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*“Blindness and Impaired Vision in the Middle East and Africa”*

**APPLICATION FOR JOINT MIDDLE EAST AND AFRICA - U.S. COOPERATIVE RESEARCH GRANTS**

**DEADLINE FOR PROPOSALS: AUGUST 30, 2010 (23:59 US EASTERN STANDARD TIME EST)**

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## I. INTRODUCTION AND SCOPE

The **U.S. Civilian Research & Development Foundation (CRDF)**, with funding from the National Eye Institute (NEI), announces a targeted, collaborative grant competition on *Blindness and Impaired Vision in the Middle East and Africa (MEA)*. This grant competition is available to applicants from the following countries: **Algeria, Bahrain, Cameroon, Egypt, Ethiopia, Iraq, Israel, Jordan, Kenya, Kuwait, Lebanon, Morocco, Nigeria, Oman, Palestinian Authority, Qatar, Saudi Arabia, South Africa, Tanzania, Tunisia, United Arab Emirates, United States and Yemen.**

\*\*\* For inquiries about eligibility of countries in the Middle East and/or Africa region that are not on the above list, please contact Stacey Gomelsky at [sgomelsky@crdf.org](mailto:sgomelsky@crdf.org).

The goal of this grant competition is to facilitate the development of international collaborative research proposals in one or more areas of Blindness and Impaired Vision and to foster high-quality and innovative research and development in the vision field in the Middle East and Africa (MEA) regions. These grants will provide one-year's support, with the possibility of a no-cost extension if justified, to research teams of scientists from the selected countries/regions. While not a requirement, collaboration with a U.S. researcher is preferred and strongly encouraged.

It is anticipated that the research implemented through these awards will lay the foundation for future grant proposals to the National Eye Institute and other funding agencies that support blindness and impaired vision research around the world.

**The deadline for applications is Friday, August 30, 2010 (23:59 US Eastern Standard Time, EST).**

Please see instructions below for details on eligibility; **Section (II) (B) (p. 3) (all paginations referred to in this document relate to this program announcement)**, and submission requirements, **Section (II) (D) (p. 4)**.

## II. PROGRAM GUIDELINES

### A. GENERAL

The average anticipated grant will pay up to **\$25,000** (U.S. dollars) total costs for a period of approximately **one year**, though no-cost extensions may be granted if justified. **Please note the requirements for projects that include U.S. team participation:**

At least 80% of the funds awarded to the project will be used for project-related expenses of the regional (Middle East and Africa) component of the research team, including institutional support. No more than 20% may be used for U.S. team expenses. As part of the grant, the CRDF strongly encourages a member of regional team to visit the U.S. team's laboratory, and members of the U.S. team are encouraged to visit the regional laboratory/research.

**The deadline for submitting a proposal to this competition is Friday, August 30, 2010 (23:59 US Eastern Standard Time, EST).**

**All proposals must be submitted electronically through the CRDF website (See Section (II) (D) (p. 4).** Details are provided in the Proposal Submission **Section (II) (D) (p. 4)** below.

Proposals Submitted On or Before	Announcement of Results
Friday, August 30, 2010 (23:59 US Eastern Standard Time, EST).	Wednesday, December 1, 2010 (18:00 US Eastern Standard Time) via e-mail notification

## B. ELIGIBILITY

Each proposal must meet all of the following eligibility criteria:

1. Individuals from the following countries are eligible to submit proposals and serve as team members: **Algeria, Bahrain, Cameroon, Egypt, Ethiopia, Iraq, Israel, Jordan, Kenya, Kuwait, Lebanon, Morocco, Nigeria, Oman, Palestinian Authority, Qatar, Saudi Arabia, South Africa, Tanzania, Tunisia, United Arab Emirates, United States and Yemen.**

\*\*\* For inquiries about eligibility of countries in the Middle East and/or Africa region that are not on the above list, please contact Stacey Gomelsky at [sgomelsky@crdf.org](mailto:sgomelsky@crdf.org).

2. Each proposal submitted to CRDF must have collaborating investigators from at least two eligible countries (see list of eligible countries above); additional regional collaborations are acceptable.
3. Each proposal submitted to the CRDF must have one Lead Principle Investigator (LPI) and designated Co-Principal Investigators (Co-PI) from each participating country, who will share overall responsibility for the project in their respective countries, coordinating all project participants and institutions.
4. U.S. team's participation is not required, but strongly encouraged.
5. Each Principal Investigator must:
  - Possess the degree of Ph.D., M.D., O.D., or the equivalent;
  - Have at least five scientific publications in the international peer-reviewed scientific literature (three publications if the applicant is within six years of completion of the Ph.D., M.D., O.D., or the equivalent);
  - Work full-time in a civilian research environment.<sup>1</sup>
6. The U.S. Principal Investigator (PI) and participants of the U.S. team may be foreign nationals (U.S. permanent residents or visa holders), but must reside in the U.S. for at least **50%** of the award period. Graduate students on the U.S. 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.
7. All projects must focus on one or more of the following research fields:
  - **Retinal Diseases**
  - **Corneal Diseases**
  - **Lens and Cataract**
  - **Glaucoma and Optic Neuropathies**
  - **Strabismus, Amblyopia, and Visual Processing**
  - **Low Vision and Blindness Rehabilitation**
  - **Ocular Genetics**
  - **Ocular Infection, Inflammation, and Immunology**
  - **Myopia and Refractive Error**
8. Each research team can submit only one proposal for this competition. Individuals serving as PIs are not permitted to serve as team members on other submitted proposals.
9. Each proposal should be an independent, stand-alone project or linked to an already funded research activity (i.e. not sharing a budget with a *potential* grant or grants).
10. Principal Investigators who have a previous or current CRDF award that are within six (6) months of completion with respect to the submission deadline, are eligible to apply to this program. Applicants who are previous or current CRDF grantees must be up to date on the submission of all progress reports, including final project reports.
11. CRDF reserves the right to restrict the participation of any individual or institution in its programs. CRDF complies with all U.S. laws and regulations pertaining to export control and the participation of foreign

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<sup>1</sup> U.S. Government Laboratories working on civilian-oriented R&D projects are eligible to apply to this program.

nationals or institutions in its activities. It is the policy of CRDF not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. government.

### **C. SPECIAL INSTRUCTIONS FOR PROPOSALS INVOLVING HUMAN SUBJECTS RESEARCH**

Use of human subjects requires appropriate approvals from all institutions involved including Local Ethics Committee (LEC) and US IBR. No clinical trials involving interventions will be accepted for this competition.

Forms are available at [http://www.crdf.org/granteeforms/granteeforms\\_show.htm?doc\\_id=305885](http://www.crdf.org/granteeforms/granteeforms_show.htm?doc_id=305885) that must be submitted along with the proposal materials as described in **Section (II) (G) (p. 5)**.

For more information on the CRDF Policy for projects involving human subjects, please see the General Terms and Conditions of CRDF Funding of Research Involving Human Subjects at [http://www.crdf.org/terms/terms\\_show.htm?doc\\_id=292607](http://www.crdf.org/terms/terms_show.htm?doc_id=292607).

### **D. PROPOSAL SUBMISSION INSTRUCTIONS.**

All proposals must be submitted electronically through the CRDF Electronic Proposal Submission (EPS) site at the following location: <http://proposals.crdf.org/NEI>

1. A hardcopy of the proposal is not required to be submitted to CRDF at any time.
2. All proposals must be in **English**.
3. Proposals should be submitted only **ONCE** and **by the Lead Principal Investigator** on the project.
  - All international Principle Investigators should jointly develop the proposal and obtain the concurrence of their respective Institute/Organization Director.
  - Once the proposal has been finalized, only the LEAD Principal Investigator should submit the proposal electronically through the CRDF website.
  - At the conclusion of the electronic submission process, both the LEAD and Co-Principal Investigator(s) will receive a confirmation message from CRDF.
4. All proposals must be complete when submitted to CRDF. Any proposal not containing all required forms and sections as described in the program announcement will be ruled ineligible and CRDF will notify applicants accordingly.
5. No modifications may be made to any proposal once it has been received by the CRDF. However, if circumstances have changed so significantly since the time of submission that the development of a proposal can no longer be carried out as originally proposed, the applicants should notify CRDF accordingly and indicate that they are withdrawing the proposal from competition.
6. If you experience difficulty in submitting your proposal to CRDF or if you feel that CRDF did not properly receive your proposal, please send an inquiry to [sgomelsky@crdf.org](mailto:sgomelsky@crdf.org) or contact **Stacey Gomelsky, Associate Program Manager**, at **703-526-6749**.

### **E. 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. Scientific merit review will take place through external reviewers and an additional scientific panel appointed by CRDF. The panel will use the evaluation criteria described in **Section (II) (F) (p. 5)**, in reaching its decisions. The panel may call on other experts to assist in the evaluation of individual proposals. The panel will rank proposals by the evaluation criteria and assign an overall rating to each proposal, as well as a funding recommendation. These recommendations will be transmitted to CRDF for final approval. CRDF will announce awards by Wednesday, December 1, 2010 (18:00 U.S. EST) via e-mail. All awards are subject to the availability of funding from U.S. Government agencies sponsoring this competition. **All decisions by CRDF are final.**

## F. EVALUATION CRITERIA

CRDF panels and external reviewers will utilize the following criteria in the evaluation of proposals for this program. The first two serve as CRDF's primary and most important criteria, and must be met by all projects; the remaining three serve as supplementary criteria, as appropriate to the nature of each project.

1. **Technical Merit:** Whether the project proposes technically sound methods and how well the individual elements of the project plan fit with the overall project goals.
2. **Project Plan:** The technical soundness of the proposed work, practicality of 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 or have impact on one or more research fields, and the potential that the project processes or results will serve as the basis for new or improved technology.
4. **Personnel Capacity:** The expertise of the investigators and other participants, including how each partner will contribute to the success of the project, as well as the balance of the collaboration and distribution of partnership benefits.
5. **Benefit to Education and Infrastructure:** Appraisal of the project's provision of opportunities for personnel (participation and training of young scientists, university researchers, and female scientists), the sharing of equipment and resources among all institutions involved, and the project's long-term positive impact on social, economic, or environmental issues in the countries involved.

## G. PROPOSAL CONTENTS

All proposals must be written in English. We highly encourage all applicants to review CGP's **Frequently Asked Questions** and **Grant Writing Tips** at [http://www.crdf.org/focusdocs/focusdocs\\_show.htm?doc\\_id=428393](http://www.crdf.org/focusdocs/focusdocs_show.htm?doc_id=428393). These resources include sample forms and examples on how to avoid common mistakes in proposal preparation.

Each proposal must include all of the required elements. Only applications that include this information will be considered eligible and complete for review. Those that do not fulfill those requirements will not be reviewed. All proposals should be formatted using the following criteria:

- Typed
- Single-spaced
- In English
- One-inch margins on all sides
- Pages numbered consecutively in the upper right corner.
- Font size of no less than Arial 10 points (Times New Roman 10pt font is not acceptable)

Applicants are required to use the electronic templates for **Forms A-D (p. 13-20)**, provided at the end of this document. Prior to submission, please refer to the **Checklist of Documents Required for Proposal Submission** located in **Section (IV) (p. 10)**.

1. **Cover Sheet (Form A) (p. 13).** The cover sheet should include basic information about the proposal, Principal Investigators, MEA Institution Directors. If applicable, the cover sheet should include the U.S. Principal Investigator, and the U.S. Institutional Representative. Also, please provide the name and contact information for the U.S. Institutional Representative who will be responsible for negotiating contractual and financial terms of the award. This information must also be entered during the electronic proposal submission process.
2. **Abstract.** In one concise paragraph, summarize all relevant aspects of the project, with special attention to its goals and objectives, methods, and anticipated results.

**3. Project Narrative (5 pages maximum, including any graphs, diagrams, photos or references cited).** Describe:

- a. The approach, objectives, milestones, and measurements of success that will be used; a clearly defined project timeline, noting all project tasks and goals to be accomplished during each quarter should also be included.
- b. How the individual and combined competencies of the research teams (MEA and U.S., if applicable) will enable the project to be carried out, and what relevant prior work has been carried out by the members of each team (relevant prior NIH and CRDF awards must be described);
- c. The anticipated results of the project and how they address the evaluation criteria listed in **Section (II) (F) (p. 5)**;
- d. How the project compares to current research conducted in the topic area;
- e. Equipment to be utilized in the project, with special attention to justifying requests for any equipment for which CRDF support is requested;
- f. How the Lead Principle Investigators will coordinate project implementation and assess progress at regular intervals. **Each project must involve a visible and documented cooperation between each team.** All proposed international travel to be funded under the project must be described in terms of its purpose and duration.

**4. Lead and Co-Principal Investigators' Curricula Vitae** The proposal must contain a *curriculum vitae* of **no more than one page** for each of the Principal Investigators, giving the person's name, title, degrees, current and previous institutional affiliations with dates, area of expertise, and his or her most recent scientific publications of relevance to the project.

**5. Personnel Data (Form B):** Please complete this form for each participant on each country team, including researchers technical/scientific support staff, students, administrative/clerical support staff, and secondary collaborators. In the relevant section within Form B, short curriculum vitae for each participant must be included. Each participant's curriculum vitae should be no longer than a half-page and should include brief information on the participant's educational background, current and previous institutional affiliations with dates, area of expertise, and his or her most recent scientific publications of relevance to the project. All information provided in Form B, including the list of publications, must be written in English.

Form B is for additional team personnel only. Please copy this page as necessary, but also note that two copies of Form B can be combined on a single page.

**6. Budget (Form C).** A budget that follows the criteria outlined in Form C must be submitted. Applicants should submit one budget **Form C** for the entire award period. Applicants should refer to the Budget Guidelines in **Appendix 1** for information to be listed in the Budget.

**7. Budget Narrative.** A separate single sheet explaining all budget items in detail must follow the budget forms. This sheet should be clearly marked "Budget Narrative." Applicants should refer to the "Allowable Costs" in **Section (II) (H) (p. 7)** and the Budget Guidelines in **Appendix 1** for information that should be described in detail in the Budget Narrative.

**8. Statement of Other Support (Form D).** Each Co-Principal Investigator must complete the "Statement of Other Support" (**Form D**), listing current and pending sources of support, *excluding* those that are already included under the "Cost-Sharing" in the budget. Applicants with grants from U.S. government sources, such as the National Institutes of Health (NIH) or the National Science Foundation (NSF), should list this support clearly and indicate the grant number and

duration of the award. *If you have no other sources of support, please indicate “None” at the top of this page and include this page with the proposal.* This form provides additional information for CRDF’s reviewers and panel members and does not necessarily improve or diminish chances for funding. If this proposal has been submitted to another organization, please indicate this information clearly in **Form D**.

9. **Co-Investigators’ Partnership Statement:** Each Co-Principal Investigator must provide a signed statement on organizational letterhead certifying his or her agreement to the collaboration. A scanned copy of this agreement must be included in the proposal when it is submitted to CRDF. An example of a Partnership Statement can be found in **Appendix 2**.

#### **H. ALLOWABLE COSTS**

CRDF expects the average grant size to be up to \$25,000 US dollars over one year (a 12 month period) including any institutional support as described in **Section (II) (H) (1) (e) (p. 8) and (II) (H) (2) (d) (p.9)**. **In the case of an award, a project budget may be subject to revision by CRDF staff.** The following costs are permitted under CRDF guidelines for this program:

1. **For projects that do not include a US team, but include two or more MEA regional teams**, the project costs can be split among the teams as best suited for the purpose of the project. A detailed explanation of the budget expenses between teams must be provided in the budget narrative.
  - a. **Individual Financial Support/Labor Costs:** CRDF will reimburse MEA participants for labor costs associated with work on the project based on the current salaries of the participants at their institutions. Labor expenses will be based on actual hours worked on the project as documented to CRDF through participant timesheets.
  - b. **Materials and Services.** Support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other materials to be used in the research. Any item of requested equipment valued at more than \$1,000 must be specifically described and justified in the Budget Narrative.

If the proposal is to include services of professional consultants or service providers such as legal counsel, patent consultants, or other services, these services must be detailed in the Budget Narrative with a justification as to their necessity for successful execution of the project.

- c. **Travel.** Transportation and per diem support for scientific travel of MEA project personnel in connection with the project should be requested and described in the Budget Narrative. Limited support is also available for travel to international scientific meetings. The following cost guidelines should be used in preparing the budget:
  - **International Transportation.** CRDF will cover the lowest-cost applicable round-trip airfare from the MEA country. Travel must be on U.S. carriers on all segments for which they are available, and is mandatory on transoceanic flights.  
For more information, please see [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=291723](http://www.crdf.org/policies/policies_show.htm?doc_id=291723).
  - If U.S. team is included in the project, travel funds may also be used for a MEA team member to visit the U.S. Principal Investigator's laboratory.
  - **International Living Allowances.** Living allowances should follow U.S. government guidelines. Applicants should refer to the following websites listing current U.S. government per diem and lodging rates:  
[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78) for locations outside the

U.S. and

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_B ASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_B ASIC) for locations inside the U.S.

- d. **Secondary Collaboration or project-related costs to other institutions.** Secondary collaboration is the delegation of any portion of a CRDF project to a secondary institution other than the institutions of the U.S. and MEA Principal Investigators. Secondary collaboration may be in the form of sub-contracted work and may include any allowable costs described in this section. All personnel and facilities involved in secondary collaboration must be specifically listed and described in the proposal. A separate budget justification must be included in the Budget Narrative for each secondary collaboration.
  - e. **Institutional Support.** MEA grantees may include in their budgets an allowance for institutional costs of 10% of the total MEA team expenses. The total amount of institutional support requested for the entire award period may not exceed \$2,500.
2. **For projects that include U.S. team participation:** As part of the grant, the CRDF strongly encourages a member of regional team to visit the U.S. team's laboratory, and members of the U.S. team are encouraged to visit the regional laboratory/research site.

At least 80% of the funds awarded to the project will be used for project-related expenses of the regional (Middle East, Africa) component of the research team, including institutional support. **No more than 20% may be used for U.S. team expenses.**

U.S. teams from university, non-profit, or U.S. government institutions may request funds for the U.S. team. U.S. teams from for-profit companies may not request any U.S. team expenses from CRDF. Such companies are required to cover all U.S. team expenses and should describe these expenses and their amounts in the Budget, **Form C**, and in the **Budget Narrative**.

For eligible teams, CRDF will distribute funds to the U.S. team on a **cost-reimbursable basis**. Allowable expenses include:

- a. **Travel Expenses.** Transportation and per diem support for scientific travel of U.S. project personnel in connection with the project to the MEA region may be requested and should be described in the Budget Narrative. Travel funds may also be used for a MEA team member to visit the U.S. Principal Investigator's laboratory. All travel must be at lowest available cost and must be on U.S. carriers wherever service is available, and is mandatory on transoceanic flights. Per Diem must not exceed U.S. Government guidelines, as specified at the website listed above in **Section (II) (H) (1) (c) (ii) (p. 7)**.
- b. **Expendable Materials and Supplies.** A maximum of \$5,000 may be requested for materials and supplies, including small pieces of equipment. The U.S. team is not eligible to request large-scale or capital equipment.
- c. **Graduate Student Stipend.** The U.S. team may request individual financial support for a graduate student member of the team. The graduate student stipend may include fringe benefits or tuition remission. For graduate students who are not yet identified, but whose participation is planned please clearly indicate their participation and request for support in the Budget Narrative. Applicants should indicate such graduate students on the Budget, **Form C** by writing, "Planned Graduate Student." CRDF does not provide individual financial support for other members of the team or for large-scale pieces of equipment for the U.S. team

- d. **Administrative Fee.** To cover expenses incurred in the administration of a CRDF grant, the U.S. Principal Organization is allowed to request up to 10% of the U.S. team's expenses to cover administrative costs. This amount in conjunction with the U.S. team's expenses cannot exceed the 20% portion of the project total that the U.S. is allowed to request.

**H. Cost-Sharing.** CRDF strongly encourages cost-sharing and the pooling of funds by participating institutional performers in all its activities. All cost-sharing should be clearly indicated in the space provided on the Budget, **Form C**. If funds listed under cost sharing are to be drawn from proposals currently pending with other funding sources, this should be indicated in the Budget Narrative. In-kind contributions, with the exception of U.S. salary, should be included in the Budget, **Form C**. Please refer to **Appendix 1** for more information.

#### **I. INTELLECTUAL PROPERTY**

CRDF makes no claim to intellectual property rights under any award. CRDF's primary interest is that intellectual property rights be equitably allocated. Both the U.S. and MEA parties should be familiar with and abide by the laws regarding intellectual property in their respective countries and by the regulations regarding grants for research projects.

#### **J. CONFLICT OF INTEREST**

CRDF requires that all Principal Investigators and Principal Institutions adhere to the highest ethical standards in all matters related to CRDF awards. CRDF Conflict of Interest Guidelines are further outlined at [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=296472](http://www.crdf.org/policies/policies_show.htm?doc_id=296472).

#### **K. CONFIDENTIALITY**

CRDF will treat all proposals as confidential material and will require all panelists and reviewers to respect the confidentiality of proposals. However, proposal authors are advised that successful proposals will be treated as being in the public domain. Therefore, at the author's discretion, if there is specific information in the proposal that is business-confidential and not intended for public dissemination, it should be clearly labeled as such at the top and bottom of the applicable page of the proposal. Such passages will be withheld from public distribution if the proposal is successful. Proposals that do not result in awards are not subject to public dissemination by CRDF.

### **III. GENERAL INFORMATION**

For questions about the electronic proposal submission process, or for further information about this program, please contact the CRDF offices below. *Inquiries by e-mail are strongly encouraged and will result in prompt response.*

#### **UNITED STATES**

Stacey Gomelsky, Associate Program Manager  
U.S. Civilian Research and Development Foundation (CRDF)  
Cooperative Grants Program  
1530 Wilson Boulevard, 3rd Floor  
Arlington, Virginia 22209  
Telephone: 703-526-9720  
Fax: 703-526-9721  
E-mail: [sgomelsky@crdf.org](mailto:sgomelsky@crdf.org)

#### **IV. CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION**

##### **REQUIREMENTS FOR ALL SUBMISSIONS**

- Co-Principal Investigator Partnership Statements (p. 12)
- Cover Sheet (**Form A**) (p. 13)
- Project Abstract (p. 15)
- Project Narrative (p.16)
- Lead Principal Investigator and Co-Principle Investigator Curricula Vitae (p. 17, 18)
- Personnel Data (all MEA and US participants, if applicable) (**Form B**) (p. 19)
- Budget (**Form C**) (p. 20)
- Budget Narrative (p. 21)
- Statement of Other Support (**Form D**) (p. 22)

##### **SPECIAL REQUIREMENTS**

Proposals involving Human Subjects research only:

- Protocol Summary Form
- Review Board/Internal Ethical Committee Approval
- Institutional or Governmental Human Subjects Approval (*if applicable*)
- Confirmation of Federal-Wide Assurance

## APPENDIX 1: BUDGET GUIDELINES

*Please use these Budget Guidelines to fill out **Form C (p. 20)**. For more details and background information, please see **Section (II) (H) (p. 7)**: “Allowable Costs” in the Program Guidelines.*

### Overall

- No proposal requesting more than \$25,000 will be considered by CRDF
- For projects that include U.S. collaboration, support for the MEA team’s expenses may account for **no less than 80%** of the total amount requested from CRDF.
- Support for the U.S. team’s expenses may account for **no more than 20%** of the total amount requested from CRDF (except for U.S. for-profit company applicants, who may not request any U.S. team support from CRDF).

### Materials and Services

- The MEA team’s request of all single items costing \$1,000 or more must be justified in the Budget Narrative.
- U.S. team is limited to a maximum of \$5,000 for expendable materials and supplies.
- The U.S. team is not eligible to request support for large-scale equipment.

### Institutional Support

- U.S. Principal Organization is allowed to request up to 10% of the total U.S. team’s expenses to cover administrative costs.
- Institutional Support is calculated as 10% of the total MEA team expenses.

### Travel

- All U.S. and MEA personnel must travel on the lowest-cost applicable round-trip airfare.
- All U.S. and MEA personnel must travel on U.S. carriers on all segments for which they are available.
- Domestic travel expenses for field work and other necessary project-related travel within the MEA region are allowed.
- Living Allowances for MEA personnel on research visits within the U.S. for two weeks or less will follow U.S. government per diem guidelines.
- Living Allowances for U.S. personnel on research visits within the MEA country must not exceed U.S. government per diem guidelines.

### Secondary Collaboration

- A separate budget justification must be included for each secondary collaborator in the Budget Narrative.
- Secondary collaborators, including the institution and associated individual participants, from MEA countries other than the country of the MEA Principal Investigator must be indicated clearly in the Budget Narrative. Secondary collaborators must be described in a half page summary of the Budget Narrative, describing the institution’s technical capability, the budget allocations, and the contact name and information of the secondary collaboration team leader.

## APPENDIX 2: CO-PRINCIPAL INVESTIGATOR PARTNERSHIP STATEMENT

[Institution Letterhead]

[Date]

[Host Institution Address]

[Country]

Re: [Full Proposal Title]

Dear CRDF,

I, [Co-Principal Investigator Name], hereby acknowledge that I have submitted a proposal to the U.S. Civilian Research & Development Foundation's *Blindness and Impaired Vision Research in the Middle East and Africa competition* jointly with [Lead-Principal Investigator Name] of [Institution Name, Country] and with [Co-Principal Investigator Name] of [Institution Name, Country]<sup>2</sup>.

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

Best regards,

[Co-PI Signature]

[Co-PI Typed Name]

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<sup>2</sup> Applicable if third team is participating.

## FORM A: COVER SHEET

### GENERAL INFORMATION

Brief Descriptive Title of Proposal (not to exceed twenty-five words)	
List of Countries Represented in the collaboration	
Total number of participants, including all PIs	

### INFORMATION ON THE LEAD PRINCIPLE INVESTIGATOR (LPI) – must be from Middle East or Africa team

Full Name (Last, First, Middle)					
Country					
Position/Title					
Institution Name Complete Mailing Address Country					
E-Mail		Web Page Address			
Date of Birth (MM/DD/YY)		Passport Number			
Sex (Male or Female)		Highest Degree Earned			
Field of Degree		Year Awarded			
Telephone #		Fax #			
Local Institutional Representative Name & Title				E-Mail	
Local Institutional Representative Address				Phone	
				Fax	

### INFORMATION ON THE U.S. PRINCIPAL INVESTIGATOR (if applicable) – from U.S. team

Full Name (Last, First, Middle)					
Position/Title					
Institution Name Complete Mailing Address					
U.S. Principal Investigator E-mail		Web Page Address			
(Must Check One) <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-US Citizen with Legal Visa Status					
Sex (Male or Female)		Highest Degree Earned			
Field of Degree		Year Awarded			
Telephone #		Fax #			
U.S. Institutional Representative Name & Title				E-mail Address	
U.S. Institutional Representative Address				Phone	
				Fax	
Have you received a grant under a previous CRDF program or been a participant in a CRDF-funded workshop?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If "Yes," please list program and grant number or workshop title.</i>					
Total Number of U.S. investigators, including U.S. Principal Investigator and graduate students					

### INFORMATION ON THE MIDDLE EAST OR AFRICA CO-PRINCIPLE INVESTIGATOR 1 (Co-PI)

Full Name (Last, First, Middle)					
Country					
Position/Title					
Institution Name Complete Mailing Address Country					
E-Mail		Web Page Address			

Date of Birth (MM/DD/YY)		Passport Number			
Sex (Male or Female)		Highest Degree Earned			
Field of Degree		Year Awarded			
Telephone #		Fax #			
Local Institutional Representative Name & Title			E-Mail		
Local Institutional Representative Address			Phone	Fax	

**INFORMATION ON THE Middle East or Africa CO-PRINCIPLE INVESTIGATOR 2 (Co-PI) – if applicable**

Full Name (Last, First, Middle)					
Country					
Position/Title					
Institution Name Complete Mailing Address Country					
E-Mail			Web Page Address		
Date of Birth (MM/DD/YY)		Passport Number			
Sex (Male or Female)		Highest Degree Earned			
Field of Degree		Year Awarded			
Telephone #		Fax #			
Local Institutional Representative Name & Title			E-Mail		
Local Institutional Representative Address			Phone	Fax	

**SIGNATURES**

<b>Lead Principal Investigator Signature</b>		<b>Date</b>	
<b>Institute Director Signature</b>		<b>Date</b>	

## PROJECT ABSTRACT

**PROJECT NARRATIVE**

*5 pages maximum*

**LEAD PRINCIPLE INVESTIGATOR: CURRICULUM VITAE**  
*(1 page - past employment experience, educational history, and relevant publications)*

[Empty box for Lead Principle Investigator Curriculum Vitae]

**CO- PRINCIPLE INVESTIGATOR 1: CURRICULUM VITAE**

*(One page maximum - past employment experience, educational history, and relevant publications. Please copy this page as necessary if more than Co-PI on the project)*

**FORM B: PERSONNEL DATA**

*(For all team members other than the Principal Investigators. Please copy this page as necessary)*

***\*Please note that the U.S. participants are not required to provide passport numbers.***

Full Name (Last, First, Middle)			
Country			
Institution Name and Full Address			
Current Position			
E-mail Address		Fax Number	
Highest Degree and Year Awarded		Passport Number	
Sex (Male or Female)		Date of Birth	
Classification on Project (please check one)			
Researcher <input type="checkbox"/>	Technical/Scientific Support <input type="checkbox"/>	Student <input type="checkbox"/>	Other <input type="checkbox"/>
Have you been a participant in a CRDF/NIH workshop?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If "Yes," please list program or workshop title.</i>			
<b>Short Curriculum Vitae</b> (past employment experience, educational history, and relevant publications):			

**FORM B: PERSONNEL DATA**

*(For all team members other than the Principal Investigators. Please copy this page as necessary)*

Full Name (Last, First, Middle)			
Country			
Institution Name and Full Address			
Current Position			
E-mail Address		Fax Number	
Highest Degree and Year Awarded		Passport Number	
Sex (Male or Female)		Date of Birth	
Classification on Project (please check one)			
Researcher <input type="checkbox"/>	Technical/Scientific Support <input type="checkbox"/>	Student <input type="checkbox"/>	Other <input type="checkbox"/>
Have you been a participant in a CRDF/NIH workshop?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If "Yes," please list program or workshop title.</i>			
<b>Short Curriculum Vitae</b> (past employment experience, educational history, and relevant publications):			

FORM C: PROJECT BUDGET

Please refer to Section (II) (H) (p. 7) "Allowable Costs" in the Program Guidelines and Appendix I (p. 11) "Budget Guidelines."

**Expenses requested from CRDF**

<b>Individual Financial Support</b>				<b>MEA Team</b>	<b>MEA Team</b> If applicable	<b>U.S. Team</b> If applicable
<b>Participant Name</b> (Please add rows if necessary)	Daily Rate	Number of Days per Month	Number of Months			<i>Note: Grad student stipends only</i>
1.						
2.						
3.						
4.						
5.						
<b>TOTAL INDIVIDUAL FINANCIAL SUPPORT</b>						
<b>Equipment, Supplies and Services</b> (Please list. All items over \$1,000 must be justified in the Budget Narrative. Rows may be added as necessary.)						<i>Note: supplies &amp; expendable materials only</i>
1.						
2.						
3.						
4.						
5.						
<b>TOTAL EQUIPMENT, SUPPLIES AND SERVICES</b>						
<b>Travel</b> (Please describe in Budget Narrative.)				-----	-----	-----
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>Secondary Collaborators</b> (Note: Collaborating institutions are eligible for institutional support. Describe participation fully in the Budget Narrative.)				-----	-----	-----
<b>Secondary Collaborator: Individual Financial Support</b>				-----	-----	-----
Name	Daily Rate	# Days per Month	# Months	-----	-----	-----
						Not Applicable
						Not Applicable
<b>Secondary Collaborator: Equipment, Supplies and Services</b> (Please list. All items over \$1,000 must be justified in the Budget Narrative. If more space is needed, please list on separate page.)				-----	-----	-----
1.						
2.						
<b>Secondary Collaborator: Travel</b> (Please describe in Budget Narrative.)						
<b>Secondary Collaborator: Institutional Support</b> Allowable amount: 10% of all secondary collaborators' expenses.						Not Applicable

<b>TOTAL SECONDARY COLLABORATOR EXPENSES</b>			
<b>SUBTOTAL</b>			
International Team Institutional Support (10% of MEA Team expenses)			Not Applicable
U.S. Team Administrative Fee (up to 10% of U.S. Team Expenses)	Not Applicable	Not Applicable	
<b>TOTAL REQUESTED FROM CRDF (MEA Expenses + U.S.)</b> *U.S. Team Expenses cannot exceed 20% and MEA Team Expenses cannot exceed 80% of the project's total requested from CRDF			
<b>TOTAL COST-SHARING FROM NON-CRDF SOURCES</b> <i>(including For-Profit and In-Kind contributions - please describe in Budget</i>			
<b>PROJECT COST SUBTOTAL</b>			

**FORM D: OTHER SOURCES OF SUPPORT OF KEY PERSONNEL**  
*(For all members of the team. Please copy this page as necessary.)*

“None” – Check here if no other sources of support are listed.

<b>Investigator 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>Investigator 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>Investigator 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>			