

**FORM 1: CONCEPT NOTE**

**December 2020**

Accelerating the Sustainable Control and Elimination of Neglected Tropical Diseases (Ascend)

Southern and Eastern Africa and South Asia

**Guidance Notes**

*Please submit this brief concept note as part of your application to the ASCEND Research and Innovation Fund using the following structure. A maximum of 10 pages is suggested for the concept note, excluding the Application Submission Letter and the budget. References can be included as Endnotes. Any queries on completing this form should be sent to* [*clarifications@ascend.crownagents.com*](mailto:clarifications@ascend.crownagents.com)*.*

*Please save this form as the title of the proposal before submission for ease of reference. The completed application, including this form, should be submitted before the date indicated in the call for applications document to* [*technicalbids@ascend.crownagents.com*](mailto:technicalbids@ascend.crownagents.com)*.*

**Application Submission Letter**

**[To be completed on the applicant’s headed paper]**

[*Location, Date*]

To: ASCEND SEASA

We, the undersigned, hereby submit our **application for funding from the ASCEND Research and Innovation Fund** for the project detailed below, in accordance with your Request for Applications (RFA) dated December 2020.

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| **Summary of Application** | |
| **Title:**  This should be able to “stand alone” in explaining the research or innovation. It should be brief, specific and consistent with the topic of the research or innovation. It should be no more than 15 words. |  |
| **Type of project (research or innovation)** |  |
| **Expected deliverables:**  Indicate which products (e.g., reports, publications, dissemination events, tools) are expected and by when. |  |
| **Total amount requested (£):** |  |
| **Duration (months):** |  |
| **Lead applicant organisation:** |  |
| **Contact person name, email and phone number:** |  |
| **Principal investigator:** |  |

All the information and statements made in this application are true and this application is binding upon us, subject to any modifications resulting from negotiations.

We understand that any contract awarded will be substantially based on the standard subcontract for implementing partners in Appendix C of the RFA.

Our application shall remain valid until 29 April 2021. Before this date, we undertake to negotiate on the basis of the Key Experts proposed in our application.

***[Select and complete the appropriate statement, deleting the one which does not apply]***

We, including any consortium partners, do not have any conflict of interest as defined in Section B of the RFA document.

***or***

We declare *the following* conflict of interest as defined in Section B of the RFA document (*insert details*).

In submitting this application and, if successful, in executing this contract, we undertake to observe:

* 1. Crown Agents’ Ethical Code for Business Partners; and
  2. all applicable laws, statutes, regulations and codes relating to anti-fraud, bribery and anti-corruption including but not limited to the UK’s Bribery Act 2010 and the US Foreign Corrupt Practices Act 1977.

We understand you are not bound to accept any application you receive.

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Applicant:

Address:

# Introduction

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| **1.1 Background:** Provide sufficient information to explain the magnitude of the problem (data, studies, interventions, etc.) and why a study would be needed and justified. Take the context of neglected tropical diseases (NTD) as starting point, but also consider the relation with COVID-19 pandemic.  Also state what NTD priorities are addressed by your proposed project (Refer to the list of priorities in the Introduction to the Research and Innovation Fund document).  Please explain the proposed project’s contribution to the Leave No One Behind agenda. |
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| **1.2 Overall objective and specific objectives:** List clear and focused (SMART) objectives that you propose to achieve. Present any hypotheses that will be tested, if relevant. |
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# Methods

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| **Methods:** Describe the details of the methodological approach (how will you do the proposed activities?) Please cover the following as relevant: |
| **2.1 What is the chosen methodological approach and why this approach has been chosen?** |
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| **2.2 Describe the research/innovation design (pilot, experimental, randomized/non-randomized, case-control, cohort, etc.), including plans for baseline data collection, controls, and sampling strategy (if applicable).** |
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| **2.3 Provide details of sample size calculations where relevant.** |
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| **2.4 Describe the data collection methods, including clear definition of expected outputs (improved coverage, lower disability rates, hotspots detection, etc.) and planned inputs (e.g., communication techniques, outreach activities, training, etc.) and how these will be measured.** |
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| **2.5 Describe the qualitative and quantitative data analysis you plan to undertake.** |
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| **2.6 Describe the quality assurance procedures that you will put in place** |
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# Workplan, ethical review and dissemination

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| **3.1 Workplan and Ethical review process:**  Attach a workplan with activities, outputs, and timelines. Also, include the process for ethical review. Please differentiate the planning phase and the implementation phase in the workplan. |
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| 3.2 **Describe your approach to dissemination of findings and research uptake** |
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# Risk management, safeguarding and conflict sensitivity

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| **4.1 Risk Management, Safeguarding and Conflict Sensitivity:** Briefly outline your approach to risk management, safeguarding and conflict sensitivity |
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# Project team and organisational capacity

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| **5.1 Key Staff:** Include names of project team members, their organisational affiliation, foreseen role in the project and estimated level of input. For each team member please attach brief (one page) curriculum vitae and, where relevant, most relevant publications (max 5) in peer reviewed journals |
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| **5.2 Project staff to be recruited:** List positions that need to be filled, including foreseen role, duration, local/international. |
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| **5.3 Consortium Partners:** List members of the applicant’s consortium, including their foreseen role. and include a copy of the memorandum of understanding or equivalent agreement between consortium partners. |
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| **5.4 Collaborators:** List collaborating organisations, including their foreseen role. Please specify the role of ASCEND Country Lead and Regional Manager. State any endorsements or supporting role of any national partners. |
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| **5.6 Relevant Expertise and Experience of the Applicant:**. Please give a brief outline of the applicant’s relevant expertise and recent experience in the subject of the proposed project. |
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# Budget

Please provide separate budgets for the planning and implementation phases of the project, indicating the grand total for both phases at the bottom. Please review the budget guidance in the RFA prior to completing this budget.

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| **Budget for Planning Phase:** Please provide a **detailed budget** (in £), specified as follows, and include supporting notes on how you have considered value for money | | | | | |
| Project staff | Name | Function | Nr days | Day rate £ | **Total** |
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| Cost of material |  |  |  |  |  |
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| Travel & subsistence |  |  |  |  |  |
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| Other |  |  |  |  |  |
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| **Total** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Budget for Implementation Phase:** Please provide a **high-level budget** (in £), specified as follows, and include supporting notes on how you have considered value for money | | | | | |
| Project staff | Name | Function | Nr days | Day rate £ | **Total** |
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|  |  |  |  |  |  |
| Cost of material |  |  |  |  |  |
|  |  |  |  |  |  |
| Travel & subsistence |  |  |  |  |  |
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| Other |  |  |  |  |  |
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| **Total** |  |  |  |  |  |
| **GRAND TOTAL FOR BOTH PHASES** |  |  |  |  |  |

