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To whom it may concern



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CIH AMEAR – Call for Proposals 2023-4

Dear CIH Alumna, dear CIH Alumnus

The vision and overarching aim of the Center for International Health at LMU (CIH) is to empower health professionals. With this vision, CIH aspires to meet health-related challenges through capacity building in training and research. The CIH strengthens its partners and alumni and stimulates their collaboration.

AMEAR (African Medical Education and Research) is a project of CIH, funded by Bayerische Staatskanzlei (Bavarian State Chancellery, Munich, Germany). The vision of AMEAR is the formation of scientific networks of African health professionals and educators.

The goals of AMEAR are to

- (1) strengthen the medical and health professional education and research in African Higher Education Institutions,
- (2) demonstrate clinical or community relevance of health professional education, and
- (3) foster an inter-institutional and interdisciplinary approach to health related education.

1. Eligibility criteria

1.1. Applicants

African graduates (alumni) of the following programs may apply for funds:

- MSc Health Professions Education (MHPE) at Jimma University and Addis Ababa University;
- MSc Integrated Clinical and Community Mental Health (MICCMH) at Jimma University;
- PhD International Health – Medical Research at LMU;
- FAIMER fellows from African countries;
- Scholars who have served in the past as facilitators to the MHPE at Jimma University

CIH AMEAR is funded by the Bavarian State Chancellery



1.2. Project duration

Only activities that can be completed before 31st August 2024 are eligible. Therefore, it must be feasible to conduct the project within this period. All funds must be spent before this date, and legal invoices must be sent to the administrator before 30th September 2024.

1.3. Minimum and Maximum funding available per project

Grants awarded are between EUR 7,500.00 and EUR 15,000.00. Funds must be administered and spent according to the regulations (see section 7, Funding). Therefore, each application must have a budget plan that satisfies the regulations. *Note: In case of south-south partnership, AMEAR will conclude grant forwarding agreements with two collaborating institutions in different countries and double the fund.*

1.4. Prime applicant and responsibilities

Within the project application, the applicant, the partners and their responsibilities in the project must be clearly defined; projects should involve a mentor. More details are in the document "Submission guide".

1.5 Language

Only proposals written in English are eligible.

2. Timeline

- Grant Writing Workshop: **22th May 2023 – 14:00-16:00 EAT**
- Submission Deadline: **11th June 2023 23:59 CEST**
- Announcement of selected proposals: **10th July 2023**
- Submission deadline of proposals after revision: **23th July 2023**
- Announcement of selected proposals after revision: **10th August 2023**
- Project period **until 31 August 2024**
- Final Written Report **until 30 September 2024**
- Project presentation at **AMEAR Congress End of October 2024** (Project Presentation to Bavarian State Chancellery)

3. Project Progress Meetings / Network Meeting / Final Report Meeting

The Project Progress Meetings and the Network Meeting will be held online.

4. Reporting

Progress reports are due quarterly. A final and comprehensive report has to be submitted before 30th September 2024. The final report (maximum 5 pages) should be addressed to the main stakeholders (research community) and needs to be ready for online publication by CIH. In addition, a research paper submitted to a peer-reviewed journal should result from your research project.

5. Submission

Applicants submit proposals before the deadline given in **section 2 Timeline** by uploading all components of the proposal to the portal

<https://www.efv.verwaltung.uni-muenchen.de/CIHAMEAR>

Late submissions will not be considered for review.

It is not possible to submit via email.

Details on structure of the proposal and budget criteria are summarised in the document "**Submission guide**" on the AMEAR project web site. Please use the updated version.

Structure of proposals and word count

Please fill in the e-form with your proposal and requested data step-by-step to the web address given in Section "Submission". Documents need to be uploaded always in PDF format.

We recommend that you have the following documents ready before registration:

- Signed statement of absence of conflicts of Interest - PDF, scan of high quality, properly rotated
- Personal details and CVs for all applicants of your project, including publications and third-party funds (max. 1 page only per person), PDF format.
- Short title for your proposal (Maximum 80 characters)
- Aims of your research project
- Short description of the project and relevance (max. 150 words)
- Project specification (max. 1500 words), these points should be covered:
 - Research methods
 - Project activities
 - Outcomes
 - Impact
 - Cooperation with other units (if applicable)
- Team members: roles & responsibilities in the project
- Logic model of your project - PDF
- Project timeline with a chronological list of all tasks of your project – PDF
- Name and contact data of the mentor for your project
- Support letters – PDF, scans of high quality, properly rotated
- Budget with detailed explanation, please use the CIH AMEAR budget template (you can download it on the CIH website or in the beginning of the e-form) - PDF
- Literature (list of references, APA style) for the proposal
- A vote from the Institutional Review Board of your Institution must be submitted. If it is not available at the time of submission, please provide a statement from your IRB with the date when you have submitted your application to the IRB.

All this takes a lot of time. Therefore, we advise to start soon.

6. Selection criteria

Only projects that meet the goals of AMEAR, the eligibility criteria (section 1) and the structure of proposals (section 5) are eligible for review.

6.1. Evaluation process

The selection committee consists of faculty members of the partner institutions (including LMU) and alumni. Each proposal is reviewed and evaluated by a minimum of two reviewers. Reviewers have signed a statement of absence of conflict of interest and cannot review their own proposals.

6.2. Preferred projects

- Projects involving at least two alumni from different institutions are given preference.
- Projects involving at least two alumni from different countries in Africa are given preference.
- The number of applications per institution is not limited.

6.3 Criteria of scientific and technical quality

- Relevance of the project (cf. the AMEAR Goals on page 1)
- Absence of a conflict of interest
- Feasibility within the time frame
- Appropriate logic model, tools and methods
- Appropriate dissemination strategy
- Visibility of the project
- South-South partnership
- Potential for policy change or contribution to scientific development

6.4. Management and budget criteria

- Number of African partner institutions involved.
- Extra bonus for collaboration with a partner from a different country in Africa
- Experience of the team members in the field of the project, quality of the consortium, management scheme
- Clarity on roles and responsibilities of members and institutions, clear-cut management structure
- Reasonable correlation between input and budget versus outcomes, output and impact.
- Visibility of CIH, the donor and network partners in the proposal
- Compliance with the funding criteria
- The final decision will be based on a score, reached by a consensus of the selection committee, and communicated to the applicant

7. Notification to the selected projects

Selected projects will be notified as indicated in section 2 Timeline.

8. Funding Agreement / Contract

Following the selection of projects, the institutions of the beneficiaries will be requested to sign a Grant Forwarding Agreement. The Grant Forwarding Agreement

describes the main terms and requirements of the funding, identifies the contact person, details of the reporting requirements, duties and responsibilities. The payments go to a foreign currency account of the institution, cf. Submission guide.

9. Absence of a conflict of interest

Given that the CIH AMEAR project is meant to support the development of scientific communities in Africa, the same persons will actively participate in the review process and have the right to submit a grant proposal. Both applicants and reviewers will therefore be asked to sign a statement of absence of conflict of interest in their respective roles.