**CIPHER Grant Programme 2022/2023**

**Letter of Intent – Submission form**

**Please read the submission instructions carefully before submitting your application**

Please note that this section will assess your eligibility to submit a CIPHER letter of intent.

**Eligibility criteria**

**1. Did you obtain your terminal research degree[[1]](#footnote-1) (e.g., PhD, MD, MBBS or equivalent) before 31 October 2012? Please attach a copy of your diploma when submitting your application.\***

[ ]  Yes

[ ]  No

**2. Have you ever been a primary PI for a non-training research grant over US$ 30,000?\***

[ ]  Yes

[ ]  No

**3. Please select the criteria that would apply to you prior to the submission deadline for the Letter of Intent, and extend throughout the grant period:\***

[ ]  You are a clinical/research trainee (e.g. fellow, senior resident) at an academic institute or an institute whose primary mission is research.

[ ]  You have a faculty or comparable position (e.g. assistant professor, lecturer) at an academic institute or an institute whose primary mission is research.

[ ]  You have an established position at an organization with adequate research infrastructure to undertake the proposed research activities.

[ ]  None of the above.

**4. Which identified research gaps does your research project address?\***

*(Select one from list provided)*

**PAEDIATRIC HIV** (infants and children 0-10 years old, including the perinatal and in-utero period, studies on mother-baby pairs and HIV-exposed uninfected children)

[ ]  Service Delivery - Strategies or interventions to improve access to, uptake of and retention in care, and factors that impact their success.

[ ]  Service Delivery - Service delivery models to improve individual and programmatic outcomes along the HIV cascade, including integration of comprehensive HIV treatment and care into the maternal and child health platform.

[ ]  Service Delivery - Psychosocial and family support strategies or interventions to improve individual and programmatic outcomes.

[ ]  Service Delivery - Strategies or interventions to improve and support parents, caregivers and healthcare providers to facilitate HIV disclosure to children, as well as factors that impact their success.

[ ]  Service Delivery - Strategies or interventions to reduce stigma and discrimination experienced by children and their caregivers.

[ ]  Treatment - Safety, efficacy, acceptability, pharmacokinetics and optimal dosing of existing and new antiretroviral drugs and formulations, particularly with novel drug delivery systems;

[ ]  Treatment - Strategies or interventions to improve adherence, and factors that impact their success;

[ ]  Treatment - Optimal prevention and clinical management of co-infections, particularly tuberculosis;

[ ]  Treatment - Impact of HIV infection and ART on short- and long-term outcomes, in particular non-communicable disease;

[ ]  Treatment - Short- and long-term virologic and immunologic outcomes of starting very early treatment in infants living with HIV (impact on functional cure).

[ ]  Testing - Optimal placement and timing of novel diagnostic tools for point-of-care use;

[ ]  Testing - Interventions to ensure timely linkage between HIV diagnosis, treatment and care;

[ ]  Testing - Interventions or strategies to improve access to and uptake of HIV testing services for infants and children, particularly community-based approaches;

[ ]  Testing - Factors that enable or hinder linkage to care and timely initiation of ART;

[ ]  Testing - Effective, feasible and acceptable testing strategies (including routine testing at birth) at entry points other than antenatal care for identifying undiagnosed HIV-positive infants and children in different epidemic settings.

**ADOLESCENT HIV** (from 10 to 19 years old)

[ ]  Service Delivery - Interventions to improve retention in care and factors that affect their success.

[ ]  Service Delivery - Strategies or interventions to improve sexual and reproductive health outcomes in adolescents living with HIV.

[ ]  Service Delivery - Strategies or interventions to support pregnant adolescents living with HIV and improve both maternal and child health outcomes.

[ ]  Service Delivery - Service delivery models to improve outcomes along the HIV cascade, including peer interventions and differentiated service delivery models.

[ ]  Service Delivery - Psychosocial support strategies or interventions to improve individual and programmatic outcomes

[ ]  Treatment - Effective monitoring approaches and strategies to improve adherence among adolescents and factors that impact their success;

[ ]  Treatment - Safety, efficacy and acceptability of novel drug delivery systems;

[ ]  Treatment - Prevention and clinical management of co-infections, particularly tuberculosis;

[ ]  Treatment - Optimal sequencing of ART in adolescents;

[ ]  Treatment - Impact of HIV infection and ART on short- and long-term outcomes of adolescents, in particular non-communicable diseases.

[ ]  Testing - Strategies and interventions to improve access to and uptake of HIV testing services, and factors that impact their success;

[ ]  Testing - Strategies and interventions to improve linkage of newly diagnosed adolescents to HIV treatment, and factors that impact their success;

[ ]  Testing - Safe and acceptable strategies or interventions to improve access to and uptake of HIV testing services for adolescents from key populations;

[ ]  Testing - Consent policies and practices to facilitate access to and uptake of HIV testing services in adolescents;

[ ]  Testing - Safety, acceptability, feasibility and effectiveness of self-testing.

**5. Does your mentor have relevant expertise in paediatric or adolescent HIV research? (Mentor’s contact details and a letter of commitment will be requested later on in the LOI submission process. Make sure to have them ready).\***

[ ]  Yes

[ ]  No

**BUDGET CRITERIA**

*The CIPHER Grant Programme has very strict budget criteria. Please note that we will not consider proposals that do not respect the budget requirements.*

**6. Will at least 80% of your direct grant expenses be spent in LMICs?\***

[ ]  Yes

[ ]  No

**7. Will your indirect cost rate be limited to a maximum of 10%?\***

[ ]  Yes

[ ]  No

**8. Will a maximum of US$ 5,000 of your CIPHER grant be spent on travel expenses (e.g. traveling for research, to present results, to meet with your mentor) in any one year?\***

[ ]  Yes

[ ]  No

**Section I**

**Applicant information**

**First/Given Name\***

*Include all first names as they appear in your passport*

**Last/Family Name\***

*Include all last names as they appear in your passport*

**Email address (preferred)\***

*All-important communication will be sent to this e-mail address*

**Date of birth (month, day, year)\***

**Sex\***

**Highest degree/year obtained\***

**Nationality\***

*As it appears in your passport*

**Telephone number\***

*Start with a “+” and country code, i.e. +1 234 567 890*

**Permanent mailing address\***

*This address will be used for all courier deliveries*

**Country\***

**Applicant’s current position**

**Applicant’s position title\***

**Date employment began (month, year)\***

**Name of institution\***

**Department, service, laboratory, or equivalent\***

**Institution mailing address\***

**Country where institution is located\***

**Institution type\***

*(Select one from list provided)*

* University
* Research institution
* NGO
* Private sector
* Hospital/clinic
* other

**Section II**

**Applicant’s education and training history**

*Education: Please list all post-secondary education and/or training in which a diploma or degree has been or/and will be obtained, beginning with the most recent.*

1. **Name and location of institution\***

**Major field(s) of study\***

**Starting date (month and year)\***

**Name of diploma or degree\***

**Date received (month and year)\***

*If not yet received, please indicate the approximate date of completion*

Title(s) of theses/dissertations (if any)

1. Na**me and location of institution\***

**Major field(s) of study\***

**Starting date (month and year)\***

**Name of diploma or degree\***

**Date received (month and year)\***

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1. Na**me and location of institution\***

**Major field(s) of study\***

**Starting date (month and year)\***

**Name of diploma or degree\***

**Date received (month and year)\***

*If not yet received, please indicate the approximate date of completion*

**Title(s) of theses/dissertations (if any)**

*Additional Training: Please list any relevant training completed.*

**1**. Activity

Field

Institution

Beginning date (month and year)

Ending date (month and year)

**2**. Activity

Field

Institution

Beginning date (month and year)

Ending date (month and year)

**3**. Activity

Field

Institution

Beginning date (month and year)

Ending date (month and year)

**4**. Activity

Field

Institution

Beginning date (month and year)

Ending date (month and year)

List your most significant publications in peer-reviewed journals.

*(Limited to 500 words)*

List your most significant honours, awards and other relevant accomplishment.

*(Limited to 500 words)*

**Section III**

**Applicant’s past positions**

*Employment history: Please list your four most recent employers.*

**1**. Institution name

Job title

Beginning date (month and year)

Ending date (month and year)

**2**. Institution name

Job title

Beginning date (month and year)

Ending date (month and year)

**3**. Institution name

Job title

Beginning date (month and year)

Ending date (month and year)

**4**. Institution name

Job title

Beginning date (month and year)

Ending date (month and year)

**Section IV**

**Applicant’s research proposal**

**Project title\***

*(Maximum 50 words)*

**Research topic\***

*(Taken from selected topic in the first page)*

**Does the research involve use of Human Subject?\***

[ ]  Yes

[ ]  No

*If “yes”*

**Is there an Institutional Review Board (IRB) approval?\***

[ ]  Yes

[ ]  No

*If “yes”*

**Date of Approval\***

**(If applicable attach the IRB approval to the submission email)**

**Duration of proposed period of support\***

*Number of months (months 1-24)*

**Funds requested for total period\***

*Cost in US$ (a maximum of US$ 75,000 per year, for a maximum of two years can be requested)*

**Primary performance site of the proposed research project\***

**Institution/Organization name\***

**Address\***

**Country\***

**\_**

Secondary site of the proposed research project

Institution/Organization name

Address

Country

**Please provide a summary of your research project\***

*(maximum 300 words)*

**Background, specific aims, and potential impact on policy and programmes\***

*(maximum 500 words)*

**Preliminary data (if any) and research methods\***

*(maximum 500 words)*

**Attach figures and graphs to the submission email, if any**

***(be sure to number and title all figures and graphs and clearly indicate their placement in the text)***

**Literature citations\***

*(maximum 600 words)*

**Authorized officer of institute (name and position title)\***

**Contact details (email, phone, mailing address)\***

**Letter of support\***

**Please attach to the submission email the letter of support from your institution indicating the commitment of the institute to support the proposed project\***

**Mentor information**

**First/Given name**\*

**Last/Family name\***

**Gender\***

**Nationality\***

*As it appears in your mentor’s passport*

**Mentor’s institution name\***

**Permanent mailing address\***

*This address will be used for all courier deliveries*

**Mentor’s email address (preferred)\***

*All important communication will be sent to this e-mail address*

**Mentor’s email address (alternative)\***

*Only to be used if an error message is received from your mentor’s preferred email address*

**Telephone number\***

*Start with a “+” and country code, i.e. +1 234 567 890*

Fax number

*Start with a “+” and country code, i.e. +1 234 567 890*

**Mentor’s statement\***

**Please attach to submission email the letter of commitment from your mentor.**

*\*Note to applicant: Please discuss the research proposal with your mentor in detail before submission. Once submitted, changes to the application will not be allowed.*

**Section V**

**Budget**

**Budget period 1\*** start date:

 end date:

*(first year must start by 1 November 2023 and is limited to 12 months)*

Budget period 2 start date:

 end date:

*(second year as of starting date of project and limited to 12 months)*

Applicants invited to submit a Full Proposal will have to provide a detailed copy of their budget. The CIPHER Grant Programme has very strict budget criteria. Please note that we will not consider proposals that do not respect the following budget requirements:

* Awards will be funded for up to two years and for up to US$ 75,000 per year (including direct research costs and applicable indirect costs).
* The budget must reflect that at least 80% of the direct grant expenses will be spent in LMICs.
* The indirect cost rate must be limited to a maximum of 10%.
* The maximum allowance for travel is US$ 5,000 per year.
* Award funds may be used for salaries, technical support, laboratory supplies, equipment or other direct research-related costs.
* Purchase of equipment and technology must be fully justified with a clear connection to the scientific aspects of the project and not for general use.

**[ ]  Yes, I read the budget criteria and confirm that my budget complies with the CIPHER Grant Programme budget requirements.\***

**Have you ever been a PI on a non-training research grant before?\***

[ ]  Yes

[ ]  No

**1. If yes, please list the title of the project, the funding source, the period of funding month/year-month/year, the function of application in the study and the objectives of the project.\***

**If yes, please mention the amount of funding you received for this project.\***

**2**. If yes, please list the title of the project, the funding source, the period of funding month/year-month/year, your role in the study and the objectives of the project.

If yes, please mention the amount of funding you received for this project.

**Current research funding for all studies involving the applicant\***

*(Title of project, name of PI, funding source, amount of funding in US$, period of funding month/year-month/year, your role in the study, objectives of project)*

**Past research funding for all studies involving the applicant\***

*(Title of project, name of PI, funding source, amount of funding in US$, period of funding month/year-month/year, your role in the study, objectives of project)*

**Submission**

**Applicant - Signature of acceptance and certification**

I, the undersigned, certify that the information herein is true and complete to the best of my knowledge. I am aware that any false, fictitious or fraudulent statement may subject me to criminal, civil or administrative penalties.

**[ ]  I accept the applications requirements\***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Kindly attach the Letter of Intent - submission form fully filled in, and the mentor and institution support letters to the submission email directed to*** ***cipher@iasociety.org*** ***no later than 31 October 2022.***

1. Note: Masters Degree, Masters of Public Health or equivalent are not considered to be terminal research degrees. [↑](#footnote-ref-1)