GHIT Fund RFP 2013-002 FAQ

GENERAL INFORMATION

Q1. Does the GHIT Fund award projects for medical devices as well?

- The interventions within the scope of the GHIT Fund are as follows; drugs, vaccines and diagnostics. The GHIT Fund currently does not award projects for medical devices.

Q2. I am an individual seeking financial assistance. Am I eligible for a grant?

- The GHIT Fund does not provide support to individuals or single organizations which are not part of an eligible R&D partnership.

Q3. I am raising money for a non-profit organization's operations budget. Am I eligible for a grant?

- The GHIT Fund only supports global R&D partnerships between Japanese and non-Japanese organizations for the discovery and development of new health technologies for the developing world.

Q4. Do you allow multiple applications from the same partnership?

- Yes, interested partnerships may apply for multiple grants, provided they meet the eligibility criteria and address the RFP scope.

Q5. Does the GHIT Fund award scholarships?

- The GHIT Fund does not support scholarships.

Q6. How does the GHIT Fund manage intellectual property issues?

- Intellectual property and other access issues are addressed in the Data and Product Access Policies which can be found on the GHIT Fund website.
  http://ghitfund.org/en/activities/support/data-access-policy/
  http://ghitfund.org/en/activities/support/product-access-policy/

Q7. In what currency will GHIT Fund support be made?

- Budgets should be submitted in Japanese Yen. Regardless of designated grantee partner, GHIT Fund support will be awarded in Japanese Yen.

Q8. Does the GHIT Fund require a particular currency conversion index?

- No. Currency conversion management is the responsibility of the designated grantee partner.

Q9. What is the maximum budget for awarded projects?

- Proposal budgets should reflect the amount needed to carry out the project activities. The GHIT Fund does not specify maximum funding amounts.
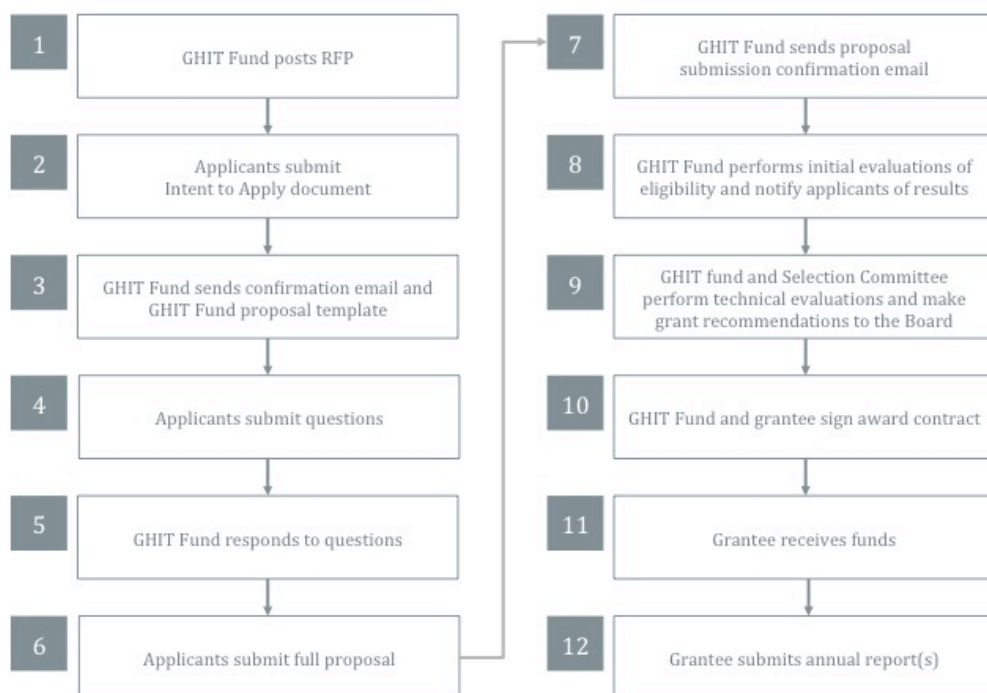
Q10. Who should I contact if I have a query?

General inquiries should be sent to info@ghitfund.org
General inquiries about grants should be sent to grants@ghitfund.org
Inquiries about press and public relations should be sent to press@ghitfund.org

GRANT MAKING PROCESS

Q1. What is the GHIT Fund's grant making process?

1	GHIT Fund posts RFP
2	Applicants submit Intent to Apply document
3	GHIT Fund sends confirmation email and GHIT Fund proposal template
4	Applicants submit questions
5	GHIT Fund responds to questions
6	Applicants submit full proposal
7	GHIT Fund sends proposal submission confirmation email
8	GHIT Fund performs initial evaluations of eligibility and notify applicants of results
9	GHIT fund and Selection Committee perform technical evaluations and make grant recommendations to the Board
10	GHIT Fund and grantee sign award contract
11	Grantee receives funds
12	Grantee submits annual report(s)

Q2. What are the key deadlines in the application process?

• Deadlines in the application process vary for each Request for Proposal (RFP). Please refer to the Grant Applications section of the GHIT website for active RFPs and their deadlines.

Q3. Where do I find the application forms and templates?

- GHIT Fund RFPs and Intent to Apply forms are posted on the Grant Applications page of the website. Proposal and budget templates will be emailed to applicants as part of the Intent to Apply confirmation email from the GHIT Fund staff.

Q4. How do I submit the Intent to Apply form?

- Interested applicants must complete the GHIT_RFP_IntentToApply.doc document posted on the GHIT Fund website and return it by email to RFPResponse@ghitfund.org by the specified deadline.

Q5. I have submitted the Intent to Apply form. When will I hear back from the GHIT Fund?

- The GHIT Fund staff notifies applicants shortly after Intent to Apply submission by sending a confirmation email including the proposal and budget template.

Q6. How do I submit my proposal?

- Applicants who submit an Intent to Apply form will receive a confirmation email with a GHIT Fund proposal and budget template. Applicants are required to complete the proposal and budget templates and submit them to RFPResponse@ghitfund.org by the proposal submission deadline indicated in the RFP.

Q7. It says the proposal should be within 25 pages.   Are templates of the budget and timeline included in these 25 pages?

- No. The number of pages for the budget and timeline templates will not be counted.

Q8. In what format should I submit proposals?   (i.e., PDF? Word?)

· Submitting proposals in the Word format is required. Submission of the PDF version is optional.

Q9. I have materials I want to submit along with my request for funding. How do I send them?

- Submit only the requested forms and attachments as outlined in the GHIT Fund proposal and budget template. We are not able to accept samples, prototypes, or other supplementary materials submitted with proposals. These materials will not be returned to applicants.

Q10. What are the expected partner responsibilities?

- Partner roles and responsibilities as they relate to project activities should be defined by applicants and included in proposals.

Q11. What are the criteria that will be used to evaluate grant applications?

- Proposals will initially be examined to determine whether the:
  - Partnership meets GHIT Fund eligibility criteria
  - Project objectives are aligned with the RFP-specified scope
  - Proposal is complete and addresses all required content

  Applicants will be notified by email of their proposal's readiness for technical evaluation. GHIT Fund staff may ask clarifying questions or request additional information, as needed, to qualify proposals for evaluation.

  All proposals passing the preliminary examination will be evaluated and prioritized based on the following criteria:

  - Scientific and technical merit (e.g., sound approach and methodology, level of innovation, overall quality and comprehensiveness)

  - Potential impact (e.g., how it will address a global health priority)

  - Partnership and project management (e.g., capabilities and expertise, project history and performance, risk management, budget)

Q12. How long is the application process likely to take?

- The application process takes approximately six months from RFP release date to award notification date.

-

Q13. Will the partnership be notified of the application progress by GHIT Fund staff?

- The GHIT Fund staff will notify applicants after the following steps in the application process: Intent to Apply, proposal submission, proposal preliminary examination, and award decision.

Q14. How will I know if my proposal is approved for funding?

- At the completion of the proposal evaluation process, the GHIT Fund staff will inform each applicant of their proposal's award decision. The GHIT Fund staff has the right to abstain from providing formal feedback to applicants receiving a non-award decision.

Q15. Can the partnership resubmit its proposal, with or without modifications, after a non-award decision?

- Proposals that are not selected for a grant award may be resubmitted for future funding rounds.

Q16. Does the GHIT Fund require contractual agreements between collaborating partners?

- Prior to receiving funds for a grant award, the GHIT Fund requires a contractual relationship between collaborating partners. Signed contractual agreements are not required at time of submission of proposals.

Q17. How does the GHIT Fund determine which partner will receive the grant funds?

- Applicants are required to identify the designated grantee and all collaboration partners. The grantee will be the funding recipient and will be responsible for the performance of its collaborating partners. A representative of the designated grantee will serve as the main GHIT Fund point of contact and will be responsible for all GHIT Fund discussions and negotiations.

Q18. What is the GHIT Fund's policy on indirect costs (e.g. overhead)?

- The GHIT Fund will support indirect costs up to 14% of the total direct budget of a grant. Higher indirect cost rates will not be accepted.

Q19. When will awarded funds be released to the designated grantee?

- Payments will be made at the beginning of the grant award and annually thereafter, following successful submission of annual progress reports.

Q20. What are the grant reporting processes?

- The GHIT Fund requires grantees to submit annual reports in order to release funding for the subsequent year. Annual reports are intended to track progress toward grantee defined activities and milestones. For one-year grants and grants in their final year, GHIT Fund requires a final report at the end of the grant period.

Q21. Does the GHIT Fund have an annual progress report template?

- The annual progress report template will be published in the near future.

Q22. What happens if my awarded project fails to meet its milestones?

- The GHIT Fund will evaluate delayed progress on a case-by-case basis. Milestone target dates may be re-negotiated after discussion with GHIT Fund staff. In the event of major delays or deviations to the project scope, the Selection Committee may be called to review project progress.

  The GHIT Fund has the right to terminate the grant agreement if:

  - The partnership disbands prior to satisfying its grant obligations.
  - The progress of work is such that the obligations undertaken by the partnership will not be fulfilled.
  - The partnership fails to meet the milestones specified in the grant agreement.

  In the event a grant is terminated, the GHIT Fund reserves the right to cancel future fund payments, reclaim paid funds, or mandate that paid funds be redirected to other charitable activities. In lieu of termination, the GHIT Fund may choose to renegotiate the terms of the existing grant agreement.

Q23. Does the GHIT Fund only accept proposals in English?

- We only accept proposals in English. All eligible proposals will go through evaluation by External Reviewers as well as the Selection Committee, both of which consist of global experts. Evaluations and discussions regarding selection of proposals will be solely conducted in English and therefore, we ask all applicants to submit documents in English in order to avoid possible language-related confusions or miscommunication.

Q24. Does GHIT fund capital equipment?

- The GHIT Fund only provides grant for absolutely necessary capital equipment.

RFP2013-002 Project Scope

Q1. Was HIV/AIDS excluded from "Product Development Areas of Interest" in GHIT-2, although it was in GHIT-001?

- Yes, it was excluded from the Product Development Areas of Interest in the GHIT RFP 2013-002.   As you pointed out, HIV/AIDS was included in the RFP 2013-001.

Q2. Why was it excluded?

- The scope of diseases, interventions, and development stages will be reviewed and finalized by the Board for each RFP and, therefore, may be subject to change each time just as HIV/AIDS was excluded this time.   The decisions will be made by the Board comprehensively by taking into consideration many factors including but not limited to the impact (i.e., the number of cases, deaths, and population at risk), affected regions, curative methods available, as well as the magnitude of R&D funding already existent and available with regard to each disease.   Though the decision-making process of the Board for each RFP will not be disclosed, we would welcome your input to include and/or exclude specific disease(s) with supporting evidence (i.e., needs for funding).