



# CRDF Global Request for Proposals (RFP)

Infectious Diseases, Allergy, and Immunology Research:

**UAE-NIH Collaborative Awards 2023**

## Abstract Submission Deadline

Friday, December 2, 2022 (3:59 PM) U.S. Eastern Time (ET)

Friday, December 2, 2022 (11:59 PM) UAE Gulf Standard Time (GST)

## Full Proposal Submission Deadline

Friday, December 16, 2022 (3:59 PM) U.S. Eastern Time (ET),

Friday, December 16, 2022 (11:59 PM) UAE Gulf Standard Time (GST)

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## I. COMPETITION SNAPSHOT

<b>Eligible Applicant(s)</b>	Joint teams of UAE and U.S. investigators
<b>Competition Opens</b>	Wednesday, August 31 (12:00 PM) Eastern Time (ET) Wednesday, August 31 (8:00 PM) UAE Gulf Standard Time (GST)
<b>Abstract Submission Deadline</b>	Friday, December 2, 2022 (3:59 PM) U.S. Eastern Time (ET) Friday, December 2, 2022 (11:59 PM) UAE Gulf Standard Time (GST)
<b>Proposal Submission Deadline</b>	Friday, December 16, 2022 (3:59 PM) U.S. Eastern Time (ET) Friday, December 16, 2022 (11:59 PM) UAE Gulf Standard Time (GST)
<b>Announcement of Results</b>	Monday, April 3, 2023 (9:00 AM) U.S. Eastern Time (ET) Monday, April 3, 2023 (5:00 PM) UAE Gulf Standard Time (GST)
<b>Eligible Research Scope</b>	Infectious Diseases, Allergy, and Immunology
<b>Project Duration</b>	Up to three years
<b>Award Amounts</b>	Each up to \$175,000 USD total cost per year for up to three years of support
<b>Complete Competition RFP and Proposal Forms</b>	A Microsoft Word version of proposal forms and templates are available for download:
<b>How to Apply</b>	Proposals must be submitted through CRDF Global's grant management system, Fluxx. E-mail attachments and hard copies will <b>NOT</b> be accepted. For more information and instructions, please refer to <a href="#">Section VI. A.</a>
<b>Condition for Application</b>	Each research team should have a minimum of three Principal Investigators (PIs). Two PIs must be from two different UAE institutions, and one PI must be from the United States.
<b>Program Point of Contact</b>	CRDF Global POC: Anna Emery, <a href="mailto:aemery@crdfglobal.org">aemery@crdfglobal.org</a>
<b>Moodle Platform</b>	CRDF Global will provide interested individuals access to a private Moodle channel upon release of the RFP to encourage early collaboration and communication between Principal Investigators (PIs) who anticipate applying to this funding opportunity. For more information, please refer to <a href="#">Section VI. A.</a>

## II. BACKGROUND

In 2020, the National Institute of Allergy and Infectious Diseases (NIAID), part of the National Institutes of Health (NIH), launched an effort to focus on strengthening scientific collaboration between the United States and the Middle East, North Africa and Turkey (MENAT) scientific community. To accomplish this goal, NIAID is coordinating targeted scientific interactions between MENAT and U.S. scientists.

As a component of NIAID-supported MENAT activities, CRDF Global is accepting proposals from joint UAE and U.S.-based investigators working in the field of infectious disease and immunology research for the initiative: UAE-NIH Collaborative Awards, 2023. This initiative is jointly funded by CRDF Global, utilizing funds provided by NIAID, and Al Jalila Foundation, utilizing funds provided by Al Jalila Foundation, UAE University, Mohammed Bin Rashid University of Medicine and Health Sciences (MBRU), and Khalifa University (KU). This initiative has been endorsed by the Abu Dhabi Department of Health (DOH) and the Dubai Health Authority.

**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/>.

**Al Jalila Foundation** is a healthcare philanthropic organization dedicated to transforming lives through medical research, education and treatments. It was founded by His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai in April 2013, to position Dubai and the UAE at the forefront of medical innovation. Al Jalila Foundation encourages ground-breaking research through specialist knowledge, expertise, and resources across a range of scientific disciplines to support regionally relevant medical advancements. It offers several funding schemes, including seed grants, international fellowships, and collaborative research opportunities. For more information, visit: <https://www.aljalilafoundation.ae/>.

**UAE University** was founded in 1976 by the late Sheikh Zayed Bin Sultan Al Nahyan, and it aspires to become a comprehensive, research-intensive university. The university has established research centers of strategic importance to the country and the region which are advancing knowledge in critical areas ranging from water resources to cancer treatments. UAE University fosters research collaborations with government, corporate, and academic institutions, both nationally and internationally, as it continues in its pursuit to provide solutions to society's most pressing issues, through scientific advancement and technological innovation. For more information, visit: <https://www.uaeu.ac.ae/en/>.

**MBRU** is named after His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE, and Ruler of Dubai. At MBRU we aspire to become a leading research-focused medical academic institution and to create an innovative and enriching research environment that will support the advancement of healthcare in the UAE and globally. The University has a state-of-the-art biomedical research center and collaborates extensively with top national and international institutes. MBRU is now part of the UAE's first integrated academic health system, the Dubai Academic Health Corporation, which aims to advance health services in Dubai through a new academic system that integrates healthcare, medical education and scientific research. For more information, visit: <https://www.mbru.ac.ae/>.

**KU** was founded in 2017 following the merger of the Petroleum Institute (PI), the Masdar Institute of Science and Technology (MI), and the Khalifa University of Science, Technology and Research (KUSTAR). In 2022, KU ranked #1 in the UAE for the fifth year running, and 181<sup>st</sup> worldwide in QS World University Rankings. KU's focus sectors are Clean and Renewable Energy, Hydrocarbon Exploration and Production, Water and Environment, Health, Aerospace, and Supply Chain and Logistics. Research in these sectors is enhanced by our research platforms of Robotics, Intelligent Systems and Data Science, Information and Communication Technologies, and Advanced Materials and Manufacturing. Within these focus areas, KU has 21 research centers which address regional and global challenges in a systematic and targeted manner via engagement of world-class researchers and facilities. For more information, visit: <https://www.ku.ac.ae/>.

**CRDF Global** is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges. With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global's diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe. For more information, visit <http://www.crdfglobal.org>.

### III. SCOPE AND PURPOSE

The purpose of the UAE-NIH collaborative awards is to foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in the United States and UAE. It is expected that proposals will focus on questions of direct relevance to the MENAT region that will add to global knowledge about infectious diseases and/or immunology. The awards will also promote collaborations that include early-stage<sup>1</sup> and female investigators from around the region.

Investigators from the UAE and United States 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 MENAT region are eligible for this competition.

While clinical trials will not be supported through this call, translational, 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.

UAE and U.S. PIs should apply to their institutional review boards (IRBs) for necessary bioethics approvals, as soon as feasible, since they will be required to submit proof of their institution's IRB approval **within 6 weeks** of award selection notice.

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<sup>1</sup> **Early-stage investigator (ESI)** is a scientist who has completed a terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years. The program will consider requests to extend the ESI status period for reasons that can include: medical concerns, disability, family care responsibilities, extended periods of clinical training, natural disasters, and active duty military service, determined on a case by case basis with discussion among NIAID, CRDF, and Al Jalila Foundation.

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The primary goals and objectives of the initiative are to:

- Foster new or expanded infectious disease and immunology focused biomedical research collaborations among UAE researchers and with U.S. investigators.
- 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 inclusion of **early-stage and female investigators** through collaborations with mid-career and senior investigators in the areas of infectious diseases and immunology.

Up to six awards, each up to **\$175,000 USD total cost per year for up to three years**, will be made, with the possibility of up to two years additional no-cost extension, if justified. Each collaborative team that applies for funding under this program must utilize the following compositional and budget allocation structure.

<b>Team Composition and Budget Allocation Structure</b>
<p><b>UAE Sub-Team</b></p> <ul style="list-style-type: none"> <li>▪ At least two PIs from two different institutions (one of whom will be the corresponding PI)</li> <li>▪ At least \$140,000 per year in total funding</li> </ul> <p><b>United States Sub-Team</b></p> <ul style="list-style-type: none"> <li>▪ At least one PI</li> <li>▪ Up to \$35,000 per year in total funding</li> </ul>

Funding identified in approved proposal budgets will be awarded directly by Al Jalila Foundation for UAE sub-team expenses, and by CRDF Global for U.S. sub-team expenses.

### **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 same date, which will be mutually coordinated between the sub-teams during the agreement negotiation period.
- Awards are anticipated to start in June 2023. CRDF Global will coordinate sub-team award execution dates as close as possible with Al Jalila Foundation. **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. A CRDF Global award start date is subject to change, pending timely submission by PIs of all documentation as required by U.S. government (USG) grant regulations.
- **Research timeline** is recommended to be prepared in terms of semi-annual segments, per the Milestone Plan. See sample plan included in [Appendix A](#).
- **The duration of the project** shall be up to 36 months from the date an award agreement is fully executed. CRDF Global may grant up to two years additional no cost extension of the project with strong justification and committee approval.

CRDF Global will address all program-related inquiries, 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 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 Al Jalila Foundation.  
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## IV. ELIGIBILITY

All proposals **must** meet each of the following eligibility criteria:

1. Each proposal must include **two PIs from two different UAE institutions (one of whom will be the corresponding PI) and one PI from the United States** who will all 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. **Applications including PI(s) from MBRU, KU, and/or UAE University are strongly encouraged.** The institution at which each PI is employed will serve as the individual team's Principal Institution designated on the proposal. **Additional investigators from the wider MENAT region may be included as secondary collaborators 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 application must include a PI or key personnel that is an **early stage<sup>2</sup> or female investigator**. If senior investigators (i.e., non-early-stage) are included as members of the proposed UAE or U.S. sub-teams, at least one senior investigator involved in each project must be identified as a mentor and trainer who will work with the early-stage investigator(s) involved in each project.
4. Sub-team budget allocation percentages must total 100% for the collaborative team and may not exceed \$175,000 USD total cost per year for up to three years.
5. Each proposal is evaluated independently and therefore should not be part of, nor depend on the success of other proposals submitted to this program.
6. Individuals can only serve as a PI on one proposal. However, they may also serve as a collaborator on other proposal(s), provided their level of effort does not exceed 100%. 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, CRDF Global, and Al Jalila Foundation funding opportunities. Specific funding opportunities are available at:
  - NIAID: <https://www.niaid.nih.gov/grants-contracts/opportunities>
  - CRDF Global: <http://www.crdfglobal.org/grants/funding-opportunities>
  - Al Jalila Foundation: <https://www.aljalilafoundation.ae/what-we-do/research/>
7. **UAE SUB-TEAM ONLY:** The UAE PI and participants on the UAE sub-team may be a UAE citizen or UAE resident and must reside in UAE for at least 50% of the award period. Graduate students on the UAE sub-team may be foreign nationals, but they must be enrolled in an accredited degree program at a UAE institution during the period of their participation in the project. See [Section VII.C](#) Allowable Costs for more information.

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<sup>2</sup> An **early-stage investigator (ESI)** is a scientist who has completed a terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years. This program will consider request to extend the ESI status period for reasons that can include: medical concerns, disability, family care responsibilities, extended periods of clinical training, natural disasters, and active duty military service, determined on a case by case basis at the discussion among NIAID, Al Jalila Foundation, and CRDF.

8. **United States SUB-TEAM ONLY:** The U.S. PI and participants on the U.S. sub-team may be foreign nationals (U.S. permanent residents or visa holders) but must reside in the United States for at least 50% of the award period. Graduate students on the U.S. sub-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 program. Instead, all award funds are to support the UAE sub-team or collaborating non-federal U.S. institutions and PI and key personnel.

**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.

## 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. Peer-based panel review will take place through a scientific panel of experts appointed by CRDF Global and approved by NIAID and Al Jalila Foundation. 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. CRDF Global will share these recommendations with the established council of representatives from all funding institutions. The panel will make the final decision on the awards to be funded. All award announcements by CRDF Global 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 MENAT 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**, including the degree to which the proposal includes **early-stage and/or female investigators**. Proposed activity should include 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.



**Additional Review Considerations:** As applicable for the project proposed, reviewers will consider the following item, but will not give scores for these items and should not consider them in providing an overall rating.

**6. Budget and Period of Support:** Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.

## VI. PROPOSAL PREPARATION AND SUBMISSION

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

### Early Proposal Development Collaboration & Communication Platform

CRDF Global will provide interested individuals access to a private Moodle channel upon release of the RFP to encourage early collaboration and communication between PIs who anticipate applying to this funding opportunity.

Interested applicants must submit an email request to the primary CRDF Global POC, Anna Emery, [aemery@crdfglobal.org](mailto:aemery@crdfglobal.org) to receive access to the Moodle channel.

### A. Proposal Submission

#### Title and Abstract Submission

CRDF Global must receive a joint email from the collaborating PIs which states their intent to submit a proposal to the UAE-NIH Collaborative Awards Competition, 2023. This email must contain the following information:

- 1. First and last names of the PIs along with their institutional affiliations**
- 2. Title of the research project**
- 3. Proposal abstract**
- 4. Corresponding PI (Co-PI)**
  - a) The Co-PI will be responsible for submitting the abstract to CRDF Global and will receive the login credentials to access the grant management system. Please note, that the login credentials are not-transferable, if the Co-PI is unable to submit the official proposal, CRDF Global must be contacted so a new login can be created.*

This information must be sent via email to [health@crdfglobal.org](mailto:health@crdfglobal.org) no later than:

- **Friday, December 2, 2022 (3:59 PM) U.S. Eastern Time (ET) or**
- **Friday, December 2, 2022 (11:59 PM) UAE Gulf Standard Time (GST)**

CRDF Global reserves the right to deem a full proposal ineligible based on the failure of the team to submit their title and abstract by the deadline.

## Full Proposal Submission

All proposals must be submitted no later than:

- **Friday, December 16, 2022 (3:59 PM) U.S. Eastern Time (ET) or**
- **Friday, December 16, 2022 (11:59 PM) UAE Gulf Standard Time (GST)**

The proposal should be submitted electronically, using CRDF Global's application forms, through CRDF's grant management system's website.

The UAE and U.S. PIs should jointly develop the proposal and provide written evidence of the concurrence of the UAE Institute 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 will be provided upon email submission of the proposal abstract.

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

Required proposal documents should be submitted through the grant management system's website as **SEPARATE** files:

### Required:

- Completed proposal document
- UAE and U.S. PIs and sub-team participants curricula vitae (CV) documents

### As Applicable:

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

<https://crdfglobal.fluxx.io/dashboard/index>

**Note:** Submission through this website requires previous registration. Upon email submission of your abstract by December 2, 2022, you will be provided a Fluxx account to complete your application. For questions about the submission process, please contact the CRDF Global Program Staff: Anna Emery, [aemery@crdfglobal.org](mailto:aemery@crdfglobal.org)

## B. CRDF Global Policies and Applicant Resources

Before writing the proposal, applicants should review all documents and policies on the [CRDF Global Applicant Resources page](#).

## C. Proposal Formatting

- Typed
- Single-spaced
- One-inch margins on ALL sides
- 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. PIs are cautioned, however, that the text must still be readable.*

## D. Proposal Elements (required unless otherwise noted)

Detailed information for all necessary elements of a proposal is listed below. Any proposal submitted without **ALL** required information, including signatures and forms, may be disqualified, and removed from the competition. Applicants are encouraged to carefully review proposals prior to submission to ensure accuracy and completeness.

**The following sections must be compiled into and submitted as a single proposal document with pages numbered consecutively.**

## PROPOSAL DOCUMENT (APPENDIX A)

### A.1: Cover Sheet

One per proposal including:

- Project title and basic information about the project
- Information about the UAE and U.S. PIs
- Information about the UAE and U.S. Primary Signatories (individuals 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 PI and Institution Leadership Representative. This applies to both the U.S. and UAE. Please include a scanned copy of the signed document.

### 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).

### A.3: Project Narrative

Five pages 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 (UAE PI), NAME (U.S. sub-team researcher)

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**The following must be described in the Project Narrative:**

- The specific aims, and objectives, approach, milestones, and measurements of success that will be used.
- A clearly defined project timeline, noting all project tasks and goals to be accomplished, including how to address potential pitfalls/delays with alternatives or contingency plans.
- 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 UAE 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 UAE and U.S. PIs will coordinate project implementation and assess progress at regular intervals. Each project must involve significant and substantive cooperation between the UAE 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.
- The inclusion, mentoring, and training of early-stage and/or female investigator(s) through collaborations.

**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."*

#### **A.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.

### **A.5: Project Milestone Plan**

One Project Milestone Plan per proposal, describing specific milestones to be accomplished by the sub-teams during project implementation. A sample Milestone Plan is included in [Appendix A](#).

**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. 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).
- Payment may be predicated on completion of deliverables in the milestone plan.
- 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.

### **A.6: Training and Mentoring Plan**

One plan that describes mentoring and training opportunities for early-stage and/or female investigators. Proposed activity should include 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 less developed countries involved.

### **A.7: Sub-Team Key Participant Data Form**

One form for each additional participant on the UAE sub-team and U.S. sub-team, including researchers/engineers, technical/scientific support staff, graduate and undergraduate students, administrative/clerical support staff (UAE sub-team only), and any secondary collaborators from the MENAT region.

**Note:**

- Form A.7 is for additional team participants only; the sub-team PIs do not need to complete this form with their own information.
- For planned graduate students not yet identified, complete the form as "Planned Graduate Student" indicating, at a minimum, the anticipated institution and level of education.
- Each form 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 CVs on page 12.

### **A.8: Project Sub-Team Budget**

**One for each** sub-team involved. 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.

- U.S. sub-team use Form A.7.i
- UAE sub-team use Form A.7.ii

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## A.9: Budget Narrative

**One for each** sub-team involved explaining all budget items in the corresponding Project Sub-Team Budget.

- U.S. sub-team use Form A.8.i.
- UAE sub-team use Form A.8.ii

## A.10: Project Budget Overview

**One for each team.** Convert all amounts to U.S. Dollars (USD). PIs should refer to “Allowed Costs” in [Section VII](#).

## A.11: Statement of Other Sources of Support of Key Personnel

**One for each 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. 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.**

## A.12: Previous CRDF Global Awards (if applicable)

**One form 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.

## A.13: PI Partnership and Terms Agreement Statement

Each PI must provide a signed statement on institutional letterhead certifying her or his agreement to the collaboration. One for each U.S. and UAE 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 template that is included herein.

## A.14: Plagiarism Policy and Standards Agreement

A CRDF Global plagiarism policy and standards document that is included herein, **submitted as a signed scanned copy** by **each** of the U.S. and UAE PIs.

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).*

## A.15: Institutional Data Form

This document is a CRDF Global **requirement** for U.S. institutions.

## ADDITIONAL SUPPORTING DOCUMENTATION

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

### A. *Curricula Vitae (CV) - Required*

One for each U.S. sub-team PI, UAE sub-team PI, and Team Participant compiled in one file.

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 following sites for writing a Curriculum Vitae (CV):

- <https://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>
- [https://owl.purdue.edu/owl/job\\_search\\_writing/resumes\\_and\\_vitas/writing\\_the\\_cv.html](https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html)

Please ensure you have provided a full CV for each team member listed in the *Sub-Team Key Participant Data form* in the main proposal file.

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

### B. *Special Documentation for U.S. 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. Grant recipients will not be authorized to begin work until IRB approval is provided to CRDF Global. Activation of a grant Agreement is contingent on submission of complete IRB documentation and approval to CRDF Global.
- **NICRA:** U.S. institutions with a Negotiated Indirect Cost Rate Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment.

Please see [Appendix B](#) for a checklist of proposal submission requirements.

**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 **\$175,000** USD per year for up to three years. 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 staff.***

CRDF Global will support the U.S. sub-teams using NIAID funds, and Al Jalila Foundation will support the UAE sub-teams according to the following team compositions.

<b>Team Composition and Budget Allocation Structure</b>
<p><b>UAE Sub-Team</b></p> <ul style="list-style-type: none"> <li>▪ At least two PIs from two different UAE institutions (one of whom will be the corresponding PI); At least \$140,000 per year</li> </ul>
<p><b>U.S. Sub-Team</b></p> <ul style="list-style-type: none"> <li>▪ At least one PI; Up to \$35,000 per year</li> </ul>

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

Total grant support for the U.S. sub-team expenses of the total amount requested must be up to 20% of the total award funds requested per year.

CRDF Global will support expenses for U.S. sub-teams from universities and non-profits except for large-scale equipment purchases. U.S. federal government agencies, including their employees, and U.S. sub-teams from for-profit companies are not permitted to receive funding under this program. CRDF Global will distribute support to the U.S. sub-team as a cost-reimbursable grant. U.S. sub-teams should refer to the instructions below for submitting all documentation necessary to execute cost-reimbursable grants:

1. **Milestone Plan:** The Project Milestone Plan should identify and describe specific milestones to be accomplished by the U.S. sub-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. sub-teams must also submit a line-item project budget using the form provided in [Appendix A](#). 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:



- Funding may be requested for the following expenses:
  - Labor
  - Equipment, Supplies and Services
  - Travel
  - Indirect Costs. Applicants (Primary and Secondary collaborators) may request indirect costs/overhead expenses on all direct costs except for equipment (over \$5,000), capital expenditures, rent, student tuition, participant support costs<sup>3</sup> and sub-awardees expenses (after the first \$25,000). Total direct costs minus these items are considered the modified total direct cost (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:
    - **IDC \$ = IDC% x MTDC = \$**
    - **Maximum Total Sub-Team budget = total direct costs \$ (including MTDC) + IDCs \$**

U.S. institutions with a Negotiated Indirect Cost Rate Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment. U.S. institutions without a NICRA may **not request more than 10%** in IDCs.

- 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 – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
- Justification/support for labor, travel, and indirect/administrative costs should be provided in the budget narrative.

## Cost Shares

Recognizing the limited funding available for these small projects and the goal to achieve maximum scientific outcomes, CRDF Global encourages applicants to provide cost shares. Awardees with a Negotiated Indirect Cost Rate Agreement (NICRA) from a U.S. federal cognizant agency may claim their NICRA, however, they are encouraged to provide a cost share to cover the difference in cost rate, so that the applied Indirect Cost rate does not exceed 8% of the award’s modified total direct costs. Eligible cost shares must be verifiable through appropriate documentation provided by the awardee and should be described within the budget narrative. Cost shares should be:

- Verifiable through appropriate documentation provided by the awardee
- Necessary and reasonable for the accomplishment of project objectives
- Allowable costs under this program
- Not paid by the U.S. government under another award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such a program can be applied to matching or cost sharing requirements of other U.S. government-funded programs

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<sup>3</sup>Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships.

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Examples of cost shares that may be included in the proposal:

- **Salary:** (including fringe benefits) of any team member essential to the project. Salary and fringe rates should be listed separately for each team member in the cost share budget.
- **Consultant services:** Labor and fringe rates for third parties providing volunteer services towards the project may be counted as cost sharing or matching if the service is an integral and necessary part of the project. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances, where the required skills are not found with the awardee, rates must be consistent with those paid for similar work in the labor market.
- **Equipment/Supplies:** Donated equipment, office supplies, or laboratory supplies. Value for these items must be assessed at fair market value of the property at the time of donation.
- **Travel:** For travel deemed necessary and reasonable to the project, the awardee may cost share appropriate travel expenses, including:
  - **Airfare:** Lowest cost economy airfare and compliant with the [Fly American Act Guidelines](#).
  - **Lodging:** Not to exceed applicable [domestic](#) or [international](#) U.S. government per diem rates
  - **Meals and Incidentals:** Not to exceed applicable [domestic](#) or [international](#) U.S. government per diem rates
  - **Ground Transportation:** Necessary local travel, such as taxis, rental cars, or mileage reimbursement on use of personal vehicles in accordance with the U.S. government allowance for [Privately Owned Vehicles](#) (POV)

## B. UAE Sub-Team Expenses (Funds Disbursed by Al Jalila Foundation)

Total grant support for the UAE sub-team expenses of the total amount requested must be at least 80% of the total award funds. Al Jalila Foundation will disburse funds to cover expenses for UAE sub-teams from universities, non-profits, and government institutions in UAE with the exception of large-scale equipment purchases. UAE 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 UAE sub-team during project implementation. The plan will be evaluated 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:** UAE sub-teams must also submit a line-item project Budget and Budget Narrative (see [Appendix A](#) for the required forms). If selected for an award, additional information or supporting documentation may be requested, before finalizing an award agreement. UAE project budgets should be calculated in accordance with the following guidelines:

- Funding may be requested for the following expenses:
  - Direct costs = Total Maximum Requested.

	Main item	Definition
<b>Direct Costs</b>	Costs of goods (equipment/supplies)	Research facilities/equipment/prototypes, software (ready-made goods), book purchasing costs, purchasing costs for reagents/materials/consumables for use in research
	Travel costs	Travel costs of R&D participants, travel costs for invited participants such as external experts
	Personnel and Services	Personnel costs: personnel costs for researchers, etc., employed to conduct the relevant contracted R&D. Service costs: expenditure for services such as lecture requests, guidance/advice, test subjects, interpretation/translation, and unskilled labor.
	Other	Costs for implementing the relevant contracted R&D other than the above. Examples: R&D results publication costs (academic paper contribution costs, academic paper offprint costs, website production costs, etc.), conference costs, equipment leasing costs, Equipment repair costs, printing costs, subcontract costs, licensing fee, amount equivalent to consumption tax related to untaxed transactions, etc.

- 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 – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
- Justification/support for personnel and services, travel, and other costs should be provided in the budget narrative.

## VIII. Grantee Expectations

Awardees from this competition will be expected to:

- Submit five (5) semi-annual progress report and one (1) final project report to CRDF Global, all jointly prepared by the UAE and U.S. sub-teams, including a summary of major achievements.
- Adhere to respective CRDF Global (for U.S sub-team) or Al Jalila Foundation (for UAE sub-team) award agreement terms.
- U.S. awardees are to submit invoices and applicable financial back-up for all project expenses to CRDF Global. UAE awardees are to submit invoices and all applicable financial back-up documents to Al Jalila Foundation.

## IX. PROGRAM SUPPORT INFORMATION

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

- CRDF Global Primary POC: Anna Emery, [aemery@crdfglobal.org](mailto:aemery@crdfglobal.org)
- CRDF Global Secondary POC: Kesina Kum, [kkum@crdfglobal.org](mailto:kkum@crdfglobal.org)

## APPENDIX A: PROPOSAL DOCUMENT FORMS AND TEMPLATES

### A.1. COVER SHEET

Complete for **each** applicable U.S. sub-team, UAE sub-team

GENERAL PROJECT INFORMATION			
Project Title (Not to exceed 25 words)		Projected Length of Project (Months)	
Amount Requested	Total	US Team	UAE Team
Research Categorization	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		
UAE Principal Investigator (PI-1) <input type="checkbox"/> Corresponding PI			
Last Name (surname)		First Name (Given)	Middle
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"/> 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"/> UAE Citizen <input type="checkbox"/> UAE Resident			
Name of Institution Director		E-mail	
Institutional Director Address		Telephone #	
Total number of UAE team members, including UAE PI and graduate students			
SIGNATURES <i>Scanned, signed copies of this cover sheet are required for applicants</i>			
UAE Principal Investigator Signature		Date	
UAE Institution Leadership Representative (Primary Signatory) Signature		Date	

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UAE Principal Investigator (PI-2) <input type="checkbox"/> Corresponding PI			
Last Name (surname)		First Name (Given)	Middle
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"/> 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"/> UAE Citizen <input type="checkbox"/> UAE Resident			
Name of Institution Director		E-mail	
Institutional Director Address		Telephone #	
Total number of UAE team members, including UAE PI and graduate students:			
SIGNATURES <i>Scanned, signed copies of this cover sheet are required for applicants</i>			
UAE Principal Investigator Signature		Date	
UAE Institution Leadership Representative (Primary Signatory) Signature		Date	

U.S. Principal Investigator (PI)			
Last Name (surname)		First Name (Given)	Middle
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"/> 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	
Name of Institution Director		E-mail	
Institutional Director Address		Telephone #	
Are you employed by the U.S. Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(Must Check One) <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-US Citizen with legal visa status			
SIGNATURES <i>Scanned, signed copies of this cover sheet are required for applicants</i>			
U.S. Institutional Representative Name (Primary Signatory) Signature		Date	
Principal Investigator Signature		Date	
Total Number of U.S. team members, including U.S. PI & graduate students			

## **A.2. PROJECT ABSTRACT**

*Abstract should not exceed 350 words*



### **A.3. PROJECT NARRATIVE**

*Narrative should not exceed 5 pages. Text should be Arial font size 10 within 1-inch margins.*

#### **A.4. REFERENCES CITED**

*This section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.*

### A.5. 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 Mark all that apply	
Milestone:	Description:	Associated Deliverable(s):	UAE	U.S.
<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>N/A</i>	<i>NO</i>
<b>Total Amount Requested for this Reporting Period:</b>		<i>\$30,000</i>	<i>\$20,000</i>	<i>\$10,000</i>
Second Semi-Annual Reporting Period			Responsible Team Mark all that apply	
Milestone:	Description:	Associated Deliverable(s):	UAE	U.S.
<i>Completion of data analysis</i>	<i>Team X will conduct analysis on data collected at filed site</i>	<i>Final Report</i>	<i>N/A</i>	<i>YES</i>
<b>Total Amount Requested for this Reporting Period:</b>		<i>\$10,000</i>	<i>\$5,000</i>	<i>\$5,000</i>
Third Semi-Annual Reporting Period			Responsible Team Mark all that apply	
Milestone:	Description:	Associated Deliverable(s):	UAE	U.S.
<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>N/A</i>	<i>NO</i>
<b>Total Amount Requested for this Reporting Period:</b>		<i>\$30,000</i>	<i>\$20,000</i>	<i>\$10,000</i>

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Fourth Semi-Annual Reporting Period			Responsible Team <i>Mark all that apply</i>	
Milestone:	Description:	Associated Deliverable(s):	UAE	U.S.
<i>Completion of data analysis</i>	<i>Team X will conduct analysis on data collected at filed site</i>	<i>Final Report</i>	<i>N/A</i>	<i>YES</i>
<b>Total Amount Requested for this Reporting Period:</b>		<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
Fifth Semi-Annual Reporting Period			Responsible Team <i>Mark all that apply</i>	
Milestone:	Description:	Associated Deliverable(s):	UAE	U.S.
<i>Completion of data analysis</i>	<i>Team X will conduct analysis on data collected at filed site</i>	<i>Final Report</i>	<i>N/A</i>	<i>YES</i>
<b>Total Amount Requested for this Reporting Period:</b>		<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
Final Semi-Annual Reporting Period			Responsible Team <i>Mark all that apply</i>	
Milestone:	Description:	Associated Deliverable(s):	UAE	U.S.
<i>Completion of data analysis</i>	<i>Team X will conduct analysis on data collected at filed site</i>	<i>Final Report</i>	<i>N/A</i>	<i>YES</i>
<b>Total Amount Requested for this Reporting Period:</b>		<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>

## **A.6. Training and Mentoring Plan**

### A.7. SUB-TEAM KEY PARTICIPANT DATA

Complete **ONE for each** UAE sub-team and U.S. sub-team participant involved. Please copy this page as necessary.

<b>TEAM MEMBER INFORMATION</b>				<input type="checkbox"/> UAE Sub-Team Participant <input type="checkbox"/> U.S. Sub-Team Participant	
Last Name (surname)		First Name (Given)		Middle	
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				
<b>Description of project role</b> (responsibilities, expertise, level of effort on project):					

<b>TEAM MEMBER INFORMATION</b>				<input type="checkbox"/> UAE Sub-Team Participant <input type="checkbox"/> U.S. Sub-Team Participant	
Last Name (surname)		First Name (Given)		Middle	
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				
<b>Description of project role</b> (responsibilities, expertise, level of effort on project):					

### A.8.i. PROJECT SUB-TEAM BUDGET (U.S.)

Complete **ONE for each** U.S. institute involved. Please refer to [Section VII](#) "Allowable Costs." Convert all amounts to USD.

Team: <input type="checkbox"/> U.S. Team		Annual Project Cost: <b>Up to \$35,000 USD per year</b>		
Institute Name:				
<b>Individual Financial Support (IFS)</b> Participant Name (Add rows if necessary.)	<b>Hourly Rate</b>	<b>Total person hours<sup>4</sup></b>	<b># Of Days</b>	<b>\$ USD</b>
1				
2				
3				
<b>TOTAL ANNUAL IFS</b>				
<b>Equipment, Supplies, &amp; Services (ESS)</b> Item (Add rows if necessary.)	<b>Units</b>	<b>Unit Cost</b>	<b>\$ USD</b>	
1				
2				
3				
<b>TOTAL ANNUAL ESS</b>				
<b>Travel</b> (Totals only, describe purpose and per person costs in detail in Budget Narrative.)				<b>\$ USD</b>
Domestic Transportation				
Domestic Per Diem				
International Transportation				
International Living Allowance/Per Diem				
Other Travel Expenses (e.g., visa fees, conference registration fees, etc.)				
<b>TOTAL ANNUAL TRAVEL</b>				
<b>TOTAL ANNUAL INSTITUTE DIRECT EXPENSES</b>				
<b>Indirect Cost (IDC) of Institute</b>				
(NICRA or 10% for U.S. institutions)				
<b>TOTAL ANNUAL DIRECT EXPENSES</b>				
<b>SUB-TEAM SUBTOTAL</b> (Total of direct expenses and IS)				
<b>TOTAL ANNUAL COST-SHARING FROM NON-CRDF GLOBALSOURCES</b> (Describe in detail in Budget Narrative)				

<sup>4</sup> "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project.  
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### **A.8.ii. PROJECT SUB-TEAM BUDGET (UAE)**

Complete **ONE for each** UAE institute involved. Please refer to [Section VII](#) "Allowable Costs." Convert all amounts to USD

Team: <input type="checkbox"/> UAE Sub-Team		<b>Total Project Cost: At least \$140,000 USD per year</b>			
<b>Primary Participants</b>					
<b>Goods Item</b> (Add rows if necessary.)	<b>Units</b>	<b>Unit Cost</b>	<b>\$ USD</b>		
1					
2					
<b>TOTAL GOODS</b>					
<b>Travel</b> (Totals only, describe purpose and per person costs in detail in Budget Narrative.)			<b>\$ USD</b>		
Domestic Transportation					
Domestic Per Diem					
International Transportation					
International Living Allowance/Per Diem					
Other Travel Expenses (e.g. visa fees, conference registration fees, etc.)					
<b>TOTAL TRAVEL</b>					
<b>Personnel and Services</b>		<b>Hourly Rate</b>	<b>Total person hours<sup>5</sup></b>	<b># Of Days</b>	<b>\$ USD</b>
Participant Name (Add rows if necessary.)					
1					
2					
<b>TOTAL PERSONNEL AND SERVICES</b>					
<b>Other Items</b> (Add rows if necessary.)	<b>Units</b>	<b>Unit Cost</b>	<b>\$ USD</b>		
1					
2					
<b>TOTAL OTHER</b>					
<b>TOTAL OF PRIMARY PARTICIPANT DIRECT EXPENSES</b>					
<b>SUB-TEAM SUBTOTAL</b> (Total of direct expenses)					

<sup>5</sup> "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project.  
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### **A.9.i. BUDGET NARRATIVE (U.S.)**

Complete **ONE for each** U.S. institute 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

#### **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 a use life greater than one year, 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. For equipment, supplies, or service orders greater than \$10,000 please describe the process that will be undertaken to ensure the order meets U.S. federal competitive selection requirements.

--

#### **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.

--

#### **Indirect Costs (IDC)**

Calculate an allowance for indirect costs of 8% of the total individual team modified total direct costs for foreign grantees. U.S. teams may apply their NICRA rate, otherwise indirect costs are capped at 10%.

--

### **A.9.ii. BUDGET NARRATIVE (UAE)**

Complete **ONE for each** UAE institute 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:  UAE Sub-Team

<p><b>Goods</b></p> <p>List and justify in detail, requested goods items with a value over \$1,000 and use life greater than one year, 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.</p>
<p><b>Travel</b></p> <p>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.</p>
<p><b>Personnel and Services</b></p> <p>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.</p>
<p><b>Others</b></p> <p>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.</p>

## **A.10. PROJECT BUDGET**

Complete **for each** U.S. and UAE Subteam. Please refer to [Section VII](#) "Allowable Costs." Convert all amounts to USD

<b>Team Composition and Budget Allocation Options</b>	
<input type="checkbox"/> U.S. Sub-Team <input type="checkbox"/> UAE Sub-Team  <b>* Total Project Cost Allowed: \$175,000 USD Maximum per year for up to three years</b> <b>* Team Composition and Budget Allocation</b>  <b>UAE Sub-Team</b> <ul style="list-style-type: none"> <li>▪ At least two PIs from two different institutions (one of whom will be the corresponding PI)</li> <li>▪ At least \$140,000 per year in total funding</li> </ul> <b>United States Sub-Team</b> <ul style="list-style-type: none"> <li>▪ At least one PI</li> <li>▪ Up to \$35,000 per year in total funding</li> </ul>	
<input type="checkbox"/> U.S. Sub-Team's SUBTOTAL (Total of direct expenses and Indirect Cost)	<b>% Of the Team Total Budget</b>
<b>\$ USD</b>	<b>(20% maximum)</b>
<input type="checkbox"/> UAE Sub-Team's SUBTOTAL (Total of direct expenses)	<b>% Of the Team Total Budget</b>
<b>\$ USD</b>	<b>(80% minimum)</b>
<b>TEAM TOTAL BUDGET (Total of all involved Sub-Team's Subtotals)</b>	
<b>\$ USD</b>	
<b>TOTAL COST-SHARING FROM NON-CRDF SOURCES (Including for-profit contributions. Describe in detail in Budget Narrative)</b>	
<b>\$ USD</b>	

### **A.11. 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.

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

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

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

## A.12. PREVIOUS CRDF GLOBAL AWARDS

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

<b>CRDF Global Award Number:</b>			
<b>Title of Previous Project:</b>			
<b>Start Date (MM/YY)</b>		<b>End Date (MM/YY)</b>	
<p><i>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.</i></p>			
<p><i>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.</i></p>			

### **A.13. UAE and/or U.S. Principal Investigator Partnership Statement**

*Each U.S. and UAE Subteam must complete using this Template/Sample. Please use Institute Letterhead. Document must be signed and scanned.*

[INSTITUTE LETTER HEAD]

Re: [Full Proposal Title]

I, [Principal Investigator (PI) Name], hereby acknowledge that I have submitted a proposal to *UAE-NIH Collaborative Awards, 2023* jointly with [collaborating PI Name(s)] of [collaborating PI institution name].

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

I attest that the information contained in this proposal is truthful and that it has been prepared with the full knowledge and consent of [Institutional Leadership Representative Name], leadership representative of [Institution].

I affirm that I have read and understand CRDF Global's policies and standards outlined within the *UAE-NIH Collaborative Awards, 2023 RFP*, including CRDF Global's Plagiarism Policy<sup>6</sup>. I agree to adhere to CRDF Global's Plagiarism Policy and understand that CRDF Global will not provide funding to an application in which plagiarism exists. If plagiarism is detected, penalties may be imposed up to and including my exclusion from this funding opportunity and barring my participation in future funding opportunities.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date

<sup>6</sup> [For more information, please see CRDF Global's Plagiarism Policy](#)  
*Request for Proposal: Infectious Diseases and Immunology Research: UAE-NIH Collaborative Awards, 2023.*

## **A.14. 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

\_\_\_\_\_  
PI Name

*Request for Proposal: Infectious Diseases and Immunology Research: UAE-NIH Collaborative Awards, 2023.*

### A.15. Institutional Data Form

The information requested below must be provided in full and signed by an authorized institutional signatory, certifying that the information is true to the best of their knowledge. CRDF Global cannot proceed with an award to the institute without this information.

Institution Name:	
Institutional Website:	
Type of Organization:	International Organization <input type="checkbox"/> Government <input type="checkbox"/> Corporation <input type="checkbox"/> University <input type="checkbox"/>
UEI Number:	

U.S. Organizations Only	
TIN/EIN	
Small Business Designations	Small Business <input type="checkbox"/> SDB <input type="checkbox"/> HUB-Zone <input type="checkbox"/> VOSB <input type="checkbox"/> SDVOSB <input type="checkbox"/> N/A <input type="checkbox"/>

#### **Financial Controls, Audits, & Bioethics**

Did your organization expend more than US \$750,000.00 in U.S. Government Federal Funding (Grants, Contracts, Subgrants, Subcontracts) in the previous fiscal year? If yes, please provide a copy of your single audit report, which is required under 2 CFR 200.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been audited in the past 3 years? If yes, please send a copy of the report.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were there any material or significant findings in the audit report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your organization ever had a grant or contract terminated for cause?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organization utilize a financial manual to authorize expenses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organization utilize an accounting system to track expenses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organization have an ethics policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organization have a timekeeping system for labor such as timesheets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your project involve: Human Subjects <input type="checkbox"/> Animal Testing <input type="checkbox"/> Recombinant DNA <input type="checkbox"/> Not applicable/None <input type="checkbox"/>		

#### **Executive/Management Reporting Requirements**

CRDF Global may be required to publicly report the names and total compensation of the five most highly compensated individuals at the awardees' institution. If you meet any of the criteria below, you are exempt from this requirement. Please find and check any applicable exemption:	
In the previous tax year, institutional gross income from all sources was LESS than \$300,000.	Exempt <input type="checkbox"/>
The institution received LESS than 80 percent of its annual gross revenues in U.S. federal funding (Contracts, Grants, Subgrants, Subcontracts or Loans).	Exempt <input type="checkbox"/>
The institution received LESS than \$25,000,000 in annual gross revenues from U.S. federal funding sources (Contracts, Grants, Subgrants, Subcontracts or Loans).	Exempt <input type="checkbox"/>
Executive compensation is publicly reported under section 13(a) or 15(d) of the Security Exchange Act or section 6104 of the Internal Revenue Code.	Exempt <input type="checkbox"/>
I do not meet any of the exemptions above. I will provide the names and total compensation of the five most highly compensated executives. <a href="#">Click here</a> for more information.	<a href="#">Not Exempt</a> <input type="checkbox"/>

#### **Past Performance**

Please list any applicable grants or contracts received from outside organizations. Successful completion is defined as zero suspensions or terminations for cause, audit findings or other discrepancies.			
Funding Source	Total Funding	Successful Completion?	Type of Project
World Bank	Ex. 50,000USD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Research Grant
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Signature

Name and Title

Date



## (For U.S. Sub-Teams ONLY) Bioethics Review Form

CRDF Global is committed to ensuring that projects involving human, or animal research are conducted in accordance with all applicable regulations and ethical guidelines. All projects recommended for award that involve human or animal subjects will undergo bioethics review prior to award activation. The Principal Investigator (PI) must submit this form to CRDF Global within 2 weeks of receipt.

<b>Project Name:</b>			
<b>Principal Investigator (PI) Name:</b>			
<b>PI Contact Information:</b>	<b>Telephone:</b>	<b>E-Mail:</b>	
<b>Institution Name:</b>			
<b>Institution Website:</b>			
<b>Does your project involve:</b>	<input type="checkbox"/> Human Subjects	<input type="checkbox"/> Animal Subjects	<input type="checkbox"/> Recombinant DNA
<p><b>If you checked the box for Human Subjects, you <u>must</u> submit the information below.</b>                  To obtain these numbers (#), please visit OHRP website: <a href="https://www.hhs.gov/ohrp/irbs-and-assurances.html">https://www.hhs.gov/ohrp/irbs-and-assurances.html</a></p>			
<b>OHRP IRB#:</b>		<b>OHRP FWA#:</b>	
<p><b>If you checked off the box for Animal Subjects above, you must check one of the options below.</b></p>			
<b>AAALAC Accreditation:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p><i>All projects with human or animal subjects must submit either approval or exemption notice from their IRB or IACUC (as applicable).                  The notice must include project name and, period for which approval/exemption is valid.</i></p>			
<b>IRB/IACUC Approval/Exemption Notice Attached:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p><b>If you answered No above you <u>must</u> complete the following section, to the best of your knowledge</b></p>			
<b>Date by which IRB Approval/Exemption notice will be submitted to CRDF Global:</b>	MM-DD-YYYY		

Submitted By:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

## APPENDIX B: CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION

### 1. Project Narrative/Proposal (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 application has at least ONE early-career or female investigator included as a key participant
- A.1. Cover Sheet**
  - All fields are completed
  - Signed by UAE and U.S. PIs and Institute Leadership Representatives
- A.2. Project Abstract**
  - Does not exceed 350 words
- A.3. 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
- A.4. References Cited**
- A.5. 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
- A. 6. Mentorship Plan**
- A.12. Previous CRDF Global Awards (if applicable)**

Does not exceed one (1) page per award
- A.13. PI Partnership & Terms Agreement Statement**
  - One for each UAE and U.S. PI on the proposal
  - Written based on provided template
  - On institute letterhead and signed by PI
- A.14. Plagiarism Policy and Standards Agreement**
  - Scanned copy of the Agreement signed by the UAE and U.S. PIs.

### 2. Project Budget (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)

- A.8.i. Sub-Team Budgets (U.S. Sub-Team)**
  - Follows Allowable Costs guidelines
  - One budget included for each participating U.S. sub-team
  - The U.S. budget combined do not exceed 20% of the total project awards (\$175,000 per year for up to three years)
  - Institutional Support (if applicable) for each sub-team does not exceed 8% of direct costs (IFS + ESS+ Travel) for foreign grantees and NICRA or 10% for U.S. grantees.
- A.8.ii. Sub-Team Budget (UAE Sub-Team)**
  - Follows Allowable Costs guidelines
  - One budget included for participating UAE sub-team
- A.9.i. Budget Narrative (U.S. Sub-Team)**

Request for Proposal: Infectious Diseases and Immunology Research: UAE-NIH Collaborative Awards, 2023.

- One form included for each participating U.S. sub-team that describe all expense listed in respective budgets
  - 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
  - A.9.ii. Budget Narrative (UAE Sub-Team)**
    - One form included for participating UAE sub-team that describe all expense listed in respective budgets
    - 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
  - A.10. Project Team Budget Overview**
    - One budget included for each participating UAE and U.S. sub-team
    - The UAE and U.S. budgets combined do not exceed \$175,000 USD per year for up to three years
- 3. Bioethics Review Form (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
- Proposals involving Human and or Animal Subjects research only:** For U.S. sub-teams only
- 4. Institutional Data Form (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
- A.15. Institutional Data Form (for U.S. Institutions only)**
    - The form can be retrieved at
    - One for each U.S. Institution on the proposal
- 5. Personnel List/ CVs (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
- CV for UAE and U.S. 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 has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal
  - A.7. Sub-Team Key Participant Data Form**
    - All fields are completed for all participants (other than Project PIs)
  - A.10. Statement of Other Sources of Support of Key Personnel**
    - 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
- 6. Optional: Cost-share letter of support (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
- 7. NICRA (for U.S. institutions only)**
- 8. Submission Requirements:** All documents submitted to CRDF Global **MUST** be submitted online.