

COVID-19 Research Project Grant - Proposal Guidelines

Proposal must be submitted as a PDF via the upload portal (www.growhealthyfund.com). Please submit all documents as one PDF. Submission must consist of text in 12-point font, single spaced, with one-inch margins.

Host Organization:

Research Title:

Research Category (Epidemiology or CPPR):

Total Research Costs Requested:

Lead Applicant: The Lead Applicant provides the communication link between The Health Collaborative and the entire project team on all matters.

Name, Organization, Title, phone, email, research role, Biography

Research Team: Team members are those individuals with responsibility for the day to day management and delivery of the project. Team members are considered part of the project team and are expected to share responsibility for its successful delivery.

Name, Organization, Title, phone, email, Research role, Biography

Plain Language Abstract

Provide a 200-word abstract in plain language (200 words maximum) of the proposed activity. This summary should provide an easy to read overview of your whole study to help:

- a) those carrying out the review (reviewers and board and committee members) to have a better understanding of your research proposal
- b) inform others about your research such as members of the public, health professionals, policy makers and the media
- c) the research funders to publicise the research that they fund.

Proposal Narrative with Supporting Information

The narrative with supporting information must include the following sections (3-page maximum):

1. A proposal summary that explains the motivation for and risks associated with the project, what research methods and instrumentation will be used, and how this project demonstrates inclusive, equitable, collaborative research. How does it address the aims of this research call? This section must articulate a clear set of objectives, and a compelling vision of what the project might achieve. Include evaluation plan to measure significant impact of research conducted.
2. How does collaboration play a role in this research project? List any collaborators involved who may provide specific expertise or resource on particular aspects of the project but who do not share in the responsibility for the delivery of the project.
3. If funds will be used as seed money for further research, please provide a follow-on funding plan that explains how the research launched by the seed grant award will be continued. Include information on potential source(s) of funding and the level and timing of follow-on funding necessary to continue the research initiated by the seed grant.

Project Timeline

References

Please provide a list of references used throughout your proposal. References do not count as part of the page limit.

Any additional supporting documents (Not to exceed two)

Budget and Budget Justification

A budget and budget justification that provides sufficient information for reviewers to understand the funding request. The project budget must include each major category of expense and the amount required, with explanation and justification included in the “budget justification” section.

- Budgets should not exceed \$430,000 for the entire project period.
- Must comply with CARES Act Guidelines. Details about the CARES Act eligible items can be found at the end of the Grant Summary.
- The budget may include all normally allowable costs of research with the exception of faculty salaries and indirect costs. The percent effort of each participating faculty member must be included in the budget justification. There are no Indirect Costs associated with COVID-19 Research Grant awards.
- Budgets may be for a period of up to four months (Sept.1-Dec.11).

For applicants requesting use of awarded funds to seed future research, include in Budget Justification:

- Plans for continued support and/or commercial potential.
- Plans to obtain continuing external support for the project.

Administrative Contact Details:

Please provide the details of the administrative contact in the host organization as a secondary point of contact for any queries relating to the application, should it be supported.

Administrative contact name, job title, telephone

Acknowledgement, Review and Submit

Please declare any conflicts or potential conflicts of interest that you or your co-applicants may have in undertaking this research, including any relevant personal, non-personal and commercial interest that could be perceived as a conflict of interest.