Ugandan Academy for Health Innovation and Impact – Request for proposals for a Research pilot project in HIV or TB - RFA 003/2017- Guidance for Applicants

Summary

This guidance is for applicants wishing to apply to the Ugandan Academy in response to the RFA 003/2017 call for proposals in the area of Research.

This call for proposals is supported by the Ugandan Academy for Health Innovation and Impact. The budget for this cycle is up to 100,000USD for a period of 12 to 24 months.

This Ugandan Academy RFA 003/2017 call will accept proposals from Ugandan organisations as primary recipients of the sub-grants within the territory of Uganda including National Non-Governmental Organisations (NNGOs), Community Based Organizations and Academia. The Principal Investigators applying for this call must be hosted by a Ugandan institution or an institution based in Uganda.

Open date Monday, 25th September 2017
Close date Thursday, 2nd November 2017

i)   Background

The Ugandan Academy for Health Innovation and Impact (The Ugandan Academy) is the flagship implementation of Connect for Life™.

Connect for Life™ is an initiative of the Janssen Pharmaceutical Companies of Johnson & Johnson, that engages in research partnerships with leading health advocates to improve the understanding of, and attitudes towards, diseases such as HIV, TB and other infectious diseases. The program aims to address major challenges in disease management by placing the patient and their healthcare provider at the center of the decision making process and developing the necessary evidence base to guide national policy and clinical management, to in turn achieve lasting positive impact against some of the greatest public health challenges.

The Ugandan Academy was formed after the signing of a Memorandum of Understanding (MoU) in November 2015 and is thus a collaborative effort between the Ugandan Ministry of Health, Infectious Diseases Institute, Janssen, the pharmaceutical companies of Johnson & Johnson and The Johnson & Johnson Corporate Citizenship Trust.

The vision of the Academy is **"Sustainable health care accessible to all in Uganda"** and the mission is "**To improve health outcomes through innovations in clinical care, capacity building, systems strengthening and research, which inform policy and practice, with a strong emphasis on HIV and TB"**

Aims of the sub-granting programme

The Ugandan Academy was formed to improve health outcomes through innovations in clinical care, capacity building, systems strengthening and research, which inform policy and practice, with a strong emphasis on HIV and TB. This call will support applications for 1 project in the area of Research.

a) **Request for Applications for research proposal for novel strategies to combat HIV and / or TB in Uganda**

Eligible applications will seek to:

- Evaluate an intervention designed to improve HIV or TB prevention, diagnosis, care or treatment in Uganda
- A project with an innovative approach is essential
- Inclusion of work with new technologies / eHealth / mHealth will be welcomed

- **Scope**

This call for proposals for a research project seeks proposals aiming at evaluating one or more interventions which will lead to real and practical changes in order to improve health of people living with HIV and/or TB. The proposals should identify clearly the health issues and/or risk factors to be addressed and describe the pathway for how the proposed approach could be incorporated into systems to reach scale and lead to improved health outcomes.

Interventions can be broad, interdisciplinary and multi-faceted, addressing, for instance:

- Implementation science on scale up of proven combination HIV prevention (biomedical, behavioural and structural with known efficacy in a geographical area at a scale, quality, and intensity to impact the epidemic

- Novel strategies for improving HIV testing and linkage to care (must be able to measure and demonstrate on improvement of the HIV clinical cascade including increase enrolment and early initiation)
- Novel strategies to increase in number of women accessing PMTCT services
- Novel strategies or diagnostic approaches to decrease opportunistic infections in people living with HIV (and/or TB)
- Novel strategies or technologies to increased diagnosis of people with TB
- Experimental nutritional approaches in HIV or TB to improve outcomes
- Novel strategies or implementation science designed to increase adherence to HIV and / or TB treatment and reduction in lost to follow up (aiming for 90% Virological suppression in people living with HIV)
- Other improvements in access or success of HIV and / or TB treatment

Target Population

A focus on vulnerable groups (e.g. adolescents and young people, pregnant women, children, discordant couples and/or patients on second line treatment) and/or people in hard to reach geographical areas will be favorably considered.

Proposals should consider the impact of gender on the health of people living with HIV and/ or TB. Although some individual proposals may have a reason to focus on one gender our intention is to have a mixed portfolio of projects across the programme. If proposals focus on one gender, the reason for this should be justified in the proposal.

The proposal should outline the projected sample size for the research project. Please justify clearly in your proposal why you have chosen the selected study populations.

Impact statement

The Ugandan Academy aims to support research that will inform national policy/guidelines. Therefore, a dissemination and policy statement will be required in the application, and letter of support from relevant parties should be obtained.

Timeline

Call opens for proposals	Monday, 25th September 2017
Deadline for proposal submission	Thursday, 2nd November 2017 - 16:00 EAT

ii). How to apply to the Ugandan Academy RFA 003/2017

The overall budget for sub-granting activities for the 2017-2018 cycle is 100,000 USD across a period of one year. We intend to fund at least 1 project in this cycle in the area of research. We may be flexible on the size of project and are open to considering feasibility and pilot work as well as larger-scale projects. The project will run for a period of 12 to 24 months, with a proposed start date of 1st May 2018.

Your application should include details of your proposal, details of the project environment, people involved and references. Your application should detail how your proposal is aligned with The Ugandan Academy for Health Innovation and Impact. The proposals must not be longer than 13 pages A4 plus one additional page of references and one additional page of acronyms (with additional appendices as outlined). Please use:
• Arial font with a minimum size of 11pt (excluding text on diagrams and mathematical symbols)
• A minimum of single line spacing
• Standard character spacing
• Margins of no less than 2cm.
Please number all pages of the application. Please complete the proposal in English and use USD for all costs. The proposal should be saved in a PDF format.

It should include the following sections:
1) **Project Summary Title Page** (1 page)
   • Project title (not more than 150 characters)

- Project applied for a) research
- Project summary (max 300 words – should be understood by a member of the public, and will be posted on The Ugandan Academy website and IDI Website if the proposal is successful)
- Duration of project
- Total amount requested (USD)

2) Project description (2.5 pages)
Please describe the project to be undertaken

General
What are the aims and objectives of the project?
Where will the project take place?
Who will the beneficiaries (or participants) be?
Why has this population been chosen?
Why is this project needed now and in this location? Please consider issues such as burden of disease and priority for the relevant local, regional and national health services.
How does the project align with national priorities and with The Ugandan Academy priorities?

Specific
a) Research
Give details of the study design and techniques that will be used and why. - Enough detail must be given to show why the research is likely to be competitive in its field. - Please explain why your chosen methodology is the most appropriate to address your research question. • Please describe any preliminary and feasibility data that informs the approach taken. Please include a hypothesis, objectives and primary and secondary endpoints. What gaps in existing knowledge will be addressed by the study and why is addressing those gaps using an implementation research approach important? Please include a sample size calculation and statistical analysis plan

3. Impact and Communications Plan (0.5 page)
• What evidence is there that the answer to your research question is needed and wanted by relevant users, for instance, policy makers?
What policymaking partners or other stakeholders will be involved? Please explain how you will engage with beneficiaries, their families and carers, the community, clinical and non-clinical health workers, civil society, industry, policy and decision makers during and after the project. Please explain how you will work with these groups to sustain and to further scale up your project after the end of this funding. Please explain any

communications strategies that the project will have. Please include key partners and a list of letters of support. Please add a publication/dissemination plan

4. Management capability statement (0.5 pages) For all projects please describe your team and how they incorporate the range of discipline and experience necessary to carry out the project. Please outline any track record in carrying out related work. Please indicate if you need to hire any additional staff and what their roles will be.

A maximum 2-page CV and 1 page of publications of Principal Investigators & Co-Investigators (up to 4) should be included as an appendix.

5. Overall Cost estimated / Budget (up to 3 pages)
Applicants must submit an itemized, line-item budget with staffing breakdown (i.e., name, position title, and annual salary, percentage of time and effort, and amount requested) and justification for all requested costs. Organizational overhead can be included. Please use the format shown below. A budget template in excel version is attached.

Budget Preparation Guidelines
This document provides guidance for the preparation of a budget request and examples to help with the process. Adherence to this guidance will facilitate timely review and approval of a budget request.

Salaries and Wages
For each requested position, provide the following information:

 1) Name of staff member occupying the position, if available;

 2) Annual salary;

 3) Percentage of time budgeted for this program;

 4) Total months of salary budgeted; and

 5) Total salary requested.

Also, provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives.

Position Title and Name	Annual Salary	Time	Months	Amount Requested	Justification/Role
Project Coordinator,	$10,000	100%	12 months	$10,000	

Martin Kasirye					
Finance Administrator, John Musoke	$8,000	50%	12 months	$4,500	
Finance Administrator, (To be determined, TBD)	$6,500	50%	12 months	$3,250	
Total Personnel				XXXXX	

Sample Justification

The format may vary, but the description of responsibilities should be directly related to specific program objectives.

Job Description: Project Coordinator – (name of specific individual)

This position directs the overall operation of the project including overseeing the implementation of project activities, coordination with other agencies, development of materials, provisions of service and training, collects, tabulates and interprets required data, program evaluation and staff performance evaluation. This individual is the responsible authority for ensuring reports and documentation are submitted to the Academy. This position relates to all program objectives.

Fringe Benefits
Fringe benefits are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed.
Fringe benefits computed by an established rate.
Fringe Benefits Total $_____   10% of Total salaries = Fringe Benefits
If fringe benefits are not calculated using a percentage of salaries, itemize how the amount is determined for each salary and wage being requested.

Equipment
Equipment is defined as tangible, non-expendable property that has a useful life of more than one year AND an acquisition cost of $500 or more per unit. However, in

circumstances where your organization has a lower threshold, you may work within range to ensure that the threshold is consistent with your organization's policy.

All budget requests should individually list each item requested, and provide the following information:

1) Number needed;

2) Unit cost of each item; and

 3) Total amount requested.

Also,

Provide a justification for the use of each item and relate it to specific program objectives. Maintenance or rental fees for equipment should be shown in the *other* category.

Item Requested	Number Needed	Unit Cost	Amount Requested
Computer Workstation	2	$500	$1,000
Computer	1	$800	$800
Total Equipment			$1,800

Sample Justification

The computer workstations will be used by the principal investigator and statistician to collect required data, perform data analysis, and generate reports. These computers will also support the daily operation of the project, routine correspondence, research, and electronic communication.

Consultant Costs
This category should be used when hiring an individual to give professional advice or services (e.g., training, expert consultant, etc.) for a fee, but not as an employee of the grantee organization. Written approval must be obtained from the Academy prior to establishing a written agreement for consultant services, and must be obtained annually in order to re-establish the written agreement. Approval to initiate or continue program activities through the services of a consultant requires submission of the following information to the Academy for each consultant:

1. **Name of Consultant:** Identify the name of the consultant and describe his or her qualifications.
2. **Organizational Affiliation** (if applicable)**:** Identify the organization affiliation of the consultant.
3. **Nature of Services to Be Rendered:** Describe the consultation that will be provided, including the specific tasks to be completed and specific deliverables. A copy of the actual consultant agreement should not be sent to the Academy.
4. **Relevance of Service to the Project**: Describe how the consultant services relate to the accomplishment of specific program objectives.
5. **Number of Days of Consultation** (basis for fee)**:** Specify the total number of days of consultation.
6. **Expected Rate of Compensation:** Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing other costs (e.g., travel, per diem, supplies, and other related expenses) and list a subtotal.
7. **Method of Accountability:** Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant agreement.

If the required information described above is not known at the time the application is submitted, the information may be submitted later as a revision to the budget. In the body of the budget request, a summary should be provided of the proposed consultants and amounts for each.

Travel

Dollars requested in the Travel category should be for recipient staff travel only. Travel for consultants should be shown in the Consultant category. Travel for other participants (e.g., advisory committees, review panel, etc.) should be itemized as specified below and placed on the Other category.

For In-Country Travel, provide a narrative justification describing the travel staff members will perform. List where travel will be undertaken, number of trips planned, who will be making the trips, and approximate dates. If mileage is to be paid, provide the number of kilometers and the cost per kilometer. If per diem/lodging is to be paid, indicate the number of days and amount of daily per diem, as well as the number of nights and estimated cost of lodging. Include the cost of ground transportation, when applicable.

For Out-of country Travel, provide a narrative justification including the same information requested above. For this award, no out of country travel is allowed.

Sample Travel Budget

Number of Trips	Number of People	Number of Total kilometers	Cost per kilometer	Amount Requested
1	*2*	*500 km*	*$0.27*	*$270*
25	*1*	*300 km*	*$027*	*$2,025*
Total				**$2,295**

Per Diem or Lodging	Number of People	Number of Units	Unit Cost	Amount Requested
Per Diem	*2*	*2 days*	*$10/day*	*$40*
Lodging	*2*	*1 night*	*$25/night*	*$50*
Total				**$90**

Other

This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives.

Item Requested	Number of Months	Estimated Cost per Month	Number of Staff	Amount Requested
Telephone	*$*	*$*		
Postage	*$*	*$*		
Equipment Rental	*$*	*N/A*	*$*	
Internet Provider Service	*$*	*N/A*	*$*	
Total Other				

Item Requested	Number Needed	Unit Cost	Amount Requested
Printing	*___ documents*	*$*	*$*

Sample Justification

For printing costs, identify the types and number of copies of documents to be printed (e.g., procedure manuals, annual reports, materials for media campaign).

Indirect Costs

To claim indirect costs, the applicant organization must have a current approved and audited indirect cost. Otherwise this is capped to 10% of total direct costs net of Equipment.

DETAILED BUDGET FOR BUDGET PERIOD						FROM
PERSONNEL (Applicant organization only)			**%**			**DOLLAR AMOUNT REQUESTED**
NAME	**ROLE ON PROJECT**	**TYPE APPT. (months)**	**EFFORT ON PROJECT**	**Salary Requested**	**Fringe Benefit**	**Budget**
	SUBTOTALS ------------------------------>					$0
CONSULTANTS						**Budget**
	SUBTOTALS ------------------------------>					$0
TRAVEL						**Budget**
Local travel						
	SUBTOTALS ------------------------------>					$0
SUPPLIES&CONSUMABLES						**Budget**
	SUBTOTALS ------------------------------>					$0
EQUIPMENT (Itemize)						**Budget**
	SUBTOTALS ------------------------------>					$0
OTHER COSTS						**Budget**
	SUBTOTALS ------------------------------>					$0
CONSORTIUM/CONTRACTUAL COSTS		**DIRECT COSTS**				
SUBTOTAL DIRECT COSTS FOR BUDGET PERIOD						
FACILITIES AND ADMINISTRATION COSTS (%)						*$0*
TOTAL COSTS FOR BUDGET PERIOD						**$0**

6. Timelines/ beneficiaries / risks/ Ethical Issues (3 pages)

Please include a timeline

Please include the following table with number of beneficiaries per year.

Direct beneficiaries (individuals/patients who will benefit directly of the intervention during the reporting period). Please note – not all beneficiaries may be relevant to your project; if so, please include the comment n/a in those cells.	Estimated Number Year 1	Estimated Number Year 2	Estimated Number Overall
Patients			
Overall Total			
o-<5			
5-<10			
10-<20			
Over 20			
Specific Demographic groups			
Elderly/other adults			
Care takers			
Persons with disability			
Minority / Previously Excluded populations			
Women in reproductive age (15-44)			

Pregnant women			
Other at risk populations (Specify)			
Other target populations (Specify)			
Health Workers			
Specialty			
Physician: Obstetrician			
Physician: Pediatrician			
Physician: Surgeon			
Physician: Other			
Nurse			
Midwife/Midwife Assistant			
Traditional Birth Attendant			
Community Health Worker			
Health Educator			
Health Care Admin			
Volunteer			
Other (Specify)			

Please include a section on the top 5 major risks to the project and your planned mitigations as per the table below

	Risk	Mitigating strategy
1		
2		
3		
4		
5		

Please include a section on Ethical Issues/ Statistical Considerations

Ethical Issues *(ethical approvals, regulatory issues, adherence to GCP, ethical concerns related to vulnerable participants). Please include 0.5- 1 page outlining ethical issues related to the study and how they will be addressed*

7. **Organization details** (1 page)
   - Name of organization
   - Contact details of the organization (telephone, fax, e-mail, physical and postal contact)
   - Contact person for the proposal within the organization
   - Type and legal status (attach registration certificates as appropriate as an appendix)
   - Short profile of the organization (when it was established, core business, key personnel, previous experience in conducting related activities)
   - Most recent / last Audited accounts

8. References (if applicable) (1 page)

9. Appendices
   - Letters of support from existing funding partners (if applicable)
   - Letters of support from existing funding partners (if applicable)
   - Key personnel CVs (2 pages each)
   - Publications of Key staff (1 page each)
   - Last Audited accounts
   - Registration certificates

iii). Application Timeline and submission

Please visit the Ugandan Academy online sub granting system at http://grants.theacademy.co.ug/en/ to submit your proposal. All submissions should be made by **Thursday, 2nd November, 2017 - 16:00 EAT**. Please refer all queries to:

Diana Asiimwe- Bena, Program Manager, dasiimwe@idi.co.ug or Flavia Lubega, M&E Officer, flubega@idi.co.ug

iv). Eligibility information

NNGO's, CBOs, Academia and Principal Investigators (PIs) / project lead (PL)
The NNGO, CBO, Academia or PI must be based in Uganda. The PI or PL must be employed by an eligible institution that is legally registered in Uganda. Principal Investigators cannot be based in a country outside Uganda. **Co-investigators (Co-Is)** Co-investigators can be based in Uganda or abroad. It is not permitted for the same person to be Principal Investigator or project lead on any more than one proposal submitted to this call.

v) Assessment criteria

The proposals will be assessed by a team of peer reviewers drawn from IDI and other independent organisations in Uganda.

For this, peer reviewers will be asked to comment on the following criteria in assessing the proposals. i) Relevance and Quality of Project ii) Quality of Team iii) Statistical/ethical considerations iv) Potential Impact

Item	Number of points available
Relevance and Quality of Project	25
Innovation	20
Potential Impact (including value for money)	15
Quality of Team / track record	25
Statistical / ethical considerations	15
Total	100

vi) Checklist for submission

	Section	Detail	Included (yes/no)
1	**Project Summary Title Page**	1 page	
2	**Project description**	2.5 pages	
3	**Impact & Communication plan**	0.5 page	
4	**Management capability statement**	0.5 page	

5	**Overall Cost estimated /Budget**	3 pages	
6	**Timelines/ beneficiaries / risks/Ethical issues**	3 pages (including beneficiary table, table of risks and ethical considerations)	
7	**Organizational details**	1 page	
8	**References**	1 page	
9	**Appendices**	Letters of support from existing funding partners (if applicable)	
		Key personnel CVs (2 pages each)	
		Publications of Key staff (1 page each)	
		Last Audited accounts	
		Registration certificates	