



CRDF Global Request for Proposals (RFP)

Infectious Disease and Immunology Research:

U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2016

Proposal Deadline: Friday, September 30, 2016 (23:59) U.S. Eastern Standard Time (EST)

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I. COMPETITION SNAPSHOT

Eligible Applicant(s)	Joint teams of U.S., Japan, and other Regional Asian-Pacific (based outside of Japan) researchers
Competition Opens	Thursday, July 28, 2016
Submission Deadline	September 30, 2016 (23:59) U.S. Standard Daylight Time (EST)
Announcement of Results	November 2016
Eligible Research Scope	Infectious Diseases and Immunology
Project Duration	Up to 1 year
Award Amounts	Each up to \$50,000 USD for 1 year of support
Complete Competition RFP and Proposal Forms	http://www.crdfglobal.org/grants-and-grantees/current-funding-opportunities/2016/07/27/2016-USJCMSP A Word version of proposal forms and templates available for download.
How to Apply	All proposals must be submitted through the Electronic Proposal Submission (EPS) website: https://eps.crdfglobal.org/USJCMSP (NOTE: website will be active on September 10) E-mail attachments and hard copies will not be accepted. For more information and instructions please refer to Section VI. A.
Program Point of Contact	Chris Maxwell, CRDF Global, ResearchPartnerships@crdfglobal.org

II. BACKGROUND

CRDF Global is accepting proposals from joint U.S., Japan, and other Regional Asia-Pacific (APac) based investigators working in the field of infectious disease and immunology research for the *U.S.-Japan Cooperative Medical Sciences Program (USJCMSP) Collaborative Awards, 2016*. This initiative is jointly funded by CRDF Global [utilizing funds provided by the U.S. National Institute of Allergy and Infectious Diseases (NIAID) of the National Institutes of Health's (NIH)] and the Japan Agency for Medical Research and Development (AMED). This program announcement follows the USJCMSP 50th Anniversary and 18th International Conference on Emerging Infectious Diseases (EID) in the Pacific on January 11-15, 2016 in North Bethesda, Maryland and honors the long and productive history of the USJCMSP.

The USJCMSP, one of the oldest bilateral programs in the history of NIH, was established in 1965 (under a U.S. Presidential-Japan Prime Ministerial level agreement) to strengthen Japanese research capacity and address issues of public health importance in the APac region. The program continues to maintain its value as a unique tool to foster U.S., Japan, and APac Region research collaboration. The program has nine Joint Panels (AIDS; Acute Respiratory Infections; Cholera and other Bacterial Enteric Diseases; Hepatitis; Parasitic Diseases; Cancer (previously the Genes, Environment, and Diseases Panel); Nutrition and Metabolism (inactive on the U.S. side); Mycobacterial Diseases; and Viral Diseases) and one cross-cutting Joint Immunology Board. For more information visit <http://www.niaid.nih.gov/topics/globalResearch/region/eastAsiaPacific/usjapan/Pages/history.aspx>.

NIAID conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. For more than 60 years, NIAID research has led to new therapies,

vaccines, diagnostic tests, and other technologies that have improved the health of millions of people in the United States and around the world. For more information visit <http://www.niaid.nih.gov/>.

AMED engages in research and development (R&D) in the field of medicine, establishing and maintaining an environment for this R&D, and provides funding to promote integrated medical R&D from basic research to practical applications, to smoothly achieve application of outcomes, and to achieve comprehensive and effective establishment / maintenance of an environment for medical R&D. For more information visit <http://www.amed.go.jp/en/aboutus/>.

CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. CRDF Global's Research Partnerships (RP) competitions enable cross-border collaboration and the strengthening of international research through the implementation of peer-reviewed research grant competitions. Research partnerships open avenues for new research directions and foster new collaborative opportunities for U.S. and non-U.S. scientists. More information about CRDF Global and the RP competitions can be found at <http://www.crdfglobal.org>.

III. SCOPE AND PURPOSE

The purpose of the USJCMSP collaborative awards is to foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in Japan, the APac region, and U.S. investigators and institutions. It is expected that proposals will focus on questions of direct relevance to the APac region that will add to global knowledge about endemic and emerging infectious diseases. The USJCMSP continues to promote collaborations, especially to include early-stage¹ and female scientists from around the region.

Investigators from the United States, Japan, and other APac countries are invited to jointly apply for funding for collaborative research projects focused on the areas of research listed below and other related topics. Basic and clinical immunology and endemic and emerging infectious diseases relevant to the APac region eligible for this competition are the following:

- Acute Respiratory Infections
- HIV/AIDS and its co-morbidities
- Cholera and other Bacterial Enteric Diseases
- Hepatitis
- Parasitic Diseases
- Tuberculosis, Leprosy, and other Mycobacteria
- Other Emerging and Re-emerging Infectious Diseases
- Immunology
- Nutrition and Metabolism (related to infectious or immunologic diseases)

While clinical trials will not be supported through this call, clinical and population-science research proposals are encouraged, and applications that include the planning and establishment of the infrastructure for clinical trials and longitudinal cohort studies are welcome. Such applications should include descriptions of the aims of the planned trial or cohort, source population, strategies for the recruitment of human subjects, management of ethical review and monitoring, statistical considerations, plans for research staff training and strengthening research infrastructure, and potential sources for supporting the trial.

The primary goals and objectives of the initiative are to:

- Foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in Japan, the APac region, and U.S. investigators and institutions. It is expected that proposals will focus on questions of direct relevance to the APac region that will add to global knowledge about endemic and emerging infectious diseases.

¹ Early-stage investigator is a scientist who is within 10 years of either a terminal research degree or medical residency or equivalent.

- Provide start-up or supplemental funding to facilitate the early development or expansion of collaborative research programs and the collection of key preliminary data that could be used to prepare more substantive grant proposals.
- Encourage mentoring and training of **early-stage and female** investigators through collaborations with mid-career and senior investigators in the areas of infectious diseases and immunology.

Six to eight awards, each up to **\$50,000 USD**, will be made in support of one-year projects, with the possibility of up to one year no-cost extension if justified. Collaborative research teams consisting of investigators from the U.S., Japan, and other APac countries listed below are eligible to apply. Each collaborative team that applies for funding under this program must utilize one of the following three compositional and budget allocation structures.

Team Composition and Budget Allocation Options		
<p>U.S. sub-Team</p> <ul style="list-style-type: none"> ▪ Up to 50%; \$25,000 <p>Japan sub-Team</p> <ul style="list-style-type: none"> ▪ At least 50%; \$25,000 	<p>U.S. sub-Team</p> <ul style="list-style-type: none"> ▪ Up to 40%; \$20,000 <p>APac sub-Team</p> <ul style="list-style-type: none"> ▪ At least 60%; \$30,000 	<p>U.S. sub-Team</p> <ul style="list-style-type: none"> ▪ Up to 25%; \$12,500 <p>APac sub-Team</p> <ul style="list-style-type: none"> ▪ At least 50%; \$25,000 <p>Japan sub-Team</p> <ul style="list-style-type: none"> ▪ Up to 25%; \$12,500

Funding identified in approved proposal budgets will be awarded directly by AMED for Japanese sub-team expenses, and by CRDF Global for U.S. sub-team and APac sub-team expenses.

Eligible APac countries for application² include Brunei Darussalam, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Marshall Islands, Micronesia (Federated States of Micronesia), Myanmar, Nauru, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam

Duration and start date of the project:

- **Each awarded project is to be carried out jointly between the collaborative sub-teams. The start date of the project** per sub team shall be the date an award agreement enters into force (i.e. is signed with CRDF Global or AMED).
- Awards are anticipated to start in January 2017. CRDF Global and AMED will coordinate respective sub-team award execution dates as close as possible. **Sub-team finalists may not begin any project activities or incur any project expenses associated with the awards** until an award agreement has been signed with their respective awarding agencies.
- **Research timeline** is recommended to be prepared in terms of semi-annual segments, per the [Milestone Plan \(Appendix D\)](#).
- **The duration of the project** shall be 12 months from the date an award agreement enters into force (i.e. is signed with CRDF Global). Up to one year no cost extension of the project may be granted with strong justification.

CRDF Global will address all program-related inquiries and serve as the point of contact for the RFP and communicate all results to applicants. CRDF Global will also receive full proposals from applicants and will

² Due to limited funding, this RFP is targeted to select countries in Southeast Asia and Pacific Rim region. China and Mongolia are excluded because NIAID currently has other bilateral programs to support research collaboration with scientists in these countries.

coordinate a technical peer review of proposals. Following these reviews, the program sponsors will collectively determine meritorious proposals to receive awards administered through CRDF Global and, for Japanese PIs, AMED.

IV. ELIGIBILITY

All proposals must meet each of the following eligibility criteria:

- 1) Each proposal must include **one PI from each sub-team (U.S., Japan and/or APac team)** who will serve together as Co-PIs of the collaborative team. Co-PIs will share overall responsibility for the project and coordinating all project participants and institutions. The institution at which each PI is employed will serve as the individual team's Principal Institution³ designated on the proposal. **Additional Investigators and institutions may be included as secondary collaborators to each individual team at the discretion of the co-PIs.**
- 2) Each PI must:
 - Possess the degree of Ph.D., M.D., or the equivalent research experience
 - Demonstrate scientific capacity and research experience.
 - Be employed at an institution that can serve as the Principal Institution on the award.
- 3) Each sub-team **must** include at least ONE **early-stage⁴ or female investigator**.
- 4) Sub-team budget allocation percentages must total 100% for the collaborative team and may not exceed \$50,000 USD.
- 5) All projects must focus on basic, clinical or translational research targeting one or more of the following fields of infectious disease and immunology research priority areas listed in [Section III](#).
- 6) Each proposal is evaluated independently and therefore should not be part of, nor depend on the success of other proposals submitted to this program.
- 7) Each collaborative team can submit only one proposal for this competition. Individuals serving as PIs are NOT permitted to serve as team members on other submitted proposals. Interested applicants are advised to submit the strongest application they can for this program. For research ideas that require resources not provided by this program or in areas outside the scope of this program, interested applicants are encouraged to review other NIAID/NIH, AMED, and CRDF Global funding opportunities.

Specific funding opportunities are available at:

- NIAID: <http://www.niaid.nih.gov/RESEARCHFUNDING/ANN/Pages/opps.aspx>
- AMED: <http://www.amed.go.jp/koubo/> (Japanese); <http://www.amed.go.jp/en/program/> (English)
- CRDF Global: <http://www.crdfglobal.org/grants-and-grantees/current-funding-opportunities>

- 8) **U.S. SUB-TEAM ONLY:** The U.S. PI and participants on the U.S. team may be foreign nationals (U.S. permanent residents or visa holders), but must reside in the U.S. for at least 50% of the award period. Graduate students on the U.S. team may be foreign nationals, but they must be enrolled in an accredited degree program at a U.S. institution during the period of their participation in the project.

Scientists employed by the U.S. federal government may apply for this program, however the U.S. PI and affiliated federal agency are **not permitted** to receive funding under this *Award Program*. Instead all award

³ "Principal Institution" is a corporation, partnership, association, institution or other organization that receives assistance under the award Agreement and is responsible for carrying out the Project as specified in the approved proposal.

⁴ An Early-stage investigator is a scientist who is within 10 years of either a terminal research degree or medical residency or equivalent.

funds are to support the APac sub-team and/or Japanese sub-team(s) or collaborating non-federal U.S. institutions and investigators. See [Section VII.B Allowable Costs](#) for more information.

- 9) **APAC SUB-TEAM ONLY (based outside of Japan):** The PI and participants on the APac sub-team may be foreign nationals (permanent residents or visa holders), but must reside in a country in the APac region listed in [Section III](#) for at least 50% of the award period. Graduate students on the APac team may be foreign nationals, but they must be enrolled in an accredited degree program at an Asian-Pacific institution during the period of their participation in the project.
- 10) **JAPANESE SUB-TEAM ONLY:** The Japanese PI and participants on the Japan team may be foreign nationals (Japanese permanent residents or visa holders), but must reside in Japan for at least 50% of the award period. Graduate students on the Japanese team may be foreign nationals, but they must be enrolled in an accredited degree program at a Japanese institution during the period of their participation in the project.

***Note:** Applicants are encouraged to seek guidance of a USJCMSP Japanese Panel member for preparing a research proposal. Please see [Appendix E](#) for the complete list of panel chairs.

CRDF Global reserves the right to restrict the participation of any individual or institution in its programs.

CRDF Global complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF Global not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

Any applicants as Japanese sub-team must read and understand the conditions of AMED for this program. Please check the following web site (http://www.amed.go.jp/koubo/koubo_list.html).

V. REVIEW OF PROPOSALS

All proposals and information contained therein will remain confidential prior to the award and will be screened for eligibility and completeness upon receipt by CRDF Global. Scientific merit review will take place through a scientific panel of experts appointed by CRDF Global and approved by NIAID and AMED. The panel will use the evaluation criteria described below in reaching its decisions. The panel will rank proposals by the evaluation criteria and assign an overall rating to each proposal, as well as a funding recommendation. CRDF Global will share these recommendations with NIAID and AMED which will jointly decide with CRDF Global on selection of finalists.

CRDF Global will announce awards in November 2016 via e-mail. All awards are subject to the availability of funding from program sponsors. All decisions by CRDF Global, NIAID, and AMED are final.

Evaluation Criteria

CRDF Global panels of external reviewers will use the following criteria in the evaluation of proposals for this program.

1. **Research Plan:** How well the individual elements of the project plan fit with the overall project goals.
2. **Technical Merit:** The technical soundness of the proposed work, the project's management plan, and adequacy of the resources available, both technical and financial.
3. **Research Impact:** The probability that the project will result in new knowledge in one or more research fields, or have a positive impact on health of the population in the APac region or/and all over the world.

4. **Personnel Capacity and Collaborative Benefits:** The expertise of the investigators and other participants, including the strengths and weaknesses of each partner, as well as the balance of the collaboration and distribution of partnership benefits.
5. **Benefit to Education and Infrastructure:** Appraisal of the project's training and mentoring plans that target early-stage and female researchers including the provision of career enhancing opportunities for personnel, the sharing of equipment and resources among all institutions involved, technology transfer, and the project's long-term positive impact on the research environment and capacity, particularly in the lesser-developed countries involved.

VI. PROPOSAL PREPARATION AND SUBMISSION

Only proposals submitted according to the instructions and which follow the formatting and include all of the required elements listed below will be reviewed.

A. Proposal Submission

All proposals must be submitted electronically through CRDF Global's Electronic Proposal Submission (EPS) site, no later than **Friday, September 30, 2016 (23:59) U.S. Eastern Standard Time (EST)**

<https://eps.crdfglobal.org/USJCMSP>

(EPS website will be active on September 10)

Note: Submission through this website **does not** require previous registration.

The Japanese and/or APac and U.S. PIs should jointly develop the proposal and provide written evidence of the concurrence of the Japanese and/or APac and U.S. Institute Leadership Representative. Once the entire proposal has been finalized, it should only be submitted ONE time by ONE PI.

At the conclusion of the electronic submission process, the collaborating PIs will receive a confirmation message from CRDF Global. A copy of this message will also be sent to Institute Leadership Representatives identified in the proposal. Further instructions on electronic proposal submission are available at the above website.

Proposal application materials submitted to CRDF Global must be prepared in English and compiled in the following separate document files for submission to the Electronic Proposal Submission (EPS). Acceptable file formats are MS Word (.doc) or Adobe Acrobat (.pdf).

Required:

1. Completed proposal document (all applicable elements under Proposal Elements [Section VII.C](#))
2. Japanese and/or APac and U.S. PI and Team Participant Curricula Vitae (CV) documents

As Applicable:

1. Supporting documents for Proposals Involving Human and/or Animal Subject Research.
2. Cost-sharing and Participation of For-Profit Companies, Letter of Commitment.

For questions about the Electronic Proposal Submission (EPS) process, please contact the CRDF Global Program Staff at: ResearchPartnerships@crdfglobal.org.

B. Proposal Formatting

Before Writing a Proposal, applicants should review all documents on the [RP Competitions' Applicants Resources page](#) (includes sample forms and suggestions on how to avoid common mistakes in proposal preparation. Click to view the documents.)

- [RP Competitions' Grant Writing Tips](#)
- [RP Competitions' Frequently Asked Questions \(FAQ\)](#)
- [CRDF Global Research Areas](#)
- [Resource guides and templates for writing a Curricula Vitae \(CV\)](#)

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|--|--|
| <input type="checkbox"/> Typed | <input type="checkbox"/> One-inch margins on ALL sides |
| <input type="checkbox"/> Single-spaced | <input type="checkbox"/> Font size of no less than Arial 10pt (Times New Roman 10pt font is not acceptable)* |

**A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Pls are cautioned, however, that the text must still be readable.*

C. Proposal Elements (required unless otherwise noted)

Detailed information for all necessary elements of a proposal is listed below. Appendices may not be included unless a deviation has been authorized by the CRDF Global Program Manager. Any proposal submitted without ALL required information, including signatures and forms, may be immediately disqualified and removed from the competition. CRDF Global encourages all applicants to carefully review their proposals prior to submission through the EPS to ensure accuracy and completeness. Decisions by CRDF Global on behalf of the program sponsors are final and cannot be appealed.

Applicants are required to follow instructions and use the electronic forms and templates downloadable as a Word Document here: <http://www.crdfglobal.org/grants-and-grantees/current-funding-opportunities/2016/07/27/2016-USJCMSP>

The following sections should be compiled into one Proposal document, numbered consecutively and submitted in one document:

1. Cover Sheet (Form A)

One per proposal including

- Project title and basic information about the project
- Information about the Japanese and/or APac and U.S. Pls
- Information about the Japanese and/or APac and U.S. Institute Leadership Representative (individual who would be responsible for negotiating contractual and financial terms in the case of an award.)

This information must also be entered during the electronic proposal submission process.

Note: CRDF Global requires that Form A be signed by **both** the Japanese and/or APac PI and Japanese and/or APac Institution Leadership Representative. Please include a scanned copy of the signed Form A.

2. Project Abstract

One concise paragraph summarizing all relevant aspects of the project, with special attention to its objectives, methods, and potential results. (No more than 350 words).

3. Project Narrative

Five-page maximum including any graphs, diagrams, and photos. PIs are cautioned that the Project Narrative must be self-contained, and that URLs providing information related to the proposal should not be used.

CRDF Global expects strict adherence to the rules of proper scholarship and attribution. The responsibility for proper scholarship and attribution rests with the authors of a proposal; all parts of the proposal should be prepared with equal care for this concern. **All contributing authors, including any PIs and sub-team participants, should be named and acknowledged at the bottom of the Project Narrative section.**

EXAMPLE:

Contributing Authors: NAME (Japanese and/or Regional Asian-Pacific PI), NAME (U.S. team-researcher)

The following should be described in the Project Narrative:

- The approach, objectives, milestones, and measurements of success that will be used;
- A clearly defined project timeline, noting all project tasks and goals to be accomplished. Applicants should also include a brief monitoring and evaluation plan.
- How the individual and combined competencies of the sub-team participants will enable the project to be carried out, and what relevant prior work has been carried out by member's sub-teams.
- The anticipated results of the project and how they address the CRDF Global evaluation criteria listed in [Section V](#);
- How the project compares to current research conducted in the topic area;
- Facilities, equipment, and other resources available at the U.S. and Japanese and/or APac institutes directly applicable to the project including those from secondary collaborators. This should address the adequacy of the resources available to perform the effort proposed. The description should be written narratively and not include any financial information;
- Requested equipment to be utilized in the project;
- How the Japanese and/or APac and U.S. PIs will coordinate project implementation and assess progress at regular intervals. Each project must involve significant and substantive cooperation between the Japanese sub-team and/or APac sub-team and U.S. sub-team. All proposed international travel to be funded under the project must be described in terms of its purpose and duration.

NOTE: Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in the proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal and appropriately labeled as:

"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside of CRDF Global, except for purposes of review and evaluation."

4. References Cited

Reference information for the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Identify the website address if the document is available electronically. While there is no page limitation for the References Cited, this section must only include

bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.

5. Sub-Team Key Participant Data (Form B)

One Form B for each additional participant on the Japanese sub-team and/or APac sub-team and U.S. sub-team, including researchers/engineers, technical/scientific support staff, graduate and undergraduate students, administrative/clerical support staff (Japanese sub-team and/or APac team only), and secondary collaborators.

Note:

- Form B is for additional team participants only; the sub-team PIs do not need to complete Form B with their own information.
- For planned graduate students not yet identified, complete a Form B as “Planned Graduate Student” indicating, at a minimum, the anticipated institution and level of education.
- Each Form B should be accompanied by the Curricula Vitae (CV) for the sub-team participant. All CVs are to be compiled and submitted in a separate document. See section on [page 11](#).

6. Project Budget

- **Project Budget (Form C1).** ONE for each sub-team involved. US and APac sub-teams use Form C1-A. Japan sub-team use Form C1-B. The budget should cover the entire award period. PIs should refer to “Allowed Costs” in [Section VII](#) for information to be listed in the budget.
- **Budget Narrative (Form C2).** ONE for each sub-team involved explaining all budget items in the corresponding Project Budget (Form C1-A and B). US and APac sub-teams use form C2-A. Japan sub-team use form C2-B.
- **Project Budget Overview (Form C3).** One per proposal completed for all participating sub-teams on the proposal.

7. Statement of Other Support (Form D)

One Form D per PI listing current and pending sources of support for all their research projects, **excluding** those that are already included under the “COST-SHARING FROM NON-CRDF SOURCES” section in the Budget (Form C). PIs with grants from U.S. Government sources, such as NIH or NSF, should indicate the grant number, duration of the award, and level of effort. If this proposal has also been submitted to another organization, please indicate this information clearly on the form. **Should a PI have no other sources of support, check the box marked “None” at the top of Form D, and include this page with the proposal.**

8. Previous CRDF Global Awards (Form E) – if applicable

One **Form E** for **each** previously held CRDF Global award by a PI, if it is **directly** related to the research objectives outlined in the current proposal. Individual forms should not exceed one page.

9. Project Milestone Plan

One Project Milestone Plan per proposal, describing specific milestones to be accomplished by the sub-teams during project implementation. Please see [APPENDIX C](#) for a sample Milestone Plan.

Please note the following when preparing the Milestone Plan:

- Milestones are discrete activities that allow the grantee to achieve the overall objectives described in the project narrative. Milestones should reflect realistic accomplishments that can be verified by CRDF Global and AMED staff. Examples of such milestones include, but are not limited to: sample collection, data analysis, trainings, or travel for a specific task under the proposed project.
- Milestones must be verifiable through submission of documentation or other deliverables (e.g. photos, purchase orders, training materials, reports, or other tangible proof that the activities occurred).

- Each milestone should be clearly described and include a corresponding deliverable.
- The amount of funding requested (on a semi-annual basis) should be included in the Milestone Plan.

10. PI Partnership Statement

One for each U.S. and Japanese PI participating on a proposal certifying his or her agreement to the collaboration. The statement must be on institutional letterhead and submitted as a signed scanned copy. PIs should use the Partnership Statement example in [APPENDIX B](#).

11. Plagiarism Policy and Standards Agreement

A CRDF Global plagiarism policy and standards document, included as [APPENDIX D](#), submitted as a signed scanned copy by each of the Japanese and/or APac and U.S. PI.

CRDF Global will not provide funding to an application in which plagiarism exists.

Plagiarism is defined as the incorporation of published writing or another person's original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s).

The following documents should be prepared and uploaded separately from the main proposal file:

1. Sub-Team Curricula Vitae (CV)

One for each U.S. sub-team PI, Japanese sub-team PI, and/or Regional APac sub-team PI and Team Participant compiled in one file (Required)

Each CV should include the individual's name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the project. Please visit the [Resource guides and templates for writing a Curriculum Vitae \(CV\)](#) page on the CRDF Global website for assistance.

- PI CVs should be no more than five (5) pages
- Team member CVs should be no more than two (2) pages

*Please ensure you have provided a full CV for each team member listed on a Form B in the main proposal file.

2. Special Documentation for U.S. and APac Sub-Teams ONLY: (as applicable)

- **Human/Animal Subjects Research:** CRDF Global is committed to ensuring that projects involving human or animal subjects are protected from research risks in conformance with CRDF Global policies. All projects recommended for award that involve human or animal subjects will undergo review by the CRDF Global Bioethics Review Committee (BRC) prior to award request. For more information about CRDF Global's Human/Animal Subjects Research Policies, please visit the [Guidelines for Proposals Involving Human and/or Animal Subject Research](#).
- **Cost-sharing and Participation of For-Profit Companies:** CRDF Global requires cost-sharing from U.S. and APac for-profit companies applying to the program. For-profit companies must provide specific details about their cost-share through a letter of commitment written on organizational letterhead and signed by an authorized representative of the company. This should be uploaded during the electronic submission of the proposal. Please see [Cost-Sharing and Participation of For-Profit Companies](#) for additional information.

CRDF Global reserves the right to require greater detail if necessary to proceed with award selection.

VII. ALLOWABLE COSTS

The maximum total award is up to **\$50,000** U.S. Dollars (USD) disbursed over one year. Sub-team budget allocation percentages must total 100%.

In the case of an award, a project budget may be subject to revision by CRDF Global and AMED staff.

CRDF Global will support the U.S. sub- teams and APac (outside of Japan) sub-teams using NIAID funds, and AMED will support the Japanese sub-teams according to the following team compositions.

Team Composition and Budget Allocation Options		
<p>U.S. sub-Team</p> <ul style="list-style-type: none"> Up to 50%; \$25,000 <p>Japan sub-Team</p> <ul style="list-style-type: none"> At least 50%; \$25,000 	<p>U.S. sub-Team</p> <ul style="list-style-type: none"> Up to 40%; \$20,000 <p>APac sub-Team</p> <ul style="list-style-type: none"> At least 60%; \$30,000 	<p>U.S. sub-Team</p> <ul style="list-style-type: none"> Up to 25%; \$12,500 <p>APac sub-Team</p> <ul style="list-style-type: none"> At least 50%; \$25,000 <p>Japan sub-Team</p> <ul style="list-style-type: none"> Up to 25%; \$12,500

A. APac Sub-Team Expenses (CRDF Global Funded)

Total grant support for the APac sub-team expenses of the total amount requested must be:

- At least 60% of the total award funds requested when collaborating with a U.S. sub-team
- At least 50% of the total award funds requested when collaborating with U.S AND Japan sub-teams.

CRDF Global award funds are dispensed on a cost-reimbursable mechanism for actual expenses incurred. No advanced funding will be provided for Individual Financial Support, Equipment, Supplies and Services, Travel or Institutional Support (IS) as described below. CRDF Global will work with individual grant recipients/institutional for any financial resource issues that may arise from the cost-reimbursable policy.

No taxes may be included in any budget proposal submitted to CRDF Global. APac For-profit companies may request the full amount of funding, but must additionally provide a cash, material or in kind contribution equal to 5-10% of the total APac team’s expenses. These expenses and their amounts should be described in the Budget (Form C.1-A) and in the Budget Narrative (Form C.2-A). Refer to [Cost-Sharing and Participation of For-Profit Companies](#) for additional information on cost-sharing requirements of for-profit companies.

The following costs are permitted under CRDF Global guidelines for this program:

- Individual Financial Support/Labor Costs (IFS):** CRDF Global will reimburse the APac participants for labor costs associated with work on the project as permitted by the participants’ institutions and based on the current salaries. Labor expenses will be reimbursed based on actual hours worked on the project as documented to CRDF Global through participant timesheets. Labor rates must be justifiable and align with country appropriate wages. Include all benefits and fringe costs within the labor rate. Any fringe rate included must be certifiable by the institute.

Graduate student stipends are permissible and may include fringe benefits or tuition remission. For planned graduate students not yet identified, clearly indicate their participation and request for support in the Budget Narrative. Applicants should indicate such graduate students on Form B and Form C.1-A as “Planned Graduate Student.”

- 2) **Equipment, Supplies and Services (ESS):** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than \$1,000 USD, or other lower threshold consistent with the policy established by the proposing organization. Any item of requested equipment valued at more than \$1,000 USD must be specifically described and justified in the Budget Narrative.

Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted. Each line item should be calculated based on actual costs. Include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the Budget Narrative for all proposed line items indicated on the Budget (Form C.2-A).

Funds may also be requested for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the grant.

- 3) **Travel:** Transportation and per diem support for travel of APac team participants in connection with the project should be requested and described in the Budget Narrative. Travel funds may be used to travel to the collaborating institutions as well as for domestic travel, if applicable.

If part of the research/mentoring plan, CRDF Global allows members of the APac sub-team to visit the U.S. sub-team’s laboratory and members of the U.S. sub-team to visit the APac laboratory/research site to advance training and research objectives.

The following cost guidelines should be used in preparing the travel portion of the budget:

- a) International Transportation. CRDF Global-supported travelers must purchase the lowest-cost applicable round-trip airfare from their home country. Travelers must comply with the provisions of the Fly America Act. For more information, please refer to [Fly America Guidelines](#).
- b) Travel Allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget:
- For travel in the U.S., visit: <http://www.gsa.gov/portal/category/21287> .
 - For non-U.S. travel, refer to https://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

These allowances cover lodging, meals, and incidental expenses. Health insurance is mandatory for all travel under CRDF Global awards and should be included in the budget in addition to the travel allowance. Visa fees are allowable expenses and may be included in the budget. It is also important to provide a justification and a description of the travel plans within the Budget Narrative.

- 4) **Secondary Collaborators.** Secondary collaborators are institutions on the APac sub-team other than the APac Principal Institution that will participate in the proposed project and receive support under a CRDF Global award. Secondary collaborators may participate in the form of sub-contracted work and may include any allowable costs described in this section. All secondary collaborator personnel and facilities must be specifically listed and described in the proposal. A separate budget justification for each secondary collaborator must be included in the Budget Narrative. Secondary collaborators must follow the residency eligibility requirements of their respective teams (see [Section IV](#)).
- 5) **Institutional Support (IS).** Maximum allowance for institutional costs is 10% of the APac team’s direct expenses (IFS, ESS and Travel). This amount, combined with the team’s expenses, cannot exceed the funding total the team is allowed to request. IS is intended to off-set institution’s costs for hosting a CRDF Global award. All expenses claimed as IS must be supported with receipts.

E.g.: Total Team Budget ÷ (1+ IS (10%)) = Direct Costs maximum.
Direct costs + Institutional Support = Total Maximum Requested.

B. U.S. Sub-Team Expenses (CRDF Global funded)

Total grant support for the US sub-team expenses of the total amount requested must be:

1. Up to 50% of the total award funds requested when collaborating with a Japanese sub-team
2. Up to 40% of the total award funds requested when collaborating with an APac sub-team.
3. Up to 25% of the total award funds requested when collaborating with both an APac AND Japanese sub-team.

CRDF Global will support expenses for U.S. sub-teams from universities and non-profits with the exception of large-scale equipment purchases. U.S. federal government agencies and U.S. teams from for-profit companies are not permitted to receive funding under this program. U.S. For-profit companies are required to cover all U.S. team expenses and contribute 10% towards the APac team's expenses by committing cash, materials, or in-kind contributions. These expenses and their amounts should be described in the Budget (Form C.1-A) and in the Budget Narrative (Form C.2-A). Refer to [Cost-Sharing and Participation of For-Profit Companies](#) for additional information on cost-sharing requirements of for-profit companies.

CRDF Global will distribute support to the U.S. team as a fixed obligation grant (FOG). U.S. teams should refer to the instructions below for submitting all documentation necessary to execute fixed obligation grants:

1. **Milestone Plan.** The Project Milestone Plan should identify and describe specific milestones to be accomplished by the U.S. team during project implementation. CRDF Global staff and external peer reviewers will evaluate the plan to ensure that milestones are directly relevant to the overall research project; can be delivered in accordance with the timeline; and can be supported by appropriate documentation.
2. **Budget.** U.S. teams must also submit a line-item project budget using the Form C.1. If selected for an award, CRDF Global staff may request additional information or supporting documentation before finalizing an award agreement. U.S. project budgets should be calculated in accordance with the following guidelines:
 - i. Funding may be requested for the following expenses:
 - (1) Labor
 - (2) Equipment, Supplies and Services
 - (3) Travel
 - (4) Institutional Support. Applicants/grantees may not request more than 10% of total project direct expenses. This amount, combined with the direct expenses, cannot exceed the funding total allowed to request

E.g.: Direct costs + Institutional Support = Total Maximum Requested.

- ii. Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
- iii. Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
- iv. Justification/support for labor, travel, and indirect/administrative costs should be provided in the budget narrative.

C. Japanese Sub-Team Expenses (AMED Funded)

Total grant support for the Japanese sub-team expenses of the total amount requested must be:

1. At least 50% of the total award funds requested when collaborating with a U.S. sub-team
2. Up to 25% of the total award funds requested when collaborating with both an APac AND U.S sub-team.

AMED will support expenses for Japan sub-teams from universities, non-profits, for-profit companies and government institutions in Japan with the exception of large-scale equipment purchases.

AMED will support the Japan sub-team by providing grants. Japan sub-teams should refer to the instructions below for submitting all documentation necessary to execute grants:

1. **Milestone Plan.** The Team Project Milestone Plan should identify and describe specific milestones to be accomplished by the Japan sub-team during project implementation. AMED will evaluate the plan to ensure that milestones are directly relevant to the overall research project; can be delivered in accordance with the timeline; and can be supported by appropriate documentation.
2. **Budget.** Japan sub-teams must also submit a line-item project budget using the Form C.1-B and Form C.2-B for the Budget Narrative. If selected for an award, AMED staff may request additional information or supporting documentation before finalizing an award agreement. Japan project budgets should be calculated in accordance with the following guidelines:
 - i. Funding may be requested for the following expenses:
(Direct costs + Indirect costs = Total Maximum Requested.)

	Major Category	Definition
Direct Costs	Goods	Costs for purchasing new equipment, supplies, trial pieces, software, books, reagents, materials and consumables.
	Travel	Expenses for travel by the R&D PI or research unit members and by invited persons.
	Personnel* ¹ and Services	Annual salaries for research staff etc. employed for R&D objectives and honorariums, etc. for speakers, etc.
	Other	In addition to the above, costs required to accomplish the R&D objectives. Examples: Costs related to the presentation of research results (research paper submission fees, printing costs, HP-producing costs etc.), meeting expenses, transportation costs, equipment lease expenses, equipment repair costs, software subcontract production costs, equivalent expenses to consumption tax regarding non-taxed transactions etc.
Indirect Costs * ¹	Allocated in certain proportion to direct cost (within 30%), paid by AMED as required costs for managing the research institution to implement the contract R&D project and used by the research institution.	

*¹ National institutes are not permitted to allocate indirect costs.

- ii. AMED grants allow advanced payment and please see the latest “Administration Manual for Contract Research Agreement in Japan Agency for Medical Research and Development” (Only in Japanese) on the following website: <http://www.amed.go.jp/program/youshiki.html>
- iii. Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
- iv. Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
- v. Justification/support for personnel and services, travel, and other costs should be provided in the budget narrative.

VIII. CRDF GLOBAL and AMED EXPECTATIONS OF GRANTEES

Awardees from this competition will be expected to:

- Submit one (1) semi-annual progress report and one (1) final project report to CRDF Global, all jointly prepared by the Japanese and/or APac and U.S. sub-teams.
- Adhere to respective CRDF Global (for U.S and APac sub-teams) or AMED (for Japanese sub-team) award agreement terms providing financial reporting and funds requests.

IX. ADDITIONAL INFORMATION AND SUPPORT

For information on sponsor organization award administration policies, please review the following websites:

CRDF Global Policies for U.S and APac sub-teams:

- [RP Competitions' Applicants Resources page](#)
- [RP Competition General Award Policies](#)
- [Proposals Involving Human and/or Animal Subject Research](#)

AMED Policies for Japanese sub-teams:

- [AMED Grant Programs page](#)
- [AMED Competition Contract Resources Page](#)

Program Support Information. For further information about this program, please contact the program manager below. **Inquiries by e-mail are strongly encouraged and will result in prompt response.**

Chris Maxwell

Associate Program Manager
1776 Wilson Blvd., Suite 300
Arlington, VA 22209
Phone: 703-526-9720
E-mail: ResearchPartnerships@crdfglobal.org

X. CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION

BEFORE submitting through CRDF Global's Electronic Proposal Submission (EPS) site, please ensure you have the following documents/information prepared as specified and ready to upload from your computer.

A. Proposal Document Checklist

1. Documents/Information combined into a SINGLE PDF, Word, or Rich Text file:

- General**
 - Proposal topic and project plan are responsive to the RFP
 - No more than one proposal is submitted by a PI
 - Each sub-team has at least ONE early-career or female investigator included as a key participant
- Form A. Cover Sheet**
 - All fields are completed
 - Signed by Japanese and/or APac PI and Japanese and/or APac Institute Leadership Representative.
- Project Abstract**
 - Does not exceed 350 words
- Project Narrative**

- All project criteria are addressed
- Text is within five (5) page limit
- Formatted properly (typed, single spaced, one inch margins, page numbers, font no smaller than Arial 10 pt)
- Authors names are included at end of section
- References Cited**
- Form B. U.S. & Japanese and/or APac Key Team Participant Data**
 - All fields are completed for all participants (other than Project PIs)
- Form C1-A. U.S. & APac Sub-Team Budget**
 - Follows Allowable Costs guidelines
 - One budget included for each participating Regional APac and U.S. sub-team
 - The U.S. and APac budgets combined do not exceed \$50,000 USD
 - Institutional Support (if applicable) for each sub-team does not exceed 10% of direct costs (IFS + ESS+ Travel)
- Form C1-B. Japanese Sub-Team Budget**
 - Follows Allowable Costs guidelines
 - One budget included for participating Japanese sub-team
 - Indirect costs (if applicable) for sub-team does not exceed 30% of direct costs
- Form C2-A. Budget Narratives for U.S. & APac Sub-Team**
 - One form included for each participating Regional APac and U.S. sub-team that describe all expense listed in respective budgets (Form C1-1 for both APac and U.S. Teams)
 - Any equipment valued over \$1,000 includes an additional detailed justification
 - For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
- Form C2-B. Budget Narratives for Japanese Sub-Team**
 - One form included for participating Japanese sub-team that describe all expense listed in respective budgets (Form C1-2 for Japanese Sub-Teams)
 - Any equipment valued over \$1,000 includes an additional detailed justification
 - For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
- Form C3. Team Budget**
 - One budget included for each participating Japanese and/or Regional APac and U.S. sub-team
 - The U.S. and Japanese and/or APac budgets combined do not exceed \$50,000 USD
- Form D. Statement of Other Support**
 - At least one (1) form is completed for each PI
 - If no other support reported, the form is completed with the PI's name and the "none" box checked at the top of the page
- Form E. Previous CRDF Global Awards (if applicable)**
 - Does not exceed one (1) page per award
- Project Milestone Plan**
 - Written based on the instructions in Section VI (Required Elements) and sample (Appendix C)
 - Should include clear, discrete, verifiable milestones; deliverables must be associated with each milestone
- PI Partnership Statement**
 - One for each U.S. and Japanese PI on the proposal
 - Written based on provided template
 - On institute letterhead and signed by PI
- Plagiarism Policy and Standards Agreement**
 - Scanned copy of the Agreement signed by the Japanese and/or APac and U.S. PIs.

2. *Additional Documents to be uploaded to website as SEPARATE files from the main proposal file:*

- CV for U.S. & Japanese and/or APac PIs and all team participants**
 - PI CVs no more than five (5) pages.
 - Team participant CVs are not more than two (2) pages.

- Each Form B has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal

B. Special Documentation Requirements (if applicable)

- Proposals involving Human and or Animal Subjects research only:**
 - For U.S. and APac sub-teams only: CRDF Global Protocol Summary Form
- For-Profit Company Cost-shares Letter of Support** (Indicating level and description of contribution)
 - U.S. for-profit companies only: Letter of Commitment to contribute 10% to APac team expenses and coverage of all U.S. expenses
 - APac for-profit companies only: Letter of Commitment to contribute 5-10% to APac team expenses.

C. Submission Requirements

- CRDF Global Submission Requirements:** All documents submitted to CRDF Global MUST be entered through the competition's specific Electronic Proposal Submission (EPS) website; proposals sent as e-mail attachments will NOT be accepted.
- The following documents to be uploaded to website as SEPARATE files:
 - Proposal combined into a SINGLE PDF or Word file
 - CVs combined into a SINGLE PDF or Word file
 - Human and/or Animal Subjects research documentation combined into a SINGLE PDF or Word file (as applicable)
 - Cost-share Letter(s) (as applicable)

APPENDIX A
Application Forms

FORM A: COVER SHEET

Complete for each applicable U.S. sub-team, Japanese sub-team, and/or APac sub-team

GENERAL PROJECT INFORMATION					
Project Title (not to exceed 25 words)				Projected Length of Project (Months)	
Team Composition	<input type="checkbox"/> U.S./Japan <input type="checkbox"/> U.S./APac <input type="checkbox"/> US/Japan/APac				
Amount Requested	Total	US Team	Japan Team	APac Team	
Research Categorization ⁵	Research Area	Sub-Research Area	Research Focus		
Research Involves use of Human/Animal subjects	<input type="checkbox"/> Human <input type="checkbox"/> Animal <input type="checkbox"/> None				

JAPAN PRINCIPAL INVESTIGATOR – IF APPLICABLE				
Last Name (surname)		First Name (Given)	Middle (Patronymic)	
Position/Title				
Institute Name				Country Based
Complete Mailing Address (building #, street, city, postal code)				
Institution type	<input type="checkbox"/> University/Academic <input type="checkbox"/> Research Institution <input type="checkbox"/> Government <input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit/non-governmental <input type="checkbox"/> Other_____			
PI E-mail		Alternative E-mail (optional)		
Telephone #		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Highest Degree Earned/ Field of Degree		Year Awarded		
(Must Check One) <input type="checkbox"/> Japanese Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non- citizen with legal visa status				
Name of Institution Director		E-mail		
Institutional Director Address		Telephone #		
Total number of Japanese team members, including Japanese PI and graduate students				
SIGNATURES <i>Scanned, signed copies of this cover sheet are required for applicants</i>				
Japanese Principal Investigator Signature				Date
Japanese Institution Leadership Representative Signature				Date

⁵ Please reference the CRDF Global Research Areas document found here: http://www.crdfglobal.org/docs/default-source/cgp-competition-docs/crdf-global-research-areas_jan-2013.pdf?sfvrsn=0

APAC PRINCIPAL INVESTIGATOR – IF APPLICABLE				
Last Name (surname)		First Name (Given)		Middle (Patronymic)
Position/Title				
Institute Name			Country Based	
Complete Mailing Address (building #, street, city, postal code)				
Institution type	<input type="checkbox"/> University/Academic <input type="checkbox"/> Research Institution <input type="checkbox"/> Government <input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit/non-governmental <input type="checkbox"/> Other_____			
PI E-mail		Alternative E-mail (optional)		
Telephone #		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Highest Degree Earned/ Field of Degree		Year Awarded		
(Must Check One) <input type="checkbox"/> APac Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non- citizen with legal visa status				
Name of Institution Director		E-mail		
Institutional Director Address		Telephone #		
Total number of APac team members, including APac PI and graduate students				
SIGNATURES <i>Scanned, signed copies of this cover sheet are required for applicants</i>				
APac Principal Investigator Signature			Date	
APac Institution Leadership Representative Signature			Date	

U.S. PRINCIPAL INVESTIGATOR INFORMATION				
Last Name (surname)		First Name (Given)		Middle (Patronymic)
Position/Title				
Institute Name			Country Based	
Complete Mailing Address (building #, street, city, postal code)			Institution Congressional District ⁶	
Institution type	<input type="checkbox"/> University/Academic <input type="checkbox"/> Research Institution <input type="checkbox"/> Government <input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit/non-governmental <input type="checkbox"/> Other_____			
PI E-mail		Alternative E-mail (optional)		

⁶ If you do not know your congressional district, please click on this [link](#) and search for your representative using your Institution's zip code.

Telephone #		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Highest Degree Earned/ Field of Degree		Year Awarded	
(Must Check One) <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-US Citizen with legal visa status			
U.S. Institutional Representative Name & Title		E-mail	
U.S. Institutional Representative Address		Telephone #	
Total Number of U.S. team members, including U.S. PI & graduate students			

FORM B: KEY PARTICIPANT DATA

(Complete ONE for each U.S. sub-team, Japanese sub-team and/or APac sub-team participant involved)

Please copy this page as necessary.

TEAM MEMBER INFORMATION				<input type="checkbox"/> Japanese Sub-Team Participant <input type="checkbox"/> APac Sub-Team Participant <input type="checkbox"/> U.S. Sub-Team Participant	
Last Name (surname)		First Name (Given)		Middle (Patronymic)	
Current Position					
Institution Name Complete Mailing Address					
E-mail Address				Telephone #	
Highest Degree/ Year Awarded				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Classification on Project (please check one):	<input type="checkbox"/> Researcher/Engineer <input type="checkbox"/> Technical/Scientific Support <input type="checkbox"/> Student <input type="checkbox"/> Administrative (Japanese or APac Team ONLY)				
Description of project role (responsibilities, expertise, level of effort on project):					

TEAM MEMBER INFORMATION				<input type="checkbox"/> Japanese Sub-Team Participant <input type="checkbox"/> APac Sub-Team Participant <input type="checkbox"/> U.S. Sub-Team Participant	
Last Name (surname)		First Name (Given)		Middle (Patronymic)	
Current Position					
Institution Name Complete Mailing Address					
E-mail Address				Telephone #	
Highest Degree/ Year Awarded				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Classification on Project (please check one):	<input type="checkbox"/> Researcher/Engineer <input type="checkbox"/> Technical/Scientific Support <input type="checkbox"/> Student <input type="checkbox"/> Administrative (Japanese or APac Team ONLY)				
Description of project role (responsibilities, expertise, level of effort on project):					

FORM C.1-A: PROJECT BUDGET

*(Complete ONE for each U.S. sub-team and/or APac sub-team involved)
Please refer to Section VIII "Allowable Costs." Convert all amounts to USD*

Team: <input type="checkbox"/> U.S. Team <input type="checkbox"/> APac Team		Total Project Cost: \$50,000 USD Maximum	
Primary Institute			
Individual Financial Support (IFS)		Hourly Rate	Total person hours⁷
Participant Name (Add rows if necessary.)			\$ USD
1			
2			
3			
TOTAL IFS			
Equipment, Supplies, & Services (ESS)		Units	Unit Cost
Item (Add rows if necessary.)			\$ USD
1			
2			
3			
TOTAL ESS			
Travel (Totals only, describe purpose and per person costs in detail in Budget Narrative.)			\$ USD
Domestic Transportation			
Domestic Per Diem			
International Transportation			
International Living Allowance/Per Diem			
Other Travel Expenses (e.g. visa fees, conference registration fees, etc.)			
TOTAL TRAVEL			
TOTAL PRIMARY PARTICIPANT DIRECT EXPENSES			
Institutional Support (IS) of Primary Participant (No more than 10% of the total direct expenses)			
Secondary Collaborators (within sub-team) – Duplicate for each.			
Individual Financial Support (IFS)		Hourly Rate	Total person hours
Participant Name (Add rows if necessary.)			\$ USD
1			
2			
TOTAL IFS			
Equipment, Supplies, & Services (ESS)		Units	Unit Cost
Item (Add rows if necessary.)			\$ USD
1			
2			
TOTAL ESS			
Travel			\$ USD
(Totals only, describe purpose and per person costs in detail in Budget Narrative.)			
Domestic Transportation			
Domestic Per Diem			
International Transportation			
International Living Allowance/Per Diem			
Other Travel Expenses (e.g. visa fees, conference registration fees, etc.)			
TOTAL TRAVEL			
TOTAL SECONDARY COLLABORATOR DIRECT EXPENSES			
Institutional Support (IS) of Secondary Collaborator (No more than 10% of the total direct expenses)			
TOTAL OF PRIMARY PARTICIPANT AND SECONDARY COLLABORATOR DIRECT EXPENSES			
SUB-TEAM SUBTOTAL (Total Direct Costs + IS)			
TOTAL COST-SHARING FROM NON-CRDF Global SOURCES (Including for-profit contributions. Describe in detail in Budget Narrative)			

⁷ "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project.

FORM C.1-B: PROJECT SUB-TEAM BUDGET

(Complete for Japanese Sub-Team involved)

Please refer to [Section VIII](#) "Allowable Costs." Convert all amounts to USD

Team: <input type="checkbox"/> Japanese Sub-Team		Total Project Cost: \$50,000 USD Maximum per team	
Primary Participants			
Goods Item (Add rows if necessary.)	Units	Unit Cost	\$ USD
1			
2			
3			
TOTAL Goods			
Travel (Totals only, describe purpose and per person costs in detail in Budget Narrative.)			\$ USD
Domestic Transportation			
Domestic Per Diem			
International Transportation			
International Living Allowance/Per Diem			
Other Travel Expenses (e.g. visa fees, conference registration fees, etc.)			
TOTAL TRAVEL			
Personnel and Services Participant Name (Add rows if necessary.)	Hourly Rate	Total person hours⁸	\$ USD
1			
2			
3			
TOTAL Personnel and Services			
Other Item (Add rows if necessary.)	Units	Unit Cost	\$ USD
1			
2			
3			
TOTAL OTHER			
TOTAL PRIMARY PARTICIPANT DIRECT EXPENSES			
Institutional Support (IS) of Primary Participant (No more than 30% of the total direct expenses)			
Secondary Collaborators (within individual team)			
Goods Item (Add rows if necessary.)	Units	Unit Cost	\$ USD
1			
2			
3			
TOTAL Goods			
Travel (Totals only, describe purpose and per person costs in detail in Budget Narrative.)			\$ USD
Domestic Transportation			
Domestic Per Diem			
International Transportation			
International Living Allowance/Per Diem			
Other Travel Expenses (e.g. visa fees, conference registration fees, etc.)			
TOTAL TRAVEL			
Personnel and Services Participant Name (Add rows if necessary.)	Hourly Rate	Total person hours	\$ USD
1			
2			

⁸ "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project.

3			
TOTAL Personnel and Services			
Other	Units	Unit Cost	\$ USD
Item (Add rows if necessary.)			
1			
2			
3			
TOTAL OTHER			
TOTAL SECONDARY COLLABORATOR DIRECT EXPENSES			
Institutional Support (IS) of Secondary Collaborator (No more than 10% of the total direct expenses)			
TOTAL OF PRIMARY PARTICIPANT AND SECONDARY COLLABORATOR DIRECT EXPENSES			
SUB-TEAM SUBTOTAL (Total Direct Costs + IS)			

FORM C.2-A. BUDGET NARRATIVE

(Complete ONE for each U.S. sub-team, and/or APac sub-team involved; include Secondary Collaborative costs explanation within each budget category.)

Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn't apply to your budget, please insert N/A for "not applicable" in the space provided.

Team: U.S. Sub-Team APac Sub-Team

Individual Financial Support (IFS)

Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours.

--

Equipment, Supplies and Services (ESS)

List and justify in detail, requested equipment items with a value over \$1,000, and all equipment, supplies and services with per unit costs. Explain the necessity of the ESS to the project, and how these items will be used in the proposal.

--

Travel

Explain the need for travel - how the travel will benefit the project's aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc.

--

Institutional Support (IS)

Calculate an allowance for institutional costs of % of the total individual team direct expenses. APac Team is capped at 10%. U.S. team encouraged between 10-20%.

E.g. Total Team Budget ÷ (1+ IS%) = Direct Costs maximum.

Direct costs (IFS + ESS+ Travel) + Institutional Support = Total Maximum Requested.

--

FORM C.2-B. BUDGET NARRATIVE

(Complete ONE for each Japanese sub-team involved; include Secondary Collaborative costs explanation within each budget category.)

Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn't apply to your budget, please insert N/A for "not applicable" in the space provided.

Team: Japanese Sub-Team

Goods List and justify in detail, requested goods items with a value over \$1,000, and all goods with per unit costs. Explain the necessity of the goods to the project, and how these items will be used in the proposal.
Travel Explain the need for travel - how the travel will benefit the project's aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc.
Personnel and Services Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours.
Others List and justify in detail, requested other items with per unit costs. Explain the necessity of the other items to the project, and how these items will be used in the proposal.
Indirect Cost Calculate an indirect costs of % of the total team direct expenses (within 30%) E.g. Total Team Budget ÷ (1+ Indirect Costs %) = Direct Costs maximum. Direct costs + Indirect Costs = Total Maximum Requested.

FORM C.3: PROJECT BUDGET

(Complete for each Team)

Please refer to [Section VIII](#) "Allowable Costs." Convert all amounts to USD

Team Composition: U.S. Sub-Team
 APac Sub-Team
 Japanese Sub-Team

* Total Project Cost: **\$50,000 USD Maximum per team**

* Team Composition and Budget Allocation

Team Composition and Budget Allocation		
U.S. sub-Team (Up to 50%; \$25,000)	U.S. sub-Team (Up to 40%; \$20,000)	U.S. sub-Team (Up to 25%; \$12,500)
Japan sub-Team (At least 50%; \$25,000)	APac sub-Team (At least 60%; \$30,000)	APAC sub-Team (At least 50%; \$25,000)
		Japan sub-Team (Up to 25%; \$12,500)

<input type="checkbox"/> U.S. Sub-Team's SUBTOTAL (Total of direct expenses and Institutional Support)	% of the Team Total Budget
\$ USD	%
<input type="checkbox"/> Apac. Sub-Team's SUBTOTAL (Total of direct expenses and Institutional Support)	% of the Team Total Budget
\$ USD	%
<input type="checkbox"/> Japanese Sub-Team's SUBTOTAL (Total of direct expenses and Indirect Cost)	% of the Team Total Budget
\$ USD	%
TEAM TOTAL BUDGET (Total of all involved Sub-Team's Subtotal)	
\$ USD	
TOTAL COST-SHARING FROM NON-CRDF & AMED SOURCES (Including for-profit contributions. Describe in detail in Budget Narrative)	
\$ USD	

FORM D: OTHER SOURCES OF SUPPORT OF KEY PERSONNEL

(For PIs. Please copy this page as necessary.)

"None" – Check here if no other sources of support. List names of Principal Investigators below.

PI Name			
Support	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
Project/Proposal Title			
Source of Support		Level of Effort (%)	
Award Amount		Period Covered	
Location of Research			

PI Name			
Support	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
Project/Proposal Title			
Source of Support		Level of Effort (%)	
Award Amount		Period Covered	
Location of Research			

PI Name			
Support	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
Project/Proposal Title			
Source of Support		Level of Effort (%)	
Award Amount		Period Covered	
Location of Research			

FORM E: PREVIOUS CRDF GLOBAL AWARDS

(Please copy the form as necessary for each award. Individual forms should not exceed one page)

CRDF Global Award Number:			
Title of Previous Project:			
Start Date (MM/YY)		End Date (MM/YY)	
Please briefly describe the previous research project. Be sure to provide specific information regarding results and objectives. Were all objectives of the research plan achieved? If not, what prevented you from doing so? Please list scientific publications and conference reports that were published as a result of CRDF Global award.			
How will the work accomplished during this project contribute to the proposed research? Please address specific project results (data, models, methods) that the proposed project will further develop and/or build upon.			

APPENDIX B

U.S. and/or Japanese's Principal Investigator Partnership Statement

Please complete using this Template/Sample for applicable PI

[INSTITUTE LETTER HEAD]

[Date]

[Institute Address]

Re: [Full Proposal Title]

Dear CRDF Global,

I, [Principal Investigator (PI) Name], hereby acknowledge that I have submitted a proposal to COMPETITION NAME jointly with [US, Japanese and/or Regional APac PI Name(s)] of [US, Japanese or Regional APac Institution(s)].

If awarded, I undertake this research in good faith and will uphold my portion of the collaborative work as proposed in the submission.

Sincerely,

[PI Signature]

[PI Typed Name]

APPENDIX C

Project Milestone Plan (Sample)

Copy template to complete. *Text in red is an example.* Information should match the proposal Project Narrative and Project Budget

First Semi-Annual Reporting Period			Responsible Team <i>Mark all that apply</i>		
Milestone:	Description:	Associated Deliverable(s):	U.S.	JAPANESE	APac
<i>Training for five participants</i>	<i>The project team will receive training in GIS technologies/methods used for disease surveillance.</i>	<i>Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training</i>	<i>NO</i>	<i>N/A</i>	<i>YES</i>
Total Amount Requested for this Reporting Period:		<i>\$30,000</i>	<i>\$10,000</i>	<i>\$20,000</i>	
Second Semi-Annual Reporting Period					
Milestone:	Description:	Associated Deliverable(s)	U.S.	JAPANESE	APac
<i>Completion of data analysis</i>	<i>Team X will conduct analysis on data collected at filed site</i>	<i>Final Report</i>	<i>YES</i>	<i>N/A</i>	<i>YES</i>
Total Amount Requested for this Reporting Period:		<i>\$10,000</i>	<i>\$5,000</i>	<i>\$5,000</i>	

APPENDIX D
Plagiarism Policy and Standards Agreement
Provide a copy signed by EACH sub-team PI on the proposal

CRDF Global will not provide funding to an application in which plagiarism exists.

All applications for funding submitted to CRDF Global will be thoroughly screened for plagiarism against a large number of sources including published research papers, books, conference abstracts, and websites.

When plagiarism is detected, the program within CRDF Global that is overseeing the funding opportunity will determine the specific action to be taken. Action taken may include, but is not limited to a) informing the applicant that plagiarism has been discovered; b) excluding the applicant from the funding opportunity; c) informing the applicant's institution; d) informing reviewers; e) informing organizations collaborating with CRDF Global on the funding opportunity; f) barring the applicant from participation in future funding opportunities.

Standards

Definition: Plagiarism is the incorporation of published writing or another person's original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s). Any text derived from another published source, or from an author not named in the proposal, must be formatted to clearly indicate that it is not original writing of the applicant(s), and the correct citation to the original source must be given. Proper formatting is either the use of quotation marks around all of the borrowed text or indentation of the borrowed text to clearly set it off from your own writing.

Examples of plagiarism include, but are not limited to, the following cases.

Using your own previously published text in the proposal without proper formatting and attribution. This is a common error. Even if you wrote the text, you cannot re-use text that you have published in any publicly available form, such as in a research paper, on a website, or in a conference abstract. Even your own previously published text must be formatted and a correct citation to the source must be given.

Making minor alterations to previously published text and presenting it without proper formatting and citation. Simply changing some of the words within previously published text does not make it your original writing. To avoid plagiarism, the writing must be your original words, sentence structure, and organization. This is another common error.

Presenting the original writing of another person, even if it hasn't been previously published, as the work of the applicant(s). If someone contributes writing to your proposal, that person must be one of the listed participants (principal investigator or named team member) in the proposal. Even if another person agrees to write text for your proposal and agrees not to be named in the proposal, the use of that person's writing as if it is your own is plagiarism.

Copying a sentence or obviously unique phrases from another source without formatting and attribution. Stealing a little bit is still stealing. If the text is clearly recognizable as derived from a previously published source then it must be formatted with proper attribution.

Giving the correct attribution (citation) at the end of copied text but not formatting the text to clearly indicate that it is taken from the cited source. In the sciences and engineering, it is not sufficient to simply give the citation—if the text is from another source it must be clearly formatted to show that.

I affirm that I have read and understand the above policy and standards for plagiarism, and I agree to adhere to them.

PI Signature

Date

APPENDIX E
List of USJCMSP Japanese Panel Chairs

Panel and Board	Name	Position and Affiliation	E-mail
Immunology Board	Hiroshi KIYONO	Professor, The Institute of Medical Science, The University of Tokyo	kiyono@ims.u-tokyo.ac.jp
Viral Diseases Panel	Jiro ARIKAWA	Professor, Department of Microbiology, Graduate School of Medicine, Hokkaido University,	j_arika@med.hokudai.ac.jp
Acute Respiratory Infections Panel	Keigo SHIBAYAMA	Director, Department of bacteriology II, National Institute of Infectious Diseases	keigo@niid.go.jp
Parasitic Diseases Panel	Kenji HIRAYAMA	Professor, Department of Immunogenetics, Institute of Tropical Medicine, Nagasaki University	hiraken@nagasaki-u.ac.jp
AIDS Panel	Tetsuro MATANO	Director and Professor, Institute of Medical Science, The University of Tokyo, National Institute of Infectious Diseases	matano@ims.u-tokyo.ac.jp tmatano@nih.go.jp
Cholera and other Bacterial Enteric Infections Panel	Mitsuaki NISHIBUCHI	Professor, Center for Southeast Asian Studies, Kyoto University	nisibuti@cseas.kyoto-u.ac.jp
Nutrition and Metabolism Panel	Nobuya INAGAKI	Professor, Department of Diabetes Endocrinology and Nutrition, Graduate School of Medicine, Kyoto University	inagaki@metab.kuhp.kyoto-u.ac.jp
Hepatitis Panel	Takaji WAKITA	Professor, Deputy Director Department of Virology II, National Institute of Infection Diseases	wakita@nih.go.jp
Tuberculosis and Leprosy Panel	Yasuhiko SUZUKI	Professor, Research Center for Zoonosis Control Hokkaido University,	suzuki@czc.hokudai.ac.jp