

Proposal Form

Contents

PART I – ADMINISTRATIVE INFORMATION	2
PRINCIPAL INVESTIGATOR	2
PROJECT	2
INSTITUTION	2
PART II - PROJECT DESCRIPTION.....	3
1. Rationale and background	3
2. References (of literature cited in Section 1)	3
3. Study goals and (primary and secondary) objectives.....	3
4. Study design	3
5. Methodology	3
6. Safety and privacy considerations	3
7. Follow up.....	3
8. Data management and statistical analysis	3
9. Quality assurance	3
10. Expected outcomes of the study	3
11. Potential relevance to international audience (countries, institutions).....	4
12. Dissemination of results and publication plan	4
13. Duration of the project and timeline	4
14. Problems and risks anticipated and mitigated.....	4
15. Project management.....	4
16. Ethics	4
16. Project team.....	5
PART III - PARTNERSHIPS and LEVERAGE	6
Collaboration.....	6
Leveraged contributions.....	6
PART IV - BUDGET	7
1. Project budget by type of expenditure item	7
2. Project budget by deliverable.....	8
3. Budget justification	8
Salary support for project personnel.....	8
Supplies.....	8
Travel of Project personnel.....	8
Meetings.....	8
Data collection/analysis	8
Communications (including publications)	8
Other expenditures.....	8
PART V - LIST OF APPENDICES.....	9

Proposal Form

PART I – ADMINISTRATIVE INFORMATION

<p>Please note: the completed grant application must be received by the WHO Centre for Health Development (WHO Kobe Centre) no later than the deadline stipulated in the call for proposals (March 31, 2017, 17:00 JST). Submissions received after the deadline will not be processed for review.</p>	
<p>1. Call for Proposals this application corresponds to: Implementation research on health systems development and public health interventions for ageing populations towards Universal Health Coverage (UHC): Lessons from Japan</p>	
<p>PRINCIPAL INVESTIGATOR</p>	
2. Last (family) name:	3. First and given names:
4. <input type="checkbox"/> Woman <input type="checkbox"/> Man	5. Nationality:
6. <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Prof	
7. Full postal address of the principal investigator:	
8. Country:	9. Telephone (office):
10. Telephone (mobile):	11. E-mail:
<p>PROJECT</p>	
12. Project title Enter text here	
13. Project summary (Maximum 300 words) Enter text here	
14. Start date:	15. End date:
<p>16. Acceptance of general conditions by the Principal Investigator I have read the conditions set out in the instructions provided with the call for proposal and in this application form and, if my application is successful, I agree to abide by them. I shall be actively engaged in the project.</p>	
Signature:	Date:
<p>INSTITUTION</p>	
17. Full name and postal address of the institution:	
18. Country:	19. Telephone:
20. Institution's website:	
21. Type of organization: <input type="checkbox"/> university <input type="checkbox"/> research institute <input type="checkbox"/> NGO <input type="checkbox"/> public health institution <input type="checkbox"/> other (specify):	22. Legal status: <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other
<p>Institutional endorsement (to be completed by the Responsible Administrative Authority). This person should be fully authorized to enter into contractual arrangements on behalf of the Institution)</p>	
23. Full name:	24. Email address
25. Position:	
26. I confirm that I have read this application and that if support is granted, the work will be accommodated and administered in this institution. This institution will provide the necessary support and oversight to facilitate quality implementation and reporting of the proposed work. I confirm that principal investigator's relationship with the institution is as follows:	
Signature:	Date:

Proposal Form

PART II - PROJECT DESCRIPTION

<p>1. Rationale and background (Maximum 1 page) Enter text here</p>
<p>2. References (of literature cited in Section 1) (Maximum 10 key references) Enter text here</p>
<p>3. Study goals and (primary and secondary) objectives (List of maximum 5 key objectives) Enter text here</p>
<p>4. Study design Define and describe the research design to be used. The design should include information on the type of study, research population, sampling frame as well as inclusion and exclusion criteria. (Maximum 0.5 page). Enter text here</p>
<p>5. Methodology This section should include detailed information on the empirical research methods to be used including interventions to be made, type of analysis to be performed, measurements to be used and taken, observations to be made, etc., (Maximum 2 pages). Enter text here</p>
<p>6. Safety and privacy considerations This section should include detailed information on how the privacy of information, and safety considerations of research participants (if applicable) during the administration of research procedures (including in interview research) will be ensured. (Maximum 1 page). Enter text here</p>
<p>7. Follow up This section should include information on any (if applicable) follow up with research participants, e.g., feedback, referrals to services, etc. (Maximum 0.5 page). Enter text here</p>
<p>8. Data management and statistical analysis This section should include detailed information on the approach proposed for data management and statistical and/or qualitative data analysis, (Maximum 1 page). Enter text here</p>
<p>9. Quality assurance This section should include information on quality control and quality assurance systems used during the research (Maximum 0.5 page). Enter text here</p>
<p>10. Expected outcomes of the study Explain how the study will contribute to the advancement of knowledge, how results will be utilized and how they will affect public health policy or practice (Maximum 1 page). Enter text here</p>

Proposal Form

11. Potential relevance to international audience (countries, institutions)

Please indicate the potential relevance and adaptability of the anticipated research results for other countries, particularly low/middle income countries (Maximum 0.5 page)

12. Dissemination of results and publication plan

Please indicate how you intend to disseminate study results and your target audience. Please note that publications resulting from WHO-supported research are expected to be published in international, peer reviewed journals, and in open access journals (Maximum 1 page)

Enter text here

13. Duration of the project and timeline

Please indicate the duration of the project and present a detailed month by month timeline (Maximum 1 page)

Enter text here

14. Problems and risks anticipated and mitigated

Please indicate any problems that you anticipate, and enumerate potential risks to the successful achievement of project objectives, along with proposed measure to mitigate those risks.

Enter text here

15. Project management

Please indicate roles and responsibilities of each member of your research team

Enter text here

16. Ethics

All research protocols involving human subjects must be approved by the institutional / national ethics review committee (if applicable), and by WHO's Research Ethics Review Committee (ERC, <http://www.who.int/ethics/review-committee/en/>) before funding. Provide information on how you plan to ensure adequate protection of the human subjects' rights and well-being (as appropriate to the nature of the study). (Maximum 1 page)

Enter text here

Proposal Form

16. Project team.

List the project team by filling in the table below. Add as many lines as needed. The percentage of time allocated to the project must also be calculated. For example, on a 40-hour work week, working two hours five days a week is equivalent to 25% full-time equivalent (FTE).

First, middle and last name	Gender (W / M)	Institution name	Expertise	Role in the project	% of FTE

Please provide as appendix CVs for each of the team members. Each CV should be maximum one page long, with the exception of PI's CV which can be of maximum four pages. Preferable all CVs should be merged together into one appendix.

Proposal Form

PART III - PARTNERSHIPS and LEVERAGE

Collaboration.

Describe collaborations with other research institutions, and/or national, regional or global institutions relevant to the proposed research study. If applicable, attach letters of support from collaborating scientists and institutions.

Enter text here

Leveraged contributions.

If relevant, estimate and describe in the table below any significant contributions by other project stakeholders. Contributing partners may provide a variety of resources, such as additional funding for the site, technical support, services, facilities, meetings, consultations, publications, or products, etc. Briefly describe each contribution and provide an estimate figure in the table below, briefly explaining the method used for estimation. This will help us better understand the value-for-money of WHO's Centre for Health Development (WKC) investments.

Partner organization's name	Indirect funding (US\$ estimate)	Type of contribution

Proposal Form

PART IV - BUDGET

In order to be realistic, budget amounts should be based on detailed planned costs estimated for each activity/item. Activity costs will add up to generate the cost of each deliverable, which illustrated value for money. When costing activities, take into consideration the principles of economy and efficiency. The total budget of the project is estimated by summing the cost of all deliverables.

The budget section includes a split based on type of cost (budget item).

To fill in the budget form below, double-click on the Excel form and fill in the information. Totals are calculated automatically.

1. Project budget by type of expenditure item		Proposed budget (JPY)	
Budget items			
Personnel name (if known) and role in project	% of time		
1			
2			
3			
4			
5			
Subtotal personnel		0	
Supplies			
Travel of project personnel			
Meetings			
Data collection/analysis			
Communication			
Other expenditures			
1.			
2.			
3.			
Subtotal other expenditures		0	
GRAND TOTAL (JPY)		0	
Chief Financial Officer of the Institution (Type Name)		Principal Investigator (Type Name)	
Signature	Date	Signature	Date

Proposal Form

2. Project budget by deliverable	
Deliverable #	Proposed Budget (JPY)
Deliverable 1	
Deliverable 2	
Deliverable 3	
Deliverable 4	
TOTAL	

3. Budget justification
The budget should reflect the planned activities and costs. Justify each budget line stating how the cost figures were derived in relation to the activities to be undertaken.
Salary support for project personnel <i>(in principle, salary support of the Principal Investigator will NOT be provided)</i> Enter text here
Supplies Enter text here
Travel of Project personnel Enter text here
Meetings Enter text here
Data collection/analysis Enter text here
Communications (including publications) Enter text here
Other expenditures Enter text here

Proposal Form

PART V - LIST OF APPENDICES

The appendices listed need to be submitted along with the completed application form. Do NOT attach reports or publications and try to keep the number of pages to a minimum.

Number	Title