# *Appendix 2: PHA4GE Sub-grants Proposal Form*

**SUB-GRANTS PROPOSAL FORM**

**REFERENCE NUMBER: PHA4GE/2021-01**

**SUB-GRANTS PROMOTING SUSTAINABLE DEVELOPMENT IN BIOINFORMATICS TO SUPPORT PUBLIC HEALTH**

Please give responses to all sections on the form. Where there is no information to share, please mention “Not available”. Proposals will be evaluated based on the organization’s profile, scope, goals, objectives and activities, budget, quality assurance, risk mitigation and partner involvement.

**Date of submission of proposal** (dd/mmm/yyyy):

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| **ORGANIZATION’S CONTACT DETAILS** |
| Select the category that best describes your organization:  National public health institute/ laboratory (NPHI)  Academic bioinformatics laboratory that partners with a NPHI |
| Name of Organization |  |
| Geographical Location of Organization (*City and Country)* |  |
| Organization’s Website |  |
| Organization telephone number (include country and area code) |  |
| Name and Surname of person responsible for the proposal |  |
| Email address for contact person |  |
| Name and Surname of alternative person responsible for the proposal  |  |
| Email address for alternative contact person |  |

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| **CURRICULA VITAE** |
| Please provide detailed curricula vitae (CVs), including contact details, of two-three individuals who are planned to drive the project/s that require support of the sub-grant. Please *paste the CVs after the “Declarations” section on this form.* |

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| PROCEDURES FOR THE PROPOSAL |
| Referring to ***Appendix 1: Scope for PHA4GE subgrants***, please describe your proposal, **in detail,** in three to five (3-5) pages, paying attention to the following guiding questions:**Organization’s Profile:** This may include but not limited to describing who you are, what your focus areas are, current computing infrastructure, access to samples and sequencing capacity, how the awards will help build programs they are trying to develop.**Scope:** Briefly summarize what areas will be covered in the proposed work.   **Goals, Objectives and Activities**: What do you hope to achieve? When and how will this be done? Scheduling or providing a Gantt Chart are permissible to support explanations relating to timelines. Where will this take place? For whom are the activities directed to?    **Budget**: Simple or detailed formats are permissible. This may be a simple budget that indicates the cost of a category and its related cost. A detailed budget may also be used that gives a breakdown of the estimated costs for each item within a category.     **Quality Assurance:** Skills set of key staff? How will quality be assured in the proposed activities? What review processes will be in place? How often will these checks be done?    **Risk Mitigation**: Identify the risks that you may encounter and how these could be controlled.    **Partner Involvement**: Who are the other partners involved? What are their roles? Describe any overlaps of their work with the proposed work?    **Other relevant issues**: Provide any other relevant information relating to the proposal.    |

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| **DECLARATIONS** |
| Our organization has no cases levelled against it by any Professional Councils and/or public courts relating to professional misconduct.  |  Yes No  |
| None of the desired funds will be diverted to support activities that are not related to the submitted proposal. |  Yes No  |
| None of the individuals to be involved in the work, such as staff and volunteers, have potential conflicts of interest. |  Yes No |
| All the information provided in this proposal was provided truthfully.  |  Yes No  |
| Name and Surname of authorized signatory: Signature:    |

***Please paste CVs here:***