



TEPHINET Accreditation of FETPs

Small Quality Improvement Grants (SQIGs) 2020: Application Form

To submit an application, please complete the requirements for at least one of the three options presented below, and email this completed form and any required attachments to accreditation@tephinet.org.

All information provided in this application, and during any site visits, will be confidential. All involved parties, including application reviewers and site visit participants, will sign agreements of confidentiality.

Please note: All recipients of assistance under Option 1, 2, or 3 must write a summary report detailing the outputs, outcomes, and impact of the project by August 31, 2020.

Program Information *(required for ALL applicants)*

Please complete the following required (denoted with a *) fields.

Name of FETP*:

Country*:

Director of FETP*:

Coordinator(s) of FETP (if applicable):

Hosting institution*:

Name of person completing form*:

Email address of person completing form*:

I. **OPTION 1: Technical Assistance Visit to the FETP**

1. **What dates would be most convenient for a visit?** *List up to five weeks when key FETP staff members will be in the country and available to receive the visit prior to August 28, 2020.*

2. **What are the strengths of the applicant program?**

3. **In what specific areas does the applicant program require technical assistance? (Please select all that apply.)**

- Mentoring/supervision
- Providing feedback to mentors/supervisors
- Creating a shared drive/Implementing best practices in FETP document management
- Creating a program manual
- Tracking of FETP residents'/trainees' activities
- Developing outbreak reports
- Selecting field sites
- Selecting residents/trainees
- Selecting and retaining high-quality supervisors/mentors
- Increasing number of publications
- Meeting or maintaining accreditation minimum standards
- Other (please specify):

>>> ADDITIONAL REQUIREMENT FOR OPTION 1: Prepare a one-page proposal documenting areas of needed improvement, and describing in specific terms what would be gained from external technical assistance, and how it would result in quality improvement of the program. Explain clearly what progress the program has already made, and what it hopes to achieve. (Attach as PDF and return with completed application)

II. OPTION 2: Peer to Peer Field Trip

1. With which regional FETP network is the applicant program affiliated?
2. Does this network provide the option to visit TEPHINET-accredited programs, or provide technical assistance to members?
3. Which senior technical FETP staff member will travel? Please list their name and title. Please NOTE: Program Directors are not eligible.
4. Why is this the best person to send on a field trip to another program?
5. From which country is this person's passport?
6. Program(s) that senior staff member would prefer to visit (preference will be given to closer, regional programs and common language will be considered):
7. What qualities of this program are attractive, and what does the program hope to gain from that program in particular?

>>> ADDITIONAL REQUIREMENT FOR OPTION 2: Prepare a one-page proposal documenting areas of needed improvement, and describing in specific terms what would be gained by the member of the staff doing the travel, and how it would result in quality improvement of the program. Explain clearly what progress the program has already made, and what it hopes to achieve. **(Attach as PDF and return with completed application)**

III. OPTION 3: Selected Quality Improvement initiatives

Up to \$5,000 may be awarded for eligible* quality improvement activities.

Funds may not be used to support any ineligible items as listed below, and must be used exclusively to support eligible quality improvement initiatives. This is according to the rules of TEPHINET's grant funds.

>>> REQUIREMENT FOR OPTION 3: Please provide a two-page proposal for use of funds for specific quality improvement activities. (Attach as PDF and return with completed application)

The proposal should include:

- I. Objectives (must to be SMART: Specific, Measurable, Achievable, Realistic, and Timely)
- II. Detailed, line-item budget
- III. Timeline
- IV. Participants
- V. Detailed description of how the grant funds will contribute to the improvement of the quality of the FETP, and how the activity aligns with the program's strategic plan

>>> *IMPORTANT: EXAMPLES OF INELIGIBLE AND ELIGIBLE ACTIVITIES:

Activities that are **NOT eligible** for small grant funds:

- Regular operating costs or routine FETP activities
- Salaries of staff
- Outbreak investigations
- Internet service
- Purchase of computers
- Staff travel
- Stipends for residents/trainees
- Research projects of FETP participants
- Travel of residents to conferences

Eligible quality improvement activities include, but are not limited to:

- Assistance in developing documents needed for accreditation
- Workshop targeting a specific need of FETP staff (TEPHINET may be able to identify trainers). Examples may include: supervisor training; mentor training; advanced biostatistics; other continuing education topics.
- Workshop targeting a specific need of FETP residents/trainees (TEPHINET may be able to identify trainers). Examples may include: scientific writing/manuscript preparation; oral presentation/power point skills; data visualization skills.
- Monitoring and evaluation activities
- Curriculum revision or development
- Conducting needs assessments of training of graduates or mentors
- Securing access to selected, relevant software (e.g. MaxQDA, EndNote, on-line journals)

This is not an exhaustive list; other activities will be considered on their strengths.