**Grant Application Guidelines**

for the funding measure

**Research Networks for Health Innovations in Sub-Saharan Africa (RHISSA)**

Status: 16.12.2021

# 

# Supplementary Information to the Funding Announcement

**Please note that all regulations and requirements described in the funding announcement and the grant application guidelines are mandatory. Please read both very carefully and follow them. Failure to comply with even single regulations may result in the full proposal being rejected without further review. Therefore, it is strongly recommended to contact the DLR Project Management Agency (DLR-PT) for advice prior to applying in case something remains unclear to you (see funding announcement for contact details).**

# Application Procedure

(Supplements section 7 of the funding announcement for Research Networks for Health Innovations in Sub-Saharan Africa (RHISSA) dated **December 16, 2021**)

The application procedure consists of **two steps**.

In the first step, the full proposal (project outline) must be submitted in compliance with the **“Guidelines for filling in the Grant Application Form”** listed below. These guidelines are obligatory. The completed documents **must be submitted electronically via the platform “PT-Outline”** (<https://ptoutline.eu/app/rhissa>).

After an examination by the DLR-PT to verify compliance with all formal requirements, the proposals will be reviewed by international experts according to the defined criteria listed in the funding announcement (see section 7.2.1).

The second step of the application procedure applies only to those applicants whose proposal has been positively reviewed and comprises an additional formal application for the German partners and contract negotiations for African partners. Information on this second step will hence be made available after a positive review and selection.

# Guidelines for filling in the Grant Application Form

**Format requirements**

* **The formatting of the application form must be retained. Figures can be included.**
* **Standard written text**: Arial, 11-point, line spacing 1.15, page margins 2.0 cm each (preset)
* **Tables**: Arial 10-point, line spacing 1.15

# General Information

All institutions that are officially part of your network are partner institutions. Eight African and two German partner institutions are allowed (see section 2.1). Additional institutions can be external collaborators (see section 2.2). There is only one PI per institution, who is mainly responsible for the work performed at her/his site. The Directors and Co-Directors are the PIs at their institutions, but there – as an exception – can be a second PI if funding will only be requested for one of the two PI positions.

Page 1

* In the Header of the application form, indicate the acronym of the network and the names of the Director and Co-Director. This text is highlighted in yellow.
* Fill in the table under “1 General Information”.
* Please note that the planned start date is January 2023 and that the project would be funded for five years. Those dates may be subject to slight changes, e.g., depending on the initiation process and other factors.
* List abbreviations used in the full proposal in alphabetical order.

Page 2

* The list of contents can be automatically updated while and after writing, provided that the format of the headings is not altered: Right-click on the list and choose “update fields”, then click on “update all fields” from the pop-up menu.

# Information on the Applicants

## Network Partners

* Mandatory: Fill in the table provided starting with the African Director and the other African PIs, followed by the German Co-Director and the second German PI (if there is a second). If there is no official acronym for the partner institution, please create one and use it throughout the proposal.
* Mandatory: Provide short CVs of all PIs. Fill in the CV template provided at the end of section 2 (see below). Combine all CVs in Annex 1 (see section 10.1 for further instruction).

## External Cooperating Partners *(not applying for funding)*

This section only applies if your network has external collaborating partners that are not applying for funding but are planned to play an active role in the project. Delete this section if not applicable.

* Fill in the table listing each external partner and the PI for that partner.

**Curriculum Vitae**

*Format regulations: 2 pages max., Arial 11-point, line spacing 1.15, page margins 2.0 cm each.*

**Personal Information**

|  |  |
| --- | --- |
| **First name**: text here  **Surname:** text here  **Title/s:** text here  **Gender**: text here  **Nationality**: text here | **Partner No.**: text here  **Role in the consortium**: text here |
| **Official name of the institution**: text here  **Official name of your department:** text here  **City**: text here  **Country**: text here | **Phone**: text here  **Fax**: text here  **Email**: text here  **Legal status**: private or public |

**Major Scientific Expertise**

* List 5 of your current key scientific areas, representing your major expertise.

**Employment history**

* List previous employments with the most recent first. When specifying the period, use only the year and month.

**Qualifications**

* List your qualifications with the most recent first. Include your initial professional education and postdoctoral or other relevant trainings, if applicable. When specifying the period, use only the year and month.

**Scientific Activities, Achievements and Awards**

* List the most recent first and specify only the year of the event.

**Research Grants**

* List research grants received, starting with the most recent and state your role (PI, Co-PI etc).

**Further relevant information**

* List any additional relevant information or accomplishment.

**Publications**

* List five of your publications with the most recent first that have the highest relevance for the proposal (only published work).

# Executive Overview

**About 5 pages for sections 3.1 to 3.7**

## General Information

* Please fill in the table in the application form.

## Project Summary

* Provide a concise and clear project summary that includes:
  + the state of science and research of the prevailing medical/health problem addressed,
  + the principal research questions raised, pointing out their relevance and uniqueness,
  + overarching objectives of the project related to the work packages: research, capacity building, networking as well as policy engagement and research transfer,
  + the expected (main) results/impacts and
  + the major methodological approaches.

## Work Packages and Tasks

* For the work package “Research”, list the separate research tasks in the table provided (keep the continuous numbering). Indicate titles of tasks, acronyms of leading and participating institutions (taken from section 2.1 and 2.2) and describe briefly the goals of the tasks in the consortium. You will need to specify the activities and milestones for the tasks in sections 5 of the application form.
* For the work packages “Capacity Building”, “Networking” and “Policy Engagement and Research Transfer”, briefly describe the goals for the entire network. Enter the acronym of the leading institution (taken from section 2.1), if there is a partner institution that takes over the lead of the entire work package, otherwise delete this passage. You will need to specify the milestones of these work packages in sections 6, 7 and 8 of the application form.

## Expected Impact at a Glance and Sustainability

* Describe how your project will create impact and contribute to sustained development, e.g., how your project can contribute to national and/or local health, research or innovation agendas as well as to international objectives such as the Sustainable Development Goals of the United Nations. How will interaction between capacity building and research be fostered? How will healthcare, education and/or health systems benefit from this research?
* How do you foresee the continuation of the network beyond the BMBF funding? How will capacity gains from this programme be utilized by the partner organisations after the end of the programme? Are plans being developed between the network and the countries/governments involved to help embed the structures into the national health system and contribute towards research transfer and sustainability? Please provide Letters of Support/Intent or other proving documents in Annex 1.

## Risk Assessment and Contingency Plan

* Describe any barriers/obstacles and any framework conditions that may undermine whether or to what extent the expected impact will be achieved. Describe any critical risks relating to project implementation that may impede the project’s objectives. Detail any risk mitigation measures. Please fill in the table in the application form with critical risks and mitigating actions and indicate when there are risks and barriers specific to certain partners, using their institution acronyms (from table in section 2.1 and 2.2).

*Example:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk & Barriers** | **Potential Impact on Project Success**  L/M/H[[1]](#footnote-2) | **Likelihood of Occurrence**  L/M/H | **Mitigation Plan**  for H/H, H/M, M/H and M/M |
| 1. *Recruitment rates too low in interventional clinical trial (research task xyz, partner institution acronym)* | *High (H)* | *Medium (M)* | *Include additional recruiting centres. Contacts already established. Financial transfer instruments already in place.* |
| 1. *Frequent power failures at partner xyz (institution acronym)* | *Medium (M)* | *Medium (M)* | *Power generator already in place. Battery buffer device for shortening blackout time.* |

*Add/remove lines if needed.*

## Related Applications *(if applicable)*

* Give brief details about any application made to another funder for a potential support of your network with projects complementing the research proposed here. Indicate the respective partner by its institution acronym (from table in section 2.1). If the research topics you are applying for with this proposal are not the subject of any other proposal of the intended network partners, please state “not applicable”.

## Financial Overview

### Financial Breakdown per Partner

* Copy the budget overview table from the excel sheet “Total” of Annex 2 into the application form (use landscape format if needed).

### In-Kind and Cost-Share Contributions per Partner

* Voluntary in-kind and cost-share contributions provided by the network partners are highly appreciated and should be listed in the table in the application form. In-kind contributions are non-cash contributions contributed by a third party, such as local infrastructure, equipment, and facilities that exist not only for the purpose of the project and are financed by the institution, government or others. Cost-Share contributions comprise cash and cash-equivalent contributions by a third party, including student/staff salaries, scientific or medical trainee positions, and the purchase of materials/supplies or new equipment for the purpose of the project.

# Governance

**About 2 pages for sections 4.1 to 4.3**

## Roles and Responsibilities of the Director and Co-Director

* Describe in detail the roles and responsibilities of the Director and Co-Director as well as the measures put in place to empower/support the Director to achieve her/his tasks. Briefly describe how the two will coordinate with each other.
* Please note that the Director and Co-Director shall be involved in all major scientific, administrative and financial decisions and complications as well as in the individual reporting by each network partner to the managing agencies.

## Roles and Responsibilities of the Network Partners

* For each network partner, describe in keywords and short phrases the expertise and experience and, if relevant, other joint activities, and geographical coverage. In what way does each partner contribute to the overall project? Where are synergies, where is the added value?
* Replace “Partner No., Institution Acronym, Town, Country, Name of Director, Co-Director or other PIs and Role in consortium” by the details of the respective partner (from table in section 2.1 and 2.2) and fill the requested information in the provided table.

## Governance Structure, Project Coordination and Monitoring

* Describe the organisational structure, the communication plan, regular processes, responsibilities, required standards and decision-making among the network partners.
* Explain why the envisaged mechanisms and staffing levels are appropriate considering the complexity and scale of the project.
* Describe the governance of the network and how decisions will be made if votes/opinions are not unanimous across all partners.
* Provide an organisational chart, including the Director, Co-Director, other PIs and potentially additional key personnel or external collaborators across the network.

# Overarching Work Package: Research

*The overarching work package “Research” needs to be separated into research tasks as summarized in section 3.3 (e.g., epidemiological survey,* *interventional clinical trial, immunological study). For each task indicate the title and provide the information requested in the application form. For each research task other than interventional clinical trials, provide the information in section* *5.1 and copy and paste this entire blank section for additional tasks if needed. For interventional clinical trials, provide the information in section 5.2 and duplicate it if necessary.*

## Research Task 1: “Title of the Task”

***Section for research tasks other than interventional clinical trials***

**About 5 pages for sections 5.1.1 to 5.1.7**

### Summary

* Please give a short summary of this research task.
* Specify the type of the task/study.
* Indicate specific task objectives, which should be clear, measurable, realistic and achievable within the duration of the project.
* Designate the hypothesis to be tested. What results are expected?
* What are the novel aspects of the task? What is the specific contribution of the task to the overall goals of the network?

### Task Leader and Contributing Scientists and Staff

* Please fill in the table in the application form.

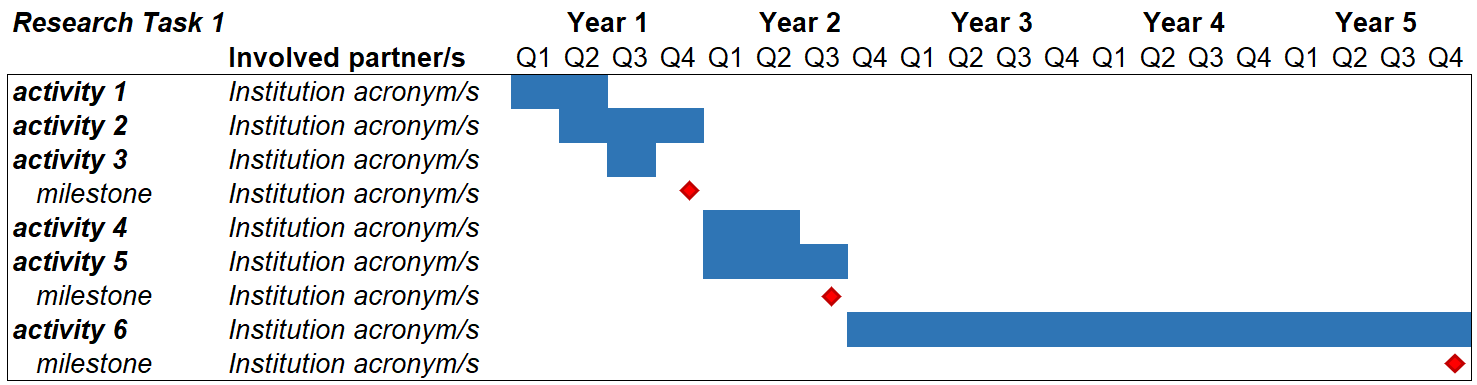
### State of the Art and Own Previous Work

* Describe the international state-of-the-art and the previous work of the task leader and scientists related to this research task. Use footnotes to indicate citations and list them under 5.1.7.

### Work Plan Including Milestones

* Include a Gantt chart describing the planned activities and the respective milestones of the research task. Indicate the anticipated timeframe (separated by years and quarters of the year) and the involved partners by entering the institutional acronyms from section 2.1 and 2.2 in the chart.

*Example:*



*A planned activity could be “cohort development and implementation”, and a milestone would be “Recruitment of last participant” at a particular time point within the project duration.*

### Methods and Resources

* Please describe the key methods used in the proposed task. Indicate which methods are established in your group and which methods will be established through collaborations. Please indicate here if partner sites need training in these methods. If applicable, make references to the capacity building section 6.
* Ensure that the different roles of network partners are clear.
* Specify the nature of the respective infrastructure and how access to the resources is granted and organised. If applicable, make references to the ethical section 5.1.6. Have potential or existing co-funders been informed?
* If applicable, please describe how participants/patients will be involved in project planning and implementation (<http://www.invo.org.uk/resource-for-researchers>).

### Ethics, Quality Assurance and Safety and Data Handling

* Please address any ethical issue that may arise in this task. Name involved ethic boards.
* Please address all quality assurance, monitoring and safety issues that apply to this task. Describe planned stopping rules.
* Indicate your strategies for data collection, storage and handling and how consistency and quality of data will be controlled and documented.

### References

* Max. 10 references (short citation style) for publications cited in 5.1.3.
* Mark references of your own group by bold font.

## Research Task 2: “Title of the Task”

***Section for interventional clinical trials***

**About 7 pages for sections 5.2.1 to 5.2.8**

*Please provide all information clearly and carefully. The proposal will be reviewed by experienced clinicians, and the requested information is indispensable to judge whether your design is feasible and promising.*

### Summary

* Please summarize your interventional clinical trial in a short abstract.
* Indicate the specific objectives for the task, which should be clear, measurable, realistic and achievable within the duration of the project.
* Briefly specify the methods used.
* Designate the hypothesis to be tested. What results are expected?
* What are the novel aspects of the task? What is the specific contribution of the task to the overall goals of the network?

### List of Personnel Involved in the Trial

* Please fill in the table in the application form.

### State of the Art and Own Previous Work

* Describe the international state-of-the-art of science as well as the previous work of the task leader and scientists related to this research task. Use footnotes to indicate citations and list them under 5.2.8.

### Study Synopsis

* Please fill in the table in the application form and provide a chart indicating the Intervention Scheme/Trial Flow, including the anticipated timeframe. Ensure that the different roles of network partners are specified.

### Justification of the Design Aspects

* Where applicable, please describe and justify in detail the study design and the measures in place regarding:
* control(s)/comparator(s);
* dose, mode and scheme of intervention and additional treatments;
* inclusion/exclusion criteria for the population to be studied;
* outcome measures (primary and secondary measures);
* methods against bias (randomisation, blinding, etc.),  
  *No randomisation must be justified. Also, if blinding is not possible please explain why and give details of alternative methods to avoid biased assessment of results (e.g., blinded assessment of outcome);*
* (preliminary) statistical approach with power calculation and proposed sample size,  
  *Involvement of a medical statistician/biometrician is mandatory*;
* feasibility of recruitment and compliance/rate of loss to follow up;
* implementation of patient involvement,  
  *Please describe how patient involvement is implemented in the planning, conduct and exploitation of results of the study (*[*http://www.invo.org.uk/resource-for-researchers*](http://www.invo.org.uk/resource-for-researchers)*)*.

### Work Plan Including Milestones

* Include a Gantt chart describing the planned activities and the respective milestones of the research task. Indicate the anticipated timeframe (separated by years and quarters of the year) and the involved partners by entering the institutional acronym(s) from section 2.1 and 2.2 in the chart.

*Example gantt chart see section 5.1.4.*

### Ethics, Quality Assurance and Safety and Data Handling

* Fill in the table provided in the application form. For each network partner involved in this task, replace “Partner no., Institution Acronym, Country” with the appropriate information of each partner (from section 2.1 and 2.2).
* Please address any ethical issue that may arise in this trial. Name involved ethic boards.
* Please address all quality assurance, monitoring and safety issues that apply to your project. Describe planned stopping rules.
* Indicate your strategies for data collection, storage and handling and how consistency and quality of data will be controlled and documented.

### References

* Max. 10 references (short citation style) for publications cited above in 5.2.3.
* Mark references of your own group by bold font.

## to 5.x Research Tasks 3 to x: “Title of the Task”

Please use additional forms [either section 5.1 (not interventional clinical trials) or 5.2 (interventional clinical trials) of the application form] and respect the page limit.

# Overarching Work Package: Capacity Building

**About 3 pages for sections 6.1 to 6.2**

*The overarching goal of this work package is to increase research and administrative capacity of the partners to produce international standard research. Capacity building should go beyond the needs of the protocol and should strengthen the capacity of the network partners (research and administrative functions) to support and conduct innovative research that meets the needs of the beneficiary countries.*

## Capacity Building and Strengthening

Fill in the table provided in the application form for each network partner. At **least 80%** of the funding for capacity building should be directed towards building and strengthening the **capacity of the African partners**.

* Fill in the name and institution acronym of the principal leader of the work package if applicable, otherwise delete this line from the table. Replace “Partner no., Institution Acronym, Country” with the appropriate information of each partner (from section 2.1). Enter the overarching capacity tasks for each partner and describe the planned milestones to be achieved (related to the examples below and the goals stated in section 3.3). State the year when the milestones shall be reached.

Increasing capacity includes support for **skills** **and equipment** in areas such as: qualifications, post docs, laboratories, clinical facilities, project and data management, sample repositories, information technology facilities and finance and administrative structures.

**Infrastructure** may be supported in exceptional and well justified cases.

Capacity building and strengthening should be considered at both individual and institutional levels.

*Examples of individual capacity building and strengthening include:*

|  |
| --- |
| ***Short-term trainings:*** |
| * *Investigators/study teams: Good Clinical/Good Laboratory Practice (GCP/GLP/GCLP), information technology (IT), data management and biostatistics etc.* * *Nurses/clinicians/scientists: human volunteer management, data storage and confidentiality etc.* * *Laboratory staff: quality assurance and quality control, general and specialized techniques, standardisation of assays etc.* * *PIs, research/project managers and support staff: financial management, essentials of good accounting procedures, project management, research management etc.* |
| ***Mid- and long-term qualifications:*** |
| * *MSc studentship(s) on a project or course that is relevant for the overall project.* * *PhD scholarship(s) on a subject that is relevant for the overall project.  “Sandwich” PhD training constructs are possible, e.g., the trainee will carry out field studies at another network partner that offers appropriate facilities to obtain skills not locally available from the home institution.* * *Postdoctoral fellowship(s) on a subject that is relevant for the overall project. Postdoctoral fellowships are expected to last no longer than two years.* * *Junior professorships in an African academic institution with relevance for the overall project. Junior professorships are expected to last no longer than four years. NOTE: Recruitment of a candidate requires confirmation by an external expert committee.* |

*Institutional capacity building and strengthening focuses on strengthening the institutional structures, which could for example include:*

|  |
| --- |
| * *Establishing a formal mentorship programme involving senior leadership and administration.* * *Development of new training modules incorporated into institution’s continuing professional development programme (CDP).* * *Elaboration of novel teaching modules for new/existing teaching curricula.* * *Implementation of cross cadre workshops in cross-cutting skills to support research management.* * *Strengthening financial management systems through updating software for accounting and procurement.* |

*Example:*

|  |  |  |
| --- | --- | --- |
| **WP Leader: Catharina Bakuro, ACH** | | |
| **Capacity Tasks** | **Milestones**  to ensure capacity building and strengthening (e.g., training of staff, investment etc.) | **Milestone Year** |
| **Partner No. 1; ACH, Tanzania** *(from table in section 2.1)* | | |
| *Building individual capacity* | *- Capacity needs assessment of research team conducted.*  *- 1 postdoc enrolled to develop analysis xyz.*  *- Training of all investigators and study team in GCP/GLP/GCLP.* | *2023*  *2023*  *2023* |
| *Building institutional capacity* | *- Series of cross cutting skills training for research excellence delivered at faculty level to emerging researchers and research support staff.*  *- Purchase of 3 licences for statistical software.* | *2025*  *2026* |
| **Partner No. 2; KIT, South Africa** *(from table in section 2.1)* | | |
| *Building individual capacity* | *- 1 PhD scholar enrolled to carry out the field studies of research task xyz.*  *- 2 MSc students enrolled to conduct genomic analyses of research task xyz and xyz.*  ***-*** *2 program managers trained on essentials of good accounting procedures to guarantee high-quality financial management.* | *2023*  *2024/2025*  *2023* |
| *Building institutional capacity* | *- New research module in xyz incorporated into MSc Curriculum.*  *- Researcher and finance/administration staff workshop on barriers to effective research financial management.*  *- Development of new handbook on research financial management.* | *2025*  *2024*  *2025* |

*Add more rows and sections if needed.*

## Impact, Future Potential and Sustainability

* Please indicate the impact and future potential (mid- and long-term) you expect from your capacity building and strengthening activities. Address partner specifics where appropriate.
* Provide a brief concept of how the capacity building and strengthening at an individual and institutional level will be sustained. Describe possible effects beyond the 5-year project period.

# Overarching Work Package: Networking

**About 2 pages for sections 7.1 to 7.2**

*The overarching goal of this work package is to strengthen linkages, networks and collaborations, establishing joint capacity activities and facilitating sharing of information within and beyond the network partners.*

## Network Strengthening

Good networking lays the foundation for sustainability and institutionalisation and can often lead to spin-off projects and new funding. The initiative is intended to encourage greater national and international research networking among and beyond network partners.

The research networks should build on their existing structures and resources, maximise synergies within the network and seek to cooperate with existing research networks and activities wherever possible.

*Examples for this work package include:*

* *To improve connectivity of research sites through development of new or strengthening of existing south-south, south-north, north-south and north-north networks.*
* *To cooperate with current national or international research initiatives with similar goals in the partner countries/regions and to, where possible, create synergies with them.*
* *To enhance inter-institutional communication, exchanges, relationships and joint activities, e.g., allow exchange visits from/to other partners/initiatives for learning.*
* *To facilitate sharing of information and deepening of relationships through organisation of meetings and workshops or participation in similar activities.*
* *To enhance the connections between emerging researchers across the network.*
* *To facilitate opportunistic networking opportunities – hence it is expected that a small amount of the budget be made available for proactive and reactive networking in relation to opportunities that arise during the research.*
* Fill in the table provided in the application form. Fill in the name and institution acronym of the principal leader of the work package if applicable, otherwise delete this information from the table. Replace “Partner no., Institution Acronym, Country” with the appropriate information of each partner (from section 2.1). Enter the overarching networking tasks and describe the planned milestones to be achieved (related to the above mentioned or further examples and the goals stated in section 3.3). State the year when the milestones shall be reached.

Networking tasks will probably overlap with capacity building and policy engagement and research transfer activities. Try to indicate only those milestones that will ultimately create or strengthen bonds between partners and/or external research institutions. In summary:

* Only include capacity building and strengthening tasks that also have a significant impact on inter-institutional relationship building, e.g., exchanges and inter-institutional networking events. (Other capacity building and strengthening activities should be listed in section 6.1.)
* Only include policy engagement and research transfer tasks that are aimed at strengthening relationships with existing research networks or national and international research initiatives/platforms. (Other policy engagement and research transfer tasks should be listed in section 8.2.)

*Example:*

|  |  |  |
| --- | --- | --- |
| **WP Leader: Frank Caruso, SITA** | | |
| **Networking Tasks** | **Milestones**  to create/strengthen linkages, networks and collaborations | **Milestone Year** |
| **Partner No. 1; ACH, Tanzania** *(from table in section 2.1)* | | |
| *Networking within the Network* | *- Initiation of emerging researchers led journal club across the network partners.*  *- Exchange visit of data analyst to partner xyz to improve skills.* | *2023*  *2025* |
| *Networking outside of the Network* | *- National event/workshop on xyz organised.* | *2024* |
| **Partner No. 2; KIT, South Africa** *(from table in section 2.1)* | | |
| *Networking within the Network* | *- Organisation of annual whole network meetings.*  *- Exchange visit of PhD student xyz to partner xyz to learn xyz.* | *Annual*  *2025* |
| *Networking outside of the Network* | *- Establish linkage to the international research platform xyz.*  *- Lecture tour of local universities.* | *2023*  *2025* |

*Add more rows and sections if needed.*

## Impact, Future Potential and Sustainability

* Please indicate the impact and future potential (mid- and long-term) you expect from your networking activities. Address partner specifics where appropriate.
* Please describe the added value of international cooperation for the target region(s).
* Provide a brief concept of how the established research networks will be sustained. Try to envisage possible impact beyond the 5-year project period.

# Overarching Work Package: Policy Engagement and Research Transfer

**About 3 pages for sections 8.1 to 8.3**

*The overarching goal of this work package is to strengthen the engagement of African public authorities, policymakers and influencers in the project. Likewise, cooperation with local health care professionals, practitioners, hospitals and health administrations should be considered. The aim is to use strong policy and stakeholder engagement and research transfer strategies, including effective communication and dissemination, to get the locally relevant research evidence and outcomes of the project into policy, practice and to the research community.*

## Assessment of Current Health Policy Strategies, Gaps and Shortcomings

* Please describe which international health agendas are being pursued by the project.
* For each African partner country, name the current national/regional research and heath policy strategies related to the scientific topic, health problem and/or medical condition of the network.
* Identify gaps and shortcomings in current health policy (e.g., surveillance, preparedness, diagnostics, treatment, public health, etc.) that need to be addressed to advance the fight against the network-related health problem. In doing so, make clear which specific policy/practice gaps the network is targeting.

**Current Relevant Policymakers and Stakeholders**

* List relevant representatives, e.g., from research and health ministries, public health institutions and civil society relevant for each African partner who are currently engaged as policymakers and stakeholders in the network. Therefore, please fill in the table in the application form with each partner no., institution acronym and country from section 2.1.

## Planned Milestones

* Fill in the table provided in the application form. Fill in the name and institution acronym of the principal leader of the work package if applicable, otherwise delete this information from the table. Replace “Partner no., Institution Acronym, Country” with the appropriate information of each partner (from section 2.1). Enter the overarching policy and research transfer tasks and describe the planned milestones (related to the above mentioned aims and the goals stated in section 3.3) to improve and strengthen research and/or public health systems in each African partner country. State the year when the milestones shall be reached.
* As a **mandatory** first milestone for each African partner, prepare a stakeholder mapping of representatives of the envisaged multilateral partnerships (e.g., with politics and civil society) who will be newly contacted and involved during the project.

*Example:*

|  |  |  |
| --- | --- | --- |
| **WP Leader: Carol Akuna, FARR** *(from table in section 2.1)* | | |
| **Policy and Transfer Tasks** | **Milestones**  to strengthen policy engagement and research transfer | **Milestone Year** |
| **Partner No. 1; ACH, Tanzania** *(from table in section 2.1)* | | |
| *Engagement with policymakers and stakeholders* | *- Mapping of policymakers, influencers and stakeholders* ***(this milestone is mandatory).***  *- 1 event for the public authority xyz about xyz.*  *- 4 sessions by community health workers to present the research findings of research task xyz in the local community.* | *2023*  *2026*  *2027* |
| *Transfer, Dissemination, Communication* | *- 1 publication as lead author on outcomes of research task xyz.*  *- 2 issue briefs on latest research findings disseminated to local health care professionals, practitioners, hospitals and health administrations.* | *2027*  *2026/2027* |
| **Partner No. 2; KIT, South Africa** *(from table in section 2.1)* | | |
| *Engagement with policymakers and stakeholders* | *- Workshop at national level to refine the research questions and sensitise regarding key issues.*  *- Regional workshop with state level government on research design.* | *2023*  *2023* |
| *Transfer, Dissemination, Communication* | *- Development of social media plan (Twitter, Facebook, Youtube, LinkedIn, Website).*  *- Launch of annual newsletter.*  *- 1 publication as lead author on outcomes of research task xyz.* | *2023*  *2023*  *2027* |

*Add more rows and sections if needed.*

## Impact, Future Potential and Sustainability

* How do you expect your research to be useful to policymakers, practitioners and influencers? Who are your target groups and how will you ensure that your research is timely and understood by the right people to have an impact? How will you ensure that the research is known and built on by others working in this field?
* How will you ensure that the results of the research are either sustainably utilised or available for uptake after the end of the programme? Try to envisage possible impact beyond the 5-year project period.

# Management and General Aspects

**About 3 pages for sections 9.1 to 9.3**

## Financial Management

* Fill in the table provided in the application form using key words and short phrases. For each African network partner, fill in partner no., institution acronym and country from section 2.1.
* Describe finance management capabilities regarding the 4 categories below. The questions below are to be understood as guiding questions. These questions should help you to address the categories asked without having to answer each individual question in detail.
* Please also indicate if implementation of specific capabilities, e.g., training in the area of financial management or software purchases for procurement, is planned for the initial phase of the project and refer to section 6.1 capacity building and strengthening.

Accounting:

* + What software-based accounting system do you use?
  + Please give a brief description of the accounting system.
  + Does the software-based accounting system meet the national standard in the country you are registered in?
  + Do you have inhouse dedicated accounting staff?
  + Are there records of income and expenditure?
  + Do you have an electronic or manual time recording system where hours worked can be assigned to different projects?
  + Is it possible to gain an overview of the transactions and financial situation within a reasonable amount of time?

Contract award procedure for supplies and services:

* + Describe the standards regarding the awarding of contracts for supplies and services.
  + Do you have your own written contract award rules?
  + Can you prove that the regulations are applied correctly (Valid legislation on public procurement, implementation, assessment results)?
  + How long does a procurement process (direct award and tendering) take in general?

Internal and external control systems:

* + Describe the internal control bodies. How is transparency of the system ensured? Do you follow the four-eyes principle (dual control)? Are functions/duties separated?
  + Describe the external audit bodies. Do you have audit reports, including those of other donors?

Previous grant experience:

* + Which experiences in implementing financing arrangements with international donors do you have? Write “none” if not applicable.

## Data Management

* Briefly describe the proposed data management structure for sharing of results, experimental data, documents and, if applicable, online tools (e.g., webinars, training courses).
* Briefly describe data security, ethics in relation to data held, as well as quality safety and quality assurance procedures already in place or to be implemented. Highlight partner specifics where needed.
* Explain how responsibilities are organized for the network and network partners.

## Ethics, Gender and Regulatory Issues

* Please identify and describe how you address any further critical issues related to ethical, gender or regulatory aspects that you may encounter during the project as well as planned mitigating actions. Refer to previous sections, if appropriate, to reduce redundancy.
* For example, gender aspects, both biological and social, must be adequately addressed in the project. If relevant and applicable, gender differences should be methodologically addressed within the research project (considering intersectionality where applicable). In addition, there should be a gender balance in the selection of both senior management and administrative staff, as well as junior scientific and medical staff within the network where possible. In both cases, strong deviations must be explicitly justified. Further information on the consideration of sex and gender aspects can be found on the following pages: <https://www.eubuero.de/fif-tools.htm> (click on the links of the homepage to get further English information), <https://www.nature.com/articles/s41586-019-1657-6>.
* Declare that the research/project results will be published in such a way that the public has free electronic access (open access). Justify when open access is not applicable.

*At the end of the full proposal, a signature sheet with the legal signatures of representatives of all the network partners (usually the PIs) must be added confirming their knowledge and the correctness of the information supplied in the proposal.*

# Annexes

## Annex 1

Attaching the following documents as **one** PDF file is **mandatory**. Keep the designated order:

## Signed Draft Declaration of Collaboration

* You are kindly requested to set up a draft Declaration of Collaboration or a Memorandum of Understanding stating that all partners are willing to cooperate in the network and that they will duly fulfil all obligations in scientific, legal and financial terms that will result from this cooperation.
* The draft statement shall be given under the condition that funding will be granted, that contract negotiations will be concluded successfully and that a final and legally binding Declaration of Collaboration will be negotiated.
* The document should be signed by a representative of each partner institution (e.g., the respective PI).
* The document is mandatory for the completeness of the proposal. Not including it will be a reason for exclusion for formal reasons. However, the content will neither be subject of the review nor will it impact the review outcome.

## Letters of Support (LoS) of Partner Institutions

* Each partner institution must declare an interest and support for the project via an LoS, signed by the head of the institute (unless typically otherwise provided, e.g., by the head of the department).

## Written Support of relevant Institutions/Authorities/External Partners indicating Type and Duration of the Support and/or Role in the Consortium

* Please provide any relevant written support.
* Support statements from higher-level authorities and/or governments are encouraged.

## CVs of Directors, Co-Directors and other Principal Investigators

* Please use the template provided in section 2 above to create the CVs.

## Declaration on Anti-Corruption

* Please provide compliance with the law and anti-corruption for each network partner: The organisation, members of the executive bodies or executive managers have not been the subject of allegations or investigations relating to breaches of the law, corruption or other criminal offences (e.g. fraud, embezzlement, breach of trust) in the last five years. Has an effective system to prevent and combat corruption been established and is it consistently implemented?
* This declaration can either be given and signed by each partner individually or a general declaration is drawn up, which is individually signed by each partner.

## Declaration on Environmental Awareness and Equality

* Please declare for each network partner that the planned project will not have a negative impact on the areas of environment and climate and will take human rights and gender equality into account.
* This declaration can either be given and signed by each partner individually or a general declaration is drawn up, which is individually signed by each partner. If there are agreements on this in the institutions, these should be submitted within Annex 1.

## Annex 2

Attaching the **Budget** form is **mandatory**. Please provide it in excel format.

* Please fill out and submit the separate excel file “RHISSA\_budget\_form” for budget planning (further guidelines are integrated in the excel-file). The budget information requested in sections 3.7.1 of the application form should be generated from this excel file.
* The Directors of the network need to be involved in the budget planning of all partners.
* Please note that the budget calculation is indicative at this time. The final approved budget will require further negotiations. However, please use the forms to reflect upon your budget in a very detailed and well reflected manner. When making entries, please estimate costs as precisely as possible. During the final contract negotiations, too significant increases resulting from apparent miscalculation (e.g., of staff cost per month or overlooked necessary personnel) will be inacceptable.
* It is very important that the networks and partners have sufficient project management support to allow the researchers to focus on the science. Please refer to the funding announcement under section 5 for further details.
* Eligible costs are listed under section 5 of the funding announcement.
* All African partner institutions are encouraged to become certified to the “Good Financial Grant Practice” ([GFGP](http://www.globalgrantcommunity.com)) standard to demonstrate compliance to an international standard in their grant management capabilities. Funder’s assurance, high grant management capabilities and attraction of more funding are major benefits of the certification. The certification up to the highest tier (platinum) will be supported by BMBF (max. 12,000 USD).

1. Low, Medium, High [↑](#footnote-ref-2)