

CRDF Global Request for Proposals (RFP)

**Infectious Diseases and Immunology Research:**

**U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2020**

**Proposal Deadline: Monday, March 16, 2020 (23:59) U.S. Eastern Time (ET)**

**Tuesday, March 17, 2020 (12:59) Japan Time**

**Table of Contents**

[**I. COMPETITION SNAPSHOT** 2](#_Toc24454533)

[**II. BACKGROUND** 2](#_Toc24454534)

[**III. SCOPE AND PURPOSE** 3](#_Toc24454535)

[**IV. ELIGIBILITY** 5](#_Toc24454536)

[**V. REVIEW OF PROPOSALS** 8](#_Toc24454537)

[**Evaluation Criteria** 8](#_Toc24454538)

[**VI. PROPOSAL PREPARATION AND SUBMISSION** 8](#_Toc24454539)

[**A.** **Proposal Submission** 8](#_Toc24454540)

[**B.** **CRDF Global Policies and Applicant Resources** 9](#_Toc24454541)

[**C.** **Proposal Formatting** 9](#_Toc24454542)

[**D.** **Proposal Elements (required unless otherwise noted)** 9](#_Toc24454543)

[**PROPOSAL DOCUMENT (APPENDIX A)** 10](#_Toc24454544)

[**ADDITIONAL SUPPORTING DOCUMENTATION** 12](#_Toc24454545)

[**VII. ALLOWABLE COSTS** 13](#_Toc24454546)

[**A.** **APac Sub-Team Expenses (CRDF Global Funded)** 13](#_Toc24454547)

[**B.** **U.S. Sub-Team Expenses (CRDF Global funded)** 15](#_Toc24454548)

[Cost Share Requirements 16](#_Toc24454549)

[**C.** **Japanese Sub-Team Expenses (AMED Funded)** 16](#_Toc24454550)

[**VIII. CRDF GLOBAL and AMED EXPECTATIONS OF GRANTEES** 17](#_Toc24454551)

[**IX. ADDITIONAL INFORMATION AND SUPPORT** 18](#_Toc24454552)

[**X. PROGRAM SUPPORT INFORMATION** 18](#_Toc24454553)

[**APPENDIX A: PROPOSAL DOCUMENT FORMS AND TEMPLATES** 19](#_Toc24454554)

[**APPENDIX B: CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION** 39](#_Toc24454555)

[**APPENDIX C: USJCMSP JAPANESE PANEL CHAIRS** 41](#_Toc24454556)

**I. COMPETITION SNAPSHOT**

|  |  |
| --- | --- |
| **Eligible Applicant(s)** | Joint teams of U.S., Japan, and other regional Asian-Pacific (APac, based outside of Japan) researchers |
| **Competition Opens** | **Wednesday, November 13, 2020 (23:59) Eastern Time (ET)Thursday, March 14, 2020 (23:59) Japan Time** |
| **Submission Deadline** | Monday, March 16, 2020 (23:59) Eastern Standard Time (EST), UTC-5(i.e., Tuesday, March 17, 2020 (12:59) Japan Standard Time, UTC+9) |
| **Announcement of Results** | Wednesday, July 1, 2020 (ET), UCT-4 |
| **Eligible Research Scope** | Infectious Diseases and Immunology |
| **Project Duration** | Up to two years  |
| **Award Amounts** | Each up to $60,000 USD total for two-year of support |
| **Complete Competition RFP and Proposal Forms** | A Word version of proposal forms and templates is available for download:  |
| **Eligible Asian-Pacific (APac) countries/areas for application[[1]](#footnote-2)** | Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Marshall Islands, Micronesia (Federated States of Micronesia), Myanmar, Mongolia, Nauru, Nepal, Pakistan, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam |
| **How to Apply** | All proposals must be submitted through the CRDF Global Electronic Proposal Submission (EPS) website: <https://eps.crdfglobal.org/USJCMSP/StartPage.aspx>Japanese sub-teams are also **required** to complete e-Rad submission no later than **Monday, March 17, 2020 (13:00 pm) JST, UTC+9**<https://www.amed.go.jp/koubo/03/01/>0301B\_00056.html E-mail attachments and hard copies will **NOT** be accepted. For more information and instructions, please refer to [Section VI. A.](#AVII) |
| **Condition for Application** | Individuals who served as Principal Investigators (PI) on the 2016, 2018 or 2019 USJCMSP Collaborative Awards cannot apply as PIs.  |
| **Program Point of Contact** | Stephanie Pozuelos, CRDF Global, spozuelos@crdfglobal.org  |

# **II. BACKGROUND**

CRDF Globalis accepting proposals from joint U.S., Japan, and other regional Asia-Pacific (APac) based investigators working in the field of infectious disease and immunology research for the *U.S.-Japan Cooperative Medical Sciences Program (USJCMSP) Collaborative Awards, 2020.* This initiative is jointly funded by CRDF Global utilizing funds provided by the U.S. National Institute of Allergy and Infectious Diseases (NIAID) of the National Institutes of Health (NIH) and the Japan Agency for Medical Research and Development (AMED). *USJCMSP Collaborative Awards, 2020* is the third round of a collaborative award program that was initiated in 2016 following the 50th anniversary celebration of the USJCMSP. The awards program aims to promote the inclusion of early-stage and female scientists in collaborative research.

**The USJCMSP**, one of the oldest bilateral programs in the history of NIH, was established in 1965 (under a U.S. Presidential-Japan Prime Ministerial level agreement) to strengthen Japanese research capacity and address issues of public health importance in the APac region. The program continues to maintain its value as a unique tool to foster U.S., Japan, and APac Region research collaboration. The program has nine Joint Panels (AIDS; Acute Respiratory Infections; Cholera and other Bacterial Enteric Diseases; Hepatitis; Parasitic Diseases; Cancer (previously the Genes, Environment, and Diseases Panel); Nutrition and Metabolism (inactive on the U.S. side); Mycobacterial Diseases; Viral Diseases and one cross-cutting Joint Immunology Board.

For more information visit

<https://www.niaid.nih.gov/research/us-japan-cooperative-medical-science-program-organization-and-history>

<https://www.amed.go.jp/en/program/list/03/01/007.html>

**NIAID** conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. For more than 60 years, NIAID research has led to new therapies, vaccines, diagnostic tests, and other technologies that have improved the health of millions of people in the United States and around the world. For more information visit <http://www.niaid.nih.gov/>.

**AMED** engages in research and development (R&D) in the field of medicine, establishing and maintaining an environment for this R&D, and provides funding to promote integrated medical R&D from basic research to practical applications, to smoothly achieve application of outcomes, and to achieve comprehensive and effective establishment/maintenance of an environment for medical R&D. Visit <https://www.amed.go.jp/en/aboutus/index.html> for more information.

**CRDF Global** is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. CRDF Global specializes in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained. For more information visit <http://www.crdfglobal.org>.

# **III. SCOPE AND PURPOSE**

The purpose of the USJCMSP collaborative awards is to foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in Japan, the APac region, and U.S. investigators and institutions. It is expected that proposals will focus on questions of direct relevance to the APac region that will add to global knowledge about viral diseases. The USJCMSP continues to promote collaborations, especially to include early-stage[[2]](#footnote-3) and female scientists from around the region.

Investigators from the United States, Japan, and other APac countries are invited to jointly apply for funding for collaborative research projects focused on the areas of research listed below and other related topics. Basic and clinical immunology and endemic and emerging infectious diseases relevant to the APac region eligible for this competition are the following:

Acute Respiratory Infections

* Cholera and other Bacterial Enteric Diseases

Hepatitis

Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS)

Immunology related to Infections Diseases

Nutrition and Metabolism (related to Infectious Diseases and/or Immunology)

Parasitic Diseases

Resistance against Anti-Microbial/Viral Agents

* Tuberculosis, Leprosy, and other Mycobacteria

Other Viral Diseases

Other Emerging and Reemerging Infectious Diseases

While clinical trials will not be supported through this call, clinical and population-science research proposals are encouraged, and applications that include the planning and establishment of the infrastructure for clinical trials and longitudinal cohort studies are welcome. Such applications should include descriptions of the aims of the planned trial or cohort, source population, strategies for the recruitment of human subjects, management of ethical review and monitoring, statistical considerations, plans for research staff training and strengthening research infrastructure, and potential sources for supporting the trial.

U.S. and APac PIs should apply to their institutional review boards (IRBs) for necessary bioethics approvals, as soon as feasible, since they will be required to submit proof of their institution’s IRB approval **within 6 weeks** of award selection notice.

Japanese PIs must undertake the necessary procedures for obtaining the approval of both internal and external ethics committees in the case that implementation of the proposed R&D concept involves research requiring procedures based on laws/ordinances and/or ethical guidelines (such as R&D requiring the consent/cooperation of another party; R&D requiring care in handling personal information; and R&D requiring measures regarding bioethics/safety measures).

The primary goals and objectives of the initiative are to:

* Foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in Japan, the APac region, and U.S. investigators and institutions. It is expected that proposals will focus on questions of direct relevance to the APac region that will add to global knowledge about infectious diseases.
* Provide start-up or supplemental funding to facilitate the early development or expansion of collaborative research programs and the collection of key preliminary data that could be used to prepare more substantive grant proposals.
* Encourage mentoring and training of **early-stage and female investigators** through collaborations with mid-career and senior investigators in the areas of infectious diseases and immunology.

Six to eight awards, each up to **$60,000 USD**, will be made in support of two-year projects, with the possibility of up to two years no-cost extension if justified. Collaborative research teams consisting of investigators from the U.S., Japan, and other APac countries listed below are eligible to apply. Each collaborative team that applies for funding under this program must utilize one of the following three compositional and budget allocation structures.

|  |
| --- |
| **Team Composition and Budget Allocation Options** |
| **U.S. sub-Team** * Up to 50%; $30,000

**Japan sub-Team** * At least 50%; $30,000
 | **U.S. sub-Team** * Up to 40%; $24,000

**APac sub-Team** * At least 60%; $36,000
 | **U.S.** **sub-Team** * Up to 25%; $15,000

**APac sub-Team** * At least 40%; $24,000

**Japan sub-Team** * Up to 35%; $21,000
 |

Funding identified in approved proposal budgets will be awarded directly by AMED for Japanese sub-team expenses, and by CRDF Global for U.S. sub-team and APac sub-team expenses.

**Eligible APac countries/areas for application**[[3]](#footnote-4) include Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Marshall Islands, Micronesia (Federated States of Micronesia), Mongolia, Myanmar, Nauru, Nepal, Pakistan, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.

**Duration and start date of the project**

* **Each awarded project is to be carried out jointly between the collaborative sub-teams.** The start date of the project per sub team shall be the date an award agreement is fully executed (i.e., is signed with CRDF Global or AMED).
* Awards are anticipated to start in. CRDF Global and AMED will coordinate respective sub-team award execution dates as close as possible. **Sub-team** **finalists may not begin any project activities or incur any project expenses associated with the awards** until an award agreement has been signed with their respective awarding agencies. A CRDF Global award start date is subject to change, pending timely submission by PIs of all documentation as required by U.S. government (USG) grant regulations.
* **Research timeline** is recommended to be prepared in terms of semi-annual segments, per the Milestone Plan. See sample plan included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1).
* **The duration of the project** shall be up to 24 months from the date an award agreement is fully executed. CRDF Global may grant up to two years no cost extension of the project with strong justification with NIAID approval.

CRDF Global will address all program-related inquiries, serve as the point of contact for the RFP and communicate all results to applicants. CRDF Global will also receive full proposals from applicants and will coordinate a technical peer review of proposals. Following these reviews, the program sponsors will collectively determine meritorious proposals to receive awards administered through CRDF Global and, for Japanese PIs, AMED.

# **IV. ELIGIBILITY**

**Individuals who served as PIs on the 2016, 2018 or 2019 USJCMSP collaborative awards cannot apply as PIs in this competition.**

All proposals **must** meet each of the following eligibility criteria:

1. Each proposal must include **one PI** **from each sub-team (U.S., Japan and/or APac team)** who will serve together as Co-PIs of the collaborative team. Co-PIs will share overall responsibility for the project and coordinating all project participants and institutions. The institution at which each PI is employed will serve as the individual team’s Principal Institution[[4]](#footnote-5) designated on the proposal. **Additional Investigators and institutions may be included as secondary collaborators to each individual team at the discretion of the co-PIs.**
2. Each PI must:
	* Possess the degree of Ph.D., M.D., or the equivalent research experience
	* Demonstrate scientific capacity and research experience.
	* Be employed at an institution that can serve as the Principal Institution on the award.
3. On each application, both of the Japanese sub-team and the U.S. sub-team must include as a PI an **early-stage[[5]](#footnote-6)** or female investigator. In applications that include a collaborating APac sub-team, the APac sub-team must include at least ONE early-stage or female investigator, preferably as the APac sub-team PI.  If senior investigators (i.e., non-early-stage) are included as members of the proposed Japanese, U.S. or APac sub-teams, at least one senior investigator involved in each project must be identified as a mentor and trainer who will work with the early-stage investigator(s) involved in each project.
4. Sub-team budget allocation percentages must total 100% for the collaborative team and may not exceed $60,000 USD.
5. All projects must focus on basic, clinical or translational research targeting one or more of the following fields of topical areas listed in [Section III.](#III)
6. Each proposal is evaluated independently and therefore should not be part of, nor depend on the success of other proposals submitted to this program.
7. Each collaborative team can submit only one proposal for this competition. Individuals serving as PIs are NOT permitted to serve as team members on other submitted proposals. Interested applicants are advised to submit the strongest application they can for this program. For research ideas that require resources not provided by this program or in areas outside the scope of this program, interested applicants are encouraged to review other NIAID/NIH, AMED, and CRDF Global funding opportunities. Specific funding opportunities are available at:
	* NIAID: <https://www.niaid.nih.gov/grants-contracts/opportunities>
	* AMED: <https://www.amed.go.jp/koubo/koubo_index.html> (Japanese);

<https://www.amed.go.jp/en/news/proposals.html> (English)

* + CRDF Global: <http://www.crdfglobal.org/grants/funding-opportunities>
1. U.S. SUB-TEAM ONLY: The U.S. PI and participants on the U.S. team may be foreign nationals (U.S. permanent residents or visa holders), but must reside in the U.S. for at least 50% of the award period. Graduate students on the U.S. team may be foreign nationals, but they must be enrolled in an accredited degree program at a U.S. institution during the period of their participation in the project.

Scientists employed by the U.S. federal government may apply for this program, however the U.S. PI and affiliated federal agency are **not permitted** to receive funding under this Program. Instead all award funds are to support the APac sub-team and/or Japanese sub-team(s) or collaborating non-federal U.S. institutions and investigators. See [Section VII.B](#_U.S._Sub-Team_Expenses) Allowable Costs for more information.

APac SUB-TEAM ONLY (based outside of Japan): The PI and participants on the APac sub-team may be foreign nationals (permanent residents or visa holders), but must reside in a country in the APac region listed in [Section III](#_III._SCOPE_AND) for at least 50% of the award period. Graduate students on the APac team may be foreign nationals, but they must be enrolled in an accredited degree program at an Asian-Pacific institution during the period of their participation in the project. See [Section VII.A](#_APac_Sub-Team_Expenses)  for more information on Allowable Costs.

Japanese SUB-Team Only: The Japanese PI and participants on the Japan team may be foreign nationals (Japanese permanent residents or visa holders), but must reside in Japan for at least 50% of the award period. Graduate students on the Japanese team may be foreign nationals, but they must be enrolled in an accredited degree program at a Japanese institution during the period of their participation in the project. See [Section VII.C](#_Japanese_Sub-Team_Expenses) Allowable Costs for more information.

In addition, the applicants for the Japanese sub-team must satisfy the following AMED eligibility requirements:

Eligible Applicants for this program shall be researchers affiliated with a research institute in Japan that fulfills the conditions shown in (1)–(5) below and who have the capability to take responsibility for formulating an R&D implementation plan and compiling the research accomplishments for the R&D project for which the application is being submitted (hereinafter referred to as “R&D Principal Investigator” (PI)).

1. “Research Institute” refers to institution with the characteristics shown in (a)–(h) below.
2. National facility or other organization[[6]](#footnote-7) (limited to institutions/facilities where the PI is employed in an educational position, research position, medical care position2, welfare service position2, or designated position[[7]](#footnote-8), or as a fixed-term contract researcher).
3. Research institute, etc., affiliated with a local public body.
4. University as prescribed under the School Education Act (Law No. 26 of 1947) or university affiliated research institute, etc. (including inter-university research institute corporations).
5. R&D division or research laboratory, etc. of a private enterprise
6. A special private corporation, general incorporated association, general incorporated foundation, public interest incorporated association, or public interest incorporated foundation (hereinafter referred to as a “special private corporation, etc.”) whose main activity purpose is research.
7. An independent administrative corporation as prescribed under Article 2 of the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999) or local incorporated administrative agency as prescribed under Article 2 of the Act on Local Incorporated Administrative Agencies (Act No. 118 of 2003) whose main activity purpose is research.
8. Non-profit, charitable technology research associations[[8]](#footnote-9)
9. Other institution deemed appropriate by the President of AMED.
10. In the case that the project is selected, the research institute’s facilities and equipment can be used for carrying out the project.
11. In the case that the project is selected, the research institute is able to carry out administrative procedures such as contract procedures.
12. In the case that the project is selected, the research institute is capable of responsibly handling any intellectual property (IP) rights (including patents and copyright, etc.) generated through implementation of this program.
13. The research institute is capable of continuing to promote R&D even after this program has concluded, and can carry out the necessary procedures, etc., for supporting researchers in relation to this program.

In the case that a researcher who is not affiliated with a designated research institute or is affiliated with a research institute outside of Japan is selected as the PI, the researcher may apply for this program if they are able to become affiliated with a research institution in Japan and create a system for conducting research by March. However, in the case that the above conditions are not met by March, as a general rule the decision to adopt the R&D project shall be cancelled.

**\*Note:** Applicants are able to contact in advance a member of the USJCMSP Japanese Panel, for preparing a research proposal. Please see [Appendix C](#_APPENDIX_C:_List) for the complete list of panel chairs.

**CRDF Global reserves the right to restrict the participation of any individual or institution in its programs.** CRDF Global complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF Global not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

**Any applicants as Japanese sub-team must read and understand the conditions of AMED for this program**.

Please refer to the information on the following websites:

 <https://www.amed.go.jp/program/list/03/01/007.html> (Japanese)

 https://www.amed.go.jp/en/program/list/03/01/007.html (English)

# **V. REVIEW OF PROPOSALS**

All proposals and information contained therein will remain confidential prior to the award and will be screened for eligibility and completeness upon receipt by CRDF Global. Peer based panel review will take place through a scientific panel of experts appointed by CRDF Global and approved by NIAID and AMED. The panel will use the evaluation criteria described below in reaching its decisions. The panel will rank proposals by the evaluation criteria and assign an overall rating to each proposal, as well as a funding recommendation. CRDF Global will share these recommendations with NIAID and AMED which will jointly decide with CRDF Global on selection of finalists.

CRDF Global will announce awards starting July 1, 2020 via e-mail. All awards are subject to the availability of funding from program sponsors. All decisions by CRDF Global, NIAID, and AMED are final.

## **Evaluation Criteria**

CRDF Global panels of external reviewers will use the following criteria in the evaluation of proposals for this program.

1. **Research Plan:** How well the individual elements of the project plan fit with the overall project goals.
2. **Technical Merit:** The technical soundness of the proposed work, the project’s management plan, and adequacy of the resources available, both technical and financial.
3. **Research Impact:** The probability that the project will result in new knowledge in one or more research fields, or have a positive impact on health of the population in the APac region or/and all over the world.
4. **Personnel Capacity and Collaborative Benefits:** The expertise of the investigators and other participants, including the strengths and weaknesses of each partner, as well as the balance of the collaboration and distribution of partnership benefits.
5. **Benefit to Education and Infrastructure:** Appraisal of the project’s training and mentoring plans that target early-stage researchers, including early-stage female scientists. Proposed activity should include the provision of career enhancing opportunities for personnel, the sharing of equipment and resources among all institutions involved, technology transfer, and the project’s long-term positive impact on the research environment and capacity, particularly in the lesser-developed countries involved.

# **VI. PROPOSAL PREPARATION AND SUBMISSION**

**Only proposals submitted according to the instructions and which follow the formatting and include all of the required elements listed below will be reviewed.**

## **Proposal Submission**

All proposals must be submitted electronically through CRDF Global’s Electronic Proposal Submission (EPS) site: <https://eps.crdfglobal.org/USJCMSP/StartPage.aspx>

**Note:** Submission through the EPS website **does not** require previous registration. .

**All submissions must be completed no later than**:

Monday, March 16, 2020 (23:59) U.S. Eastern Time (ET) (UCT -4)

Tuesday, March 17, 2020 (12:59) Japan Time (UCT +9)

The Japanese and/or APac and U.S. PIs should jointly develop the proposal and provide written evidence of the concurrence of the Japanese and/or APac and U.S. Institute Leadership Representative. Once the entire proposal has been finalized, it should only be submitted ONE time by ONE PI.

At the conclusion of the electronic submission process, the collaborating PIs will receive a confirmation message from CRDF Global. A copy of this message will also be sent to Institute Leadership Representatives identified in the proposal. Further instructions on electronic proposal submission are available at the above website.

Proposal application materials submitted to CRDF Global must be prepared in English and compiled in the following separate document files for submission to the Electronic Proposal Submission (EPS). Acceptable file formats are MS Word (.doc) or Adobe Acrobat (.pdf).

The site does not allow you to save partial submissions. Applicants must have all documents ready before beginning submission process.

**Required:**

* 1. Completed proposal document (all applicable elements under Proposal Elements [Section VI.D](#_Proposal_Elements_(required_1))
	2. Japanese and/or APac and U.S. PI and Team Participant Curricula Vitae (CV) documents

**As Applicable:**

1. Supporting documents for proposals Involving Human and/or Animal Subject Research.
2. Cost-sharing and Participation of For-Profit Companies, Letter of Commitment.

For questions about the Electronic Proposal Submission (EPS) process, please contact the

CRDF Global Program Staff at: spozuelos@crdfglobal.org.

**Japanese sub-teams only**

In addition to submission through CRDF Global's EPS, applicants in Japanese sub-teams are **required** to complete e-Rad submission no later than **Monday, March 17, 2020 (13:00 pm) Japan Time (UCT +9)**.

For questions about the e-Rad, please contact AMED at nichibei@amed.go.jp.

**Applications that do not complete submission through both CRDF Global's EPS and e-Rad will be considered ineligible.**

## **CRDF Global Policies and Applicant Resources**

Before writing the proposal applicants should review all documents and policies on the [CRDF Global Applicant Resources page.](http://www.crdfglobal.org/grantees/information-applicants)

## **Proposal Formatting**

|  |  |
| --- | --- |
| * Typed
 | * One-inch margins on ALL sides
 |
| * Single-spaced
 | * Font size of no less than Arial 10pt (Times New Roman 10pt font is not acceptable)\*
 |

*\*A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable*.

## **Proposal Elements (required unless otherwise noted)**

Detailed information for all necessary elements of a proposal is listed below. Appendices may not be included. Any proposal submitted without ALL required information, including signatures and forms, may be disqualified and removed from the competition. Applicants are encouraged to carefully review proposals prior to submission to ensure accuracy and completeness. Decisions by CRDF Global on behalf of the program sponsors are final and cannot be appealed.

Applicants are required to follow instructions and use the electronic forms and templates downloadable as a PDF Document here: [[insert](http://www.crdfglobal.org/funding-opportunities/2019-USJCMSP) new link]

**The following sections must be compiled into and submitted as a single Proposal document with pages numbered consecutively.**

### **PROPOSAL DOCUMENT (APPENDIX A)**

#### **A.1.Cover Sheet**

One per proposal including

* Project title and basic information about the project
* Information about the Japanese and/or APac and U.S. PIs
* Information about the Japanese and/or APac and U.S. Institute Leadership Representative (individual who would be responsible for negotiating contractual and financial terms in the case of an award.)

This information must also be entered during the electronic proposal submission process.

**Note:** CRDF Global requires that Form A be signed by **both** the Japanese and/or APac PI and Japanese and/or APac Institution Leadership Representative. Please include a scanned copy of the signed document.

#### **A.2: Project Abstract**

One concise paragraph summarizing all relevant aspects of the project, with special attention to its objectives, methods, and potential results. (No more than 350 words).

#### **A.3: Project Narrative**

Five pages maximum including any graphs, diagrams, and photos. **PIs are cautioned that the Project Narrative must be self-contained, and that URLs providing information related to the proposal should not be used.**

CRDF Global expects strict adherence to the rules of proper scholarship and attribution. The responsibility for proper scholarship and attribution rests with the authors of a proposal; all parts of the proposal should be prepared with equal care for this concern. **All contributing authors, including any PIs and sub-team participants, should be named and acknowledged at the bottom of the Project Narrative section.** Example: Contributing Authors: NAME (Japanese and/or Regional Asian-Pacific PI), NAME (U.S. team-researcher)

**The following must be described in the Project Narrative:**

* The approach, objectives, milestones, and measurements of success that will be used
* A clearly defined project timeline, noting all project tasks and goals to be accomplished.
* A brief monitoring and evaluation plan
* How the individual and combined competencies of the sub-team participants will enable the project to be carried out, and what relevant prior work has been carried out by member’s sub-teams
* The anticipated results of the project and how they address the CRDF Global evaluation criteria listed in [Section V](#_Evaluation_Criteria)
* How the project compares to current research conducted in the topic area
* Facilities, equipment, and other resources available at the U.S. and Japanese and/or APac institutes directly applicable to the project including those from secondary collaborators. This should address the adequacy of the resources available to perform the effort proposed. The description should be written narratively and not include any financial information
* Requested equipment to be utilized in the project
* How the Japanese and/or APac and U.S. PIs will coordinate project implementation and assess progress at regular intervals. Each project must involve significant and substantive cooperation between the Japanese sub-team and/or APac sub-team and U.S. sub-team. All proposed international travel to be funded under the project must be described in terms of its purpose and duration.

**Note**: Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in the proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal and appropriately labeled as:

*"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside of CRDF Global, except for purposes of review and evaluation."*

#### **A.4: References Cited**

Reference information for the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Identify the website address if the document is available electronically. While there is no page limitation for the References Cited, this section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.

#### **A.5: Project Milestone Plan**

One Project Milestone Plan per proposal, describing specific milestones to be accomplished by the sub-teams during project implementation. A sample Milestone Plan is included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1).

**Note:** the following when preparing the Milestone Plan:

* Milestones are discrete activities that allow the grantee to achieve the overall objectives described in the project narrative. Milestones should reflect realistic accomplishments that can be verified by CRDF Global and AMED staff. Examples of such milestones include, but are not limited to: sample collection, data analysis, trainings, or travel for a specific task under the proposed project.
* Milestones must be verifiable through submission of documentation or other deliverables (e.g. photos, purchase orders, training materials, reports, or other tangible proof that the activities occurred).
* Each milestone should be clearly described and include a corresponding deliverable.
* The amount of funding requested (on a semi-annual basis) should be included in the Milestone Plan.

#### **A.6: Sub-Team Key Participant Data Form**

One form for each additional participant on the Japanese sub-team and/or APac sub-team and U.S. sub-team, including researchers/engineers, technical/scientific support staff, graduate and undergraduate students, administrative/clerical support staff (Japanese sub-team and/or APac team only), and secondary collaborators.

**Note:**

* Form A.6 is for additional team participants only; the sub-team PIs do not need to complete this form with their own information.
* For planned graduate students not yet identified, complete the form as “Planned Graduate Student” indicating, at a minimum, the anticipated institution and level of education.
* Each form should be accompanied by the Curricula Vitae (CV) for the sub-team participant. All CVs are to be compiled and submitted in a separate document. See section on [CVs on page 12.](#cv)

#### **A.7: Project Sub-Team Budget**

**One for each** sub-team involved. The budget should cover the entire award period. PIs should refer to “Allowed Costs” in [Section VII](#VIII) for information to be listed in the budget.

* U.S. and APac sub-teams use Form A.7.i
* Japan sub-team use Form A.7.ii

#### **A.8: Budget Narrative**

**One for each** sub-team involved explaining all budget items in the corresponding Project Sub-Team Budget.

* U.S. and APac sub-teams use Form A.8.i.
* Japan sub-team use Form A.8.ii

#### **A.9: Project Budget Overview**

One for each team. Convert all amounts to USD. PIs should refer to “Allowed Costs” in Section VII.

#### **A.10: Statement of Other Sources of Support of Key Personnel**

**One for each PI** listing current and pending sources of support for all their research projects, **excluding** those that are already included under the “COST-SHARING FROM NON-CRDF SOURCES” section in the Budget. PIs with grants from U.S. Government sources, such as NIH or NSF, should indicate the grant number, duration of the award, and level of effort. If this proposal has also been submitted to another organization, please indicate this information clearly on the form. **Should a PI have no other sources of support, check the box marked “None” at the top of Form D, and include this page with the proposal**.

#### **A.11: Previous CRDF Global Awards (if applicable)**

One formfor **each** previously held CRDF Global award by a PI, if it is **directly** related to the research objectives outlined in the current proposal. Individual forms should not exceed one page.

**Note**: Individuals who served as PIs on the 2016 USJCMSP Collaborative Awards cannot apply as PIs.

#### **A.12: PI Partnership and Terms Agreement Statement**

Each PI must provide a signed statement on institutional letterhead certifying her or his agreement to the collaboration. One for each U.S. and Japanese PI participating on a proposal certifying his or her agreement to the collaboration. The statement must be on institutional letterhead and submitted as a signed scanned copy. PIs should use the Partnership Statement template that is included herein.

#### **A.13 Plagiarism Policy and Standards Agreement**

A CRDF Global plagiarism policy and standards document that is included herein, submitted as a signed scanned copy by each of the Japanese and/or APac and U.S. PI.

CRDF Global will not provide funding to an application in which plagiarism exists.

*Plagiarism is defined as the incorporation of published writing or another person’s original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s).*

#### **A.14 Institutional Data Form:**

This document is a CRDF Global requirement for U.S. and APac institutions only.

### **ADDITIONAL SUPPORTING DOCUMENTATION**

The following documents should be prepared and uploaded separately from the main proposal file:

#### **Curricula Vitae (CV) - Required**

One for each U.S. sub-team PI, Japanese sub-team PI, and/or Regional APac sub-team PI and Team Participant compiled in one file.

Each CV should include the individual’s name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the project. Please visit [the Resource guides and templates for writing a Curriculum Vitae (CV)](http://www.crdfglobal.org/sites/default/files/Resource%20guides%20and%20templates%20for%20writing%20a%20Curricula%20Vitae.pdf) page on the CRDF Global website for assistance. Please ensure you have provided a full CV for each team member listed in the *Sub-Team Key Participant Data form* in the main proposal file.

* PI CVs should be no more than five (5) pages
* Team member CVs should be no more than two (2) pages

#### **Special Documentation for U.S. and APac Sub-Teams ONLY (as applicable)**

* **Human/Animal Subjects Research**:CRDF Global is committed to ensuring that projects involving human or animal subjects are protected from research risks in conformance with CRDF Global policies. All projects recommended for award that involve human or animal subjects will undergo review by the CRDF Global Bioethics Review Committee (BRC) prior to award request. Grant recipients will not be authorized to begin work until IRB approval is provided to CRDF Global. Activation of a grant Agreement is contingent on submission of complete IRB documentation and approval to CRDF Global. For more information about CRDF Global’s [Guidelines for Proposals Involving Human and/or Animal Subject Research.](https://www.crdfglobal.org/grants/information-applicants)
* **Cost-sharing and Participation of For-Profit Companies**: CRDF Global highly encourages cost-sharing from U.S. and APac for-profit companies applying to the program. For-profit companies must provide specific details about their cost-share through a letter of commitment written on organizational letterhead and signed by an authorized representative of the company. This should be uploaded during the electronic submission of the proposal. Please see [Cost-Sharing and Participation of For-Profit Companies](http://www.crdfglobal.org/sites/default/files/RP%20Competitions%20Cost%20Sharing%20Policy.pdf) for additional information.

**Please see** [**Appendix B**](#_APPENDIX_B:_CHECKLIST) **for a checklist of proposal submission requirements.**

**CRDF Global reserves the right to require greater detail if necessary to proceed with award selection.**

# **VII. ALLOWABLE COSTS**

The maximum total award is up to **$60,000** U.S. Dollars (USD) disbursed over two years. Sub-team budget allocation percentages must total 100%.

***In the case of an award, a project budget may be subject to revision by CRDF Global and AMED staff.***

CRDF Global will support the U.S. sub- teams and APac (outside of Japan) sub-teams using NIAID funds, and AMED will support the Japanese sub-teams according to the following team compositions.

|  |
| --- |
| **Team Composition and Budget Allocation Options** |
| **U.S. sub-Team** * Up to 50%; $30,000

**Japan sub-Team** * At least 50%; $30,000
 | **U.S. sub-Team** * Up to 40%; $24,000

**APac sub-Team** * At least 60%; $36,000
 | **U.S.** **sub-Team** * Up to 25%; $15,000

**APac sub-Team** * At least 40%; $24,000

**Japan sub-Team** * Up to 35%; $21,000
 |

Applicants must budget for travel to participate in the EID (Emerging Infectious Diseases) international conference, which is annually held under the U.S.-Japan Cooperative Medical Sciences Program (location to vary in Asian countries) in order to make a presentation and develop research network. Attendance at this conference is mandatory for investigators of awarded projects. PIs of each sub teams are strongly encouraged to participate, once in two years of its research term, in the EID conference of relevant overall theme (Viral diseases or Bacteria & Parasitic diseases).

## **APac Sub-Team Expenses (CRDF Global Funded)**

Total grant support for the APac sub-team expenses of the total amount requested **must** be:

1. At least 60% of the total award funds requested when collaborating with a U.S. sub-team
2. At least 40% of the total award funds requested when collaborating with U.S AND Japan sub-teams.

CRDF Global award funds are dispensed on a cost-reimbursable basis for actual expenses incurred. No advanced funding will be provided for Individual Financial Support, Equipment, Supplies and Services, Travel or Indirect Costs (IDC) as described below. CRDF Global will work with individual grant recipients/institutional for any financial resource issues that may arise from the cost-reimbursable policy.

No taxes may be included in any budget proposal submitted to CRDF Global. APac For-profit companies may request the full amount of funding, but may additionally provide a contribution, material or in kind, equal to 5-10% of the total APac team’s expenses. These expenses and their amounts should be described in the Budget and in the Budget Narrative forms provided in Appendix A. Refer to [Cost-Sharing and Participation of For-Profit Companies](http://www.crdfglobal.org/sites/default/files/RP%20Competitions%20Cost%20Sharing%20Policy.pdf) for additional information on cost-sharing requirements for for-profit companies.

The following costs are permitted under CRDF Global guidelines for this program:

1. **Individual Financial Support/Labor Costs (IFS):** CRDF Global will reimburse the APac participants for labor costs associated with work on the project as permitted by the participants’ institutions and based on the current salaries. Labor expenses will be reimbursed based on actual hours worked on the project as documented to CRDF Global through participant timesheets. Labor rates must be justifiable and align with country appropriate wages. Include all benefits and fringe costs within the labor rate. Any fringe rate included must be certifiable by the institute.

Graduate student stipends are permissible and may include fringe benefits or tuition remission. For planned graduate students not yet identified, clearly indicate their participation and request for support in the Budget Narrative. Applicants should indicate such graduate students as “Planned Graduate Student” in the budget. Please ensure you have provided a full CV for each team member listed in the *Sub-Team Key Participant Data form* in the main proposal file.

1. **Equipment, Supplies and Services (ESS):** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than $1,000 USD with a useful life of less than one year, or other lower threshold consistent with the policy established by the proposing organization. Any requested equipment valued at more than $1,000 USD with a use life of more than one year must be specifically described and justified in the Budget Narrative. All orders for goods and services that exceed $10,000.00 are subject to competitive selection requirements and require documentation of at least 3 bids prior to procurement.

Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted. Each line item should be calculated based on actual costs. Include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the Budget Narrative for all proposed line items indicated on the Budget (forms included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1)).

Funds may also be requested for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the grant.

1. **Travel:** Transportation and per diem support for travel of APac team participants in connection with the project should be requested and described in the Budget Narrative. Travel funds may be used to travel to the collaborating institutions as well as for domestic travel, if applicable.

If part of the research/mentoring plan, CRDF Global allows members of the APac sub-team to visit the U.S. sub-team’s laboratory and members of the U.S. sub-team to visit the APac laboratory/research site to advance training and research objectives.

The following cost guidelines should be used in preparing the travel portion of the budget:

* 1. International Transportation. CRDF Global-supported travelers must purchase the lowest-cost applicable economy-class round-trip airfare from their home country. Travelers must comply with the provisions of the Fly America Act. For more information, please refer to [Fly America Guidelines](http://www.crdfglobal.org/program-areas/research-partnerships/applicant-resources/lists/resources-for-cgp-competition-applicants/fly-america-guidelines).
	2. Travel Allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget:
* For travel in the U.S., visit: <http://www.gsa.gov/portal/category/21287> .
* For non-U.S. travel, refer to <https://aoprals.state.gov/content.asp?content_id=184&menu_id=78>.

These allowances cover lodging, meals, and incidental expenses. Visa fees are allowable expenses and may be included in the budget. It is also important to provide a justification and a description of the travel plans within the Budget Narrative.

1. **Secondary Collaborators.** Secondary collaborators are institutions on the APac sub-team other than the APac Principal Institution that will participate in the proposed project and receive support under a CRDF Global award. Secondary collaborators may participate in the form of sub-contracted work and may include any allowable costs described in this section. All secondary collaborator personnel and facilities must be specifically listed and described in the proposal. A separate budget justification for each secondary collaborator must be included in the Budget Narrative. Secondary collaborators must follow the residency eligibility requirements of their respective teams (see [Section IV](#V).).
2. **Indirect Costs (IDC)**. Institutions with a Negotiated Indirect Cost Rate Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment. Institutions without a NICRA may only request a maximum indirect cost rate of 8% of the APac team’s modified total direct costs . Modified total direct costs include salaries and wages, applicable fringe benefits, materials, supplies, services, employee travel, and subawards and subcontracts up to the first $25,000.00 of each subaward or subcontract. Modified total direct costs exclude equipment. This amount, combined with the team’s expenses, cannot exceed the funding total the team is allowed to request.

E.g.: Total Team Budget ÷ (1+ IS (8%)) = Modified Total Direct Costs maximum.

Direct costs + Indirect Costs = Total Maximum Requested.

## **U.S. Sub-Team Expenses (CRDF Global funded)**

Total grant support for the U.S. sub-team expenses of the total amount requested must be:

1. Up to 50% of the total award funds requested when collaborating with a Japanese sub-team
2. Up to 40% of the total award funds requested when collaborating with an APac sub-team.
3. Up to 25% of the total award funds requested when collaborating with both an APac AND Japanese sub-team.

CRDF Global will support expenses for U.S. sub-teams from universities and non-profits with the exception of large-scale equipment purchases. U.S. federal government agencies and U.S. teams from for-profit companies are not permitted to receive funding under this program. U.S. For-profit companies are encouraged to cover all U.S. team expenses and contribute 10% towards the APac team’s expenses by committing cash, materials, or in-kind contributions. These expenses and their amounts should be described in the Budget and in the Budget Narrative (see forms provided in Appendix A). Refer to [Cost-Sharing and Participation of For-Profit Companies](http://www.crdfglobal.org/sites/default/files/RP%20Competitions%20Cost%20Sharing%20Policy.pdf)for additional information on cost-sharing requirements of for-profit companies.

CRDF Global will distribute support to the U.S. team as a cost-reimbursable grant. U.S. teams should refer to the instructions below for submitting all documentation necessary to execute fixed obligation grants:

1. **Milestone Plan.** The Project Milestone Plan should identify and describe specific milestones to be accomplished by the U.S. team during project implementation. CRDF Global staff and external peer reviewers will evaluate the plan to ensure that milestones are directly relevant to the overall research project; can be delivered in accordance with the timeline; and can be supported by appropriate documentation.
2. **Budget.** U.S. teams must also submit a line-item project budget using the form provided in Appendix A. If selected for an award, CRDF Global staff may request additional information or supporting documentation before finalizing an award agreement. U.S. project budgets should be calculated in accordance with the following guidelines:
	* 1. Funding may be requested for the following expenses:
			1. Labor
			2. Equipment, Supplies and Services
			3. Travel
			4. Indirect Costs. Applicants (Primary and Secondary collaborators) may request indirect costs/ overhead expenses on all direct costs except for equipment (over $5,000), capital expenditures, rent, student tuition, participant support costs[[9]](#footnote-10)[1] and sub-awardees expenses (after the first $25,000). Total direct costs minus these items is considered the modified total direct cost (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:
* **IDC $** = IDC% x MTDC = $
* **Maximum Total Sub-Team budget** = total direct costs $ (including MTDC) + IDCs $

U.S. institutions with a Negotiated Indirect Cost Rate Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment. U.S. institutions without a NICRA may **not request more than 10%** in IDCs.

## Cost Share Requirements

Recognizing the limited funding available for these small projects and the goal to achieve maximum scientific outcomes, CRDF Global encourages applicants to provide cost shares. Awardees with a Negotiated Indirect Cost Rate Agreement (NICRA) from a U.S. federal cognizant agency exceeding 08% (depending on prior agreement), are encouraged to provide a cost share to cover the difference in cost rate, so that the applied Indirect Cost rate does not exceed 08% of the award’s modified total direct costs. Eligible cost shares must be verifiable through appropriate documentation provided by the awardee and should be described within the budget narrative.Cost shares should be:

* Verifiable through appropriate documentation provided by the awardee
* Not included as cost share contributions for any other award made from U.S. government funding
* Necessary and reasonable for the accomplishment of project objectives
* Allowable costs under this program
* Not paid by the U.S. government under another award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such a program can be applied to matching or cost sharing requirements of other U.S. government-funded programs

Examples of cost shares that may be included in the proposal:

1. Salary (including fringe benefits) of any team member essential to the project. Salary and fringe rates should be listed separately for each team member in the cost share budget.
2. Consultant services: Labor and fringe rates for third parties providing volunteer services towards the project may be counted as cost sharing or matching if the service is an integral and necessary part of the project. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances, where the required skills are not found with the awardee, rates must be consistent with those paid for similar work in the labor market.
3. Equipment/Supplies: Donated equipment, office supplies, or laboratory supplies. Value for these items must be assessed at fair market value of the property at the time of donation
4. Travel: For travel deemed necessary and reasonable to the project, the awardee may cost share appropriate travel expenses, including:
	1. Airfare – Lowest cost economy airfare and compliant with the [Fly America Act](https://www.gsa.gov/portal/content/103191)
	2. Lodging – Not to exceed applicable [domestic](https://www.gsa.gov/portal/category/100120) or [international](https://aoprals.state.gov/content.asp?content_id=184&menu_id=81) U.S. government per diem rates
	3. Meals and Incidentals - Not to exceed applicable [domestic](https://www.gsa.gov/portal/category/100120) or [international](https://aoprals.state.gov/content.asp?content_id=184&menu_id=81) U.S. government per diem rates
	4. Ground Transportation – Necessary local travel, such as taxis, rental cars, or mileage reimbursement on use of personal vehicles in accordance with the U.S. government allowance for [Privately Owned Vehicles](https://www.gsa.gov/portal/content/100715) (POV)
5. Unrecovered Indirect Costs: the difference between the amount charged to the award and the amount which could have been charged to award under the awardees federally-approved negotiated indirect cost rate (NICRA). Unrecovered indirect costs are only eligible as cost sharing for entities that currently have a NICRA with a cognizant U.S. government agency.
	* 1. Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
		2. Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
		3. Justification/support for labor, travel, and indirect/administrative costs should be provided in the budget narrative.

## **Japanese Sub-Team Expenses (AMED Funded)**

Total grant support for the Japanese sub-team expenses of the total amount requested must be:

1. At least 50% of the total award funds requested when collaborating with a U.S. sub-team
2. Up to 35% of the total award funds requested when collaborating with both an APac AND U.S sub-team.

AMED will support expenses for Japan sub-teams from universities, non-profits, for-profit companies and government institutions in Japan with the exception of large-scale equipment purchases.

AMED will support the Japan sub-team by providing grants. Japan sub-teams should refer to the instructions below for submitting all documentation necessary to execute grants:

**Milestone Plan:** The Team Project Milestone Plan should identify and describe specific milestones to be accomplished by the Japan sub-team during project implementation. AMED will evaluate the plan to ensure that milestones are directly relevant to the overall research project; can be delivered in accordance with the timeline; and can be supported by appropriate documentation.

**Budget.** Japan sub-teams must also submit a line-item project Budget and Budget Narrative (see [Appendix A](#_APPENDIX_A:_PROPOSAL_1) for the required forms). If selected for an award, AMED staff may request additional information or supporting documentation before finalizing an award agreement. Japan project budgets should be calculated in accordance with the following guidelines:

* + 1. Funding may be requested for the following expenses:

(Direct costs + Indirect costs = Total Maximum Requested.)

|  |  |  |
| --- | --- | --- |
|  | Major Category | Definition |
| Direct Costs | Goods | Costs for purchasing new equipment, supplies, trial pieces, software, books, reagents, materials and consumables. |
| Travel | Expenses for travel by the R&D PI or research unit members and by invited persons. |
| Personnel and Services | Annual salaries for research staff etc. employed for R&D objectives and honorariums, etc. for speakers, etc. |
| Other  | In addition to the above, costs required to accomplish the R&D objectives. Examples: Costs related to the presentation of research results (research paper submission fees, printing costs, HP-producing costs etc.), meeting expenses, transportation costs, equipment lease expenses, equipment repair costs, software subcontract production costs, equivalent expenses to consumption tax regarding non-taxed transactions etc. |
| Indirect Costs \*¹ | Allocated in certain proportion to direct cost (30%), paid by AMED as required costs for managing the research institution to implement the contract R&D project and used by the research institution. |

\*¹ National institutes are not permitted to allocate indirect costs.

* + 1. AMED needs to contract with the Japan sub teams in every fiscal year. 50 % of the total research budget is granted in 1st fiscal year, JFY 2020, and rest of the research budget (50%) is granted in 2nd fiscal year, in JFY 2021. AMED grants allow advance payment. Please see the latest “Administration Manual for Contract Research Agreement in Japan Agency for Medical Research and Development” (Only in Japanese) on the following website: <https://www.amed.go.jp/keiri/youshiki_itaku.html>
		2. Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
		3. Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
		4. Justification/support for personnel and services, travel, and other costs should be provided in the budget narrative.

# **VIII. CRDF GLOBAL and AMED EXPECTATIONS OF GRANTEES**

Awardees from this competition will be expected to:

* Submit one (1) semi-annual progress report and one (1) final project report to CRDF Global, all jointly prepared by the Japanese and/or APac and U.S. sub-teams, including a summary of major achievements.
* Adhere to respective CRDF Global (for U.S. and APac sub-teams) or AMED (for Japanese sub-team) award agreement terms.
* Submit invoices and applicable financial back-up for all project expenses to CRDF Global or AMED, as applicable.

# **IX. ADDITIONAL INFORMATION AND SUPPORT**

For information on sponsor organization award administration policies, please review the following websites:

CRDF Global Policies for U.S. and APac sub-teams:

* **Grant Funding Opportunities:** <http://www.crdfglobal.org/grants/funding-opportunities>
* **Information for Applicants:** <http://www.crdfglobal.org/grants/information-applicants>
* **Information for Awardees:** <http://www.crdfglobal.org/grants/information-awardees>
* **Research Partnership Forms:** <http://www.crdfglobal.org/grants/forms>

AMED Policies for Japanese sub-teams:

* **AMED Grant Programs:** <https://www.amed.go.jp/koubo/koubo_index.html>　(Japanese)

<https://www.amed.go.jp/en/news/proposals.html>　 (English)

* **AMED Contract Information:** <https://www.amed.go.jp/keiri/youshiki_itaku.html> (Japanese)

<https://www.amed.go.jp/keiri/youshiki_hojo.html> (Japanese)

# **X. PROGRAM SUPPORT INFORMATION**

For further information about this program, please contact the program manager listed below. **Inquiries by e-mail are strongly encouraged and will result in prompt response**.

**Stephanie Pozuelos**

Project Lead

1776 Wilson Blvd., Suite 300

Arlington, VA 22209

Phone: 703-526-6756

E-mail: Spozuelos@crdfglobal.org

## **APPENDIX A: PROPOSAL DOCUMENT FORMS AND TEMPLATES**

**A.1. COVER SHEET**

*Complete for* ***each*** *applicable U.S.* sub-team, Japanese sub-team, *and/or APac sub-team*

|  |
| --- |
| **GENERAL PROJECT INFORMATION** |
| Project Title (not to exceed 25 words) |  | Projected Length of Project (Months) |  |
| Team Composition | [ ]  U.S./Japan [ ]  U.S./APac [ ]  US/Japan/APac |
| Amount Requested  | Total | US Team | Japan Team | APac Team |
|  |  |  |  |
| Research Categorization | Research Area | Sub-Research Area | Research Focus |
|  |  |  |
| Research involves use of Human/Animal subjects | [ ]  Human [ ]  Animal [ ]  None  |

|  |
| --- |
| **Japan Principal Investigator (PI) – If applicable** |
| Last Name (surname) |  | First Name (Given) |  | Middle  |  |
| Position/Title |  |
| Institute Name |  | Country Based |  |
| Complete Mailing Address (building #, street, city, postal code) |  |
| Institution type | [ ]  University/Academic [ ]  Research Institution [ ]  Government [ ]  For-profit [ ]  Non-profit/non-governmental [ ]  Other\_\_\_\_\_\_\_\_\_\_ |
| PI E-Mail  |  | Alternative E-mail *(optional)* |  |
| Telephone #  |  | Gender | [ ]  Male[ ]  [ ]  [ ]  Female |
| Highest Degree Earned/ Field of Degree |  | Year Awarded |  |
| (Must Check One) [ ]  Japanese Citizen [ ]  Permanent Resident [ ]  Non- citizen with legal visa status  |
| Name of Institution Director  |  | E-mail |  |
| Institutional Director Address |  | Telephone # |  |
| Total number of Japanese team members, including Japanese PI and graduate students |  |
| SIGNATURES *Scanned, signed copies of this cover sheet are required for applicants*  |
| Japanese Principal Investigator Signature |  | Date |  |
| Japanese Institution Leadership Representative Signature |  | Date |  |

|  |
| --- |
| **APac Principal Investigator (PI) – If applicable** |
| Last Name (surname) |  | First Name (Given) |  | Middle  |  |
| Position/Title |  |
| Institute Name |  | Country Based |  |
| Complete Mailing Address (building #, street, city, postal code) |  |
| Institution type | [ ]  University/Academic [ ]  Research Institution [ ]  Government [ ]  For-profit [ ]  Non-profit/non-governmental [ ]  Other\_\_\_\_\_\_\_\_\_\_ |
| PI E-mail  |  | Alternative E-mail *(optional)* |  |
| Telephone #  |  | Gender | [ ]  Male[ ]  [ ]  [ ]  Female |
| Highest Degree Earned/ Field of Degree |  | Year Awarded |  |
| (Must Check One) [ ]  APac Citizen [ ]  Permanent Resident [ ]  Non- citizen with legal visa status  |
| Name of Institution Director  |  | E-mail |  |
| Institutional Director Address |  | Telephone # |  |
| Total number of APac team members, including APac PI and graduate students:  |  |
| **SIGNATURES** *Scanned, signed copies of this cover sheet are required for applicants*  |
|  APac Principal Investigator Signature |  | Date |  |
|  APac Institution Leadership Representative Signature |  | Date |  |

|  |
| --- |
| **U.S. Principal Investigator (PI) – If applicable** |
| Last Name (surname) |  | First Name (Given) |  | Middle  |  |
| Position/Title |  |
| Institute Name |  | Country Based |  |
| Complete Mailing Address (building #, street, city, postal code) |  | Institution Congressional District[[10]](#footnote-11) |  |
| Institution type | [ ]  University/Academic [ ]  Research Institution [ ]  Government [ ]  For-profit [ ]  Non-profit/non-governmental [ ] Other\_\_\_\_\_\_\_\_\_ |
| PI E-mail |  | Alternative E-mail *(optional)* |  |
| Telephone # |  | Gender | [ ]  Male[ ]  [ ]  [ ]  Female |
| Highest Degree Earned/ Field of Degree |  | Year Awarded |  |
| (Must Check One) [ ]  U.S. Citizen [ ]  Permanent Resident [ ]  Non-US Citizen with legal visa status  |
| U.S. Institutional Representative Name & Title |  | E-mail  |  |
| U.S. Institutional Representative Address |  | Telephone # |  |
| Total Number of U.S. team members, including U.S. PI & graduate students |  |

**A.2. PROJECT ABSTRACT**

***Abstract should not exceed 350 words***

**A.3. PROJECT NARRATIVE**

***Narrative should not exceed 5 pages. Text should be Arial font size 10 within 1-inch margins***

**A.4. REFERENCES CITED**

*This section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.*

**A.5. Project Milestone Plan (Sample)**

*Copy template to complete. Text in red is an example. Information should match the proposal Project Narrative and Project Budget*

|  |  |
| --- | --- |
| First Semi-Annual Reporting Period | Responsible Team*Mark all that apply* |
| Milestone: | Description: | Associated Deliverable(s): | U.S. | JAPANESE  | APac |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | *NO* | *N/A* | *YES* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | $30,000 | $10,000 | $20,000 |  |
| Second Semi-Annual Reporting Period |  |  |
| Milestone: | Description: | Associated Deliverable(s) | U.S. | JAPANESE  | APac |
| *Completion of data analysis*  |  *Team X will conduct analysis on data collected at filed site* | *Final Report*  | *YES* | *N/A* | *YES* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | $10,000 | $5,000 | $5,000 |  |

|  |  |
| --- | --- |
| Third Semi-Annual Reporting Period | Responsible Team*Mark all that apply* |
| Milestone: | Description: | Associated Deliverable(s): | U.S. | JAPANESE  | APac |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | *NO* | *N/A* | *YES* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | $30,000 | $10,000 | $20,000 |  |
| Final Semi-Annual Reporting Period |  |  |
| Milestone: | Description: | Associated Deliverable(s) | U.S. | JAPANESE  | APac |
| *Completion of data analysis*  |  *Team X will conduct analysis on data collected at filed site* | *Final Report*  | *YES* | *N/A* | *YES* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | $10,000 | $5,000 | $5,000 |  |

**A.6. SUB-TEAM KEY PARTICIPANT DATA**

*Complete ONE for each U.S. sub-team, Japanese sub-team and/or APac sub-team participant involved.*

*Please copy this page as necessary.*

|  |  |
| --- | --- |
| **TEAM MEMBER INFORMATION** | [ ]  Japanese Sub-Team Participant [ ]  APac Sub-Team Participant [ ]  U.S. Sub-Team Participant |
| Last Name (surname) |  | First Name (Given) |  | Middle  |  |
| Current Position |  |
| Institution NameComplete Mailing Address |  |
| E-mail Address |  | Telephone # |  |
| Highest Degree/ Year Awarded |  | Gender | [ ]  Male[ ]  [ ]  [ ]  Female |
| Classification on Project (please check one): | [ ]  Researcher/Engineer [ ]  Technical/Scientific Support[ ]  [ ]  Student [ ]  Administrative (Japanese or APac Team ONLY) |
| **Description of project role** (responsibilities, expertise, level of effort on project): |
|  |

|  |  |
| --- | --- |
| **TEAM MEMBER INFORMATION** | [ ]  Japanese Sub-Team Participant [ ]  APac Sub-Team Participant [ ]  U.S. Sub-Team Participant |
| Last Name (surname) |  | First Name (Given) |  | Middle  |  |
| Current Position |  |
| Institution NameComplete Mailing Address |  |
| E-mail Address |  | Telephone # |  |
| Highest Degree/ Year Awarded |  | Gender | [ ]  Male[ ]  [ ]  [ ]  Female |
| Classification on Project (please check one): | [ ]  Researcher/Engineer [ ]  Technical/Scientific Support[ ]  [ ]  Student [ ]  Administrative (Japanese or APac Team ONLY) |
| **Description of project role** (responsibilities, expertise, level of effort on project): |
|  |

**A.7.i. PROJECT SUB-TEAM BUDGET (U.S. and/or APac)**

*Complete ONE for each U.S.* sub-*team and/or APac* sub-*team involved*

*Please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS) *“Allowable Costs.” Convert all amounts to USD*

|  |  |
| --- | --- |
| **Team:** [ ]  U.S. Team [ ]  APac Team  | **Total Project Cost: $60,000 USD Maximum** |
| **Primary Participants** |
| **Individual Financial Support (IFS)**Participant Name (Add rows if necessary.) | **Hourly Rate** | **Total person hours[[11]](#footnote-12)** | **# of Days** | **$ USD** |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| **TOTAL IFS** |   |
| **Equipment, Supplies, & Services (ESS)**Item (Add rows if necessary.) | **Units** | **Unit Cost** | **$ USD** |
| 1 |   |    |   |
| 2 |   |    |   |
| 3 |   |    |   |
| **TOTAL ESS** |   |
| **Travel** (Totals only, describe purpose and per person costs in detail in Budget Narrative.)  | **$ USD** |
| Domestic Transportation  |   |
| Domestic Per Diem |   |
| International Transportation |   |
| International Living Allowance/Per Diem |   |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) |   |
| **TOTAL TRAVEL** |   |
| **TOTAL PRIMARY PARTICIPANT DIRECT EXPENSES** |  |
| **Indirect Cost (IDC) of Primary Participant**  |  |
|  (No more than 8% of the modified total direct costs, or NICRA rate) |   |
| **Secondary Collaborators** (within individual team) |
| **Individual Financial Support (IFS)**Participant Name (Add rows if necessary.) | **Hourly Rate** | **# Hours per Day** | **# of Days** | **$ USD** |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| **TOTAL IFS** |  |
| **Equipment, Supplies, & Services (ESS)**Item (Add rows if necessary.) | **Units** | **Unit Cost** | **$ USD** |
| 1 |   |    |   |
| 2 |   |    |   |
| **TOTAL ESS** |   |
| **Travel** (Totals only, describe purpose and per person costs in detail in Budget Narrative.) | **$ USD** |
| Domestic Transportation  |   |
| Domestic Per Diem |   |
| International Transportation |   |
| International Living Allowance/Per Diem |   |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) |   |
| **TOTAL TRAVEL** |   |
| **TOTAL SECONDARY COLLABORATOR DIRECT EXPENSES** |  |
| **Indirect Costs (IDC) of Secondary Collaborators** |  |
|  (No more than 8% of the modified total direct costs, or NICRA rate) |   |
|  **TOTAL OF PRIMARY PARTICIPANT AND SECONDARY COLLABORATOR DIRECT EXPENSES** |  |
| **SUB-TEAM SUBTOTAL (**Total of direct expenses and IS) |   |
| **TOTAL COST-SHARING FROM NON-CRDF Global SOURCES**(Including for-profit contributions. Describe in detail in Budget Narrative) |  |

**A.7.ii. PROJECT SUB-TEAM BUDGET (Japan)**

*Please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS) *“Allowable Costs.” Convert all amounts to USD*

|  |  |
| --- | --- |
| **Team:** [ ]  Japanese Sub-Team  | **Total Project Cost: $60,000 USD Maximum per team** |
| **Primary Participants** |
| **Goods** Item (Add rows if necessary.) | **Units** | **Unit Cost** | **$ USD** |
| 1 |  |  |  |
| 2 |  |  |  |
|  **TOTAL Goods** |  |
| **Travel** (Totals only, describe purpose and per person costs in detail in Budget Narrative.)  | **$ USD** |
| Domestic Transportation  |  |
| Domestic Per Diem |  |
| International Transportation |  |
| International Living Allowance/Per Diem |  |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) |  |
| **TOTAL TRAVEL** |  |
| **Personnel and Services**Participant Name (Add rows if necessary.) | **Hourly Rate** | **Total person hours[[12]](#footnote-13)** | **# of Days** | **$ USD** |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| **TOTAL Personnel and Services** |   |
| **Other Items** (Add rows if necessary.) | **Units** | **Unit Cost** | **$ USD** |
| 1 |   |    |   |
| 2 |   |    |   |
| **TOTAL OTHER** |   |
|  **TOTAL OF PRIMARY PARTICIPANT DIRECT EXPENSES** |  |
| **Indirect Cost OF PRIMARY PARTICIPANT**  |  |
| (30% of the total direct expenses) |   |
| **Secondary Collaborators (within individual team)** |
| **Goods** Item (Add rows if necessary.) | **Units** | **Unit Cost** | **$ USD** |
| 1 |  |  |  |
|  **TOTAL Goods** |  |
| **Travel** (Totals only, describe purpose and per person costs in detail in Budget Narrative.)  | **$ USD** |
| Domestic Transportation  |  |
| Domestic Per Diem |  |
| International Transportation |  |
| International Living Allowance/Per Diem |  |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) |  |
| **TOTAL TRAVEL** |  |
| **Personnel and Services**Participant Name (Add rows if necessary.) | **Hourly Rate** | **Total person hours[[13]](#footnote-14)** | **# of Days** | **$ USD** |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| **TOTAL Personnel and Services** |   |
| **Other** Item (Add rows if necessary.) | **Units** | **Unit Cost** | **$ USD** |
| 1 |   |    |   |
| 2 |   |    |   |
| **TOTAL OTHER** |   |
|  **TOTAL OF SECONDARY COLLABORATORS DIRECT EXPENSES** |  |
| **Indirect Cost of Secondary Collaborators** |  |
|  (30% of the total direct expenses) |   |
| **SUB-TEAM SUBTOTAL (**Total of direct expenses and Indirect cost) |   |

**A.8.i. BUDGET NARRATIVE (US/APac)**

*Complete ONE for each U.S.* sub-*team, and/or APac* sub-*team involved; include Secondary Collaborative costs explanation within each budget category.*

*Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn’t apply to your budget, please insert N/A for “not applicable”**in the space provided.*

**Team:** [ ]  U.S. Sub-Team [ ]  APac Sub-Team

|  |
| --- |
| **Individual Financial Support (IFS)** Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours. |
|  |
| **Equipment, Supplies and Services (ESS)** List and justify in detail, requested equipment items with a value over $1,000 and a use life greater than one year, and all equipment, supplies and services with per unit costs. Explain the necessity of the ESS to the project, and how these items will be used in the proposal. For equipment, supplies, or service orders greater than $10,000 please describe the process that will be undertaken to ensure the order meets U.S. federal competitive selection requirements. |
|  |
| **Travel**Explain the need for travel - how the travel will benefit the project’s aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc.  |
|  |
| **Indirect Costs (IDC)** Calculate an allowance for indirect costs of 8% of the total individual team modified total direct costs. Teams may apply their NICRA rate, otherwise indirect costs are capped at 8%..   |
|  |

**A.8.ii. BUDGET NARRATIVE (Japan)**

*Complete ONE for each Japanese* sub-*team involved; include Secondary Collaborative costs explanation within each budget category.*

*Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn’t apply to your budget, please insert N/A for “not applicable”**in the space provided.*

**Team:** [ ]  Japanese Sub-Team

|  |
| --- |
| **Goods**List and justify in detail, requested goods items with a value over $1,000 and use life greater than one year, and all goods with per unit costs. Explain the necessity of the goods to the project, and how these items will be used in the proposal. |
|  |
| **Travel**Explain the need for travel - how the travel will benefit the project’s aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc.  |
|  |
| **Personnel and Services**Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours. |
|  |
| **Others**List and justify in detail, requested other items with per unit costs. Explain the necessity of the other items to the project, and how these items will be used in the proposal. |
|  |
| **Indirect Cost**Calculate an indirect costs of % of the total team direct expenses (30%) E.g. Total Team Budget ÷ (1+ Indirect Costs %) = Direct Costs maximum. Direct costs + Indirect Costs = Total Maximum Requested. |
|  |

**A.9. PROJECT BUDGET**

*Complete for each Team*. *Please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS) *“Allowable Costs.” Convert all amounts to USD*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Composition:** [ ]  U.S. Sub-Team [ ]  APac Sub-Team [ ]  Japanese Sub-Team **＊Total Project Cost Allowed: $60,000 USD Maximum per team****＊Team Composition and Budget Allocation**

|  |
| --- |
| **Team Composition and Budget Allocation**  |
| **U.S. Sub-Team** (Up to 50%; $30,000) **Japan Sub-Team**(At least 50%; $30,000) | **U.S. Sub-Team** (Up to 40%; $24,000) **APac Sub-Team**(At least 60%; $36,000) | **U.S.** Sub-**Team**(Up to 25%; $15,000)**APAC Sub-Team** (At least 40%; $24,000)**Japan Sub-Team**(Up to 35%; $21,000) |

 |
| **[ ]  U.S. Sub-Team’s SUBTOTAL (**Total of direct expenses and Institutional Support)  | **% of the Team Total Budget**  |
| **$ USD** | **%** |
| **[ ]  APac Sub-Team’s SUBTOTAL (**Total of direct expenses and Institutional Support)  | **% of the Team Total Budget**  |
| **$ USD** | **%** |
| **[ ]  Japanese Sub-Team’s SUBTOTAL (**Total of direct expenses and Indirect Cost)  | **% of the Team Total Budget** |
| **$ USD** | **%** |
| **TEAM TOTAL BUDGET (Total of all involved Sub-Team’s Subtotals)**  |
| **$ USD** |
| **TOTAL COST-SHARING FROM NON-CRDF & AMED SOURCES** **(Including for-profit contributions. Describe in detail in Budget Narrative)**  |
| **$ USD** |

**A.10. OTHER SOURCES OF SUPPORT OF KEY PERSONNEL***(For PIs. Please copy this page as necessary.)*

[ ]  **“None” – Check here if no other sources of support. List names of Principal Investigators below.**

|  |  |
| --- | --- |
| **PI Name** |  |
| **Support** | [ ]  Current [ ]  ­­­­­ Pending Submission Planned in Near Future |
| **Project/Proposal Title** |  |
| **Source of Support** |  | **Level of Effort (%)** |  |
| **Award Amount**  |  | **Period Covered** |  |
| **Location of Research** |  |

|  |  |
| --- | --- |
| **PI Name** |  |
| **Support** | [ ]  Current [ ]  ­­­­­ Pending Submission Planned in Near Future |
| **Project/Proposal Title** |  |
| **Source of Support** |  | **Level of Effort (%)** |  |
| **Award Amount**  |  | **Period Covered** |  |
| **Location of Research** |  |

|  |  |
| --- | --- |
| **PI Name** |  |
| **Support** | [ ]  Current [ ]  ­­­­­ Pending Submission Planned in Near Future |
| **Project/Proposal Title** |  |
| **Source of Support** |  | **Level of Effort (%)** |  |
| **Award Amount**  |  | **Period Covered** |  |
| **Location of Research** |  |

**A.11. PREVIOUS CRDF GLOBAL AWARDS**

*Please copy the form as necessary for each award. Individual forms should not exceed one page*

|  |  |
| --- | --- |
| **CRDF Global Award Number:** |  |
| **Title of Previous Project:** |  |
| **Start Date (MM/YY)** |  | **End Date (MM/YY)** |  |
| *Please briefly describe the previous research project. Be sure to provide specific information regarding results and objectives. Were all objectives of the research plan achieved? If not, what prevented you from doing so? Please list scientific publications and conference reports that were published as a result of CRDF Global award.* |
|  |
| *How will the work accomplished during this project contribute to the proposed research? Please address specific project results (data, models, methods) that the proposed project will further develop and/or build upon.*  |
|  |

**A.12. U.S. and/or Japanese’s Principal Investigator Partnership Statement**

*Please complete using this Template/Sample. Please use Institute Letterhead. Document must be signed and scanned.*

[INSTITUTE LETTER HEAD]

Re: [Full Proposal Title]

I, [Principal Investigator (PI) Name], hereby acknowledge that I have submitted a proposal to *U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2018* jointly with [collaborating PI Name(s)] of [collaborating PI institution name].

If awarded, I undertake this research in good faith and will uphold my portion of the collaborative work as proposed in the submission.

I attest that the information contained in this proposal is truthful and that it has been prepared with the full knowledge and consent of [Institutional Leadership Representative Name], leadership representative of [Institution].

I affirm that I have read and understand CRDF Global’s policies and standards outlined within the *U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2018* *RFP*, including CRDF Global’s Plagiarism Policy[[14]](#footnote-15). I agree to adhere to CRDF Global’s Plagiarism Policy, and understand that CRDF Global will not provide funding to an application in which plagiarism exists. If plagiarism is detected, penalties may be imposed up to and including my exclusion from this funding opportunity and barring my participation in future funding opportunities.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Principal Investigator Signature | Date |

**A.13. Plagiarism Policy and Standards Agreement**

*Provide a copy signed by EACH sub-team PI on the proposal.*

CRDF Global will not provide funding to an application in which plagiarism exists.

All applications for funding submitted to CRDF Global will be thoroughly screened for plagiarism against a large number of sources including published research papers, books, conference abstracts, and websites.

When plagiarism is detected, the program within CRDF Global that is overseeing the funding opportunity will determine the specific action to be taken. Action taken may include, but is not limited to a) informing the applicant that plagiarism has been discovered; b) excluding the applicant from the funding opportunity; c) informing the applicant’s institution; d) informing reviewers; e) informing organizations collaborating with CRDF Global on the funding opportunity; f) barring the applicant from participation in future funding opportunities.

**Standards**

Definition: Plagiarism is the incorporation of published writing or another person’s original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s). Any text derived from another published source, or from an author not named in the proposal, must be formatted to clearly indicate that it is not original writing of the applicant(s), and the correct citation to the original source must be given. Proper formatting is either the use of quotation marks around all of the borrowed text or indentation of the borrowed text to clearly set it off from your own writing.

Examples of plagiarism include, but are not limited to, the following cases.

Using your own previously published text in the proposal without proper formatting and attribution. This is a common error. Even if you wrote the text, you cannot re-use text that you have published in any publicly available form, such as in a research paper, on a website, or in a conference abstract. Even your own previously published text must be formatted and a correct citation to the source must be given.

Making minor alterations to previously published text and presenting it without proper formatting and citation. Simply changing some of the words within previously published text does not make it your original writing. To avoid plagiarism, the writing must be your original words, sentence structure, and organization. This is another common error.

Presenting the original writing of another person, even if it hasn't been previously published, as the work of the applicant(s). If someone contributes writing to your proposal, that person must be one of the listed participants (principal investigator or named team member) in the proposal. Even if another person agrees to write text for your proposal and agrees not to be named in the proposal, the use of that person’s writing as if it is your own is plagiarism.

Copying a sentence or obviously unique phrases from another source without formatting and attribution. Stealing a little bit is still stealing. If the text is clearly recognizable as derived from a previously published source then it must be formatted with proper attribution.

Giving the correct attribution (citation) at the end of copied text but not formatting the text to clearly indicate that it is taken from the cited source. In the sciences and engineering, it is not sufficient to simply give the citation—if the text is from another source it must be clearly formatted to show that.

I affirm that I have read and understand the above policy and standards for plagiarism, and I agree to adhere to them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Name

**A.14. Institutional Data Form**

**The information requested below must be provided in full and signed by an authorized institutional signatory, certifying that the information is true to the best of their knowledge. CRDF Global cannot proceed with an award to the institute without this information.**

|  |  |
| --- | --- |
| Institution Name: |  |
| Institutional Website: |  |
| Type of Organization: | International Organization ☐ Government ☐ Corporation ☐ University ☐ |
| [DUNS Number](http://www.crdfglobal.org/sites/default/files/DUNS%20Number%20Guide_2.pdf)  |  |

Organizations must have a DUNS number to receive federal funding. For help applying for a DUNS number and more guidance on completing this form, please [click here](http://www.crdfglobal.org/sites/default/files/Before%20You%20Receive%20Your%20Award_1.pdf).

|  |
| --- |
| US Organizations Only |
| TIN/EIN  |  |
| Small Business Designations  | Small Business ☐ SDB ☐ HUB-Zone ☐ VOSB ☐ SDVOSB☐ N/A ☐ |
| **Financial Controls, Audits, & Bioethics** |
| Did your organization expend more than US $750,000.00 in U.S. Government Federal Funding (Grants, Contracts, Subgrants, Subcontracts) in the previous fiscal year? If yes, please provide a copy of your single audit report, which is required under 2 CFR 200. | Yes ☐ | No ☐ |
| Have you been audited in the past 3 years? If yes, please send a copy of the report. | Yes ☐ | No ☐ |
| Were there any material or significant findings in the audit report? | Yes ☐ | No ☐ |
| Has your organization ever had a grant or contract terminated for cause? | Yes ☐ | No ☐ |
| Does your organization utilize a financial manual to authorize expenses? | Yes ☐ | No ☐ |
| Does your organization utilize an accounting system to track expenses? | Yes ☐ | No ☐ |
| Does your organization have an ethics policy? | Yes ☐ | No ☐ |
| Does your organization have a timekeeping system for labor such as timesheets? | Yes ☐ | No ☐ |
| Does your project involve: Human Subjects ☐ Animal Testing ☐ Recombinant DNA ☐ Not applicable/None ☐ |
| **Executive/Management Reporting Requirements** |
| CRDF Global may be required to publicly report the names and total compensation of the five most highly compensated individuals at the awardees’ institution. If you meet any of the criteria below, you are exempt from this requirement. Please find and check any applicable exemption: |
| In the previous tax year, institutional gross income from all sources was LESS than $300,000. | Exempt ☐ |
| The institution received LESS than 80 percent of its annual gross revenues in U.S. federal funding (Contracts, Grants, Subgrants, Subcontracts or Loans). | Exempt ☐ |
| The institution received LESS than $25,000,0000 in annual gross revenues from U.S. federal funding sources (Contracts, Grants, Subgrants, Subcontracts or Loans). | Exempt ☐ |
| Executive compensation is publicly reported under section 13(a) or 15(d) of the Security Exchange Act or section 6104 of the Internal Revenue Code. | Exempt ☐ |
| I do not meet any of the exemptions above. I will provide the names and total compensation of the five most highly compensated executives. [Click here](http://www.crdfglobal.org/sites/default/files/Before%20You%20Receive%20Your%20Award_1.pdf) for more information. | [Not Exempt](http://www.crdfglobal.org/sites/default/files/Before%20You%20Receive%20Your%20Award_1.pdf) ☐ |
| **Past Performance** |
| Please list any applicable grants or contracts received from outside organizations. Successful completion is defined as zero suspensions or terminations for cause, audit findings or other discrepancies.  |
| Funding Source  | Total Funding | Successful Completion? | Type of Project |
| World Bank | Ex. 50,000USD | Yes ☐ No ☐ | Research Grant |
|  |  | Yes ☐ No ☐ |  |
|  |  | Yes ☐ No ☐ |  |
|  |  |  |  |  |
| Signature |  | Name and Title |  | Date |

(For U.S. and APac Subteams ONLY)

Bioethics Review Form

CRDF Global is committed to ensuring that projects involving human or animal research are conducted in accordance with all applicable regulations and ethical guidelines. All projects recommended for award that involve human or animal subjects will undergo a bioethics review prior to award activation. The Principal Investigator (PI) must submit this form to CRDF Global within 2 weeks of receipt

|  |  |
| --- | --- |
| Project Name:  |  |
| Principal Investigator (PI) Name: |  |
| PI Contact Information:  | **Telephone:**  | **E-Mail:**  |
| Institution Name:  |  |
| Institution Website:  |  |
| Does your project involve:  | [ ]  Human Subjects  | [ ]  Animal Subjects | [ ]  Recombinant DNA |
| ***If you checked the box for Human Subjects, you must submit the information below.******To obtain these numbers (#), please visit OHRP website:*** [***https://www.hhs.gov/ohrp/irbs-and-assurances.html***](https://www.hhs.gov/ohrp/irbs-and-assurances.html) |
| OHRP IRB#: |  | OHRP FWA#:  |  |
| ***If you checked off the box for Animal Subjects above, you must check one of the options below.*** |
| AAALAC Accreditation:  | [ ]  Yes [ ]  No |
| *All projects with human or animal subjects must submit either approval or exemption notice from their IRB or IACUC (as applicable).* *The notice must include project name and, period for which approval/exemption is valid.* |
| IRB/IACUC Approval/Exemption Notice Attached:  | [ ]  Yes [ ]  No  |
| ***If you answered No above you must complete the following section, to the best of your knowledge*** |
| Date by which IRB Approval/Exemption notice will be submitted to CRDF Global:  | *MM-DD-YYYY* |
| Submitted By: |
|  |  |  |
| Name and Title |  | Date |

## **APPENDIX B: CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION**

BEFORE submitting through CRDF Global’s Electronic Proposal Submission (EPS) site, please ensure you have the following documents/information prepared as specified and ready to upload from your computer.

1. **Documents/Information combined into a SINGLE PDF, Word, or Rich Text file:**
* **General**
	+ Proposal topic and project plan are responsive to the RFP
	+ No more than one proposal is submitted by a PI
	+ Each sub-team has at least ONE early-career and female investigator included as a key participant
* **A.1. Cover Sheet**
	+ All fields are completed
	+ Signed by Japanese and/or APac PI and Japanese and/or APac Institute Leadership Representative.
* **A.2. Project Abstract**
	+ Does not exceed 350 words
* **A.3. Project Narrative**
	+ All project criteria are addressed
	+ Text is within five (5) page limit
	+ Formatted properly (typed, single spaced, one inch margins, page numbers, font no smaller than Arial 10 pt)
	+ Authors names are included at end of section
* **A.4. References Cited**
* **A.5. Project Milestone Plan**
	+ Written based on the instructions in Section VI (Required Elements) and sample (Appendix C)
	+ Should include clear, discrete, verifiable milestones; deliverables must be associated with each milestone
* **A.6. Sub-Team Key Participant Data Form**
	+ All fields are completed for all participants (other than Project PIs)
* **A.7.i. Sub-Team Budgets (U.S. and APac)**
	+ Follows Allowable Costs guidelines
	+ One budget included for each participating Regional APac and U.S. sub-team
	+ The U.S. and APac budgets combined do not exceed $60,000 USD
	+ Institutional Support (if applicable) for each sub-team does not exceed 10% of direct costs (IFS + ESS+ Travel)
* **A.7.ii. Sub-Team Budget (Japan Sub-Team)**
	+ Follows Allowable Costs guidelines
	+ One budget included for participating Japanese sub-team
	+ Indirect costs (if applicable) for sub-team does not exceed 30% of direct costs
* **A.8.i. Budget Narrative (U.S. & APac Sub-Team)**
	+ One form included for each participating Regional APac and U.S. sub-team that describe all expense listed in respective budgets
	+ Any equipment valued over $1,000 includes an additional detailed justification
	+ For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* **A.8.ii. Budget Narrative (Japan Sub-Team)**
	+ One form included for participating Japanese sub-team that describe all expense listed in respective budgets
	+ Any equipment valued over $1,000 includes an additional detailed justification
	+ For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* **A.9. Project Team Budget Overview**
	+ One budget included for each participating Japanese and/or Regional APac and U.S. sub-team
	+ The U.S. and Japanese and/or APac budgets combined do not exceed $60,000 USD
* **A.10. Statement of Other Sources of Support of Key Personnel**
	+ At least one (1) form is completed for each PI
	+ If no other support reported, the form is completed with the PI’s name and the “none” box checked at the top of the page
* **A.11. Previous CRDF Global Awards (if applicable)**
	+ Does not exceed one (1) page per award
* **A.12. PI Partnership & Terms Agreement Statement**
	+ One for each U.S. and Japanese PI on the proposal
	+ Written based on provided template
	+ On institute letterhead and signed by PI
* **A.13. Plagiarism Policy and Standards Agreement**
	+ Scanned copy of the Agreement signed by the Japanese and/or APac and U.S. PIs.
* **A.14. Institutional Data Form (for U.S. and APac Institutions only)**
	+ The form can be retrieved at http://www.crdfglobal.org/grants/institutional-data-form
	+ One for each U.S. and APac Institution on the proposal
1. **Additional Documents to be uploaded to website as SEPARATE files from the main proposal file:**
* **CV for U.S. & Japanese and/or APac PIs and all team participants**
	+ PI CVs no more than five (5) pages.
	+ Team participant CVs are not more than two (2) pages.
	+ Each form has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal
* **Special Documentation Requirements (if applicable)**
	+ **Proposals involving Human and or Animal Subjects research only**: For U.S. and APac sub-teams only: [Guidelines for Projects Involving Human and/or Animal Research Subjects](https://www.crdfglobal.org/grants/information-applicants)
	+ **For-Profit Company Cost-shares Letter of Support** (Indicating level and description of contribution)
		- U.S. for-profit companies only: Letter of Commitment to contribute 10% to APac team expenses and coverage of all U.S. expenses
1. **Submission Requirements**
* **CRDF Global Submission Requirements:** All documents submitted to CRDF Global MUST be entered through the competition’s specific Electronic Proposal Submission (EPS) website; proposals sent as e-mail attachments will NOT be accepted.
* **AMED Submission Requirements:** In addition to submission through CRDF Global's EPS, applicants in Japanese sub-teams are required to complete e-Rad submission no later than Monday, March 17, 2020 (13:00 pm) Japan Time
* The following documents to be uploaded to website as SEPARATE files:
	+ Proposal combined into a SINGLE PDF or Word file
	+ CVs combined into a SINGLE PDF or Word file
	+ Human and/or Animal Subjects research documentation combined into a SINGLE PDF or Word file (as applicable)
	+ Cost-share Letter (as applicable)

## **APPENDIX C: USJCMSP JAPANESE PANEL CHAIRS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Panel/Board** | **Name** | **Position and Affiliation** | **E-mail** |
| Acute Respiratory Infections Panel | Yohei　DOI | Professor,Departments of Microbiology and Infectious Diseases,Fujita Health University School of Medicine | yod4@pitt.edu |
| AIDS Panel | Tetsuro MATANO | Director and Professor,Institute of Medical Science,The University of Tokyo,National Institute of Infectious Diseases | matano@ims.u-tokyo.ac.jptmatano@nih.go.jp |
| Cancer Panel | Tohru KIYONO | Chief, Division of Carcinogenesis and Cancer Prevention, National Cancer Center Research Institute | tkiyono@ncc.go.jp |
| Cholera and other Bacterial Enteric Infections Panel | Tetsuya IIDA | Professor,Department of Bacterial Infectious Research Institute for Microbial Diseases, Osaka University | iida@biken.osaka-u.ac.jp  |
| Hepatitis Panel | Takaji WAKITA | Professor,Director,National Institute of Infectious Diseases | wakita@nih.go.jp |
| Immunology Board | Ken ISHII | Professor,The Institute of Medical Science,The University of Tokyo | kenishii@ims.u-tokyo.ac.jp |
| Mycobacteria Panel | Yasuhiko SUZUKI | Professor,Research Center for Zoonosis ControlHokkaido University | suzuki@czc.hokudai.ac.jp |
| Nutrition and Metabolism Panel | Nobuya INAGAKI | Professor,Department of DiabetesEndocrinology and Nutrition,Graduate School of Medicine,Kyoto University | inagaki@kuhp.kyoto-u.ac.jp |
| Parasitic Diseases Panel | Shigeyuki KANO | Director, Department of Tropical Medicine and Malaria, National Center for Global Health and Medicine | kano@ri.ncgm.go.jp |
| Viral Diseases Panel | Akira NISHIZONO  | Professor,Department of Microbiology,Faculty of Medicine, Oita University  | a24zono@oita-u.ac.jp  |

1. Due to limited funding, this RFP is targeted to select countries in Southeast Asia and Pacific Rim regions. China and India are excluded because NIAID currently has other bilateral programs to support research collaboration with scientists in these countries. [↑](#footnote-ref-2)
2. Early-stage investigator (ESI) is a scientist who has completed a terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years. The program will consider requests to extend the ESI status period for reasons that can include: medical concerns, disability, family care responsibilities, extended periods of clinical training, natural disasters, and active duty military service, determined on a case by case basis with discussion among NIAID, CRDF and AMED. [↑](#footnote-ref-3)
3. Due to limited funding, this RFP is targeted to select countries in Southeast Asia and Pacific Rim region. China and India are excluded because NIAID currently has other bilateral programs to support research collaboration with scientists in these countries. [↑](#footnote-ref-4)
4. “Principal Institution” is a corporation, partnership, association, institution or other organization that receives assistance under the award Agreement and is responsible for carrying out the Project as specified in the approved proposal. [↑](#footnote-ref-5)
5. An **early-stage investigator (ESI)** is a scientist who has completed a terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years. This program will consider request to extend the ESI status period for reasons that can include: medical concerns, disability, family care responsibilities, extended periods of clinical training, natural disasters, and active duty military service, determined on a case by case basis at the discussion among NIAID, AMED and CRDF. [↑](#footnote-ref-6)
6. Refers to a research institute, inspection and certification institute, educational and training facility, medical and rehabilitation facility, reformatory and internment facility, or work facility affiliated with a government organization as prescribed by the Cabinet Office and under Article 3 Paragraph 2 of the National Government Organization Act [↑](#footnote-ref-7)
7. Limited to persons affiliated with a hospital or institution that conducts research. [↑](#footnote-ref-8)
8. With regard to technologies used in industrial activities, mutual associations providing finance, human resources, and facilities in which the association members autonomously conduct joint research. [↑](#footnote-ref-9)
9. [1] Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships. [↑](#footnote-ref-10)
10. If you do not know your congressional district, please click on this [link](http://www.house.gov) and search for your representative using your Institution’s zip code. [↑](#footnote-ref-11)
11. "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project. [↑](#footnote-ref-12)
12. "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project. [↑](#footnote-ref-13)
13. "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project. [↑](#footnote-ref-14)
14. [For more information, please see CRDF Global's Plagiarism Policy](http://www.crdfglobal.org/sites/default/files/Plagiarism%20Policy%20and%20Standards.docx)  [↑](#footnote-ref-15)