Cooperative Research Awards
Application Instructions
Request for Proposals (RFP)
The Harvard Medical School Center for Global Health Delivery–Dubai is pleased to announce a Request for Proposals for cooperative research awards in global health delivery.

The mission of the Harvard Medical School Center for Global Health Delivery–Dubai is to promote research that optimizes health care delivery and to build local and regional capacity for high-quality health delivery research. To this end, the Center welcomes proposals for cooperative research that will advance knowledge and/or best practices related to the delivery of existing or new interventions that can cure or prevent disease.

The priority topics for this cooperative research award are:
• Diabetes and obesity (and conditions resulting from them);
• Optimization of surgical care delivery;
• The health of women and children, including gynecological surgery;
• Infectious diseases, with particular focus on tuberculosis and hepatitis C; and
• Mental health.

Successful proposals may include one or more of the following:
• Obtaining accurate descriptive data about the burden of disease to guide care provision.
• Describing the impact of the disease burden on social and economic development.
• Evaluating strategies, algorithms, and systems for initiating or improving care delivery with the aim of addressing a significant delivery gap.
• Describing the impact of an intervention on the health system (e.g., economically and/or structurally).

Ideal interventions will evaluate strategies, algorithms, and systems for initiating or improving care delivery with the aim of addressing a delivery gap and improving treatment outcomes.

RFP Schedule

Step 1
Request assistance with developing a Letter of Intent due by September 30, 2015
Request a preliminary review of the Letter of Intent by October 18, 2015
Letter of Intent due no later than November 1, 2015 (4PM GST)
Invitation to submit a full application e-mailed to selected finalists on December 13, 2015

Step 2
Full applications due (for invited finalists only) January 31, 2016 (4PM GST)
Funding decisions sent via e-mail February 28, 2016
Earliest possible start date May 1, 2016
Program Description

What is the Cooperative Research Award Program?
Whereas a typical award usually involves full stewardship by the recipient or awardee, the Cooperative Research Award program involves substantial grantor involvement (in this case, the grantor is the Harvard Medical School Center for Global Health Delivery–Dubai). For each Cooperative Research Award, the Center will require that the local/regional Principal Investigator (PI) be linked to an established researcher from the Department of Global Health and Social Medicine or another department of Harvard University. Please see steps on accessing a Harvard University Faculty member in Annex A.

The Center will provide biostatistical, epidemiological, data programming, and other methodological and analytical support as needed, and will assist awardees in the preparation of publications.

Eligibility Criteria
Letters of Intent (LOI) will be accepted from Principal Investigators (PI) based at public or private institutions in the United Arab Emirates and/or the Center’s region. Please see Annex B for a complete list of countries.

Requirements for Awardees
Please note that if you are not able to meet one or all of the following requirements, you are not eligible to apply for this grant.

Awardees will be required to work in collaboration with the Center, the Center’s support staff, and approved contractees to conduct and complete the research, including sharing unidentified patient data, in order to receive assistance with research design and analysis. A data-sharing agreement between Harvard Medical School and the grant recipient’s institution outlining this collaboration will be required once an award has been accepted.

Awardees will be required to report on the progress of the grant every six months on a template provided by the Center as well as the use of the funds awarded, and will agree to follow Harvard Medical School guidelines on the conduct of research and the management of research awards. It is expected that the research will be completed 24 months after the award start date. In consultation with the Center’s Research Committee, applicants may receive an extension under exceptional circumstances. During the research period, awardees may be asked to present interim results and participate in Center workshops related to their research topic. Funding for the second year of the grant will be contingent on the research committee’s determination that satisfactory progress has been achieved in the first year.

In all publications resulting from Center support, individuals and institutions agree to acknowledge the Harvard Medical School Center for Global Health Delivery–Dubai. Principal Investigators will also agree to have students from the Center and affiliated programs participate as research interns in projects supported by the Center.
Application Process and Timeline

Two-step Process
The application for the collaborative research award is a two-step process.

STEP 1: Completion of a Letter of Intent (LOI) outlining the proposed research (see the “Outline for the Letter of Intent” below). LOIs will be evaluated by the Center’s Research Committee. A portion of the applicants who have submitted an LOI for the award will be invited to submit a full application.

Applicants may request assistance with their LOI from the Center (see page 1 of this packet for important deadlines).

Step 2 is for informational purposes only – this packet covers Step 1.

STEP 2: A full application based on the ideas and approach outlined in the LOI. This application will give the applicant an opportunity to provide a more complete description of their proposed methodology and expected outcomes. Center staff will work closely with applicants to complete this phase of the process. An ad hoc selections committee drawn from faculty at Harvard Medical School and the Center will evaluate full applications.

Important Institutional Requirements

Institutional Research Administration
The cooperative grants are made to institutions not individuals. Therefore, as part of the LOI application process, you will be asked to verify that you have communicated your intent to apply for the cooperative grant with your institutional research administration. This verification will be part of your signature page and is required prior to submitting your LOI. If you have not communicated your intent to your institutional research administration or the research administration does not support your intent to apply, please do not submit a letter of intent.

Application format and contents
Please review the submission checklist (Annex C) before submitting the LOI. Missing materials will not be accepted after the submission deadline.
Application Delivery
The LOI is submitted electronically through our online form. Within 24 business hours of submission, the applicant will receive confirmation that we received the LOI. To request access to our online application, please click here.

Questions
Please direct questions related to the application submission process to:

Dr. Nasreen Adamjee, Director of Research and Programs
Harvard Center for Global Health Delivery–Dubai (Dubai office)
Email: ghd.dubai@hms.harvard.edu

Ms. Helena Martins, Program Manager
Harvard Center for Global Health Delivery–Dubai (Boston office)
Email: helena.martins@hms.harvard.edu

Timeline for Step 1 (Letter of Intent phase)

September 20, 2015 – Applicants who require guidance or additional assistance with developing a LOI may request assistance from the Center by this date. Requests for assistance should be sent to the attention of Dr. Nasreen Adamjee (ghd.dubai@hms.harvard.edu). Center staff will then work with the Principal Investigator to explain the process and offer assistance where required.

October 18, 2015 – Applicants may request a “pre-review” of their proposal by contacting Dr. Nasreen Adamjee (ghd.dubai@hms.harvard.edu) before this date. After this date, a pre-review will not be possible.

November 1, 2015 (by 4PM GST) – Letters of Intent are due no later than 4 PM GST. Letters sent after that time will not be considered for evaluation.

December 13, 2015 – Review of LOIs will be completed. Top candidates will be invited to proceed with the full application.

Review Process
Review of the LOIs and full applications (for those invited to submit) will be based on the following criteria:

- Overall scientific merit; level of innovation, and relevance of the proposal to improving a health delivery gap
- Potential to realize project goals
- Involvement of multidisciplinary collaborations
- Potential to strengthen research capacity at the Principal Investigator’s home institution
- Planned use of resources/funds
The Research Committee of the Harvard Medical School Center Global Health Delivery–Dubai will review LOIs. If necessary, the Committee may request outside expertise to evaluate the scientific merit of a proposal. Top applicants who have submitted an LOI for the award will be invited to submit a full application.

A selections committee drawn from faculty at Harvard Medical School and the Center will evaluate full applications.

Funding decisions will be communicated to applicants by email.

**Conditions of Award**

- The Principal Investigator will be required to submit a progress report every six months using a template provided by the Center. Funding for the second year of the grant will be contingent on the research committee’s determination that satisfactory progress has been achieved in the first year.

- In all publications resulting from Center support, authors will acknowledge the Center and include collaborators from the Center or its affiliates.

- Principal Investigators will agree to have students from the Center or its affiliates participate in Center-supported research projects as research interns or other team members.

- In the event that the applicant receives other research support from another party, which overlaps with or reduces the Principal Investigator or key co-investigator effort on this project, the Center’s Director of Research and Programs must be notified. The applicant’s funding status will be reviewed, and if it is determined that there is scientific or effort overlap or that the specific aims of the cooperative research award cannot be met, the applicant’s institution may be required to reduce or relinquish the award.

- Prior to receiving funding, successful applicants must forward a copy of all local ethics/institutional review approvals to the Center’s Director of Research and Programs. Applicants who are invited to submit a full proposal will receive further information about this requirement.
Available Center Resources

LOI Appropriateness
Questions as to the appropriateness of a proposal may be directed to Dr. Nasreen Adamjee (ghd.dubai@hms.harvard.edu).

LOI Pre-review
Applicants may request a preliminary review and an unofficial critique by submitting a draft of the proposal by October 18, 2015 to the attention of Dr. Nasreen Adamjee (ghd.dubai@hms.harvard.edu). Applicants must indicate that a pre-review is being requested. If this option is taken, the applicant will receive comments by October 28, 2015. Regardless of whether the preliminary review option is taken, all LOIs are due by the deadline of 4pm GST on Sunday, November 1, 2015.
Step 1: Letter of Intent

The Letter of Intent (LOI) is designed to clearly outline the applicant’s reasons for wanting to conduct research to improve health care delivery, their approach to the research, and the innovations/improvements in outcomes that are expected to emerge from this research. Each letter of intent will have the following four parts.

- **Part 1** • Cover Sheet
- **Part 2** • Project Description
- **Part 3** • Investigator CVs or Biographical Sketches
- **Part 4** • Signature

All four parts must be completed before submission of the LOI. A detailed description of the four parts follows.
Using our online form, you will enter information that will create a LOI cover sheet that will contain the following:

1. **Proposed project dates.** Please state clearly the anticipated project period (e.g. May 1, 2016–April 30, 2018). The project may have a duration of up to 24 months. Projects may also be of shorter duration.

2. **Contact information for United Arab Emirates- or Region-based Principal Investigator.** This must include the name of the Principal Investigator’s institution, full address, phone and email information.

3. **Contact information for the Harvard-based co-investigator (if already identified).** This will include the name of the Harvard-based co-investigator, and their full address, phone and email information. Applicants who do not have existing collaborations with a Harvard-based co-investigator should write “pending” in this space. *(Please refer to Annex A for more information about identifying a Harvard-based co-investigator.)*

4. **Contact information for the Principal Investigator’s research administration contact or equivalent.** This must include the name of the research administration contact person at the Principal Investigator’s department or equivalent, including their full address, phone and email information.

5. **Project title.** The title will provide a brief description of the research project. It should not exceed 40 words.

6. **Signature of the Principal Investigator.** The online form will direct you to download a signature page. Please follow the instructions to complete and upload.

7. **Communication with the institution’s research administration official (or equivalent) authorizing this application.** As part of your signature page (#6 above) you will be asked to confirm that you have communicated your intent to apply.
To assist you in framing the scope of your work, grants will be awarded up to USD 150,000 in total direct costs per year for a total of two years. Please do not exceed the suggested length of each section.

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<th>Section</th>
<th>Content/question to be answered</th>
<th>Suggested length</th>
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<td>1.</td>
<td><strong>What is the global health problem that your study will address?</strong>&lt;br&gt;For example, if you were working in the area of hepatitis C treatment, you might state here that although 1 in 50 people in the world is infected with this virus and there is a treatment for the disease, very few people actually are diagnosed or receive curative treatment.</td>
<td>Up to 200 words</td>
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<td>2.</td>
<td><strong>What specific delivery gap will your study address?</strong>&lt;br&gt;For example, if you were working in the area of hepatitis C treatment, you might state here that your project addresses the gap in diagnosis.</td>
<td>Up to 200 words</td>
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<td>3.</td>
<td><strong>What do you propose to do? Please provide here a rough research plan that summarizes the (1) study objectives, (2) methods, and (3) expected results.</strong>&lt;br&gt;For example, you might state here that you wish to collect baseline data, embark on some intervention, and then collect follow up data. Study objectives can be stated as a hypothesis (e.g. if we use SMS reminders to people they will take their hepatitis C treatment on time); methods should reflect the analytic approach you intend to take; and expected results can reflect your hypothesis.</td>
<td>Up to 500 words</td>
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<td>4.</td>
<td><strong>Why are you and your local collaborators best placed to address this topic?</strong>&lt;br&gt;Please include any preliminary work here.</td>
<td>Up to 200 words</td>
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<td>5.</td>
<td><strong>What is the project timeline including milestones/deliverables?</strong>&lt;br&gt;Deliverables include potential work products, technological platforms and publications.</td>
<td>Up to 200 words</td>
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<td>6.</td>
<td><strong>How will your research influence policy debates in your area of health care delivery?</strong>&lt;br&gt;<strong>Why is this work important to the broader health delivery community?</strong></td>
<td>Up to 200 words</td>
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Part 3  • Investigator CVs or Biographical Sketches

Please attach a biographical sketch or curriculum vitae (CV) for the local Principal Investigator, the Harvard collaborator (if identified at this time), and any other significant co-investigators. If your project will use an on-site epidemiologist or biostatistician in the design of the research or analysis, please include their CVs or biosketches here.

If you or your co-investigators do not have a biosketch or CV, you may use the format described by the United States National Institutes of Health (NIH). A sample of an NIH biosketch can be found here on their website.

Part 4  • Signature

Please click the link in the online form and follow the instructions to download, complete, and upload your signature page.

Next Steps
Within 24 business hours of submission, the applicant will receive confirmation that we received the LOI. By November 6, 2015, we will send you a PDF file of your completed LOI for your records and begin review of your submission.
Application FAQs

Am I eligible to apply?
Please see the section labeled “Conditions of Award.” The Center will provide grant funding to applicant institutions for principal investigators with advanced degrees (doctoral level) from the United Arab Emirates and/or a country in the Center’s region, which seeks to conduct research on a question of global health delivery that falls within the Center’s current topics of interest.

What contact information do you need?
We require a valid email address and phone number for (1) the Principal Investigator; (2) Harvard faculty collaborator (if identified at this stage); (3) and your institution’s research administration department manager.

How much grant funding is available?
Grants will be award up to USD 150,000 in total direct costs per year for a total of two years.

What are the review criteria?
The Committee will review applications based on the following criteria:

- Overall scientific merit; level of innovation; and relevance of the proposal to improving a health delivery gap
- Potential to realize project goals
- Involvement of multidisciplinary collaborations
- Potential to strengthen research capacity at the Principal Investigator’s home institution
Annex A: Steps to Access a Harvard-based Collaborator

Example 1: Harvard Medical School Department of Global Health and Social Medicine

- Step 1: Go to the website: ghsm.hms.harvard.edu
- Step 2: Go to the heading and press: People
- Step 3: Go to the subheading: Faculty
- Step 4: Here you will find information regarding each faculty member and their research interests, as well as links to publications and their contact information. Once you have found a suitable candidate, please contact the faculty member using the email template on the page below.

Example 2: Harvard Catalyst

- Step 1: Go to the website: catalyst.harvard.edu
- Step 2: Press the option: Collaborator
- Step 3: Go to the heading: Find people by Keyword
- Step 4: Enter keywords of your area of interest (ex: Polycystic Ovarian Disease)
- Step 5: The above step will bring up a list of different faculty. Once you have found a suitable candidate, please contact the faculty member using the email template on the page below.

Example 3: Brigham and Women’s Department of Global Health Equity

- Step 1: Go to the website: brighamandwomens.org
- Step 2: Under “Departments and Services,” click “Medicine”
- Step 3: Scroll down and find the table titled “Medical Specialties.” Click “Global Health Equity”
- Step 4: On the Division of Global Health Equity page, click “About Us” on the left hand side of the screen. Once the sub-pages appear, click “Faculty”
- Step 5: Once you have found a suitable candidate, please contact the faculty member using the email template on the page below.

NOTE: The three options above are examples of departments & divisions at Harvard University provided to assist you in finding a collaborator. Please feel free to search for faculty at ANY Harvard University-based school or department (for example: Harvard Kennedy School of Government).
Email Template

Dear Dr. __________,

I am a potential applicant to a cooperative research award from the Harvard Medical School Center for Global Health Delivery-Dubai. This grant award requires each applicant to be linked to a corresponding Harvard-based Collaborator of similar related experience. This is to ensure appropriate mentorship for the development of a high standard of research for this grant award application. I discovered your name and contact via the Catalyst.harvard.edu / ghsm.hms.harvard.edu website and have researched your publications. I believe that your research interests and mine overlap, and I was wondering if you would be willing to consider joining my application as a co-investigator.

The research award is up to a maximum of $150,000 per year in total research expenses for up to two years. The idea is to conduct research that will form the basis for further grants and studies in the Center’s areas of interest. I am hoping to conduct research in the area of ___________ with a focus on ____________________.

I would be most grateful if you would consider working with me on this project, and should you be willing, would be happy to set up a phone conversation with you to discuss this further. My hope is that by collaborating with an investigator such as you will result in fruitful research and will strengthen the collaboration between Harvard and researchers in the region.

I look forward to hearing from you soon.

Best regards,

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NOTE: please copy Dr. Nasreen Adamjee on your e-mail to the prospective Harvard co-investigator.
Annex B: Countries in the Center’s Region

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*Harvard Medical School Center for Global Health Delivery–Dubai complies with all United States of America and United Arab Emirates laws.*
Annex C: Checklist

☐ Request access to our online application.

☐ LOI Part 1: Cover Sheet.

☐ LOI Part 2: Project Description.

  – What is the global health problem that your study will address?
  – What specific delivery gap will your study address?
  – What do you propose to do? Please provide here a rough research plan that summarizes the (1) study objectives, (2) methods, and (3) expected results.
  – Why are you and your local collaborators best placed to address this topic? Please include any preliminary work.
  – What is the project timeline including milestones/deliverables? Deliverables include potential work products, technological platforms and publications.
  – How will your research influence policy debates in your area of health care delivery?
  – Why is this work important to the broader health delivery community?

☐ LOI Part 3: Two-page CV/Biographical Sketches for all key personnel. If you or your co-investigator do not have a biographical sketch or CV, you may use the NIH format.

☐ LOI Part 4: Applicant’s signature page (instructions included in the online form).