

The hints for writing a proposal given in the AMEAR call for proposals were rather brief. This guide provides more details. It is partly based on experience with a previous call.

- Applications must be written in Microsoft Word. All parts are in one document.
- File name of a proposal shall include name of first applicant (PI) and ‘proposal\_AM-EAR\_2022’.
- Versions of a proposal must be numbered (“v01” or “v04”). Avoid filenames like “final”
- Follow instructions for the structure of the proposal given on the pages 2 and 3 of the “Call for Proposals” published December 2021
- Precise and actual affiliations of all co-applicants must be stated
- Support letter is the first Annex in the file
- All CV’s are further Annexes in the same file
- All proposals shall bear consecutive page numbers at the bottom of each page.
- A short title must be provided with less than 80 characters.
- References to publication for background and methods of the proposal or to own publications of applicants shall be complete and shall follow a standard, e.g., APA style.
- Applications not conforming to the above rules will not be accepted for review.

#### Travel costs:

A workshop with many participants, this was an example with 168 participants:

<u>N</u> <u>o</u>	List of items	Unit	Number	Days	Unit Cost	Total cost in ETB	Total cost in Euro	
<b>Travel, accommodation and subsistence costs</b>								
1.	Accommodation	Person	168	3	250	126000	3023.76	
2.	Travel	Person	168	2	150	50400	1209.6	
3.	Dinner	Item	168	4	150	100800	2419.2	
4.	Lunch	Item	168	3	150	75600	1814.4	
5.	Tea break(trainers and trainees)	Item	174	3	50	26,100	835.2	
6.	<b>Subtotal cost</b>	<b>403,500</b>					<b>9302.16</b>	

For such a costly training event, consider doing it at your university. If that is not possible, then give reasons why it is not possible. If you use a hotel, a pro-forma invoice of the hotel is required. The hotel is a business, and a pro forma invoice with signatures and full contact information of two top managers of the business are required **at the time of submission of the proposal**. The pro-forma contains a detailed cost breakdown, i.e., cost per item per day per person. **After approval of the grant and the pro-forma**, Hotel (business) and customer (applicant) sign a Confirmation Letter, similar to the template (available upon request). The route of payment is usually bank transfer from the university that holds the grant to the business, not through the applicant and her private money. **Immediately after the event**, applicant sends the pro-forma invoice, Confirmation Letter, final invoice and list of participants with signatures to CIH office.

Cost for transportation:

Only public transportation is acceptable for reimbursement. Applicant bears the responsibility for complete documentation, tickets and original receipts. **Immediately after the event**, applicant sends all original documents to CIH office. Unused or unpaid tickets cannot be reimbursed. Surface transport should be given preference. University cars should be used wherever possible. Flight tickets will be reimbursed only with adequate justification. Travel duration exceeding one full day may be an acceptable justification.

Fuel:

2500 litres of Diesel fuel even in an older Landcruiser gets you some 15000 km of distance, so the question really is: which distances will be covered?

Cost for meals:

The donor has set an upper limit of 30 Euros for lunch. You should not take that as an advice. This limit is for lunch in the real expensive capitals like London or Tokyo. Better choose a price for a normal meal in a normal context. The reimbursement must be based on the usual standards of the HEI of the applicant. Alcoholic beverages will not be reimbursed.

Corona pandemic

The experience during the Corona pandemic has demonstrated that much is possible without travel, hotels etc. Why not plan an online meeting, or a blended learning approach? How about inverted classroom? Online meetings and trainings can be done with hundreds of participants. If you are requesting “Travel, accommodation and subsistence costs” then please give a plausible justification, explain your measures against spread of the pandemic, and level of protection. Please provide a statement that your actions are in accordance with the pandemic rules of your institution (e.g. in an institutional support letter).

Funds for translation

If you intend to use a validated instrument and need it translated into one of the African national languages, then a justification and a pro forma invoice is required. Justification means to explain why and how you will have it translated, pro forma means that you are sure about the cost and avoid a surprise later.

Cost for persons who work towards a project:

Remuneration must be in line with the usual standards of the HEI of the applicant, including external experts. Contracts have to be concluded by the HIE when the HEI is responsible for the financial management anyway. Adequacy of remuneration will be assessed using 1 - degrees, 2 – responsibility, 3 - work experience, 4 – full time / part time, 5 - duration of project activity. Basis is euro, not local currency.

For example, by reviewing a few proposals from the same university in a previous call, the cost for data collectors varied from 60 Euros per day to 60 Euro per month. Personnel that you hire for a project can earn typical local salaries. Remuneration must be in line with the usual standards of the HEI of the applicant. The same is true for nurses, health officers, lab technicians, data typists, physiotherapists, scientists, etc. If tax is imposed, then add the tax. If you need external experts, then justify why you need them, what you expect them to deliver, and their fee.

Bear in mind that Center for International Health is not an NGO, a philanthropy, or a business. LMU is a public university, is obliged to be thrifty, and the fees should be adequate for this context. Money for the AM-EAR project comes from Bavarian State Chancellery and is taxpayer’s money, taxpayers

are critical with fees. They are sensitive to what could be perceived as extravagance (LMU was blamed in German newspapers in August 2020 for suspected extravagance).

Bear in mind that the cost accounts ("proof of use") and their appropriateness are examined internally by the auditors (and in principle by the State Audit Office). In the event of objections, funds may be reclaimed (= return the money to the Bavarian State Chancellery). For this reason, the institution of the applicant must designate a foreign currency account to receive a grant.

PI's (applicants) are employed by a Higher Education Institution (college, university, school or whatever). Their employer expects them to do research, and for that, PI's get salary. If a PI is lucky and wins a grant for her or his research then typically she gets time for the project from her contractual working time. That may be one contribution of her university to the project. It is important to name the amount of working time of a PI that goes into the project in the management scheme. An employer may support a PI in other ways, and that shall be mentioned in the management section of the proposal, too. E.g., use of equipment, rooms, assistance, electricity, water, internet access, university computers. In the case of more than one applicant, the same is true for the other applicants, for they are employees of a college, university, school or whatever.

#### Institutional support:

Scientists or doctors at a Higher Education Institution (HEI) who do scientific research or training have support from the HEI. Scientific research and training are the reasons for existence of the HEI. Scientists or doctors at a Higher Education Institution (HEI) have to do scientific research or training because it is their job. That is the reason why HEI hires them. The HEI may have their own agenda, priorities, or quality criteria, and may be selective in the activities that they have decided to support. Support from the HEI is critical for the success of a project. A support letter from an HEI means that the HEI has decided to support a given proposal. A support letter from an HEI typically states the amount of support that the project team and PI can expect from the HEI. In the case that the HEI does not cover all the resources necessary for the success of a project, external project funding comes into play (in our case, AM-EAR by CIH at LMU). Expected minimum support is managing financial and administrative issues by the HEI and granting a time budget for the project team and the PI that is sufficient to conduct the project.

Scientists or doctors should have protection in their activity by an ethics vote. This vote comes typically from an institutional review board (IRB).

Scientists or doctors should not take over the financial management of a grant, as the university administration does this professionally all day long and has the appropriate knowledge and experience. Scientists or doctors wish to remain secure from corruption allegations.

Time budget for the project team and the PI is the share of their contractual working time that goes into the project. Furthermore, the HEI should also make infrastructures available such as IRB vote, project mobility, secretarial assistance, stationery, lab facilities, garbage disposal, meeting rooms, telephone and internet access, water, and toilets. The PI does not handle money. Money goes from AM-EAR to the employer of the PI, and a grant forwarding agreement is necessary. The grant forwarding agreement between LMU Hospital and the HEI of the applicant is the next step **after approval of the project proposal**.

A support letter of the institution must accompany each proposal **at the time of submission**. If other entities are deeply involved in the project, we recommend to obtain a support letter from them.

#### Per diem:

The term "per diem" is ambiguous. Meals are reimbursable if they are in accordance with the usual standards of the HEI of the applicant. Daily subsistence allowance (to cover additional subsistence

expenses during missions, etc.) cannot be paid where meals are provided free of charge. At a high-profile event, a small personal contribution is appropriate but no "remuneration" for the participants.

Per diem can be mistaken as money that is paid to people to attend an event. That makes sense in the case of political parties or movie productions. Participants of scientific trainings normally pay to participate in a training. Sociology has demonstrated repeatedly that money is an extrinsic motivator and can be counterproductive when it comes to learning and working. If employers are paying per-diems based on the working contract, then that is another story and does not affect the AM-EAR project. If the training is not attractive without per diem then consider cancelling, or improving it.

#### Trainings and outcomes:

After a training, participants are doing something that they did not do before the training. What they do during the training is called learning activity. What facilitators do during the training is called teaching activity. What learners do after the training is called outcome or outcomes. Outcomes can be measured, this is called assessment. If you measure outcomes and compare with what you had intended, that is an evaluation. Evaluation is a core component of a training. An impact is something that will occur because of the outcome. Trainings need resources, otherwise, they cannot be conducted. Resources are persons with competencies, or materials, or structures, to name just a few. Resources are those that you already have, and those that you are applying for. A meeting room of a university that can be used in a training is a valuable resource since you need not hire a room in a hotel for money. All these things – goals, resources, activities, outcomes and impact, can be organized in a logic model (cf. page 7). If you are planning a training, the first thing to discuss are the goals of the training and its logic model. Without a logic model, it will be difficult to tell whether your plan for training is viable and useful. The logic model of a training must be briefly explained in the proposal.

#### Research and outcomes:

Research has a reason and researchers want to achieve something. The reasons are based on science, and form the rationale of research. There is no research without theory and without assumptions that you make. The goal of the research and the research questions are central and are related to the study design. There are resources – what is already there, competencies that you need to do the research, particularly research methods, there are expected results, and if research is useful or dangerous, it will have an impact. The outcome of research maybe like what you expected or maybe against your expectations. Both is possible. Otherwise, it would not be research. Both ways should be interpreted. The impact can be on patients, students, health systems, the environment, schools, communities, businesses, etc. The outcomes have significance, e.g. for the scientific community. All of these items and their relationship need to be connected logically and must be briefly explained in the proposal.

#### Networking

One goal of the project „African Medical Education and Research Network - AM-EAR“ is networking. The idea behind the AM-EAR project is that CIH alumni and alumnae from one African university collaborate with CIH alumni and alumnae from another African university in order to form a network. The networking aspect needs an explanation. If networking includes collaborators in a neighbouring country, it is considered a South-to-South collaboration and the proposal is getting an extra bonus at evaluation. CIH alumni and alumnae work in many African countries, and as long as it is sub-Saharan Africa it is considered as a neighbourhood.

#### Clarity of roles and responsibilities

The question is who is responsible for what. You need names of real persons here. “Investigators and CO-investigators“ or “Investigators, data collectors, and supervisors” is not sufficient. We suggest to include a mentor in any project. A mentor gives advice and feedback, and is not involved in the operation of the project.

### Management scheme

Who supervises whom? How much working time is PI and each team member planning to invest? What are the required qualifications? How much working time is required from personnel paid by the project? Who is working how many hours? Why are high-level external experts or sophisticated equipment required? What is their fee? How much working time can be contributed by students who do unpaid project work? How much working time can be contributed by other personnel paid by the HEI?

### Review process

Grant proposals will be read and analysed by other researchers and scientists, the reviewers. They will provide constructive criticism, check proposals against certain criteria, provide suggestions for improvement of the proposal and make a recommendation for the AM-EAR selection team. Reviewers will be from Africa and from LMU, and they have to be peers of the applicants. That is why the process is called peer review. Sometimes, it was difficult to find appropriate persons who were willing to write a review. Unfortunately, this will lead to a delay. If there is no review, then there is no funding for a proposal.

The AM-EAR selection team will meet and discuss each proposal and the reviews. Oftentimes, the decision of the AM-EAR team will be “accept after major revision” or “reject and resubmit”. But, there is a possibility for the “reject” option also.

The applicant will receive the decision of the selection team and the anonymised reviews. The applicant will see the suggestions for improvement but not the name of the reviewer. Applicants will receive a time limit for revising the proposal, using the suggestions given by the reviewers. In a cover letter, applicants describe the changes made to the proposal in a step-by-step fashion. Changes must also be marked in the revised proposal, e.g., by highlighting the changed text.

### Co-applicants

Can we be sure that all those mentioned in a proposal really have understood their role and the associated responsibility? Co-applicants should do more than just deliver their CV. They should read the proposal and contribute to it by constructive criticism and improve the proposal. It is the responsibility of the PI that all co-applicants have read and understood the proposal before submission.

Choice of collaborators is in conflict with the potential for existing reviewers within the network and community of alumni. Applicants may not review their own proposal, and that should be evident. If I have written the names of all my best friends in the list of co-applicants, then nobody is left to review my proposal, at least not my friend.

### Duties of the applicant / PI

After successful application and review, the applicant receives approval from the AM-EAR team. Her or his institution signs a grant forwarding agreement with the Hospital of LMU (= KUM), the institution opens a foreign currency account. The applicant becomes a PI. All rules in the call for proposals apply. The PI sends progress reports every other month and a final report when the project period has ended. The PI or a co-applicant participated in bi-monthly online meetings. In the case, that the final evaluation of the data is not yet completed, or the research has not been published, a second final report is due within 3 months from the end of the project period. The overall project responsibility lies with the Prime Applicant, in case the Prime applicant is unable to fulfill her or his duties, should inform the AMEAR team as soon as possible in writing.

### Procurement

If your project involves purchases of sophisticated equipment and consumables, please explain how you are planning procurement, and who is responsible for it (cf. management scheme). The best and sustainable way is to purchase locally, or within the country. If you are planning to purchase equipment from Germany, you have to indicate that in the proposal to avoid confusion. The responsible person must confirm procurement in writing. The AM-EAR team does not procure.

### Involvement of Students

Teaching projects or research projects can be ideal learning environments for undergraduate and postgraduate students. Students may work in a project towards their qualification thesis, or as a mandatory part of their studies (practicum, rotation), or as paid student assistants. Involving students can be a very successful strategy for recruiting long-term collaboration. Hence, if a project is part of students' thesis is encouraged.

### Publications and communications

Journal articles and conference posters and other presentations arising out of the AM-EAR project must have a funding remark or an acknowledgment like "Funded by Bavarian State Chancellery and AM-EAR Centre for International Health at LMU".

### Required items for financial report of a project:

- Legible receipts from finance department of the HEI with specification of price per unit and quantity. Receipts older than the date of the Grant Forwarding Agreement will not be reimbursed. Items not listed in the budget plan will not be reimbursed
- Project specific staff will be employed by their home institution.
- For trainings: List of all participants with signatures.
- Travel expenses settled at most according to the provisions of the Bavarian Travel Expenses Act
- Consumables / Equipment
- For publicity work (flyer, poster, brochures, etc.) funds will be made available if the work includes the logos of CIH and Bayerische Staatskanzlei
- Expenditure for translations, for scientific publications
- Consumables for setting up workshops, seminars and other academic events (teaching/learning materials, printing and copying cost)
- Expenditure for accreditation (e.g. for Master programs)
- Equipment that cost more than 410 Euros must be added to an inventory of the institution
- Non-refundable expenses: Cancellation fees (e.g. accommodation, flights, etc.); Alcoholic beverages; Gifts; Tip

# A Logic Model

Resources are those that you already have, and those that you are applying for to conduct your project	What you are planning to do with the resources, including teaching and learning activities	After completing your planned activities, you will have delivered the intended services	After you have delivered the planned services, the target group will display changed behaviour that you can observe	An impact is something that will occur because of the outcome.
<b>Resources</b>	<b>Activities</b>	<b>Output</b>	<b>Outcome</b>	<b>Impact</b>
Your planned work		Your intended results		

Figure 1: Logic model

Submission Guide v20

Table 1: Checklist for Review of AMEAR Proposals

Name of Lead Applicant
Short Title of the Project, max. 80 characters
Eligibility: Is applicant an alumna, or an alumnus?
Word count (maximum word count of 2,000 words)
Number and names of partner institutions and countries involved - do not count partners from CIH@LMU or high-income country partners
Relevance of the project: serves the AM-EAR vision; strengthening an African network of scientists and health educators
Timeline, feasibility within the time frame
Compliance with funding criteria
Quality and appropriateness of tools and methods
Potential to strengthen South-to-South partnerships
Inter-disciplinarity?
Trans-disciplinarity?
Dissemination strategy (publications, conferences, websites etc.)
Potential for development of a scientific community or for policy change
Potential to extend the CIH-JU collaboration (e.g., the project is part of students' thesis)
Experience and expertise of the team
Management scheme
Clarity of roles and responsibilities
Strength of the Logic model
Visibility of project, CIH and network partners
Overall rating of the scientific quality of a proposal: Strength of the Logic Model for educational aspect; Scientific rigor for research aspect
Final comment
Recommendation - please choose from the options below: Accept, after minor revisions, after major revisions, reject and resubmit, reject