Template instructions

Throughout this template, instructions are in **red** text and can be replaced with the requested information (font color should be changed to black) or deleted.

Formatting requirements

Applications must be in English.

All currency values must be in US dollars.

This application must be written in 11-point font or larger in a standard font (e.g., Arial, Calibri, Times New Roman).

Tables and charts can be in 10-point font and must be readable without magnification.

Pages must be on US letter-sized paper (8.5 x 11 inches or 22 x 28 cm) with 1-inch margins (2.54 cm).

Pages must be numbered using an X of Y format in the lower left-hand corner (e.g., 3 of 5).

This file must be submitted as a single PDF. Do not send a locked or password-protected PDF file.

If confidential data or information is contained in the application, the phrase “Confidential—do not disseminate” should be placed in the footer of each page that contains confidential information.

This file must be labeled *RFA2023-005\_technical application\_PI name*.

Technical applications that exceed seven pages will be returned without review.

Delete this page.



Your project name

Challenge number

Request for Applications 2023-005

**This page is not counted in the page limit.**

This project is made possible by the generous support of the American people through the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID), under the terms of Cooperative Agreement #AID-OAA-A-17-00015. The contents are the responsibility of PATH and MATRIX and do not necessarily reflect the views of PEPFAR, USAID, or the U.S. government.

 

I. Background information

|  |  |
| --- | --- |
| Principal investigator: |  |
| Job title: |  |
| Organization: |  |
| Department: |  |
| Country: |  |
| Email address:  |  |
| Prevention challenge number (e.g., RC-4):  |  |
| Challenge title: |  |

II. Project overview

Section II should be no more than one page.

Provide a brief overview of your project and how your application addresses one of the prevention challenges in the request for applications (RFA) and can meet its required deliverables. Describe how your solution stimulates the development and implementation of effective HIV prevention that meets the diverse HIV prevention needs of adolescent girls and young women, pregnant and breastfeeding women, and female sex workers.

Succinctly summarize the technical application. Define your goals, objectives, and strategies. Describe how your application is responsive to the scope of work as stated in the RFA and how the specific aims will help obtain your deliverables.

III. Project management and roles of project team

Section III should be no more than one page.

Describe the oversight and project management structure for your project. Describe the principal investigator’s managerial expertise to direct and manage the project.

Detail how the team has the expertise necessary to complete the proposed work.

Proposed teams can be of any size, with the size and composition commensurate with the specific challenge. Proposed teams must involve significant participation and/or leadership from Kenyan, South African, and/or Zimbabwean investigators. Inclusion of personnel from these countries whose sole role is to provide samples for a US/EU/UK-based activity does not constitute representation on the research team.

Refer to the “Biosketches,” biographical sketches that you submit with your application (separate attachment) and to the “Personnel” section in the budget narrative (separate attachment) as necessary.

IV. Significance and innovation

Section IV should be no more than one-half page.

Describe the significance of the proposed work and how it is innovative. This description should provide a narrative of the expected principal results that the project will achieve and how those results relate to the objectives of the RFA. Address how the proposed project will address a critical need for HIV prevention. What makes the proposed solution original and innovative?

V. Technical approach

Describe the technical approach you plan to take to address your prevention challenge. Describe your study design and methods and how your data will be analyzed. How will this approach help achieve the project scope and deliverables of the challenge?

If you are proposing information gathering activities such as consultations, workshops, and/or small meetings, the application must include the number of experts, the types of experts to be invited, and a draft agenda.

VI. Anticipated problems and solutions

Describe any anticipated problems or risks to the project and the solutions you plan to use to overcome them.

VII. Major internal and external resources

Identify any internal or external resources that can be leveraged in aid of the project. You can include factors such as facilities and equipment, but be brief.

VIII. Timeline to meet deliverables

Section VIII should be no more than one page. The timeline to meet deliverables section should be on a separate page from the rest of your technical application.

Create a timeline with projected completion dates for activities. The timeline should include a table or graphic. Ensure that dates align with any stipulations in the RFA announcement. Ensure that the project includes proper time-bound milestones and benchmarks and has realistic timelines. At minimum, you should include milestone(s) or go/no-go criteria at the halfway point and at the end of your project.

The timeline should be a chronological arrangement of critical activities, milestones, and go/no-go criteria. It is preferred that the timeline is depicted as a graphical representation (e.g., Gantt chart), although timelines in a table format are also acceptable. Milestone(s) and go/no-go criteria should not restate specific aims or deliverables; rather, they should be composed of independent descriptive statements that quantify the success or failure of the research (see examples, below).

All think tank and best practice working group applications must provide detailed timelines on how they will achieve the specific deliverable (see RFA instructions for more details). The creation and development of the deliverable by the funded activity must be governed by a timeline or Gantt chart with appropriate milestones and go/no-go criteria used as measures of progress toward the deliverable.

Research challenge (RC) applications should include specific aims with a supporting timeline/Gantt chart that specifies milestones and go/no-go criteria that allows measurement of research progress. For RC applications, the timeline should include milestones and go/no-go criteria at minimum at the halfway point and at the end of the project.

Note these key definitions:

**Activity:** A discrete event that will be performed to achieve a specific goal or milestone. An activity must begin with an active verb.

**Milestone:** A measure of progress. Milestones identify critical junctures/steps in the research process that must be accomplished/completed in order to successfully complete the research. A milestone may also incorporate go/no-go criteria in its description as measures of progress in attaining the milestone.

**Go/no-go criteria:** Critical decision points stated as quantitative absolutes in the development pathway of a product. Go and no-go statements/criteria are an integral part of defining a milestone. Go is a decision to continue development. No-go is a decision to stop development. A single milestone may have multiple go/no-go criteria, depending on its complexity. A go decision allows the research program to proceed to the next milestone.

***Examples***

*Activity: Obtain necessary approvals and conduct a safety and rat pharmacokinetic study.*

*Milestone: Complete safety and rat pharmacokinetic study.*

*Go: There are no safety issues and the prespecified pharmacokinetic parameters were met.*

*No-go: There are safety concerns and/or the pharmacokinetic parameters were not met.*

*Activity: Conduct a landscape analysis to assess current state of the field.*

*Milestone: Identified at least 3 relevant technologies.*

*Go: At least 3 technologies meet key parameters (e.g., cost, quality).*

*No-go: Less than 3 technologies meet key parameters (e.g., cost, quality).*

The examples are provided for clarity purposes only and are not meant to be required wording for describing these critical application components.