Polio Research Committee (PRC)

The Polio Research Committee (PRC) was established in 2008 to provide guidance and make recommendations on the strategic direction of the Global Polio Eradication Initiative’s (GPEI) research program. To achieve this objective, the Committee publicizes research priorities, reviews research proposals, and recommends selected projects that will significantly contribute to the program to be funded by the International PolioPlus Committee of Rotary International.

Polio Research Committee Research Proposal Guidelines

What is the purpose of this document?

This document gives detailed guidelines on how to prepare a complete proposal for the PRC. The goal is to provide individuals and organizations preparing proposals with a set of guidelines and expectations for proposals submitted to the PRC. It contains numerous suggestions and tips on ways to strengthen a proposal prior to submission.

The PRC proposal application form contains five parts. These guidelines focus on the technical sections of the proposal: PART II, PART III, and PART IV.

What types of proposals is the PRC looking for?

We are looking for well-articulated proposals that propose research projects that will contribute significantly to polio eradication. The PRC funds a variety of studies from many disciplines including basic science research, operational research, mathematical modeling projects, and epidemiological studies/clinical studies.

What are the most common reasons a proposal is accepted?

• Research is on a topic of significant importance to the GPEI research agenda
• Focused and high quality proposal with clearly defined research questions and methodology
• Principal Investigator (PI) and collaborator (if available) have experience and demonstrated the ability to successfully conduct relevant research projects.
• Has significant and rapid value to the GPEI. Project can be completed in 24 months, and the findings can be immediately implemented or are scalable following completion.

What are the most common reasons a proposal is rejected?

• The research proposed is not relevant to the current priorities of the GPEI
• The proposal lacks a well-structured and focused research question
• The proposal does not have a detailed methodology which explicitly describes how the researcher will investigate their research question
• Inadequate qualification, capability, and/or capacity of the research team
PART II. PROJECT SUMMARY

Purpose
The project summary gives a brief overview of the research project you are proposing. It is a condensed version of your entire proposal. A strong project summary is crucial because a well-written summary will engage the reviewer and entice them to read further. The project summary must no more than 2 pages.

Content
A complete project summary should address the following questions in one to three paragraphs:

2.1 Introduction and Background: Why is this project important? What is the hypothesis to be tested? Provide a short summary of current knowledge relevant to the research question.

2.2 Overall Objective and Research Questions: What is the overall aim of your project? What are the specific research questions you will investigate?

2.3 Methodology: What methods will you use to answer your research questions?

2.4 Expected Outcomes and Benefit to the GPEI: What are the expected outcomes of your research? What questions will you answer and how will this new knowledge benefit the GPEI?

Example of a well-written project summary:

Understanding the barriers to High Polio Immunization Coverage in the Bihar region of India

2.1 Introduction and Background
India is one of the four countries remaining countries with endemic polio transmission. Despite increased efforts of GPEI and the government of India, house-to-house polio vaccination campaigns have not been able to interrupt internal transmission of polio or prevent exporting polio strains to neighboring countries (XXX, 2009). The GPEI Strategic Plan 2010-2012 underlines the key role that endemic areas of northern India play in hindering the overall global eradication effort: “the challenge of interrupting the residual WPV transmission is compounded by the recurrent exportation of WPV from northern Nigeria and northern India into previously polio-free areas within and outside their borders” (XXX, 2010). Additionally, at a recent meeting, the Inter-agency Innovation Working Group (IIWG) stated that research on vaccination refusal in northern India is a top priority of the GPEI (XXX, 2010).

Bihar is one of the two remaining endemic regions of polio transmission in northern India. In this region, immunization rates are very low (XXX, 2010). One of the challenges to successful campaigns is the lack of viable information about how the polio vaccination campaigns function on the ground. Additionally, according to an evaluation performed by and independent committee in April 2009, vaccination coverage was between 35% and 85% in 7 out of 8 districts (XXX, 2009). In these districts, the most common reason for low coverage was “child not available”. Furthermore, a recent study done by Smith (2008) suggests that parent refusal might be a key factor in low coverage. This suggests that there are an important number of parents who refuse vaccination, even if refusal is expressed indirectly. Our research will attempt to gain a better understanding of why parents are refusing polio drops, and what kinds of education and communication strategies would be most effective in creating active demand for polio vaccine.

2.2. Research Questions and Main Objectives
The overall objective of the research project is to understand reasons for low vaccination coverage and to produce information that can be directly used to design education and communication campaigns to increase overall vaccination compliance.

1. Who is missed by the vaccination campaigns? Which parents refuse to vaccinate which children? Is refusal consistent or situational?

2. To what extent is non vaccination the result of a lack of demand? Are children unvaccinated because of a lack of demand and parental refusal or evasion, or because of operational difficulties in the campaigns?
3. **What contributes to the lack of demand? What social and cultural meanings are attached to vaccination?**
   What role does informal conversation and community gossip play in explaining parents’ evasion or refusal of polio vaccination?

4. **What can we learn from successful vaccination teams about how to improve demand for polio vaccination?**

### 2.3 Methodology

**Data Collection:** The study will use quantitative and qualitative methods including household surveys, interviews with parents and key informants (personnel associated with the house-to-house vaccination campaigns), and ethnographic data collection and analysis. It will be carried out in the Bihar region in the 8 districts that are currently targeted by the GPEI. This region is an endemic region and consistent reservoir of new polio cases.

**Surveys.** We propose to conduct a cross-sectional survey in the two-week period immediately following one of the scheduled house-to-house polio vaccination campaigns. Using a random sampling technique, we will select 30 percent of households to survey in each region, giving a sample size of 500 to 750 households.

**Parent interviews.** Beginning in the second week of the household survey, we will conduct follow-up interviews with a sub-sample of the parents of children who were not vaccinated due to a lack of demand. We plan to conduct follow-up interviews with 25-50% of the parents whose children were not vaccinated.

**Key informant interviews.** We will conduct key informant interviews with educators, vaccinators, supervisors, and the district coordinator. We aim to interview a minimum of 25 key informants to gain a holistic perspective of vaccination campaigns.

### 2.4 Expected Outcomes and Benefit to the GPEI

The knowledge gained from this study will help the GPEI better understand the reasons for low vaccination coverage in northern India and also be instrumental in designing future educational interventions to increase the social acceptance of polio immunization. First, the project will produce data about the most important targets for education campaigns by identifying villages or households where coverage is low. We will also learn more about the reasons for low coverage: is coverage constantly low or sporadic, are the same children always missed or are different children missed each time. Second, the project will broaden our understanding of why parents are refusing vaccination. We will determine if refusal is active or passive. Does refusal depend on the vaccination team, the campaign, the village, or the family. Understanding ‘non-compliance’ is integral because it will inform educational intervention needed. Thirdly, we hope that by studying the techniques of the most successful vaccination teams we can gain information about how interventions can be integrated into already existing eradication campaigns as part of the approach of vaccination teams to household. By integrating the educational interventions into already established campaigns, we can avoid revising standard protocols or adding to the already intensive workload of personnel. Our research is important as it investigates an area of the GPEI that is a “scenario of the greatest urgency” (XXX, 2009). The knowledge generated will be critical to the future direction of polio eradication campaigns in northern India.

***NOTE: The example above is a **fictional** example of a hypothetical project summary. It is meant only to assist researchers in general grant proposal expectations.***
PART III: DETAILED RESEARCH PROPOSAL

Purpose
To give a comprehensive and sophisticated overview of the research project you are proposing. This document should be included as an attachment in addition to the Collaborative Research Project Application Form.

Length
Twenty page maximum.

Content
Please include the follow sections (each is explained in full detail on the following pages):

3.1 Background .................................................................................................................................. 5
3.2 Main Objective and Research Questions ....................................................................................... 6
3.3 Methodology ................................................................................................................................. 7
3.4 Expected Outcomes and Benefit to the GPEI ................................................................................. 8
3.5 Timeframe ................................................................................................................................... 10
3.6 Appendices, References, Letters of Support and Curriculum Vitae ............................................... 11

3.1 Background

Purpose
The goal of the background section is to provide the necessary context to the reviewer so that he/she can understand your project. This section should also demonstrate the importance of the project to GPEI.

Length
The background section varies from anywhere between 2 to 5 pages long. The length will depend on the nature of the proposal and discipline of research.

Content
You may choose the structure and format of this section, but you should cover the following points:

1. Introduction and Importance to GPEI
   i. Introduce the problem you will be investigating
      **For example, “After 5 years of being polio free, polio transmission has been re-established in Country X. Re-established transmission occurred for the following reasons... However, eradicating polio in Country X is challenging for the following reasons...”
   ii. Importance of your research proposal to the GPEI: Why your research is important and relevant? Strong proposals relate back to the current GPEI priority.
      **For example, “Understanding the reasons for failed vaccination campaigns in Region Y of Country X was stated as a top priority of the GPEI in the 2012 IMB report.” We highly recommend linking your proposal to the research priorities of the GPEI which can be found in some of following documents: the Polio Global Emergency Action Plan 2012-2013, the Independent Monitoring Board (IMB) 2012 report, Strategic Advisory Group of Experts**
iii. Give any background or context that is important for understanding the problem you will be investigating

**For example, if you will be studying the role of social networking among religious groups in Country X and how that relates to polio vaccination, you should give background on: (1) social networking in the context of polio, (2) the religious group you are studying and their history with polio, and (3) Country X’s history with polio eradication**

(2) Summary of Previous Research

i. Literature Review: Demonstrate an in-depth and sophisticated understanding of the current and relevant research on this topic. Explain where your research fits into the larger picture—what does it add? How is it different than previous studies? What knowledge gaps are being addressed?

ii. Include preliminary studies and data (if available)

If you have done preliminary or pilot studies that provide strong evidence for your hypothesis, make sure to include these. These will both help legitimize your research capabilities and demonstrate your interest in this area.

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3.2 Main Objective and Research Questions

**Purpose**
The main objective should give the overall purpose of your research. The research questions should clearly and succinctly describe the questions your research project will answer.

**Content**
Well-written research questions and aims are **SMART**:

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time Bound**

They should be consistent with the budget you have requested and appropriate for the timeframe you propose. Do not be overambitious, particularly if you introduce a new research methodology or a new solution in the context of polio. Projects that are more focused, smaller in scope, and provide rapid answers are more likely to be funded.

**Vague and poorly structured research questions are one of the most common reasons reviewers give for a rejected proposal.**

**Examples of well-articulated main objective and research questions:**

**Main Objective**
To understand how social interactions among migrant populations in ____ influence their perceptions and beliefs about vaccination.

**Research questions:**
1. How does social capital and socioeconomic factors – such as occupation, household roles, religion, gender, and age – affect perceptions and beliefs of both polio and vaccination in migrant populations?
2. How do migrants disseminate beliefs of polio and polio vaccination to and from their origin and destination communities?
   a. How does an individual’s interpersonal relationships affect beliefs about both polio and polio vaccination?
   b. How does an individual’s position within the entire community affect the attitudes about polio vaccine in those around him/her?
   c. Do individuals cluster according to their attitudes regarding the polio vaccine, or their compliance behavior with the vaccine?
      i. Are there certain key individuals within the network who exert influence on others, who may be important targets for polio eradication interventions?

3. To what extent is knowledge and information about polio and vaccination passed from their home to the migrant populations?
   a. How do varying levels of social capital within their communities where resident turnover is high affect knowledge transfer?

Example of poorly structured main objective and research questions:

Main Objective:
To understand the key factors, attitudes, and influences contributing to polio transmission in ____.

Research Questions:
1. What are the key factors responsible for polio transmission?
2. How do knowledge, attitudes, and practices affect polio eradication in ____?
   Too vague. What factors are being explored in what type of population? Question should relate back to methodology and ask a more specific question (see question one above).
3. How effective are the institutional, functional, and financial capacities of the various polio eradication bodies in ____?
   Not clear on how effectiveness be measured. Which eradication bodies are going to be specifically researched? Should specify separately how the institutional, functional, and financial capacities will be evaluated.

3.3 Methodology

Purpose
A detailed, focused, and justified methodology is critical to your research proposal. You should describe the program’s activities in explicit detail with reasoning behind the chosen methods.

Length
The length of the methodology section will vary, but it is essential that you are thorough. Reviewers use this section to evaluate your ability to investigate the research questions you have proposed.

Content
(1) Study design and type
   - Quantitative (i.e. randomized control, cross-sectional, longitudinal)
   - Qualitative/descriptive
   - Figures or tables that demonstrate study design and flow can be helpful and are highly encouraged

(2) Data collection techniques
   - Describe how you will collect your data. Include the following:
Sample size calculation with key assumptions (e.g., power, expected difference of means between the experimental group and the control group and standard deviation)
- Target population (e.g., geographic focus, demographic)
- Sampling technique (interviews/observation/surveys/questionnaires/desk reviews etc.)
- Inclusion and Exclusion Criteria (if applicable)

**If you plan to use surveys or questionnaires, it is highly encouraged that you include a tentative example of the questionnaire as an appendix.

(3) Data analysis and Interpretation
- Statistical software you intend to use for data analysis
- Statistical tests you plan to perform
  *Note: Reviewers will closely scrutinize the methods by which you plan to handle your data and how you conduct your statistical analyses.

(4) Monitoring and Evaluation
- Monitoring and Evaluation of field work
  - Explain how will you evaluate your field work to assure the data is being collected in accordance with time and high quality techniques
- Data Management and Quality Assurance
  - Quality control measures (pretesting of questionnaires or handling of samples)
  - Data entry and cleaning
  - Data Completeness

(5) Ethical and Other Clearance
- You must provide a proof of ethical clearance by the relevant institutional review board (or a plan to obtain it), for studies with human subjects or explain how you will in the future
- If needed, include a proof of clearance (or a plan to obtain them) by the necessary agencies and/or Committees (e.g., the government, regulatory authorities, and implementing institutions and/or organizations)

(6) Study Limitations
- State limitations to your approach and any difficulties you might encounter. Indicate alternative methods to overcome these obstacles.

Attention
If you are using a new or untested methodology, please consider a small proof-of-concept study. Projects that propose to fix national problems with untested methods are often considered beyond the scope of a research project.

3.4 Expected Outcomes and Benefit to the GPEI

Purpose
The PRC is looking for proposals that will contribute to the goals of GPEI in significant and measurable ways. This section should include the specific outcome measures of the research study and demonstrate how these outcomes contribute significantly to the future success of GPEI. Authors should feel free to reference GPEI documents (e.g. Polio Global Emergency Action Plan (2012-2013), Independent Monitoring Board (IMB) Reports, SAGE documents, ect.) and make direct links from the messages of these documents to their work.
**Example of a well-articulated outcomes and benefit to the GPEI**

The main outcomes of this research will relate to the quality of routine and supplementary polio immunization activities among nomadic and semi-nomadic pastoralist communities as follows:

1. The enabling factors and barriers to operational collaboration between the human health and animal health sectors are described in five polio-affected countries.
2. The most effective roles that animal health workers can play to support polio vaccination activities, both routine and supplementary are identified, including communication, community mobilization, administration of vaccines, and AFP surveillance.
3. The most effective and feasible methods are validated of monitoring the processes and impact of collaboration between the human and animal health sectors in polio vaccination activities.
4. Unexpected and unplanned benefits of collaboration are identified, including additional outcomes likely to improve human and/or animal health.
5. The particular constrains affecting access by pastoralist communities to polio vaccination activities are document
6. Particular approaches to communication and mobilization among pastoral communities are recognized.

These outcomes are consistent with the need described in the GPEI Strategic Plan (2010-2012) to develop district-specific plans and special approaches for under-served populations, such as migratory pastoralists. They also address the need identified in the Strategic Plan to enhance communication and social mobilization in priority populations through sustainable innovations. Although this research is confined to just five of the GPEI priority countries, lessons learned will be applicable to their countries with significant minorities of migratory pastoralists including ______.

**Example of poorly explained outcomes and benefit to the GPEI:**

The expected outcomes of this study are:

1. Increased AFP reporting
2. Knowledge of the prevalence of polio in _____
3. Education of more people about polio immunization importance

AFP reporting is important for eradication, and so this study will contribute greatly to polio eradication. Additionally, knowing prevalence is the foundation for eradicating polio. By educating more people about polio, the coverage of polio immunization is likely to increase, which is important to the GPEI.

**Comments:**

- Outcomes are too broad—how is AFP reporting increased? In what locations? Though what means?
- The relevance to the GPEI is also too broad. What, specifically, is this study adding? For example, why is this research study more important to the GPEI than other research studies on polio?
3.5 Timeframe

Purpose
You need to provide a detailed timeline outlining our project’s schedule. All activities and start-finish dates should be clearly displayed and delineated.

Formats
Any format is acceptable, however we highly recommend a Gantt chart. Tables, diagrams, and other forms are also acceptable, but must be appropriately detailed.

Gantt Chart:
A Gantt chart is a graphical representation of the duration of tasks against the progression of time.

They are useful because they illustrate your schedule in a clear and organized manner, as well as acting as a tool to manage, track and oversee your project’s progress.

This is an efficient chart style to use as part of your project management and planning.

Table:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Activity</th>
<th>Personnel</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1</td>
<td>Finalize all Data Collection Instruments</td>
<td>Research Assistant (RA) &amp; Principal Investigator (PI)</td>
<td>City X</td>
</tr>
<tr>
<td>Month 2</td>
<td>Begin Training</td>
<td>Research Assistant</td>
<td>City X</td>
</tr>
<tr>
<td></td>
<td>Week 1: Train Household Surveyors</td>
<td>2 Supervisors</td>
<td>Field, Region Y</td>
</tr>
<tr>
<td></td>
<td>Weeks 2-4: Begin Household Surveys</td>
<td>14 Field Staff</td>
<td></td>
</tr>
<tr>
<td>Month 3-4</td>
<td>Continue Data Collection</td>
<td>2 Supervisors</td>
<td>Field, Region Z</td>
</tr>
<tr>
<td></td>
<td>Month 3: Target 300 Households</td>
<td>14 Field Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Month 4: Complete 500 Households Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 5</td>
<td>Midterm Report</td>
<td>RA &amp; PI</td>
<td>City X</td>
</tr>
<tr>
<td>Month 6-7</td>
<td>Second Phase of Data Collection</td>
<td>RA</td>
<td>City X</td>
</tr>
<tr>
<td></td>
<td>Week 1: Train Interviewers</td>
<td>2 Supervisors</td>
<td>Various Offices</td>
</tr>
<tr>
<td></td>
<td>Weeks 2-4 Begin Key Informant Interviews</td>
<td>7 Interview Staff</td>
<td></td>
</tr>
<tr>
<td>Month 12 –</td>
<td>Begin Data Analysis, Finish Data Analysis, and</td>
<td>RA &amp; PI</td>
<td>City X</td>
</tr>
<tr>
<td>Month 18</td>
<td>Final Presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.6 Appendices, References, Letters of Support and Curriculum Vitae

Appendices
Please include any preliminary surveys or questions for interviews or surveys you proposed. Include any other relevant information (preliminary data from a pilot study to legitimatize your proposal).

References
Included references to literature you have cited.

Letters of Support
If applicable, please include letters of support from any governments or institutions you plan to collaborate with.

Curriculum Vitae
Please attach the credentials (4 page maximum) of the Principal Investigator and key team members. This will help us determine the qualifications and experience of your research team.
PART IV. BUDGET PROPOSAL

Purpose
A standard form for the budget is provided in the application. Please submit the form in detail, including a detailed explanation of the budget (see below).

Pay close attention to the following:
- **The Budget Justification**: Be sure to include a detailed justification for your budget (see example below). Annual fluctuations in salaries or costs need to be indicated and explained clearly. Costs tagged as miscellaneous will be detrimental to your application.
- **Make an appropriate budget**: Your budget must be consistent with your objectives, methodology and schedule of activities. Over or underestimating may indicate that the applicant does not fully understand the scope of the work proposed.
- **Only include relevant costs**: Proposals submitted in the past have presented budget plans that lie outside the bounds for what is required for their stated methodology. Budget plans that have no relation to the proposal objectives or the polio program will be rejected.

Example of a good request:

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>% of salary requested</th>
<th>% of time on project</th>
<th>BUDGET REQUEST IN USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>IN USD</td>
</tr>
<tr>
<td>1. Principal investigator</td>
<td>n/a</td>
<td>n/a</td>
<td>10,000</td>
</tr>
<tr>
<td>2. Field Staff — Surveys</td>
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<td>100</td>
<td>2,500</td>
</tr>
<tr>
<td>3. Field Staff — Interview</td>
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<td>100</td>
<td>4,000</td>
</tr>
<tr>
<td>4. Field Supervisors</td>
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<td>100</td>
<td>3,000</td>
</tr>
<tr>
<td>5. Data Entry Staff</td>
<td>50</td>
<td>50</td>
<td>3,000</td>
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</table>

**Total Personnel** 19,500

<table>
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<tr>
<th>SUPPLIES</th>
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</thead>
<tbody>
<tr>
<td>Laptop Computers</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Cards</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopies</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Supplies** 4,200

<table>
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<tr>
<th>EQUIPMENT</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>ANIMALS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total Animals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PATIENT COSTS</th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patient Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Plane Tickets</td>
<td>6,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(do not include attendance at scientific meetings)*
### 4.2 Budget Justification

#### Personnel

**Field Staff.** We will hire 14 field staff to conduct household surveys and 2 to conduct interviews with parents. Field staff will work a total of 21 days, including one week of training and two weeks of data collection. In addition we will hire 2 field staff supervisors who will supervise all data collection activities and 2 data entry staff. Supervisors and data entry personnel are budgeted for 28 days of time. Daily rates are calculated to include transport costs and are consistent with rates paid for short-term field work in the region.

**Supplies**

- **Laptop Computers.** We are requesting funds to purchase two laptops for data entry, along with adaptors, external back-up hard drives, extra batteries, and protective sleeves. We estimate the total cost for computer equipment at $1500.
- **Printer.** We are requesting $300 to purchase a portable printer to be used to provide feedback to the field team about errors or missing data that will be generated on a real-time basis.
- **Telephone cards.** We are requesting $800 to purchase telephone cards for supervisors who will need to be in touch with field staff on a daily basis during the data collection period.
- **Photocopies.** We are requesting $600 to make household surveys and training materials.
- **Electricity.** We are requesting $1,000 to pay for electricity for data entry that is needed in _____, where there is not a stable source of electricity.

#### Travel

- **Airline Tickets.** We are requesting two round trip economy class air tickets from ___ to ___.
- **Visas.** We are requesting $300 to cover the cost of two visas to _____.
- **Vehicle Rental.** We are requesting $6,000 to cover the cost of vehicle rental during the study. We estimate the cost of the 4-wheel vehicle, driver, and gas to be approximately $200 per day for 30 days.

### 4.3 Payment schedule and Milestones

<table>
<thead>
<tr>
<th>Timeline (months after signature)</th>
<th>Milestones</th>
<th>Proposed payment schedule* (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Signature of the contract</td>
<td>10,000</td>
</tr>
<tr>
<td>2</td>
<td>Begin Data Collection</td>
<td>20,000</td>
</tr>
<tr>
<td>6</td>
<td>Phase 1 Data collection complete Mid-year report submitted</td>
<td>35,500</td>
</tr>
<tr>
<td>12</td>
<td>Phase 2 Data collection complete Annual report submitted</td>
<td>29,500</td>
</tr>
<tr>
<td>18</td>
<td>Preliminary Data analysis and Report</td>
<td>10,000</td>
</tr>
<tr>
<td>24</td>
<td>Final Report submitted</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>115,000</strong></td>
</tr>
</tbody>
</table>

*All milestones must have funding amount (no blank categories). All milestones and requested payment amounts are subject to the agreement of WHO and may be amended.*
Example of a poor budget:

### PART IV. BUDGET

#### 4.1 Budget request

<table>
<thead>
<tr>
<th>PERSONNEL (name, if known)</th>
<th>% of salary requested</th>
<th>% of time on project</th>
<th>BUDGET REQUEST (IN USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Principal investigator</td>
<td>n/a</td>
<td>50</td>
<td>n/a</td>
</tr>
<tr>
<td>2. Investigator X</td>
<td>50</td>
<td>50</td>
<td>20,000</td>
</tr>
<tr>
<td>3. Investigator Y</td>
<td>50</td>
<td>50</td>
<td>20,000</td>
</tr>
</tbody>
</table>

Total Personnel: 40,000

**SUPPLIES**

**EQUIPMENT**

<table>
<thead>
<tr>
<th>Laboratory Microscopes</th>
<th>10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop computers</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Total Equipment: 15,000

**ANIMALS**

Total Animals

**PATIENT COSTS**

| Incentives               | 10,000 |

Total Patient Costs: 10,000

**TRAVEL (do not include attendance at scientific meetings)**

Total Travel: 10,000

**OTHER EXPENDITURES (Specify)**

| Honorarium to research assistants | 25,000 |

Total Other: 25,000

**GRAND TOTAL**

100,000

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### 4.2 Budget Justification

The personnel who will be involved in the conduct of the study, will need to be remunerated for their expertise and time on the project. The equipment will be needed to augment existing equipment in the Departmental public health laboratory, while the patients who will participate in the various segments of the study will be given incentives. Since the data for the study will be collected from various states in ____, the travel costs will be used for these. The other expenditure will be used to pay honorarium for the research assistants to be trained in data collection for the study.

**Comments:**

- The large personnel costs are not justified. Standard rates should be referenced.
- WHO policy does not permit support for salary of the principal investigator and overhead expenses of the Institution
- Equipment expenses are larger than expected. No explanation of why costs are needed for both years
• Need to explain the types of incentives that will be given to patients (i.e. how many patients, how much is allotted per patient, etc.)
• Traveling expenses need to be explained (how many days of travel, what type transport—vehicle or airline, how many people, and which objectives of the methodology require this travel)
Frequently Asked Questions

How long should the proposal be? No longer than 20 pages.

What is the typical length of proposed projects? The PRC recommends projects that request funding for a maximum of two years. Projects range from 12-24 months.

What types of projects does the PRC fund? The PRC funds projects from a variety of scientific disciplines. The chart depicts the breakdown of the types of projects funded recently.

Who is eligible to apply? This call for proposals is open to research institutions and private companies. Successful applicants will be required to conclude an agreement with WHO setting forth the terms applicable to the funding by WHO of the research activities. This agreement will require any intellectual property rights arising out of the project to be exploited in a manner consistent with public interest. In particular, WHO seeks to ensure that any products arising out of projects funded by it are made widely available, including to the public health sector of developing countries on preferential terms.

How many projects have been funded by the PRC? Between 2008 and April 2012, the PRC recommended 55 polio research projects to be funded by the International PolioPlus Committee.

What is the typical amount of money awarded to projects funded by the PRC? The amount of money varies widely depending on the project’s demand. From May 2008- April 2012, the smallest, median, and largest amounts granted by the PRC for one project were $12,000, $174,000, and $890,000 respectively. The large majority of projects are between $50,000 and $300,000. See the distribution chart below: