

RESEARCH PROPOSALS SUBMISSION FORM

Health Research Institute

National Institutes of Health

Check mark the type of grant for which you are applying

1- National Health Challenge Grants

S.#	Priority Research Area	Sub-areas	Check mark the area that is applicable
1	Strategies to mitigate and address health effects of Climate Change in Pakistan	1. Cost effective strategies to reduce the adverse health effects in climate change affected areas of Pakistan 2. Interventions to reduce the effects of climate change on human health in climate change affected areas 3. Effects and consequences of climate change on human health, animals and vectors	
2	Maternal, newborn and child health	1. Interventions aiming to reduce maternal, neonatal and under five mortality 2. Sustainable interventions to prevent stunting and wasting in children 3. Health systems interventions to reduce maternal and newborn mortality in marginalized populations 4. Innovations to improve childhood vaccination uptake and coverage	
3	Antimicrobial Resistance & Infection prevention and control	1. Cost effective interventions that prevent the development and spread of AMR in different settings such as hospitals, communities and animal husbandry 2. Coping strategies, novel interventions, management policies 3. Disease reporting systems and integration to get real time data	

2- Small Grants □

S.#	Priority Research Area	Sub-areas	Check mark the area that is applicable
1.	Studies of interventions or innovations in health systems	1. Strengthening of Primary Healthcare systems for early diagnosis and management	
		2. Health systems access and specialized care for underserved populations and reducing inequities	
		3. Approaches to improve access to care and care seeking for adolescents (boys and girls)	
2.	Non- Communicable diseases (Diabetes, Nutrition, Hypertension, Cancer, CVDs, chronic kidney disease)	1. Gaps, implementation challenges and solutions with the potential to influence policy and practices for NCD prevention and control	
		2. Cost benefit analysis and incremental cost effectiveness of interventions among the key and/or marginalized populations	
3.	Uptake of family planning at population level	1. Strategies to improve Uptake of family planning at population level	
4.	Mental health and neurological disorders	1. Strategies to address mental health issues in primary care settings	
		2. Mental health and drug addiction; prevalence, interventions and coping strategies in youth	

PROPOSAL SUBMISSION FORM

HEALTH RESEARCH INSTITUTE

NATIONAL INSTITUTE OF HEALTH

(N.B Separate sheet may be attached for detailed description wherever necessary)

- 1. Title of the Research Project**
- 2. Detail of Principal Investigator**

Name	Designation	Qualifications	Name of Institution

- 3. Detail of Co-Investigators**

S#	Name	Designation	Qualifications	Name of Institution
i				
ii				
iii				

- 4. Other Institution (s)/Department(s) participating in the study**
-

- 5. Duration of the Project:** -----months

- 6. Total funds requested**

Amount in figures: -----PKR

Amount in words: -----PKR

- 7.** If a grant is made, I will ensure that the funds provided are used for the purpose for which they have been given. I also agree to submit in proper form interim and final reports of the work as and when required by HRI, and to make available the records of my research to person/ persons deputed by the HRI to inspect the progress of my research project.

Date: _____

Signature: _____

Principal Investigator

- 8.** A note by the head of the institution (if relevant) certifying that existing facilities of the departments concerned will be made available to the candidate(s).

Date: _____

Signature: _____

Head of the Institution

Structured Abstract. (not more than 250 words)

- a- Background
- b- Objective
- c- Setting, Duration, Study Type
- d- Methods
- e- Expected Outcome

9. Lay abstract: It shall be in plain and nontechnical language for the understanding of people who do not have background in science (not more than 150 words)

10. Introduction. (not more than 400 words)

One paragraph related to background and global work on the subject, one paragraph related to local (Pakistan) work and one paragraph related to institutional work with a total of 5 to 8 references. Last paragraph should indicate the significance of work and what information/gaps are missing on topic/subject which and how you are filling.

11. Objectives.

Formulate your research questions (Objectives) with measurable outcome like estimate, determine, calculate, correlate, outline, create or organize.

12. Methodology: (It should be ensured that methodology is feasible to achieve study objectives)

- a- Setting, Duration, Study Type:** -Setting should indicate where the study will be conducted and for how long. Is the study retrospective, prospective, cross-sectional, interventional, comparative, experimental etc
- b- Sample size:** - Details of sample size calculation, formula, basis of calculation,
- c- Sampling Technique:**(simple random, randomization, probability, convenient etc)
- d- Inclusion and Exclusion Criteria**
Exclusion criteria should include reason for exclusion within the inclusion group
- e- Study instrument:** - (study proforma,/questionnaire shall be provided)
- f- Procedure/methods in details:** -
For any standard ranges/values e.g. blood pressure, BMI, blood sugar etc, please give proper reference in the text.
- g- Consent form/assent form** shall be provided (whichever is applicable)
- h- Work schedule:** - As Gant Chart
- i- Indicators and Milestones:** - Please list the indicators related to each objective and expected deliverables (at least 1 indicator and one expected result per objective)

S#	objective	Indicator	Deliverable	milestones

- j- M&E plan:-**Detailed plan and cost should be mentioned
- k- Expected outcomes:** - How project will benefit science and society:-(not more than 100 words)
- l- Patient and public involvement:** Demonstrate strategy to encourage Patient and public involvement in your study (not more than 150 words)

13- Planning Matrix (columns could be added)

Objective as stated in serial No. 12	Output of the objective	Benefit of the outcome	Risks

14- References

Not more than 15 references with at least 50 percent should be of last 5 years. Reference should be given in Vancouver style (where reference is quoted as number in the text. The same number is reciprocated at back in the reference list).

15- Resume (not CV) of similar work carried out by the Principal Investigator or Co-Investigator(s) in this area.

16- Institutional facilities for carrying out the proposed study.

Mention the facilities available in the institute which is related to the project and also the facilities which shall be shared with any other institution.

17- State if the project has been submitted to any other funding agency for partial financial support. If so, give details along with breakup in the budget.

18- Budget (Kindly prepare budget in the given template)

BUDGET

TABLE-I: PERSONNEL (Fill the relevant box according to the type of applied grant)

Category of Personnel (Please Specify Scale of Pay)	Cost (Rs)	Guidelines	
<i>Professional Scientific staff Name and Title (if available)</i>			
Small grants		Total honoraria	Up to 15% of total budget
		Principal Investigator (% of allocated honoraria)	Up to 33%
		Co-Investigator/s (% of allocated honoraria)	Up to 20%
		Other Staff (% of allocated honoraria)	Up to 47% <i>(10% of the basic pay X number of months)</i>
National Health challenge grants		Total honoraria	Up to 6% of total budget
		Principal Investigator (% of allocated honoraria)	upto33%
		Co-Investigator/s (% of allocated honoraria)	Up to16.6%
		Other Staff (% of allocated honoraria)	Up to50.4% <i>(10% of the basic pay X number of months)</i>
Sub-Total:			

TABLE-II: TEST KITS

Item	Cost (Rs)	Guidelines
		1. Please provide name, specifications, quantity and per unit cost of each test kit
		2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.
		3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-III: CHEMICALS

Item	Cost (Rs)	Guidelines
		1. Please provide name, specifications, quantity and per unit cost of each chemical.
		2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.
		3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-IV:**GLASSWARE**

Item	Cost (Rs)	Guidelines
		1. Please provide name, specifications, quantity and per unit cost of each glassware.
		2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.
		3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-V:**LAB INVESTIGATIONS/TESTS/SERVICES (OWN INSTITUTION)**

Item	Cost (Rs)	Guidelines
		1. Please provide name, specifications, quantity and per unit cost of each Test/Service.
		2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.
		3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-VI: RESEARCH RELATED SERVICES (OUTSOURCED)

Item	Cost (Rs)	Guidelines
		1. Please provide name, specifications, quantity and per unit cost of each Test/Service
		2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.
		3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-VII: ANY INVESTIGATION/TESTS/SEQUENCING/PRIMER DESIGNING ETC DONE OUTSIDE PAKISTAN

Item	Cost (Rs)	Guidelines
		1. Please provide name, specifications, quantity and per unit cost of each Test
		2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.
		3. Competitive bidding process must be followed.
Sub-Total		

TABLE-VIII: SUPPLIES

Item	Cost (Rs)	Guidelines
		<ol style="list-style-type: none">1. Please provide name, specifications, quantity and per unit cost of each supply.2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-IX: OTHERS

Item	Cost (Rs)	Guidelines
		<ol style="list-style-type: none">1. Please provide name, specifications, quantity and per unit cost of each item required other than mentioned above.2. Quantity of items shall be calculated in line with the sample size of the project and must be justified.3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-X: FIELD WORK

Item	Cost (Rs)	Guidelines
Field Work: Number of days required for field collection		1. Per visit cost and number of visits shall be mentioned in line with the sample size of the project.
Number of data collectors.		
Sub-Total		

TABLE-XI: TRAVEL

Item	Cost (Rs)	Guidelines
Travel		1. Fuel consumption and hiring of vehicle shall be justified 2. All procurements MUST be done as per PPRA rules only.
Vehicle POL		
Hiring of vehicle		
Sub-Total		

TABLE-XII: TRAININGS/MEETINGS

Please specify	Cost (Rs)	Guidelines
Training (If required)		If training is required and mentioned in methodology, detail of budget shall be provided and must be justified
Meeting (If required)		If meeting is required and mentioned in methodology, detail shall be provided and must be justified. Per meeting cost with number of participants should be given
Sub-Total		

TABLE-XIII: PRINTING/STATIONARY

Please specify	Cost (Rs)	Guidelines
Printing		<ol style="list-style-type: none"> 1. Per page cost for printing should be provided. 2. Cost of printing shall be calculated according to number of proforma/consent form/assent form required for data collection. 3. Cost and number of stationary items shall be mentioned in line with the sample size of the project.
Stationary		<ol style="list-style-type: none"> 3. All procurements MUST be done as per PPRA rules only.
Sub-Total		

TABLE-XIV: DATA ENTRY /ANALYSIS AND REPORT WRITING

Please specify	Cost (Rs)	Guidelines
Data entry		Cost of data entry shall be provided per proforma X number of proformas (e.g. 10X200 = 2000)
Data analysis and report writing		Cost of data analysis and report writing (combined) shall not exceed 3% of the total cost of the project
Sub-Total		

TABLE-XV: JOURNAL PUBLICATION FEE

Items	Cost (Rs)	Guidelines
Journal publication Fee		Should not be more than 5% of the total cost of the project
Sub-Total		

TABLE-XVI: MISCELLANEOUS

Items	Cost (Rs)	Guidelines
Miscellaneous		Should not be more than 5% of the total cost of the project
Sub-Total		

TABLE-XVII: ETHICAL APPROVAL FEE FROM NATIONAL BIOETHICS COMMITTEE FOR RESEARCH (NBC-R)

Items	Cost (Rs)	Guidelines
Fee	20000/-	Ethical Approval from NBC-R Pakistan is mandatory before execution of project. For detailed information please visit http://nbcPakistan.org.pk/index.html
Sub-Total		

NOTE FOR PURCHASES/PROCUREMENT

1. All purchases must be done as per PPRA Rules/E-PADS.
2. Financial limits of procurement/purchase should be **as per total cost of every Head/Table** and not items individually.
3. Following financial limits must be considered for every Head total before any purchase as per PPRA Rules section 42 and 12:
 - a. **Single quotation** where value of the object of the procurement is **up to the financial limit of one hundred thousand Pakistani Rupee**.
 - b. Where the value of procurement is **more than one hundred thousand Pakistani Rupee but does not exceed five hundred thousand** Pakistani Rupee, the procuring agency may engage in procurement through request for **three quotations**.
 - c. Procurements **over five hundred thousand Pakistani Rupees and up to the limit of three million** Pakistani Rupees shall be advertised on the PPRA website through **Tender**.
 - d. All procurement **over three million Pakistani Rupees should be advertised on the PPRA website** as well as in other print media or newspapers having wide circulation.

4. PI is not allowed to change the headings of the Budget heads and shall strictly follow the budget guidelines provided in each table
5. ORIC Overhead and university/institution overheads will not be entertained in HRI Grants

19. BUDGET SUMMARY

Item	Year 1 Rs.	Year 2 Rs.	Year 3 Rs.	Total Rs.
Table-I: Personnel				
Table II: Test Kits				
Table III: Chemicals				
Table IV: Glassware				
Table V: Lab investigations/Tests/Services (Own institution)				
Table VI: Research related Services (Outsourced)				
Table VII: Any investigation/tests/sequencing/primer designing etc done outside Pakistan				
Table VIII: Supplies				
Table IX: Others				
Table-X: Field Work				
Table-XI: Travel				
Table-XII: Trainings/Meetings				
Table-XIII: Printing/Stationary				
Table-XIV: Data Entry /Analysis and Report Writing				
Table-XV: Journal Publication Fee				
Table-XVI: Miscellaneous				
Table-XVII: Ethical Approval fee from NBC-R				
Grand Total				

TABLE-XVIII**BUDGET JUSTIFICATIONS**

Please justify briefly each item in the budget (Personnel, Test Kists, chemicals, field work and travel, training, printing, Data entry, analysis and others etc.)

Item	Justification
Table-I: Personnel	
Table II: Test Kits	
Table III: Chemicals	
Table IV: Glassware	
Table V: Lab investigations/Tests/Services (Own institution)	
Table VI: Research related Services (Outsourced)	
Table VII: Any investigation/tests/sequencing/primer designing etc done outside Pakistan	
Table VIII: Supplies	
Table IX: Others	
Table-X: Field Work	
Table-XI: Travel	
Table-XII: Trainings/Meetings	
Table-XIII: Printing/Stationary	
Table-XIV: Data Entry /Analysis and Report Writing	
Table-XV: Journal Publication Fee	
Table-XVI: Miscellaneous	
Table-XVII: Ethical Approval fee from NBC-R	