2020-2021 Cardiovascular Disease (CVD)/Hearts Technical Package Small Grants: FULL PROPOSAL SUBMISSION GUIDELINES FOR APPROVED LETTERS OF INTENT

Dear CVD Small Grant applicant,

Congratulations on advancing to the next stage of review for your approved LOI submission!

Please complete this application by 11:45 PM Eastern Standard Time (EST) on Saturday, November 7, 2020. You must be logged into TEPHINET’s website (http://www.tephinet.org) in order to access the application form.

Non-Research Proposals

Please remember that small grants are only awarded to projects that are determined to be “non-research”. Proposals must be able to demonstrate that the investigation is linked to a public health surveillance system, control program, or prevention program and provide concise documentation to that effect. Your proposed project should not be focused on generalizable research. Therefore, please avoid using the word ‘research’ and ‘study’ in your full proposal. Specify how data security and protection measures will be ensured and how program data or supplementary data collected will not include personal identifiable information (PII). While investigations may include human subjects, the primary objective should not be human subject research. For more information on non-research projects, please see the guidance document “Non Research Proposal Reminder” that has been made available separately.

Full Proposal Document

Your full proposal should be in English and limited to 5 pages of single spaced text in 12-point font with normal margins. The proposal should address the following sections:

- Project title
- Abstract (not more than 250 words)
- Background and significance
- Preliminary investigations (if applicable)
- Problem identification and definition
o Justification
o Goals and objectives (state goals in terms of public health purpose of the project)
o Design and methods (include: investigation design; studied population; procedures related to data collection and data quality assurance; information on collaborating partners; etc.)
o Interpretation and analysis plan (include: description of data collected; key table shells that show data organization; plans for tabulation, coding, and cleaning data; how will data be analyzed; etc.)
o Reporting/dissemination plan for findings (include: description of planned reports; how findings will be disseminated; how you will communicate findings to partners; etc.)
o Additional sections that will not be counted towards the 5-page limit:
  ▪ Literature cited as a Bibliography or Reference section (start from fresh page; not counted in the 5-page limit)
  ▪ Detailed budget along with justification narrative that covers a period not exceeding 7 months (not counted in the 5-page limit; use January 2021 as expected starting month; see template “Budget” that has been made available separately)
  ▪ Detailed project timeline (not counted in the 5-page limit; see template “Timeline” that has been made available separately)

For additional information about the individual components usually included in a full proposal, please refer to the example reference document “Development of a Small Grant Proposal for a NON-RESEARCH Project” that has been made available separately. A sample full proposal document has also been made available for your reference.

**Budget and Timeline**

The maximum budget for this grant is **5,000 USD**. Please provide a detailed budget for how the funds will be used and a detailed timeline for your project (see templates “Budget” and “Timeline” made available separately). All guidelines pertaining to allowable expenses on federal grants will be applicable for these awards. Please note that funding will not be provided for: Principal Investigator/applicant stipends, books and subscriptions or graduate student support and tuition remission.

**Additional Requirements**

In addition to the full proposal document, the following materials are also **required** for your submission to be considered complete:

- A one-page summary of your proposal (not to exceed one page of single spaced text in 12-point font with normal margins) with the following sections:
  - Project title
o Project leader and collaborators/significant participants
o Mentor name, title and email contact
o Source of request (e.g. the divisions/departments within the Ministry of Health that are supporting the field investigation)
o The public health activity (i.e. description of your project)
o Goal and main objectives (stated as public health purpose of the project)
o Data and human subject involvement (describe type and source of data collected; de-identification of PII; and including data security and protection measures)

• Reporting (i.e. what do you expect to report and to whom)

  • Your latest curriculum vitae (CV).
  • A narrative description of your current position (to be submitted as a separate document).
  • NIH type biographical sketches for significant participants (see template “Biosketch” made available separately).
  • The abstract page(s) from all ongoing funded and pending project proposals that the PI (i.e. applicant) is undertaking.
  • Letters of support from all collaborating institutions/agencies (e.g. police if using police data, hospital if using hospital data or personnel, etc.)
  • Evidence that you have applied for IRB (HRPP) approval at the same time as submitting your full proposal (e.g., documentation of HRPP # for pending review of the project). You do not need to submit evidence that you have received local IRB approval – at this time you’re only required to submit evidence that you have applied for local IRB approval. If your full proposal is selected for a grant award, then you will be required to provide evidence that you have received local IRB approval before you can receive the grant award.

**Data Use Agreements**

IMPORTANT: Prior to submitting the full proposal, applicants must verify that the data variables they plan to collect are actually being collected (e.g., blood pressure readings, prescriptions, modifiable hypertension risk factors etc.)

**Overall Evaluation Criteria**

Since your proposals will be reviewed by international reviewers please describe any system, data source, abbreviation, etc. that may not be familiar to those outside your own country (e.g., structure of healthcare system, data sources, etc.).

Your proposals should be succinct and written in English. Proposals will be subject to both scientific and programmatic review. The following criteria will be used to evaluate proposals for funding consideration:
Project title
• Clear and descriptive.

Abstract
• Summarizes investigation clearly.
• Not more than 250 words.

Background and significance
• Describes current state of knowledge about the health issue to be studied based on a review of the literature.
• Clearly describes what has been done previously.
• References sources used in the Bibliography/Reference section.

Problem identification and definition
• Clear description of why the problem merits study.
• Key previous work on the topic referenced.
• Critical areas for study identified.
• Problem described in magnitude, time frame, geography, population

Justification
• Problem current and timely?
• Serious morbidity and mortality consequences?
• Affects large number of people?
• Related to on-going program activities?
• Broad social, economic, political, or health implications.
• Is the problem a priority area in the applicant’s country?

Goals and objectives
• Framed within impact or public health purpose of the study or program?
• Are the objectives specific and measurable?

Design and methods
• Is the study design described?
• Description of study population, type/ sources of data, data collection, and quality control?
• Partners that will collaborate on this project?
• If appropriate, is the sampling design/strategy described?

Interpretation and analysis plan
• Plan for analyzing the data?
• Key table shells provided, showing how the investigator will organize statistics/results?
• Are limitations of this study addressed?
• Are potential contributions of this study described?
**Reporting/dissemination plan**
- Discuss plans to disseminate the results?
- Are partners included in the reporting of study findings?

**Full proposal (overall score including budget and timelines)**
- Is an overall (estimated) cost of the study included?
- Budget organized as Salaries, Supplies & Equipment, Travel, and Miscellaneous costs
- Is the study achievable based on the budget provided?
- Are the major steps included in the timeline?
- Is time estimated for accomplishing the major steps?

**Presentations/Publications**

Small grant awardees are expected to publish their findings in scholarly peer-reviewed journals and present their research at professional gatherings (e.g. meetings, conferences, seminars, etc.). At the completion of the project a draft manuscript should be submitted. All publications, papers, and presentations resulting from project activities must cite contributing source(s) of funding and/or technical support (available from your point of contact at TEPHINET). Please notify TEPHINET when you publish or present your work.