



SMALL GRANTS PROGRAM

Information and Application

The Small Grants Program was established to fund pilot research projects by young investigators in developing countries. The goal of the program is to support and foster the professional development of young individuals in the field of infectious disease research by helping them to acquire additional skills and data to apply for other grants. Areas of interest include, but are not limited to, investigations into the epidemiology, pathophysiology, diagnosis or treatment of infectious diseases; the epidemiology and control of hospital-acquired infections; and modeling of cost-effective interventions.

Up to five grants of up to \$6,000 USD each will be awarded annually. Deadlines for submission of proposals are **April 1** (notification after June 1) and **October 1** (notification after December 1).

The program is open to individuals who are nationals or residents of developing countries, in the early stages of their research career, and have not previously received major research funding.

To be considered for a Small Grant, interested candidates must submit the following documents:

- a completed application form
- a research plan
- a current curriculum vitae
- a letter of recommendation from the sponsoring institution

Proposals will be reviewed by members of the Professional Development Working Group and decisions made in collaboration with the President and the Program Director.

Upon completion of the project, a written final report of the project must be sent to the Society. The Society encourages recipients of grants to present their results at scientific meetings and to submit them for publication in peer-reviewed journals.

Completed proposal applications – electronic submission preferred - should be sent by the closing date to:

ISID
Professional Development Working Group
1330 Beacon Street, Suite 228
Brookline, MA 02446
USA
Tel. (617) 277-0551 / Fax. (617) 278-9113 / E-mail. info@isid.org

For more information, please direct your inquiries to the Professional Development Working Group at info@isid.org.

International Society for Infectious Diseases

Small Grants Program

Application Form

Please type or print clearly

1. Project title:

2. Start and end dates of proposed research project (month/year):

3. Name of applicant (last, first, middle):

4. Present title/position:

5. Current address (Department, Institution, Address, Phone Number, Fax Number, E-mail if available):

6. Institution where work will be done (Department, Institution, Address, Phone Number, Fax Number, E-mail if available):

7. The undersigned have reviewed this application for an ISID Small Grant and accept the obligation to comply with all conditions, policies, and objectives of the ISID.

Applicant	Signature	Date
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Department Head	Signature	Date
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8. Institution which assumes fiscal responsibility:

Fiscal Officer	Signature	Date
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9. List all current financial support for key personnel included in your proposal. Include all government, non-government, commercial and institutional sources and amounts of support provided to the investigators. There is no need to include prizes or gifts.:

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Project Summary

Applicant Name: _____

The research project should be based on a clear hypothesis statement highlighting the scientific or public health problem(s) to be investigated. In addition to providing a project summary below, please attach a detailed research plan that includes information on specific research aims, background and justification, preliminary studies, research design and methods, limitations (if any), expected application of results, and references. The written plan may NOT exceed 5 single-spaced pages in length.

1. Project title:

2. Hypothesis statement:

3. Project summary (must be completed on this page):

4. Other professional personnel associated with the project (list name, degree, and position of each individual, with indication of capacity, e.g., Associate, Consultant, Collaborating Investigator, Research Assistant, etc.):

Name and Degree

Institution

Position Title

Role

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Proposed Budget

Applicant Name: _____

Project start and end dates: _____

1.	Personnel (Name)	Degree	Position Title	Percent of Time on Project	Salary	Benefits	Total
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Sub total \$ _____

2. Supplies (itemize):

Sub total \$ _____

3. Travel (itemize):

Sub total \$ _____

4. Other Expenses (itemize):

Sub total \$ _____

TOTAL \$ _____

AMOUNT REQUESTED \$ _____

International Society for Infectious Diseases

Small Grants Program Application

Policies

In accepting an award, the applicant and the institution assume an obligation to expend grant funds for the purposes set forth in the application. The grantee institution is further obligated to administer the award according to the policies governing the Small Grants Program of the International Society for Infectious Diseases.

Grants are normally awarded to institutions to be used by the applicant on the staff of the institution in support of a specified project. Any administrative costs incurred shall be the responsibility of the institution. Duration of grants is 1 year and may be renewed for up to a total of three years.

I. DEFINITION OF TERMS

A. APPLICANT

An applicant has scientific responsibility for the conduct of the proposed project, is on the staff of the institution in which the project is conducted, supervises such associates or assistants as required, and with the institution's fiscal officer, is also responsible for the financial reporting of the grant.

A. GRANTEE INSTITUTION

A grantee institution is an organization with facilities for the proposed project and which agrees to accept administrative responsibility for the project.

A. FISCAL OFFICER

A fiscal officer is the official of a grantee institution authorized to sign grant applications and financial reports as well as to supervise financial administration of the grant.

A. CONTINUATION OF SUPPORT

Continuation support can be obtained only upon submission of a new and complete application. The ISID will consider continuing support of a project within the regular procedures of application review.

A. EARLY TERMINATION

By the Institution: A grant may be terminated at any time upon written notification to the ISID. A final Expenditures Report must be submitted with a payment for any unobligated balance as soon as termination as possible.

By the ISID: A grant may be terminated by the ISID at any time within the project period because of noncompliance by the grantee with the terms of the grant. Upon notification by the ISID of termination, a final Expenditures Report must be submitted with a payment for any unobligated balance, as well as a progress report of the work accomplished to date.

I. OTHER CONDITIONS

A. ETHICAL STANDARDS

Any project involving human and/or animal experimentation must be clearly identified. Prior to project start the applicant and grantee institution will be required to provide the necessary assurances concerning the protection of human subjects and the care and treatment of laboratory animals.

A. MALPRACTICE LIABILITY

The ISID will not assume any responsibility for malpractice suits arising from projects performed by the applicant.

B. PROGRESS REPORTS

For projects of six months duration or less, the applicant is required to submit a brief progress report of work accomplished upon completion of the proposed project. For projects of more than six months duration, the applicant is required to submit a brief progress report of work accomplished every six months, with a final report due at the completion of the project. A request for the final report will be sent to the applicant.

C. PUBLICATIONS

It is ISID policy that results of research be made available to the public without restriction through appropriate scientific channels. All publications resulting from work carried out during the tenure of the grant must carry the following statement: "This work was supported [in part] by a grant from the International Society for Infectious Diseases".

II. USE OF GRANT FUNDS

Funds may be rebudgeted, however any rebudgeting action in excess of 25% of a particular line item shall require prior written approval from the ISID. Expenditures and obligations, however, must be limited to the amount awarded for each fiscal period.

III. ACCOUNTING, REPORTS, AND AUDIT

A. ACCOUNTING

Financial administration of a grant should be according to accepted accounting principles. Supporting records of grant expenditures must be in sufficient detail to clearly indicate the nature of expenditures.

B. AWARD STATEMENT

The Award Statement prepared by the ISID and sent to the financial officer of the institution will indicate the amount to be included in the Expenditure Report for that fiscal period.

C. EXPENDITURE REPORT

An Expenditure Report must be submitted annually. Forms will be sent to the fiscal officer of each grantee institution at the end of the award year. An original copy signed by the applicant and fiscal officer must be returned to the ISID no later than 90 days after the close of the grant period. Reports must be accompanied by a check for the balance of any unexpended funds. Unexpended funds of less than US \$100 may be written off.

D. AUDIT

The financial officer of the institution agrees to make accounting records of disbursements available to the ISID upon due notice.

E. DEFICITS

The applicant and the fiscal officer cannot expend funds in excess of the amount awarded. Under no circumstances will the ISID allocate additional funds to cover a deficit.

Any questions concerning these policies are to be addressed to:

Executive Director
International Society for Infectious Diseases
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Brookline, MA 02446 USA
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