TB REACH Wave 6

Instructions for
Stage 1 Application Submission

All Wave 6 Stage 1 Proposal **MUST** be submitted using the TB REACH Wave 6 Stage 1 application website.

Proposals submitted via email in Word/PDF format will NOT be accepted or reviewed

The online application system will close on **28 November 2017 at 23:59 Geneva time**.

This document contains instructions on how to fill out sections of the online application system.

Not all sections are described here – only the sections which may need further clarification.

Please read the FAQs document first if you have any inquiries related to your Stage 1 application – your questions may have already been addressed there.

If you still other questions after consulting the FAQs documents and this document, please contact tbreach@stoptb.org, with your application ID and your project title.

General instructions on using the Online Application Website

Important information for ALL SECTIONS

- Section 0 contains standard UNOPS regulations and rules for grants. Prospective TB REACH recipients must acknowledge all the application terms before starting the application.

- **You must finalize your answers in Section 1 first before looking at the content of the remaining sections**. Some questions may appear/disappear in Sections 2-6 depending on your answer choices in Section 1.

- **The application website has a 30-minute automatic logout, so we highly suggest that you write your proposal in a word processing document and then cut and paste text into the online application form, or save your answers as frequently as possible.**

- Please take note of the stated character limits for each question. **If you try to enter more characters than is allowed, your text will be truncated.**

- You do not have to complete the Stage 1 proposal in one session. Progress is saved each time you click the '**Save Your Changes'** button at the bottom of each Section. If you make edits in a Section and then click the 'Back to Home Page' button without first clicking the 'Save Your Changes' button, you will lose the edits made after your last save.

- Once you have completed filling out all Sections of the Stage 1 proposal, you can click the 'Print View 1' link in the navigation bar on your application homepage to view your entire submission. Please read through this carefully and make any final edits. We encourage you to save a copy of the print view Stage 1 for your own records.

Contact Details

We highly suggest you include **at least two emails** in Section 1. For questions or concerns regarding the application we will only contact emails listed in the table below and if people are out of the office important messages may be missed which could negatively impact your application

Submission

There is no 'final submit' button in the online application system. The latest content that you submitted before or at the above deadline will be stored as your final Stage 1 proposal. It is the applicant's responsibility to ensure that the Stage 1 submission is complete by the deadline stated above. Incomplete Stage 1 proposals and ones submitted from ineligible countries and/or organizations will be screened out by TB REACH and will not be assessed by the independent Proposal Review Committee.

Supporting Documents

TB REACH requires that certain supporting documents be uploaded along with the full proposals. Below is a list of required documents:
- Registration certificate (required for all applicants except governmental institutes and UN agencies)
- Latest financial audit report (required for all applicants except governmental institutes and UN agencies)
- The NTP letter of support is not required for Stage 1, however it is required for Stage 2. TB REACH encourages all applicants to inform and engage the NTP early in the development of their proposals.

Naming Convention

Please follow the naming convention for all your supporting documents:

Application ID#_Applicant_Name (can be abbreviated)_Type_of_Required_Document_Name

Example:

- *1001_TB_REACH_ Registration Certificate.pdf*
- *1001_TB_REACH_ Financial Audit.pdf*

Section 0 – Application Terms

The Stop TB Partnership is hosted by the United Nations Office for Project Services (UNOPS). All TB REACH calls for proposals and grant awarding must follow UNOPS's rules and regulations.

This section contains standard UNOPS regulations and rules for grants. Prospective TB REACH recipients must acknowledge all the application terms before starting the application.

Applicant's / lead partner's legal name

- **If selected to receive TB REACH Wave 6 funding, this name will be used in the official UNOPS grant agreement. Please make sure the legal name you entered will match exactly as the one appears on your organization registration certificate. Please this question is required before starting the application.**

Section 1 – Applicant & Proposal Details

The questions in this Section focus on describing the applicant or consortium applying for TB REACH funding and a high-level overview of the project's funding request and scope of work.

Proposed Country of Work

- The setup of this question in the online application website is designed to accommodate multi-country proposals. There is no need to add more than one country to your list, unless you plan to implement activities in two or more countries.

- Please ensure that your proposed country of work is one of the 100 which are eligible. If you are submitting a multi-country proposal and one of the countries is ineligible for TB REACH funding, please clearly describe what activities will be implemented in the ineligible country in Section 3.

- If you are applying for Special Funding, developing innovative resources and materials to aide service delivery, and plan to design and develop your product in countries that are not eligible, you can still apply for the Special Funding. Please make sure to select the countries where the product will be developed and the countries that you are currently partnering with to pilot/test/use the product.

Stage 1 Request Value (USD)

- The maximum amount of funding you can request depends on the Project Type for which you are applying. This value will include certain amounts that are added to your proposal by TB REACH, please see the budget section for more information. Please read the 'Transition to Scale Up' grants framework information note.

- The value of funding requested in this section should be the same as the total figure mentioned in Section 6.

Organization Type

- Local affiliates/chapters of international NGOs which registered in the proposed country of work should still list themselves as International NGOs.

Project Category

- Please read the 'Transition to Scale Up' grants framework information note before answering this question.

- Although TB REACH will still continue to accept and fund applicant-proposed approaches for improving TB case detection, the area of focus under *Category* improving detection, linkage to treatment and reporting of TB is **engaging the private healthcare sector**. Please read this dedicated concept note on engaging private healthcare providers.

- The area of focus under *Category* Improving treatment adherence and outcomes is the **roll out and evaluation of selected adherence technologies** which build a detailed dosing history for patients and allow TB programs to better allocate scarce resources to patients at risk of loss or treatment failure. Details can also be found in the above concept note.
- TB REACH summarized the **lessons learned from rejected proposals on treatment adherence and outcome** in Wave 5 and feedback from the PRC in this concept note to help guide perspective applicants during proposal development.
- Your answer choice on this question will be used to populate the questions in Sections 2-6. If you choose a project *Category* and then later change it, new questions will appear in Sections 2-6 and ones which you may have already answered will disappear.

Project Type
- Please read the 'Transition to Scale Up' grants framework information note before answering this question.
- Type 3 proposals will be by invitation only in Wave 6. Please contact the TB REACH team for more details.
- If you chose the 'Special Funding: Developing innovative resources and materials to aide service delivery' project Category in the preceding question, your answer choice for project Type will auto-populate and you will be unable to select another Type. Types 1-3 are only available for to projects focusing on the first two Categories in the preceding question.

Section 2 – Proposal Summary

Please take note of the stated character limits for each question. If you try to enter more characters than is allowed, your text will be truncated.

Section 3 – Proposal Narrative

The questions in this Section focus on the problem(s) you hope to address, the activities you propose implementing, their estimated impact, and why these activities are innovative. This Section forms the bulk of your Stage 1 submission.

The questions in this Section are tailored based on your answers in Section 1. For example, only Type 1 projects are asked why their proposal is innovative, while Type 2 projects are asked to describe the known impact of their proposed activities.

Please make sure the answers in Section 1 are final before starting this Section.

Section 4 – Organization Capacity

This Section asks you to describe your presence on the ground and your capacity to implement quickly. TB REACH projects are expected to begin service delivery activities about six months after grant approval and 3 months after receiving the first tranche of funding.

For international NGOs, Universities and UN agencies only: How will your organization partner with national / local organizations to implement the activities described in this proposal?

    o   Please be sure to describe the MOUs which may need to be formalize to establish partnerships.

Describe your organization's or consortium's experience and capacity to rapidly start implementation of service activities in both the country and areas where this proposal will be implemented (presence on the ground).

- o TB REACH projects are expected to start quickly and deliver results within a short timeframe. If your project needs more time to start activities the reasons must be explained.
- o Be sure to describe any MOUs which may need to be signed for permissions to operate, describing any ethical clearances that may be needed, and presenting other permissions or agreements that will need to be signed for the project to begin. These types of documents are often needed for work in penitentiary settings or with migrant populations, but depending on the intervention others may be needed.
- o Please note that in case the project is approved and unable to start activities within a reasonable period of time the grant may be rescinded.

Section 5 – Sustainability

TB REACH provides short-term, fast-track funding for projects. The 'Transition to Scale Up' grants framework places strong importance on a project's ability to access other funding sources after TB REACH investment. In this Section, you will be asked to describe your plans for sustaining and scaling-up your proposed approaches.

Long-Term Vision
- Please ensure you describe which other funding sources are being targeted to sustain and/or scale-up successful TB REACH projects.

PPM Action Plan
- Applicants from countries that have already developed costed PPM action plans are particularly encouraged to apply for the area of focus engaging private healthcare providers. This includes Bangladesh and the Philippines in Asia, and Ethiopia, Ghana, Kenya, Malawi, Namibia, Nigeria, Tanzania, Uganda, and Zambia in sub-Saharan Africa. For these countries, reference should be made to the action plan, which outlines which providers are contributing to TB outcomes versus which remain to be engaged, with a costed, structured plan on how to reach national coverage of all providers.

Global Fund's Matching Funding on finding the missing TB cases
- Applicants under *Category,* improving detection, linkage to treatment and reporting of TB, and also propose to work in one of the 12 Global Fund priority countries[1] that receive Global Fund's Matching Funding on finding the missing TB cases in the 2018-20 grant cycle, must describe how your proposed interventions link to the country's Global Fund-supported TB case detection/notification interventions. Your application will be considered incomplete if you skip this question by selecting "No".

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[1] Bangladesh, DR Congo, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, South Africa, Ukraine, and UR Tanzania.

Section 6 – Requested Budget

A high-level budget is required for Stage 1 submission. Applicants do not need to put together and submit a detailed, line-item budget unless they are invited to develop a Stage 2 proposal.

The value of your requested budget in this Section should match the value submitted in Section 1.

The maximum amount of funding you can request depends on the Project Type for which you are applying. Please read the 'Transition to Scale Up' grants framework information note for more details.

Applicants may not request funds in excess of 5 times their annual budget, which should be clearly stated in the uploaded financial audit statement and entered into Section 1.

1. **Human resources**
   - Spending on human resources cannot exceed 15% of the total requested budget.
   - If your project plans to hire people in the community to deliver TB services, they should be included in the activities budget category. The human resources budget category should be limited to office-based employees and consultants.

5. **Procurement of GeneXpert technology**
   - Please use the TB REACH Xpert Budget Estimation Tool, which shows the unit costs for GeneXpert systems, Xpert MTB/RIF cartridges, calibration kits and warranties, as well as estimating the shipping costs for these items.
     - The Xpert MTB/RIF Ultra cartridge just beginning to be currently commercially available, but we expect that it will be fully available by the time Wave 6 projects have signed grant agreements. The cost for an Xpert MTB/RIF Ultra cartridge is the same as the current price of the Xpert MTB/RIF cartridge.
     - The GeneXpert Omni system is not currently commercially available and we are unsure of timelines at this moment.

8. **Operational research**
   - Spending on operational research cannot exceed 10% of the total requested budget.
   - This budget category may be used to support standalone operational research studies or to support further analyses and results dissemination of project activities.

9. **Participation in TB REACH grantee meeting in 2018**
   - The dates and location for this meeting have not yet been finalized.
   - If you are applying from a country outside Asia, please budget the airfare, per diem and visas for 2 individuals to travel to Bangkok, Thailand. If you are applying from Asia, plan for a meeting in Addis Ababa for 6 nights until further details are provided. Selected grantees will be responsible for covering the cost of this meeting out of their budget allocation.

10. **External monitoring and evaluation**
   - TB REACH will withhold these funds at source (Stop TB Partnership / UNOPS) and will directly procure external monitoring and evaluation (M&E) services on behalf of all Wave 6 grantees.
   - The amount to budget for these services is still being determined. For the Stage 1 submission, we have inserted a default value of USD 35,000 (except for Special Funding which is USD 7,000 giving the less complexity nature required by this category of project).

11. Direct program support

- TB REACH grantees will be required to provide an certified audit report at the end of their grant period, which is one of the deliverables for the final grant payment. Prospective grantees should budget this cost under direct program support.
- Spending on direct program support cannot exceed 12% of the total grant budget.
    - If your project has any sub-awards, the combined primary and sub-recipient direct program support costs cannot exceed 12%. TB REACH does not allow the primary recipient to take a 12% direct program support costs and then the sub recipient to do the same. The effective rate would be 23.5% for each dollar spent by the sub-recipient in this example.
- This spending cap has been requested by the donor agencies which fund the TB REACH initiative and **there is zero flexibility on exceeding this ceiling**.
- **Funding may not be used to set up new offices or to renovate existing ones.**

Section 7 – Supporting Documents Narrative

TB REACH requires that certain supporting documents be uploaded along with the Stage 1 (described above). If you are unable to upload one or more of the required supporting documents, please describe the reasons why. If all required documents have been uploaded, please write 'Not applicable'