information visit <http://www.niaid.nih.gov/>.

The[CFAR program](https://www.niaid.nih.gov/research/centers-aids-research) is a trans-NIH program, managed by NIAID, that provides administrative and shared research support to synergistically enhance and coordinate high-quality HIV research projects. CFARs accomplish this through centralized core facilities that provide cutting-edge expertise, specialized resources, and innovative technologies in a cost-effective and efficient manner. The program emphasizes interdisciplinary and international collaboration across all areas of HIV research.

CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. CRDF Global specializes in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages scientific cooperation between countries where official relations are strained. For more information visit <http://www.crdfglobal.org>.

# **III. SCOPE AND PURPOSE**

The purpose of the ***2024 CFAR Training Fellowship Awards*** is to expand capacity in HIV/AIDS research through participation in short-term research training opportunities for Indian early-stage investigators. CFAR sites are invited to apply for funding to support Indian early-stage investigators for these research training projects, focused on priority areas of HIV/AIDS research aligned with NIH [NOT-OD-20-018](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-018.html).

Examples are listed below:

* Reduce the incidence of HIV/AIDS: HIV transmission and prevention

Research focused to understand the mechanisms of HIV transmission and acquisition

Development of next-generation HIV therapies

Long-term treatment or prevention strategies for HIV-relevant coinfections and comorbid conditions across the lifespan

Effective socio-behavioral interventions to achieve uptake of HIV prevention and treatment strategies and reduce health disparities

Research toward a cure for HIV

Research that examines health and social issues linked to HIV

Development of innovative technologies for HIV research

It is expected that the scope of the application will target the global effort to end the HIV epidemic and improve the health and well-being of people living with HIV. The application will also contribute to the collaborative research partnerships between U.S. investigators and institutions and their foreign counterparts. Training opportunities that aim to develop competence and skills in one or more of the following areas across the HIV research continuum are of particular interest:

* Study design
* Protocol development
* Community-based participatory research
* Clinical trials design
* Ethical and regulatory aspects of clinical research
* Collection and management of research data, biostatistics
* Population-based research
* Dissemination/implementation research
* Translating research results into policy
* Specialized cutting-edge technology or techniques

The primary goals and expected outcomes will benefit both the U.S. and foreign partner institutions, specifically:

* Expanded capacity in HIV research through participation in short-term research training opportunities
* Mentored career development of early-stage investigators by mid-career and senior investigators
* Transfer of innovative technology and technical skills
* Expanded networks for developing collaborations in HIV research

Two to three fellowship awards, each up to **$300,000 USD total cost ($150,000/year)**, will be made in support of **short-term training programs** (up to 24 months). Each proposal must have a budget submitted clearly outlining all expected costs, in accordance with U.S. government grant regulations. The budget may not exceed $300,000 USD total cost. See [Section VI](#_VI._PROPOSAL_PREPARATION) for *Allowable Costs*.

CRDF Global will address all program-related inquiries and serve as the point of contact for the RFP and communicate all results to applicants. CRDF Global will receive full proposals from applicants and will coordinate a technical review of proposals. Following these reviews, the program sponsors will collectively determine meritorious proposals to receive awards administered through CRDF Global.

# **IV. ELIGIBILITY**

**The application will be peer-reviewed by a panel of experts administered by CRDF Global. The CFAR may submit more than one application, however, each application should identify one Indian fellowship candidate with distinct research objectives from other applications.**

All proposals must meet each of the following eligibility criteria:

1. The application must be from a currently funded CFAR. CFARs in a No-Cost Extension (NCE) or bridge are not eligible to apply. [A list of CFAR sites can be found here.](https://www.niaid.nih.gov/research/cfar-developmental-sites)
2. The proposal must identify a CFAR investigator as the Project Principal Investigator (Project PI) who will serve as the main contact point to administer and coordinate activities of the training award.
3. The CFAR should also be able to assist in planning and implementing the two-year fellowship of the Indian fellows to the United States.
4. Each proposal’s training focus must target one or more of the priority areas of HIV research listed in [Section III.](#III)
5. Budget allocation may not exceed $300,000 USD total cost.

**Individual fellowship award requirements are indicated below and must be included with the application:**

1. The fellowship candidate must be an Indian national, with plans to return to India after the fellowship.
2. Fellowship candidate must:
	1. Possess the degree of Ph.D. M.D., and /or an equivalent degree, such as completion of a Postgraduate (post-MBBS) medical training program.
	2. Demonstrate scientific capacity and research experience, which aligns with the scientific priorities listed in [Section III](#_III._SCOPE_AND).
	3. Qualify as an [early-stage investigator](https://grants.nih.gov/policy/early-stage/index.htm), which is defined by NIH as a Program Director/Principal Investigator who has completed their terminal research degree or end of post-graduate clinical training, whichever is later, within the past 10 years and who has not previously competed successfully as a PD/PI for a substantial NIH independent research award.
3. The fellowship candidate must submit a letter of interest to the CFAR to be included in the application that outlines how the fellowship will support their research goals upon return to India.
4. If the fellowship candidate is currently at an Indian institution, they must submit a letter of support to the CFAR from their current institution to demonstrate support for them to receive this training.

**CRDF Global reserves the right to restrict the participation of any individual or institution in its programs.** CRDF Global complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF Global not to conduct any transactions with U.S.-restricted entities without the appropriate authorization from the U.S. Government.

# **V. REVIEW OF PROPOSALS**

All proposals and information contained therein will remain confidential prior to the award and will be screened for eligibility and completeness upon receipt by CRDF Global. Peer-based panel review will take place through a scientific panel of experts appointed by CRDF Global and approved by NIAID. A minimum of three reviewers will review each proposal. The panel will use the evaluation criteria described below in reaching its decisions. The panel will rank proposals by the evaluation criteria and assign an overall rating to each proposal, as well as a funding recommendation. CRDF Global will share these recommendations with NIAID which will jointly decide with CRDF Global on the selection of finalists.

CRDF Global will announce awards starting November 1, 2024 via e-mail. All awards are subject to the availability of funding from program sponsors. All decisions by CRDF Global and NIAID are final.

## **Evaluation Criteria**

CRDF Global panels of external reviewers will use the following criteria in the evaluation of proposals for this program.

1. **Training Plan**: Does the proposed activity include the provision of career-enhancing opportunities, the sharing of equipment and resources and/or technology transfer among the institutions involved? How well do the individual elements of the proposed training plan meet the overall goals of career development goals of the early-stage investigator?
2. **Quality and Feasibility of the Proposed Training:** Considering the proposed methodology, resources, personnel, and timeline, how well do the individual elements of the proposed activity fit with the overall training goals?
3. **Institutional Capacity and Collaborative Benefits:** Is there a good match between the expertise of the investigator and mentor relative to the applicant’s training needs? Are the host institutional resources (both technical and in-kind) available and adequate? Is there evidence that the proposal will have long-term positive impact on the research environment and capacity of both countries, and be of mutual benefit to the partnership?
4. **Scientific Impact of Proposed Training:** What is the probability that the activity will result in new knowledge to improve biomedical or behavioral HIV research?
5. **Sustainability Potential:** How will success be determined? What follow-on activities will be carried out after the training to ensure the recipient’s continued success?

# **VI. PROPOSAL PREPARATION AND SUBMISSION**

**Only proposals submitted according to the instructions, which follow the formatting and include all the required elements listed below, will be reviewed.**

## **Proposal Submission**

**Title and abstract indicating intent to apply must be submitted electronically via email to** **health@crdfglobal.org****, no later than:**

**May 17, 2024 (23:00) U.S. Eastern Standard Time (EST).**

CRDF Global must receive an email from the collaborating PIs which states their intent to submit a proposal to the Indo-U.S. Joint Program on HIV/AIDS and STI Prevention Research: 2024 CFAR HIV/AIDS Training Fellowship Awards. This email must contain the following information:

1. First and last names of the PI(s) along with their institutional affiliations
2. First and last name of the sponsored Indian investigator with their institutional affiliation
3. Title of the research project
4. Proposal abstract

**All applications must be submitted electronically through CRDF Global’s Electronic Proposal Submission (EPS) site, no later than:**

**July 31, 2024 (23:00) U.S. Eastern Standard Time (EST).**

At the conclusion of the electronic submission process, the applicants will receive a confirmation message from CRDF Global. Further instructions on electronic proposal submission (EPS) are available here: <https://crdfglobal.fluxx.io/dashboard/index>.

Proposal 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).

The site does not allow you to save partial submissions. Applicants must have all documents ready before beginning submission process.

**Required:**

* 1. Completed proposal document (all applicable elements under Proposal Elements [Section VI.D](#_Proposal_Elements_(required_1))
	2. Project Principal Investigator Curricula Vitae (CV)
	3. Indian fellowship candidate Curricula Vitae (CV)
	4. Institutional Data Form

As Applicable:

1. Supporting documents for proposals Involving Human and/or Animal Subject Research.
2. Bioethics Review form

For questions about the EPS process, please contact the

CRDF Global Program Staff at: aaminpour@crdfglobal.org

**Applications that do not complete submission through CRDF Global's EPS will be considered ineligible.**

## **CRDF Global Policies and Applicant Resources**

Before writing the proposal, applicants should review all documents and policies on the [[CRDF Global Applicant Resources page.](https://www.crdfglobal.org/funding-opportunities/#forms-resources)](https://www.crdfglobal.org/funding-opportunities/#forms-resources)

## **Proposal 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. PIs are cautioned, however, that the text must still be readable*.

## **Proposal Elements (required unless otherwise noted)**

Detailed information for all necessary elements of a proposal is listed below. Appendices may not be included. Any proposal submitted without ALL required information, including signatures and forms, may be disqualified and removed from the competition. Applicants are encouraged to carefully review proposals prior to submission to ensure accuracy and completeness. Decisions by CRDF Global on behalf of the program sponsors are final and cannot be appealed.

Applicants are required to follow instructions and use the electronic forms and template downloadable as a PDF Document.

**The following sections must be compiled into and submitted as a single Proposal document with pages numbered consecutively.**

### **PROPOSAL DOCUMENT (APPENDIX A)**

#### **A.1.Cover Sheet**

One per application including:

* Project title and basic information about the CFAR, Cores, and services offered
* Basic information about the training program
* Information about the Project Principal Investigator and mentor, if they are different individuals, including name, current designation, and contact details.
* The contact information about the Applicant’s Institute Signing Official (individual who would be responsible for negotiating contractual and financial terms in the case of an award.)

This information must also be entered during the electronic proposal submission process.

**Note:** CRDF Global requires that the applicant and trainer/mentor, as well as their respective leadership representatives, sign Form A.1. Please include a scanned copy of the signed document.

#### **A.2: Proposal Abstract**

One concise paragraph summarizing all relevant aspects of the proposal, with special attention to its objectives, methods, and potential results. (No more than 350 words).

#### **A.3: Proposal Narrative**

Three pages maximum including any graphs, diagrams, and photos. Applicants are advised **that the narrative must be self-contained, and that URLs providing information related to the proposal should not be used.**

**The following must be described in the Proposal Narrative:**

* The approach, objectives, milestones, and measurements of success that will be used
* A clearly defined training timeline, noting all milestones.
* A brief mentoring, monitoring, and evaluation plan.
* How the individual competencies of the participants will complement each other, and any relevant prior work that has been carried out.
* The anticipated results/expected outcome of the training and how they will contribute to the fellowship candidates’ future work in India.
* Required infrastructure (e.g., reagents, instrumentation, venue, A/V costs, training supplies, etc.) that will be utilized in the identified training, along with brief justifications.
* All proposed travel (international and domestic) to be funded under the proposal must be described in terms of its purpose and duration.
* Any linkage to other relevant projects or programs.

**Note**: Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in the proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal 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."*

#### **A.4: References Cited**

Reference information for the Proposal Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Identify the website address if the document is available electronically. While there is no page limitation for the References Cited, this section must only include bibliographic citations and not be used to provide parenthetical information outside of the Proposal Narrative.

***A.5: Project Milestone Plan***

One Project Milestone Plan per proposal, describing specific milestones to be accomplished by the sub-teams during project implementation. A sample Milestone Plan is included in [Appendix A.](#_APPENDIX_A:_PROPOSAL_1)

Note: the following when preparing the Milestone Plan:

➢ Milestones are discrete activities that allow the grantee to achieve the overall objectives described in the project narrative. Milestones should reflect realistic accomplishments that can be verified by CRDF Global and AMED staff. Examples of such milestones include, but are not limited to: sample collection, data analysis, trainings, or travel for a specific task under the proposed project.

➢ Milestones must be verifiable through submission of documentation or other deliverables (e.g., photos, purchase orders, training materials, reports, or other tangible proof that the activities occurred). Payment may be predicated on completion of deliverables in the milestone plan.

➢ Each milestone should be clearly described and include a corresponding deliverable.

➢ The amount of funding requested (on a semi-annual basis) should be included in the Milestone Plan.

#### **A.6: Proposal Budget**

Budget should cover the entire award period. Convert all amounts to USD. Applicants should refer to “Allowable Costs” in [Section VII](#_VII._ALLOWABLE_COSTS).

#### **A.7: Budget Narrative**

**One for each** application explaining all budget items in the corresponding Proposal Budget.

***A.8: Statement of Other Sources of Support of Key Personnel***

**PI should provide a** listing of current and pending sources of support for all their research projects, **excluding** those that are already included under the “COST-SHARING FROM NON-CRDF SOURCES” section in the Budget. **Should a PI have no other sources of support, check the box marked “None” at the top of Form D, and include this page with the proposal**.

***A.9: Previous CRDF Global Awards (if applicable)***

One formfor **each** previously held CRDF Global award by a PI, if it is **directly** related to the research objectives outlined in the current proposal. Individual forms should not exceed one page.

***A.10: Plagiarism Policy and Standards Agreement***

A CRDF Global plagiarism policy and standards document that is included in Appendix A. and should be submitted as a signed scanned copy.

CRDF Global will not provide funding to an application in which plagiarism exists.

*Plagiarism is defined as the incorporation of published writing or another person’s original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s).*

### **ADDITIONAL SUPPORTING DOCUMENTATION**

The following documents should be prepared and uploaded separately from the main application file:

#### **Curricula Vitae (CV) or NIH Biosketch - Required**

One for each application for the Indian fellowship candidate. Please find the link here for [NIH biosketch format, instructions, and samples.](https://grants.nih.gov/grants/forms/biosketch.htm)

#### If the CV format is chosen, it should include the individual’s name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the proposal. Please visit [the Resource guides and templates for writing a Curriculum Vitae (CV)](https://www.crdfglobal.org/wp-content/uploads/2022/06/InfoForApplicants_Resource-guides-and-templates-for-writing-a-Curricula-Vitae.pdf) page on the CRDF Global website for assistance. The CV should be no more than five (5) pages.

#### **Project Principal Investigator Curricula Vitae (CV) - Required**

One for each application for the CFAR Project PI. Can be a CV or a current NIH biosketch. Please find the link here for the [NIH biosketch format, instructions, and samples.](https://grants.nih.gov/grants/forms/biosketch.htm)

If the CV format is chosen, it should include the individual’s name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the proposal. Please visit [the Resource guides and templates for writing a Curriculum Vitae (CV)](https://www.crdfglobal.org/wp-content/uploads/2022/06/InfoForApplicants_Resource-guides-and-templates-for-writing-a-Curricula-Vitae.pdf) page on the CRDF Global website for assistance. The CV should be no more than five (5) pages.

#### **Project Mentor Curricula Vitae (CV) - Required if different than Project PI**

One for each application for the CFAR mentor, if different than the Project PI. Can be a CV or a current NIH biosketch. Please find the link here for [NIH biosketch format, instructions, and samples.](https://grants.nih.gov/grants/forms/biosketch.htm)

If the CV format is chosen, it should include the individual’s name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the proposal. Please visit [the Resource guides and templates for writing a Curriculum Vitae (CV)](https://www.crdfglobal.org/wp-content/uploads/2022/06/InfoForApplicants_Resource-guides-and-templates-for-writing-a-Curricula-Vitae.pdf) page on the CRDF Global website for assistance. The CV should be no more than five (5) pages.

#### **Institutional Data Form – Required**

The form can be retrieved in Appendix A.

#### **Institutional Review Board (IRB) Documentation and Approval- As applicable**

Human/Animal Subjects Research: CRDF Global is committed to ensuring that projects involving human or animal subjects are protected from research risks in conformance with CRDF Global policies. All projects recommended for award that involve human or animal subjects will undergo review by the CRDF Global Bioethics Review Committee (BRC) prior to award request. Grant recipients will not be authorized to begin work until IRB approval is provided to CRDF Global. Activation of a grant Agreement is contingent on submission of complete IRB documentation and approval to CRDF Global. For more information about CRDF Global’s Guidelines for Proposals Involving Human and/or Animal Subject Research please check [here.<https://www.crdfglobal.org/wp-content/uploads/2022/06/InfoForApplicants_Guidelines-for-Proposals-Involving-Human-andor-Animal-Research-Subjects.docx>](https://www.crdfglobal.org/wp-content/uploads/2022/06/InfoForApplicants_Guidelines-for-Proposals-Involving-Human-andor-Animal-Research-Subjects.docx)

#### **Bioethics Review Form – As applicable**

The form can be retrieved in Appendix A.

**Please see** [**Appendix B**](#_APPENDIX_B:_CHECKLIST) **for a checklist of proposal submission requirements.**

**CRDF Global reserves the right to require greater detail if necessary to proceed with award selection.**

# **VII. ALLOWABLE COSTS**

The maximum total award is up to **$300,000** U.S. Dollars (USD) total cost disbursed over a period not to exceed 24 months. Budget allocation percentages must total 100%. If justified near the end of the project, up to a 12-month no-cost extension may be permitted.

***In the case of an award, a project budget may be subject to revision by CRDF Global.***

In accordance with the provisions of US government regulation 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards, non-federal entities that expend federal awards of $750,000.00 or more in a year, during the non-federal entity’s fiscal year must have a single or program-specific audit conducted for that year.

CRDF Global will distribute support to the awardee as a **cost-reimbursable grant** with payment schedule tied to milestones. Limited/partial advanced funding may be provided for travel or living expenses under some circumstances. CRDF Global will work with individual grant recipients/host institutions to alleviate any financial resource constraints that may arise from the cost-reimbursable policy.

Applicants should refer to the instructions below for submitting all documentation necessary to execute grants:

1. **Milestone Plan.** The Proposal Narrative should identify and describe specific milestones that will be reached during training. CRDF Global staff and external scientific reviewers will evaluate the plan to ensure that milestones are directly relevant to program objectives; can be delivered in accordance with the timeline; and can be supported by appropriate documentation. This milestone plan will be used to develop payment plan, upon award selection.
2. **Budget.** Applicants must also submit a line-item proposal 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.
* Budget items should be clearly listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
* Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations in the budget narrative.
* Justification/support for training and travel costs should be provided in the budget narrative.

This program will cover the following limited expenses:

* Research activities and labor costs, which includes mentor and fellow salaries.
	+ Up to 10% of the labor budget can be used for the mentor. The majority of the total budget should be allocated towards the fellow’s research and training.
* Travel expenses of fellow and/or mentor as described below.
* Fellow stipend to cover basic living expenses as described below.
* Costs related to research training (e.g., fees for special courses/training, registration fees for relevant conferences).

Funding for the above expenses will be distributed to the U.S. CFAR institution.

The following cost guidelines should be used in preparing the travel portion of the budget:

* 1. International Transportation. Travelers will need to comply with the provisions of the *Fly America Act*. For more information, please refer to [Fly America Guidelines](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act). Travel arrangements will be made by CRDF Global.
	2. Travel Allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget:
* For travel in the U.S: <http://www.gsa.gov/portal/category/21287> .
* For non-U.S. travel: <https://aoprals.state.gov/content.asp?content_id=184&menu_id=78>.

Health insurance is mandatory for all travel under CRDF Global awards and should be included in the budget in addition to the travel allowance. Visa fees are allowable expenses and may be included in the budget. It is important to provide a justification and a description of the travel plans within the Budget Narrative.

Institutions hosting training(s) may request Indirect Costs (IDCs) if they have a Negotiated Indirect Cost Rates Agreement (NICRA). If an institute requests IDCs at their NICRA rate, documentation for these rates must be provided in the budget narrative.

# **VIII. CRDF GLOBAL EXPECTATIONS OF AWARDEES**

Awardees from this competition will be expected to:

* Submit one (1) semi-annual progress report and one (1) final report to CRDF Global, including a summary of major achievements.
* Submit invoices and applicable financial back-up for all project expenses to CRDF Global.

# **IX. ADDITIONAL INFORMATION AND SUPPORT**

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

* **Information for Applicants:** <http://www.crdfglobal.org/grants/information-applicants>
* **Information for Awardees:** <http://www.crdfglobal.org/grants/information-awardees>

# **X. PROGRAM SUPPORT INFORMATION**

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

**Annie King**

Program Manager, CRDF Global

aking@crdfglobal.org

## **APPENDIX A: PROPOSAL DOCUMENT FORMS AND TEMPLATES**

**A.1. COVER SHEET**

|  |
| --- |
| **GENERAL TRAINING INFORMATION** |
| Title of Training |  |
| Length of Training (Months) |  |
| Start Date |  | End Date |  |
| Address of Training |  |

**A.1.a. APPLICANT INFORMATION**

|  |
| --- |
| **APPLICANT INFORMATION** |
| Name (First, Middle, Last) |  |
| Position/Title |  |
| Institution Name |  |
| Institution Address |  |
| Institution Type | [ ]  University/Academic [ ]  Research Institution [ ]  Government [ ]  Non-profit [ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-Mail |  | Telephone  |  |
| Highest Degree Earned |  | Year of Award |  |
| **APPLICANT INSTITUTE LEADERSHIP INFORMATION** |
| Name (First, Middle, Last) |  |
| Position/Title |  |
| E-Mail |  | Telephone  |  |
| **SIGNATURES** |
| Applicant Signature |  | Date |  |
| Institute Leadership Signature |  | Date |  |

**A.2. PROPOSAL ABSTRACT**

***Abstract should not exceed 350 words***

**A.3. PROPOSAL NARRATIVE**

***Narrative should not exceed 3 pages. Text should be Arial font size 10 within 1-inch margins***

**A.4. REFERENCES CITED**

*This section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.*

**A.5 PROJECT MILESTONE PLAN**

*Text in red is an example. Information should match the proposal Project Narrative and Project Budget*

|  |
| --- |
| **Reporting Period** **(Complete for each semi-annual segment applicable top project duration.)** |
| **AIM:** |
| ***First Semi-Annual Reporting Period*** |  |
| Milestone: | Description: | Associated Deliverable(s): | Responsible Team or Site |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | *Example CRU 1* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Amount Requested for this Reporting Period: | $ 15,000  |  |
| ***Second Semi-Annual Reporting Period*** |  |
| Milestone: | Description: | Associated Deliverable(s) | Responsible Team or Site |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Amount Requested for this Reporting Period: | $ $ Total  |  |
| ***Third Semi-Annual Reporting Period*** |  |
| Milestone: | Description: | Associated Deliverable(s) | Responsible Team or Site |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Amount Requested for this Reporting Period: | $ $ Total  |  |
| ***Fourth Semi-Annual Reporting Period*** |  |
| Milestone: | Description: | Associated Deliverable(s) | Responsible Team or Site |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**A.6 PROPOSAL BUDGET**

*For “Allowable Costs” please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS)

*Convert all amounts to United States Dollars (USD).* **Total Project Cost must not exceed $300,000 USD.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual Financial Support (IFS)**Participant Name (Add rows if necessary.) | **Hourly Rate** | **Total Person Hours** | **# of Days**  | **$ USD Year 1** | **$ USD Year 2** |
| 1 |   |   |  |   |  |
| 2 |   |   |  |   |  |
| 3 |   |   |  |   |  |
|  |  |
| **Equipment, Supplies, & Services (ESS)**Item (Add rows if necessary.) | **Units** | **$ USD Year 1** | **$ USD Year 2** |  |  |
| 1 |   |   |  |  |  |
| 2 |   |   |  |  |  |
| 3 |   |   |  |  |  |
| **TOTAL ESS** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Travel & Training (T&T) Totals only, describe purpose and per person costs in detail in Budget Narrative.**   | **$ USD Year 1**  | **$ USD Year 2**  |
| 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 DIRECT EXPENSES** |  |  |
| **Institutional Support (IS)**  |  |  |
|  |  |  |
| **TOTAL COSTS (ESS, T&T, IS)**  |  |  |
| **COST SHARING FROM APPLICANT AND/OR TRAINER/MENTOR INSTITUTION** Describe in detail in Budget Narrative |  |  |
| **COST-SHARING FROM OTHER SOURCES**Describe in detail in Budget Narrative |  |  |

**A.7. BUDGET NARRATIVE**

*Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn’t apply to your budget, please insert N/A for “not applicable”**in the space provided.*

|  |
| --- |
| **Personnel and Services** Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours. Provide justification for pay rate and any fringe benefits included. |
|  |
| **Equipment, Supplies and Services (ESS)** List and justify in detail, requested equipment items with a value over $1,000, and all equipment, supplies and services with per unit costs. Explain the necessity of the ESS to the project, and how these items will be used in the proposal. |
|  |
| **Travel & Training (T&T)**Explain the need for travel - how the travel will benefit the project’s aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc.  |
|  |
| **Institutional Support (IS)** Calculate an allowance for institutional costs of % of the total individual team direct expenses. NICRA rate only. E.g. Total Team Budget ÷ (1+ IS%) = Direct Costs maximum. Modified Direct Total Costs + Institutional Support = Total Maximum Requested.  |
|  |

**A.8. OTHER SOURCES OF SUPPORT FORM**

**(Complete for EACH PI; replicate this page as necessary.)**

|  |  |
| --- | --- |
| **PI Name** |  Last, First  |
| **If no other sources of support, check “None.”** **Otherwise, complete table below for each source (duplicate as needed).** |  ☐ **“None”** |
|  |
| **Project/Proposal Title** |  Title  | **Location of Research** |  Region/Country  |
| **Support** |  ☐ Current ☐ Pending Submission Planned in Near Future |
| **Source of Support** |  Name  | **Level of Effort (%)** |  %  |
| **Award Amount**  |  $ USD  | **Period Covered** |  MM/YY – MM/YY  |
|  |
| **Project/Proposal Title** |  Title  | **Location of Research** |  Region/Country  |
| **Support** |  ☐ Current ☐ Pending Submission Planned in Near Future |
| **Source of Support** |  Name  | **Level of Effort (%)** |  %  |
| **Award Amount**  |  $ USD  | **Period Covered** |  MM/YY – MM/YY  |
|  |
| **Project/Proposal Title** |  Title  | **Location of Research** |  Region/Country  |
| **Support** |  ☐ Current ☐ Pending Submission Planned in Near Future |
| **Source of Support** |  Name  | **Level of Effort (%)** |  %  |
| **Award Amount**  |  $ USD  | **Period Covered** |  MM/YY – MM/YY  |
|  |
| **Project/Proposal Title** |  Title  | **Location of Research** |  Region/Country  |
| **Support** |  ☐ Current ☐ Pending Submission Planned in Near Future |
| **Source of Support** |  Name  | **Level of Effort (%)** |  %  |
| **Award Amount**  |  $ USD  | **Period Covered** |  MM/YY – MM/YY  |
|  |
| **Project/Proposal Title** |  Title  | **Location of Research** |  Region/Country  |
| **Support** |  ☐ Current ☐ Pending Submission Planned in Near Future |
| **Source of Support** |  Name  | **Level of Effort (%)** |  %  |
| **Award Amount**  |  $ USD  | **Period Covered** |  MM/YY – MM/YY |

**A.9. PREVIOUS CRDF GLOBAL AWARDS**

*Please copy the form as necessary for each award. Individual forms should not exceed* ***one page.***

|  |  |
| --- | --- |
| CRDF Global Award Number: |  |
| Title of Previous Project: |  |
| Start Date (MM/YY) |  | End Date (MM/YY) |  |
| *Please briefly describe the previous research project. Be sure to provide specific information regarding results and objectives. Were all objectives of the research plan achieved? If not, what prevented you from doing so? Please list scientific publications and conference reports that were published as a result of CRDF Global award.* |
|  |
| *How will the work accomplished during this project contribute to the proposed research? Please address specific project results (data, models, methods) that the proposed project will further develop and/or build upon.* |
|  |

**A.10. Plagiarism Policy and Standards Agreement**

CRDF Global will not provide funding to an application in which plagiarism exists.

All applications for funding submitted to CRDF Global will be thoroughly screened for plagiarism against a large number of sources including published research papers, books, conference abstracts, and websites.

When plagiarism is detected, the program within CRDF Global that is overseeing the funding opportunity will determine the specific action to be taken. Action taken may include, but is not limited to a) informing the applicant that plagiarism has been discovered; b) excluding the applicant from the funding opportunity; c) informing the applicant’s institution; d) informing reviewers; e) informing organizations collaborating with CRDF Global on the funding opportunity; f) barring the applicant from participation in future funding opportunities.

**Standards**

Definition: Plagiarism is the incorporation of published writing or another person’s original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s). Any text derived from another published source, or from an author not named in the proposal, must be formatted to clearly indicate that it is not original writing of the applicant(s), and the correct citation to the original source must be given. Proper formatting is either the use of quotation marks around all of the borrowed text or indentation of the borrowed text to clearly set it off from your own writing.

Examples of plagiarism include, but are not limited to, the following cases.

Using your own previously published text in the proposal without proper formatting and attribution. This is a common error. Even if you wrote the text, you cannot re-use text that you have published in any publicly available form, such as in a research paper, on a website, or in a conference abstract. Even your own previously published text must be formatted and a correct citation to the source must be given.

Making minor alterations to previously published text and presenting it without proper formatting and citation. Simply changing some of the words within previously published text does not make it your original writing. To avoid plagiarism, the writing must be your original words, sentence structure, and organization. This is another common error. Presenting the original writing of another person, even if it hasn't been previously published, as the work of the applicant(s). If someone contributes writing to your proposal, that person must be one of the listed participants (principal investigator or named team member) in the proposal. Even if another person agrees to write text for your proposal and agrees not to be named in the proposal, the use of that person’s writing as if it is your own is plagiarism. Copying a sentence or obviously unique phrases from another source without formatting and attribution. Stealing a little bit is still stealing. If the text is clearly recognizable as derived from a previously published source then it must be formatted with proper attribution.

Giving the correct attribution (citation) at the end of copied text but not formatting the text to clearly indicate that it is taken from the cited source. In the sciences and engineering, it is not sufficient to simply give the citation—if the text is from another source it must be clearly formatted to show that. I affirm that I have read and understand the above policy and standards for plagiarism, and I agree to adhere to them

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Principal Investigator Signature | Date |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Principal Investigator Signature |  |

### **ADDITIONAL SUPPORTING DOCUMENTATION**

Institutional Data Form

|  |  |
| --- | --- |
| Institution Name |  |
| Institution Website |  |
| Authorized Institutional Representative |  |

**The information requested below must be provided in full and signed for by an authorized institutional representative. CRDF Global cannot proceed with an award without this information.**

|  |
| --- |
| **Legal Entity Information** |
| Type of Organization | [ ]  International Organization [ ]  Government [ ]  Corporation [ ]  University |
| Small Business (US Orgs Only) | [ ]  Small Business [ ]  WOSB [ ]  SDB [ ]  HUB-Zone [ ]  VOSB [ ]  SDVOSB [ ]  N/A |
| CRDF Global is required to verify the legal status of the awardee institution. If the institution has a [Unique Entity ID](https://sam.gov/content/home) registered with SAM.gov please provide it below. Instructions on applying for a UEI can be found here: [Getting a Unique Entity ID](https://www.youtube.com/watch?v=0uv1YNAsINk). If the institution was previously registered with SAM.gov it may already have a UEI. Institutions subject to US taxes must also provide a Tax Identification Number (TIN).  |
| [Unique Entity ID](https://sam.gov/content/home) |  | TIN/EIN (US Tax Liability Only) |  |
| If your organization does not have a Unique Entity ID please provide a local business or tax registration number that may be used to verify legal status and submit a copy of the registration along with this form.  |
| Local Registration # |  | Country of Registration |  |
| Is your organization registered as a charitable/non-profit entity? | [ ]  Yes | [ ]  No |

|  |
| --- |
| **Financial Controls & Audits** |
| Did your organization expend more than US $750,000.00 in U.S. Government Federal Funding (Grants, Contracts, Subgrants, Subcontracts) in the previous fiscal year? If yes, please provide a copy of your single audit report, which is required under 2 CFR 200. | [ ]  Yes  | [ ]  No  |
| Have you been audited in the past 3 years? **If yes, please send a copy of the current report.** | [ ]  Yes  | [ ]  No  |
| Were there any material or significant findings in the audit report? | [ ]  Yes  | [ ]  No  |
| Has your organization ever had a grant or contract terminated for cause? | [ ]  Yes  | [ ]  No  |
| Does your organization utilize a financial manual to authorize expenses? | [ ]  Yes  | [ ]  No  |
| Does your organization utilize an accounting system to track expenses? | [ ]  Yes  | [ ]  No  |
| Does your organization have an ethics policy? | [ ]  Yes  | [ ]  No  |
| Does your organization have a timekeeping system for labor such as timesheets? | [ ]  Yes  | [ ]  No  |
| Will your organization use an institutional bank account to receive funding? | [ ]  Yes  | [ ]  No  |

|  |
| --- |
| **Executive/Management Reporting Requirements** |
| CRDF Global may be required to publicly report the names and total compensation of the five most highly compensated individuals at the awardees’ institution. If you meet any of the criteria below, you are exempt from this requirement. Please find and check any applicable exemption: |
| In the previous tax year, institutional gross income from all sources was LESS than $300,000.4312 | [ ]  Exempt  |
| The institution received LESS than 80 percent of its annual gross revenues in U.S. federal funding (Contracts, Grants, Subgrants, Subcontracts or Loans). | [ ]  Exempt  |
| The institution received LESS than $25,000,0000 in annual gross revenues from U.S. federal funding sources (Contracts, Grants, Subgrants, Subcontracts or Loans). | [ ]  Exempt  |
| Executive compensation is publicly reported under section 13(a) or 15(d) of the Security Exchange Act or section 6104 of the Internal Revenue Code. | [ ]  Exempt  |
| I do not meet any of the exemptions above. I will provide the names and total compensation of the five most highly compensated executives.  | [ ]  Not Exempt  |

|  |
| --- |
| **Past Performance** |
| Please list any applicable grants or contracts received from outside organizations. Successful completion is defined as zero suspensions or terminations for cause, audit findings or other discrepancies.  |
| Funding Source | Agreement Number | Total Funding | Successful Completion? | Type of Project |
| Ex. World Bank |  | Ex. 50,000 USD | [ ]  Yes [ ]  No | Ex. Research Grant |
|  |  |  | [ ]  Yes [ ]  No |  |
|  |  |  | [ ]  Yes [ ]  No |  |

I certify that I am authorized by the institution to provide this information and that the information above is true to the best of my knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature of Authorized Institutional Representative |  | Name and Title |  | Date |

Address [Address]

Phone [Phone]

E-Mail [E-Mail]

**Bioethics Review Form**

CRDF Global is committed to ensuring that projects involving human or animal research are conducted in accordance with all applicable regulations and ethical guidelines. All projects recommended for award that involve human or animal subjects will undergo a bioethics review prior to award activation. The Principal Investigator (PI) must submit this form to CRDF Global within 2 weeks of receipt

|  |  |
| --- | --- |
| Project Name:  |   |
| Principal Investigator (PI) Name: |   |
| PI Contact Information:  | **Telephone:**  | **E-Mail:**  |
| Institution Name:  |   |
| Institution Website:  |   |
| Does your project involve:  | ☐ Human Subjects  | ☐ Animal Subjects | ☐ Recombinant DNA |
| ***If you checked the box for Human Subjects, you must submit the information below.******To obtain these numbers (#), please visit OHRP website:*** [***https://www.hhs.gov/ohrp/irbs-and-assurances.html***](https://www.hhs.gov/ohrp/irbs-and-assurances.html) |
| OHRP IRB#: |   | OHRP FWA#:  |   |
| ***If you checked off the box for Animal Subjects above, you must check one of the options below.*** |
| AAALAC Accreditation:  | ☐ Yes ☐ No |
| *All projects with human or animal subjects must submit either approval or exemption notice from their IRB or IACUC (as applicable).* *The notice must include project name and, period for which approval/exemption is valid.* |
| IRB/IACUC Approval/Exemption Notice Attached:  | ☐ Yes ☐ No  |
| ***If you answered No above you must complete the following section, to the best of your knowledge*** |
| Date by which IRB Approval/Exemption notice will be submitted to CRDF Global:  | *MM-DD-YYYY* |
| Submitted By: |
|   |   |  |
| Name and Title |   | Date |
|  |  |  |  |  |  |  |  |  |  |  |

## **APPENDIX B: CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL 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.

1. **Documents/Information combined into a SINGLE PDF, Word, or Rich Text file:**
* **General**
	+ Proposal topic and project plan are responsive to the RFP
* **A.1. Cover Sheet**
	+ All fields are completed
* **A.2. Proposal Abstract**
	+ Does not exceed 350 words
* **A.3. Proposal Narrative**
	+ All project criteria are addressed
	+ Text is within three (3) 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
* **A.4. References Cited**
* **A.5. Proposal Milestone Plan**
	+ Written based on the instructions in Section VI (Required Elements) and sample (Appendix C)
	+ Should include clear, discrete, verifiable milestones; deliverables must be associated with each milestone
* **A.6. Proposal Budget**
	+ Follows Allowable Costs guidelines
* **A.7. Budget Narrative**
	+ Any equipment valued over $1,000 includes an additional detailed justification
	+ For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* A.8. Statement of Other Sources of Support of Key Personnel
* A.9. Previous CRDF Awards
* A.10. Plagiarism Policy and Standards Agreement
1. **Additional Documents to be uploaded to website as SEPARATE files from the main proposal file:**
* Key Personnel Biosketch
* **CV or NIH Biosketch for Indian fellowship candidate**
	+ CV no more than five (5) pages.
* CV or NIH Biosketch for Principal Investigator
	+ CV no more than five (5) pages
* CV or NIH Biosketch for Project Mentor (if different to Principal Investigator)
	+ CV no more than five (5) pages
* Institutional Data Form
* IRB Documentation and Approval
* Bioethics Review Form
1. **Submission Requirements**
* **CRDF Global Submission Requirements:** All documents submitted to CRDF Global MUST be entered through the competition’s specific EPS website; proposals sent as e-mail attachments will NOT be accepted.
* The following documents to be uploaded to website as SEPARATE files:
	+ Proposal combined into a SINGLE PDF or Word file
	+ CVs combined into a SINGLE PDF or Word file
1. An early-stage investigator is a scientist who is early in his or her research career (within 10 years of having completed a Ph.D., M.D. or other equivalent graduate or professional degree). [↑](#footnote-ref-2)