2021-2022 CVD/Hearts Technical Package Small Grants:
FULL PROPOSAL SUBMISSION GUIDELINES FOR APPROVED LOIs

Dear CVD Small Grant applicant,

Congratulations on advancing to the next stage of review for your approved LOI submission! You are invited to submit a full proposal for your project, and must follow the guidance provided below.

You must be logged into TEPHINET’s website (http://www.tephinet.org) in order to submit your application.

**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
- Justification
- Goals and objectives (state goals in terms of public health purpose of the project)
- Design and methods (include: investigation design; studied population; procedures related to data collection and data quality assurance; information on collaborating partners; etc.)
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.)

Reporting/dissemination plan for findings (include: description of planned reports; how findings will be disseminated; how you will communicate findings to partners; etc.)

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 2022 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 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, subscriptions or graduate student support and tuition remission.

Additional Requirements

In addition to the full proposal document, the following materials are 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
  - Project leader and collaborators/significant participants
  - Mentor name, title and email contact
  - Source of request (e.g. the divisions/departments within the Ministry of Health that are supporting the field investigation)
  - The public health activity (i.e. description of your project)
  - 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. 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 indeed feasible to collect (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 (if applicable)
- 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 project identified
- Problem described in magnitude, time frame, geography, population

Justification
- Problem is current and timely
- Has serious morbidity and mortality consequences
- Affects large number of people
- Related to on-going program activities
- Has broad social, economic, political, or health implications
- Is a priority area in the applicant’s country

Goals and objectives
- Are framed within impact or public health purpose of the study or program
- Are specific and measurable

Design and methods
- Description of study design
- Description of study population, type/sources of data, data collection, and quality control
- Description of partners that will collaborate on this project
- Description of sampling design/strategy, if appropriate

Interpretation and analysis plan
- Plan for analyzing the data
- Key table shells provided, showing how the investigator will organize statistics/results
- Study limitations are addressed
- Potential contributions of this study are described

Reporting/dissemination plan
- Plan for dissemination of results
- Inclusion of partners in the reporting of study findings

Full proposal (overall score including budget and timelines)
- Is an overall (estimated) cost of the study included?
• Is the 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, it’s recommended that a draft manuscript is submitted to TEPHINET for further consideration. Any abstracts, 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.
Application Form – CVD/Hearts Technical Package

Section A: Applicant/PI Details

Applicant/PI Name: *

Applicant/PI Complete Street Address and city: *

Applicant/PI Email: *

Applicant/PI Program (FETP) name:*  

Program Country: *

Please select one: *

- FETP Resident/Trainee: Year ____ (drop down menu: 1st, 2nd, 3rd, 4th)
- Month and Year of expected graduation _____ (can we do a month and year dropdown menu?)

Section B: In-Country Subject Matter Expert / Mentor Details

In-country SME/Mentor Name: *  

In-country SME/Mentor Title: *  

In-country SME/Mentor Institution: *  

In-country SME/Mentor Institution Address: *  

In-country SME/Mentor Email: *

Section C: US CDC Resident Advisor (if available) Details

US CDC RA Name:  

US CDC RA Email:  
Section C: Proposed Project Details

Project / Field Investigation Type (select one): *
- Surveillance activity (e.g., disease, adverse events, injuries)
- Program evaluation activity
- Public health program activity (e.g., service delivery; health education programs; social marketing campaigns; program monitoring; electronic database construction and/or support; development of patient registries; needs assessments; and demonstration projects intended to assess organizational needs, management, and human resource requirements for implementation.)

Title of Project: *

Abstract (not to exceed 250 words): *

Background and significance: *

Preliminary investigations (if applicable): *

Problem identification and definition: *

Justification: *

Goals and objectives (state goals in terms of public health purpose of the project): *

Design and methods (include: Investigation design; studied population; procedures related to data collection and data quality assurance; information on collaborating partners, etc.): *
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.): *

Reporting/dissemination plan for findings (include: description of planned reports; how findings will be disseminated; how you will communicate findings to partners, etc.): *

Data Use Agreement:

- By checking this box, I verify that the data variables I plan to collect are indeed feasible for collection (e.g. blood pressure readings, prescriptions, modifiable hypertension risk factors, etc.)

Section D: File Uploads

*In this section, please upload supporting documentation.*

- ✔ One-page summary of project
- ✔ Full proposal document including budget and timeline
- ✔ Your Curriculum Vitae (CV)
- ✔ Narrative description of your current position
- ✔ NIH-type biographical sketches for significant participants
- ✔ Abstract page(s) from all ongoing and pending projects that the PI is undertaking with external financial support
- ✔ Letters of support from all collaborating institutions/agencies (e.g. hospital if using hospital data or personnel, etc.)
- ✔ Evidence of IRB (HRPP) pending review (e.g. HRPP # for pending review of the project)