

**UNICEF / UNDP / World Bank / WHO
Special Programme for Research and Training
in Tropical Diseases (TDR)**

For administrative use

CONFIDENTIAL

(exception: see 1.1-1.4 below)

PROJECT DEVELOPMENT GRANT

SECTION B: PROPOSAL FORM

PLEASE REFER TO THE ACCOMPANYING INSTRUCTIONS (TDR/PDG(A)/FORM/99)
THE ORIGINAL FORM (WITH ORIGINAL SIGNATURES) SHOULD BE SUBMITTED TO TDR WITH TWO COPIES

PART I. ADMINISTRATIVE INFORMATION *Please print or type*

***Selected information from this box (1.1-1.4) may be released to the general public
if this proposal is selected for funding***

1.1 Name of Principal Investigator and Institution affiliation		Title:	Sex: (M/F)
Surname:		First name(s):	
Full name of Institution:			
Full postal address of Principal Investigator to be used for professional correspondence:			
Telephone:		Email (1):	
Fax:		Email (2) or Website:	
1.2 Title of Project: (120 characters <i>maximum</i>)			
1.3a Proposed starting date:		1.3b Estimated duration: (in months)	
1.4a Intended Committee: (see Annex)		1.4b Relevant Disease(s): (see Annex)	

1.5 Summary of project: <i>(Do not exceed 100 words nor the space provided below)</i>	
1.6 Acceptance of general conditions by the Principal Investigator	
I have read the conditions set out in the instructions (document TDR/PDG(A)/FORM/99) which were provided with the proposal form and, if my application is successful, I agree to abide by them. I shall be actively engaged in the project.	
Signature of the Principal Investigator:	Date:
Declaration of institutional endorsement	
I confirm that I have read this application and that, if support is granted, the work will be accommodated and administered in the Department/Institution in accordance with the general conditions. I also confirm that the Principal Investigator,	
<i>(name)</i> is a full-time employee of this institution ¹	
Responsible Administrative Authority ²	
Signature:	Date:
Surname & initials:	Post:
Full name of Institution:	
Full postal address:	
Telephone:	Email (1):
Fax:	Email (2) or Website:

¹ If this is not the case, please attach a signed statement specifying clearly the Principal Investigator's relationship with the Institution

² An official of the Institution - other than the Principal Investigator - fully empowered to enter into contractual arrangements on behalf of the Institution

1.7 Institutional and national ethical clearance and approval *(Required if the proposal involves research on human subjects, including collection of human blood or other human tissue samples)*

- Is ethical clearance required? Yes No
- If "yes", is institutional ethical clearance document attached? Yes No
- If "yes", is there a national ethical review body in your country? Yes No
- If "yes", is national ethical clearance document attached? Yes No

1.8 National government approval

- Is national government approval required? Yes No
- If "yes", is the national government approval document attached? Yes No

1.9 Use of animals

- Are animals to be used in this project? Yes No
- If "yes", list species and estimated number:

PART II. BUDGET *Please refer to instructions (TDR/PDG(A)/FORM/99)*

2.1 Budget details		For WHO use only - Project ID			
Personnel ¹ (name, if known)	Position	% of time devoted to project	Budget request (US\$) ²		
			Year 1 20	Year 2 20	Year 3 20
1	Principal Investigator				
2					
3					
4					
Trainees/fellows:					
1					
2					
3					
Total personnel					
Supplies ³	[Please enter details here: e.g. expendable items; reagents, field suppliers etc.]				
Equipment ³	[Please enter details here: e.g. nonexpendable assets; microscopes, computer hardware etc.]				
Animals	[Please enter details here: e.g. specify species and number]				
Patient costs	[Please enter details here: e.g. drugs, hospitalisation, transportation etc.]				
Local travel (field work)	[Please enter details here: e.g. local air tickets, hotel, per diem]				
International travel (research staff)	[Please enter details here: e.g. air tickets, hotel, per diem]				
Visiting experts	[Please enter details here: e.g. air tickets, hotel, per diem]				
Premises renovation	[Please enter details here: e.g. modest alternations and modifications]				
Library	[Please enter details here]				
Vehicles	[Please enter details here: e.g. fuel, purchase, maintenance]				
Training	[Please enter details here: e.g. tuition, stipend etc.]				
Communication	[Please enter details here: e.g. telephone, web etc.]				
Other expenditures (specify and justify below, and please refer to funding restrictions, TDR/PDG(A)/FORM/99 Section I, Item 7)					
1.	[Please enter details here]				
2.	[Please enter details here]				
3.	[Please enter details here]				
4.	[Please enter details here]				
5.	[Please enter details here]				
Total others					
GRAND TOTAL					
Chief Financial Officer of the Institution		Principal Investigator			
Name		Name			
Signature	Date	Signature	Date		

¹ Please include in Annex B the *curricula vitae* of any named scientist, trainee or fellow who will be involved in the project.

² Please refer to funding restrictions in instructions (TDR/PDG(A)/FORM/99 Section I, Item 7).

³ This should include, where applicable, 20% for packing, freight and insurance charges.

ANNEX A. CURRICULUM VITAE OF APPLICANT (1 page maximum¹)

1. Surname:	Date of birth:
First name(s):	Nationality:
	Sex:
2. Degree(s) <i>(subjects, university or school, year)</i>	
3. Posts held <i>(type of post, institution/faculty/department, dates)</i>	
4. Recent publications: List only the five most important publications over the last five years (papers in press or submitted for publication are also acceptable). <i>Please give full bibliographic references (author(s), title, journal, volume, page numbers, years). If applicable, please attach copies of papers in press or submitted if these contain background material relevant to this proposal.</i>	

¹ Other formats containing the same information are acceptable but must not exceed the maximum of one page.

ANNEX B. CURRICULUM VITAE OF OTHER SCIENTISTS INVOLVED*(1 page maximum per individual¹)*

1. Surname:	Date of birth:
First name(s):	Nationality:
Telephone:	Sex:
Fax:	Email:
2. Degree(s) <i>(subjects, university or school, year)</i>	
3. Posts held <i>(type of post, institution/faculty/department, dates)</i>	
4. Recent publications: List only the five most important publications over the last five years (papers in press or submitted for publication are also acceptable.) <i>Please give full bibliographic references (author(s), title, journal, volume, page numbers, years).</i>	

¹ Other formats containing the same information are acceptable. Use additional pages (one page maximum per individual), if necessary, and number them as 7a, 7b, 7c, etc. Please write on one side only.

ANNEX C. Request form for supplies and equipment to be purchased by WHO through the WHO trust fund mechanism Request Form WHO 5367E TDR
 (please follow instructions on next page)

CONSIGNEE / ADDRESS:		TDR PROJECT No:
For WHO use only	Order of Priority	COMPLETE DESCRIPTION OF ITEM
INSTRUCTIONS FOR COMPLETING FORM WHO 5367E TDR FOR SUPPLIES AND EQUIPMENT: SEE OVERLEAF		PAGE No.

SPECIAL SHIPPING INSTRUCTIONS:				
Date:	(for WHO use only) TRUST FUND No:			
SUPPLIER DATE OF CATALOGUE USED	CATALOGUE No.	QUANTITY (State Unit)	UNIT PRICE	TOTAL PRICE
(Indicate on each page) TOTAL THIS PAGE:				
(Indicate on last page only) GRAND TOTAL OF ALL PAGES:				

Instructions for use of Trust Fund

1. All or part of the funds awarded by TDR may be held in a Trust Fund at WHO for purchase by WHO of equipment and supplies for the project.
2. WHO will act only upon instructions from the institution, as follows:-
 - Once funding for your project has been approved, you must complete a new supplies request.
 - **TDR will not automatically process the supplies request list attached to your project proposal.**
 - The equipment and supplies to be purchased must be listed on form WHO 5367E TDR, copies of which are sent together with the TSA.
 - Requested equipment and supplies should be first **grouped by supplier** and then given **an order of priority by supplier**. Numbering should start at 1. and run sequentially from the most important supplier to the next most important supplier, etc. Should funds be insufficient to purchase all the items you have requested, we will be obliged to reduce the list starting at the end of the list with the last (i.e. least important) supplier and cutting the list further if necessary.
3. **To avoid unexpected reduction of supplies lists**
 - Allow 10-15% for price increases (more if your catalogues are more than 3 years old)
 - Allow US\$500 on average for shipping costs for each supplier you order from (for small consignments of 3-5kg, minimum shipping costs are US\$150)
 - Allow US\$1,500 for shipping a vehicle and US\$900 for a freezer and other heavy equipment
4. **Please give a catalogue name, catalogue date, catalogue reference number, a full description of each item and catalogue price.**
5. Any special instructions for shipping, together with the full destination address for shipping, should be marked on your request list.
6. Your supplies request list will result in one or more Purchase Authorizations prepared by TDR and later into one or more Purchase Orders, copies of which will be sent to you for information. The average processing time from receipt of a supplies request list to actual shipping is 90 days. The expected delivery date which appears on the Purchase Orders is only an estimation. If the shipment has not been received within 60 days after this date, please inform TDR.
7. Costs indicated on the Purchase Authorizations are only estimates. **Costs initially charged to your trust fund are the amounts indicated on the subsequent Purchase Orders which may be adjusted later when the actual invoices are settled.** Using the Purchase Order figures, you can roughly calculate your Trust Fund balance. When the funds in your Trust Fund have been exhausted, no additional purchases can be made, even if all the items on your request list have not been purchased.
8. Any balance remaining in the Trust Fund at 31 December of the year following the establishment of the fund will revert to TDR. Hence, requests for purchase should arrive in TDR no later than 1 October of the expiry year.