|  |  |  |
| --- | --- | --- |
| 9. COVER SHEET OF APPLICATION FORM | | |
|  |  | **SHADED AREA FOR OFFICIAL USE ONLY** |
|  | DATE RECEIVED (dd/mm/yy) | WHO/SEARO PROPOSAL ID NUMBER  **R&I /NCD Research 22/**…………….. |
|  | NAME OF COUNTRY OF APPLICANT | HAS THIS PROPOSAL BEEN SUBMITTED TO ANOTHER AGENCY FOR FUNDING  YES NO |
|  | NAME OF ORGANIZATION/INSTITUTION | IF YES, WRITE NAME OF AGENCY WITH ACRONYM |
| TITLE OF PROPOSAL (120 characters maximum): | | |
| WHAT IS THE PRIORITY AREA ADDRESSED BY THIS PROPOSAL?  Innovative Care, management, service delivery models for key NCDs  Population-based interventions for prevention and control of key NCD risk factors  Multisectoral action and governance for prevention and control of NCDs  Use of mobile apps or digital technology for prevention and control of NCDs  NCDs, mental health and COVID-19 pandemic  Please indicate the detailed priority area (from section 5): | | |
| **NAME OF PRINCIPAL INVESTIGATOR (PI)** | | |
|  | **LAST NAME:** | FIRST NAME(S): |
| TITLE: | | |
| POSTAL ADDRESS: | | |
| TEL . MOBILE: FAX: | | |
| E-MAIL 1: E-MAIL 2: | | |
| **NAME OF PI’s INSTITUTIONAL HEAD:** | | |
| TITLE | | |
| ADDRESS | | |
| TEL . MOBILE: FAX: | | |
| E-MAIL 1: E-MAIL 2: | | |
|  | | |
| UNIVERSITY GOVERNMENTAL ORGANIZATION NON-GOVERNMENTAL ORGANIZATION OTHER | | |
|  | REQUESTED AMOUNT (USD …………) | PROPOSED DURATION (9 MONTHS MAX):……….. |
|  | SIGNATURE OF THE PRINCIPAL INVESTIGATOR | SIGNATURE (AND STAMP) OF INSTITUTIONAL HEAD |
|  | NAME & DATE: | NAME & DATE: |
|  | | |

## PROPOSAL SUMMARY

Please provide one page executive summary, **up to 500 words**. The summary should include (i) rationale (ii) objectives, (iii) methods, (iv) expected outcomes (national / regional perspective)

## BACKGROUND

Please provide a **2-page background**. Background includes literature review of previous studies on the subject (global / regional / national), stating its public health importance and rationale of proposing the study this time at this place on this population, considering gender, equity and human rights (please quote references using a standardized citation style)

## OBJECTIVES

* 1. **General objective**: the overall aim expected to be achieved from this research
  2. **Specific objectives**: 2-3 clearly stated SMART specific objectives (specific, measurable, achievable, relevant to SEAR, time-bound), which break-down the general objective

1.

2.

3.

**4. METHODOLOGY**

An appropriate clear description of activities and information on the general plan of work should be provided here. The methodology section should describe;

* 1. **Study design** (observational / experimental, mentioning specific type, accordingly)
  2. **Study setting / data sources** (clearly indicating where the study will be conducted: country, city, institution(s), department(s), etc.). This includes settings for primary data

collection, and specific sources of secondary data (e.g. medical records; health registers; insurance registers; national census records, etc.)

* 1. **Study population** (study subjects and their respective characteristics)
  2. **Sample size** (sample size assumptions / estimate)
  3. **Sampling method** (method to be used to select subjects ensuring a representative sample of the target population; inclusion and exclusion criteria)
  4. **Data collection** (data collection method(s) and tool(s) as appropriate: ***data collection tool(s) to be annexed to the proposal*** but sections / variables described under this section; focus group/interview guidelines; checklists; anthropometric measurements (e.g. weight, height, circumference, BMI, WHR, etc.) with reference to measurement / estimation method; biological measurements (laboratory investigations with reference to measurement

/ estimation method / kit); relevant definitions of exposure(s) and outcome(s) as appropriate to proposal; background / number of data collectors, etc.

* 1. **Data management plan** (A clear plan of data coding, entry, cleaning, and analysis to be used, considering disaggregation of collected data by sex, age and socio-economic quintiles. Please mention specific statistical tests and references software)

**4.8 Coordination, monitoring and quality control** (plan for field work supervision to

ensure proper / scientific data collection, data management, quality control indicators, etc.)

**4.9 Ethical considerations:**

All research proposals submitted for the NCD Research Grant must adhere to ethical conduct of research on human subjects. This commitment will be ensured by the WHO/ SEARO Selection Committee. The PIs are required to obtain clearance from an official Ethical Review Committee / Institutional Review Board ***before started the implementation of the research, and preferably before*** submitting the proposal, which is a ***condition*** for consideration for funding. Litigation involving human research must be accompanied by: (a) copy of ethical clearance certification and (b) the informed consent documents (in English and local language).

*Please describe your proposal:*

1. Does this research involve human subjects?

Yes  No 

1. Is there a research ethics committee or institutional review board at your institution which reviews research on human subjects?

Yes  No 

1. If yes, has this committee given ethical approval for the conduct of this research?

Yes  No  under review 

1. Will you ensure that confidentiality of collected information (e.g. medical records, biological samples) obtained from subjects be protected in this research?

Yes  No 

5. Have you received any training on ethics of biomedical research?

Yes  No 

1. **TIME FRAME OF PROPOSED ACTIVITIES** (Gantt chart) as applicable to your proposal

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity | **1st QUARTER** | | | **2nd QUARTER** | | |
| M1 | M2 | M3 | M4 | M5 | M6 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Submission of the interim technical report\** |  |  | *X* |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Submission of the manuscript for consideration for publication and final financial report\** |  |  |  |  |  |  |

\*mandatory

1. **BENEFICIARIES OF RESEARCH RESULTS** (who are the direct / indirect beneficiaries of the study, what are the benefits both groups [direct / indirect] are likely to accrue in the short or long term)

**7 REFERENCES CITED**

Any references cited should be listed here, using standardized citation style (e.g. Vancouver Style). This includes citations for scientific papers, books, reports, laboratory methods, standardized questionnaires / check-lists, biostatistical software, etc. References should be listed in numerical ascending order with corresponding citations in the text, marked as shown [#].

Examples of citing references in this section are given below:

* + Journal articles should start with name of author (with suffix et al, if more than six authors), followed by title of study, name of journal, volume, page numbers and **year** of publication (in bold at the end).
  + Books should start with the title, followed by Editors, Publishers, and **year** of publication (in bold at the end).
  + Reports should start with title, followed by name of writer, reference to organization for which it was written, reference number of report if any and **year** of reporting (in bold at the end)

# PROPOSAL BUDGET WITH JUSTIFICATIONS

Budget breakdown should be provided in a tabular format, as shown below, with the full term of requested budget. The breakdown should be restricted to 2 pages.

**Instructions for budget items:**

* 1. **Personnel**

WHO/SEARO expects that the PIs and Co-Investigators will be faculty / researchers at eligible institutes, with research as one of their normal functions. NCD reserach grant funds **may not be used to pay salary or augment the total or part of the salary** of PIs and Co-Investigators. Personnel costs therefore include compensation for data collectors, field workers, lab technicians, data managers, etc.

* 1. **Material and Supplies**

The budget must indicate the general types of expendable materials and supplies required, with their estimated costs. The breakdown should be more detailed when the cost is substantial.

* 1. **Equipment**

The NCD research Grant does not support general purpose equipment, such as a personal computers, telephone sets, photocopying / facsimile machines etc.

* 1. **Human Subjects**

The needs for requiring direct compensation of participants (which is not generally recommended) must be fully justified (e.g. transportation, hot meals, etc.)

* 1. **Travel**

Travel and its relation to the proposed activities must be specified and itemized by destination and cost. COVID-19 Grant does not support foreign travel (travel outside the Applicant’s country)

1. **Field Work**

Funds may be requested for field work necessary for data collection other than the personnel cost.

1. **Training**

Training expenses should be minimized to only specialized training needed for staff using related research equipment or improving research skills

1. **Dissemination of Results**

The cost involved must be in accordance with the proposed dissemination plan such as local conferences, publications and dissemination workshops.

1. **Other Costs**

The budget must identify and itemize other anticipated costs not included under the headings above. Examples include telecommunications and photocopying. Reference books, periodicals and other scientific literature may be charged to the Grant only if they are specifically required for the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUTLINE OF THE BUDGET (in USD)** | | | | |
| **Total Amount Requested: US $:** | | | | |
| **Budget Breakdown** | | | | |
| **No** | **ITEM OR ACTIVITY** | **Amount Requested from SEARO Grant** | **Amount available from other Sources** | **JUSTIFICATION** |
| 1. | Personnel\*  -  - |  |  |  |
| 2. | Materials & Supplies  -  - |  |  |  |
| 3. | Equipment  -  - |  |  |  |
| 4. | Local Travel  -  - |  |  |  |
| 5. | Field work  -  - |  |  |  |
| 6. | Training  -  - |  |  |  |
| 7. | Dissemination of results\*\*  -  - |  |  |  |
| 8. | Other Costs\*\*\*  -  -  - |  |  |  |
|  | Total US $ |  |  |  |

**\*Up to 20 % of total budget; \*\*Up to 10 % of total budget; \*\*\*Up to 5 % of total budget**

## APPENDICES

Please provide as appendices:

* + Data collection form(s)
  + Research ethics checklist for principal investigators
  + Informed consent forms (in English and local language)
  + National/institutional ethical approval
  + CVs of investigators