

# Grant Guidelines and Proposal Timeline: A New Element

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# The New Element: Facility Assessments

We Appreciate that this is New.

Assessments are Essential to:

- Informing the Focus for Grant-Funded Projects
  - Evaluating Impact of ARC Initiative
    - Assuring ARC sustainability
- Developing Public-Private Partnerships

# Tentative Timeline for Facility Assessments and Project Proposals

- ARC-West Summative Congress July
- Facility Assessments Completed by September 1.
- Proposals due –September 15.
- Feedback and Response – late September
- Awards made – mid October

# Focus of Country Projects

- Activities that will result in measurable improvements in the quality of the performance of nurses and midwives providing PMTCT/Option B+ and pediatric ART services
- At one or more high volume sites
- Potential for scalability

# Key Linkages in Successful Proposals

- Main project aims should be linked to needs identified in Facility Assessment
- Outcome measures linked to demonstration that the assessed needs are met.
- Essential cooperation and collaboration assured
  - each country team member's institution
  - Country CDC
  - Project site(s)
  - Other relevant organizations or institutions

# Overview of Proposals

- This material reflects last year's process.
- We will share final procedures in writing over the next month.
- Faculty are available to brainstorm and clarify questions.

# Proposal Elements

- Face Page
- Problem Statement
- Objectives and Methods
- Timeline
- Feasibility
- Budget and Justification
- Program Management
- Technical Appendix: Facility Assessment
- Letters of Support

# Problem Statement (2 pages)

- WHAT: Identify the improvement issue the project will address.
- WHY: Why is this a problem in the country and at this site?
  - Link to Facility Assessment findings?
- WHY: Why is the project significant?
- HOW: How will it improve nursing/midwifery service provision at at least one high volume site?
  - How might the improvement lend itself to implementation at other high volume sites



# Objectives and Methods (2 pages)

- Identify specific measurable objectives .
- For each objective, list the key activities and the individual responsible for carrying out each project activity.
- Describe the anticipated inputs for and outputs and outcomes from the project activities
- Explain how the team will measure and monitor progress towards the project's objectives/activities (i.e. indicators).

# Consider Using a Table Format

## A Case Example: Developing a CPD to Enhance Nurse/Midwife Capacity in Task Shifted Responsibilities in Pediatric HIV Care at a High Volume Site

Objective	Main Activities	By Whom?	With Whom	Indicator(s)
1. Develop training program	<ul style="list-style-type: none"> <li>Expert consensus on content</li> <li>Form modules</li> <li>Gather support materials</li> <li>Develop test questions</li> </ul>			Pilot-ready program and exam Expert consensus on readiness
2. Pre-test and improve the program	<ul style="list-style-type: none"> <li>Offer pilot program to a small group of clinicians (with pre and post-tests)</li> <li>Debrief learners</li> </ul>			Preliminary indication of program effect Information on which to base revisions
3. Demonstrate program acceptability and efficacy	<ul style="list-style-type: none"> <li>Conduct pre-program test</li> <li>Offer program at high volume site</li> <li>Re-test after program</li> <li>Debrief learners</li> </ul>			Pilot-ready program and exam Expert consensus on readiness

# Timeline

Using the ARC Framework, describe the project activities the country team will implement during each action period:

- Action Period 1 August 15, 2016- November 14, 2016  
– Progress presented at Learning Session 1
- Action Period 2 November 15, 2016-March 14, 2017  
– Outcomes presented at Learning Session 2
- Action Period 3 March 15-July 14, 2017

Outcomes presented at ARC West Summative Congress, July 2017

# Feasibility (2 pages)

- How likely is it that this project will enhance specific components of HIV service provision at one or more high volume sites?
- Why is success likely?
- What are the strengths, capacities, resources and experience of:
  - Each team member
  - Expert resources
  - Any partnerships and collaborations
  - Other country resources and initiatives
- What is the plan for team collaboration and governance?
  - Any history of prior collaboration.
- What are the challenges or risks to the project and each project activity
  - How might these be met or addressed

# Budget and Justification (2 pages)

- Itemized budget for the total amount of the proposed project
- Budget narrative: How will the awarded funds finance project activities
- Justify projected expenditures.

# Program Management (1 Page)

- Identify the authorized institution to receive the awarded funds.
- Identify a Team Coordinator
- Link between the team and Emory for reporting, planning and technical assistance.
- Propose a schedule for conference calls with the ARC faculty to discuss project implementation progress and challenges.
- Outline specific areas or activities where your team might require technical assistance from ARC.

# Appendix: Facility Assessment (2 Pages) New This Year

- Summarize the findings from the Facility Assessment
- Identify the areas most affecting the site's capacity to provide adequate and/or appropriate care
- Offer a rationale for the choice of project and the indicators of success for the project's identified objectives.

# Letters of Support

## 1 page per letter

- Provide a letter of support from the agency of each team member – ministry, academic, council and association.
- Provide letters of support from relevant persons/agencies that will contribute to the feasibility of your project.
- Provide a letter from the CDC Country Office that acknowledges the proposed activity and its alignment with PEPFAR goals and, to the extent feasible, offers assistance in meeting the project's stated objectives



# Scoring

**20% Country Collaboration**

**25% Approach**

**20% Significance**

**25% Feasibility**

**10% Writing**

# Timeline for Proposal Submission

## Assumption: Facility Assessments Completed

### Date

### Activity

1 Oct. 2016

Completed analysis of facility assessments, decided on a project focus, and begun to write the proposal

15 Sep 2016

Proposal Submission deadline

21 Sep 2016

Grants Reviewed and Projects Selected

28 Sep 2016

Faculty provide technical recommendations to teams

5 Oct 2016

Country teams respond to feedback

10 Oct 2016

Contract process initiated with authorized institution

15 Oct 2016

Grants funded-awarded and in-country