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| **1.0 PROJECT SUMMARY** | | | | |
| **1.1 Project Title** | | | | |
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| **1.2 Project overview** | | | | |
| Project Ref (NIHR): | |  | | |
| LSHTM sub-project code: | |  | | |
| Proposed start date: | |  | | |
| Proposed end date: | |  | | |
| Total proposed budget: | |  | | |
| **2.0 PROJECT LEADS AND PARTNERS** | | | | |
| **2.1 Project lead(s)**  Who is responsible for co-development and co-implementation of the project? Please ensure this includes an LMIC partner. NOTE: there is an expectation that all UK-PHRST research projects are led or co-led by an LMIC partner. | | | | |
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| **2.2 UK-PHRST lead**  Please state which UK-PHRST member will be responsible for overseeing this project | | | | |
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| **2.3 Other partners**  Provide the names of those responsible for the delivery of the project and the institute/facility they work for | | | | |
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| **2.4 Project stakeholders**  Provide details of stakeholders within the partner country that have been engaged but are not responsible for delivery of the project (e.g. Ministries of Health) | | | | |
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| **2.5 Research locations**  List the countries where the work will take place and the approximate proportion (%) of activity in each country | | | | |
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| **3.0 EXECUTIVE SUMMARY**  Summarise the project rationale, objectives, methods and expected outputs in an accessible style e.g., interpretable by an informed layperson (**250 words max**) | | | | |
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| **4.0 PROJECT DETAILS** | | | | |
| **4.1 Research question**  What are you trying to find out? (**150 words max**) | | | | |
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| **4.2 Project aims and objectives**  Describe the study aim(s) and the key objectives required to achieve your aim(s) **(250 words max**) | | | | |
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| **4.3 Project alignment to UK-PHRST Research Plan**  Indicate clearly how the proposed study aligns with the underlying principles (including co-creation and co-development) and key themes of the UK-PHRST Research Plan to improve the evidence base for best practice in outbreak response in LMICs **(150 words max**) | | | | |
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| **4.4 Key indicators of success**  How will you know if you have achieved your objectives: describe the main findings, outcomes, impact and/or deliverables that should result from the project **(300 words max**) | | | | |
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| **4.5 ODA eligibility**  Explain how this research fulfils the primary aim of improving well-being and livelihoods of people living in ODA-eligible countries. Full description of ODA goals can be reviewed [here](https://www.nihr.ac.uk/documents/g3-nihr-oda-guidance-for-researchers/24953) (**150 words max**) | | | | |
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| **4.6 Detailed description of project**  Ensure this section is a concise summary of the key elements of the study. The scientific methodology of the project and how you plan to implement it need to be clearly described. Cover at least the following points as relevant to your project:   * Rationale (Why is this work necessary? What is the unmet need?) * Study design * Methodology (including population sampled, rationale for sample sizes, description of any interventions) * Study tools/materials * Implementation (how will the project be performed and by whom?) * Team roles and responsibilities * Timing/locations   **(3000 words max including references**) | | | | |
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| **4.7 Ethical considerations**  Include details of where approval will be sought and any concerns that need to be addressed (**150 words max**) | | | | |
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| **4.8 Equity/Diversity/Inclusion**  Describe efforts the project will make to take these into account across study design, implementation, and project team roles & responsibilities. Please consider:   * Which identity characteristics (age/sex/gender/ disability/ immigration status) and intersections of these are known to affect the research context, thematic area and location?  How might you gain broader knowledge of who might be impacted by or contribute to the research? * Is there diversity of gender and professional experience within the research team? * How have you ensured that all members are invited to help shape the objectives of the study and contributed to the research team?   **(300 words max**) | | | | |
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| **4.9 Capacity Strengthening**  Describe any activities you will undertake as part of the project, either for the research team, participants or the community **(500 words max**) | | | | |
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| **4.10 Research dissemination, uptake and impact**  Outline how you intend to disseminate the research findings to relevant audiences/stakeholders and the pathways you will use to make findings more visible, usable, impactful and sustainable eg. community involvement, community engagement activities & events, workshops, conference presentations, peer reviewed publications, guidelines, policy briefings, press releases etc. **(500 words max**) | | | | |
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| **4.11 Human Resources**  List the different categories of staff (e.g. study team, supervision, admin, logs etc) that will be needed to implement the project, and from where they will be sourced. Identify any UK-PHRST staff members and an estimate of their time (%) commitment. Ensure you have included Research Management Team Support **(300 words max**) | | | | |
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| **4.12 Logistics**  Describe any particular elements involved eg visa requirements, setting up a field site, sample transfer, contracting **(200 words max**) | | | | |
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| **5.0 PROJECT MILESTONES, TIMELINES AND RISK** | | | | |
| **5.1 Project milestones and deliverables**  Define and date the key actions that need to be achieved to deliver the project.   * A MILESTONE is step which needs to be achieved to know the project is progressing: Eg: ‘Completed the collection of >400 samples, by DATE’. * A ‘DELIVERABLE’ is a specific product that needs to be created for the project to progress. Eg: ethics approval, study tools designed & validated, a collaboration agreement; draft of a research publication.   Milestones and deliverables should be SMART ie. describe a ‘SPECIFIC’ activity or output, for which there is ‘MEASURABLE’ evidence, which will be ‘ATTAINABLE’ and/or ‘REALISTIC’ in your contest and have a defined due date. Add more rows as appropriate. | | | | |
| **Milestone #** | **Description of milestone or deliverable** | | | **Due date** |
| Milestone 1 |  | | |  |
| Milestone 2 |  | | |  |
| Milestone 3 |  | | |  |
| Milestone 4 |  | | |  |
| Milestone 5 |  | | |  |
| Milestone 6 |  | | |  |
| **5.2 Project timeline**  Insert Gantt chart here | | | | |
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| **5.3 Risks**  Explain the principal risks and dependencies for your activity and how you will mitigate each one **(250 words max**) | | | | |
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| **6.0 BUDGET** | | | | |
| **6.1 Budget template and guidance** | | | | |
| Use the UK-PHRST Research Budget Template (excel) to provide details of the resource required to deliver this project.  NOTE: equipment costing in excess of £5000 is **not** permissible under the UK-PHRST contract terms. For all expected equipment expenditure, please include a purchase plan and (where appropriate) a plan for dispersing the goods at project conclusion.  NOTE: For procurement of new suppliers and services of £10,000 or more three quotes need to be obtained and written evidence provided before they are approved by LSHTM.  Please discuss your budget and procurement needs at the **project design phase** with the Research Management Team who can assist you. | | | | |
| **6.2 Budget justification**  All budget items need justification. Please ensure items/equipment where the purpose is not obvious are explained and give reasons for e.g. (i) contracting a particular institution, company or supplier, (ii) employing and % time commitment of certain staff. You can reference other sections of this document where appropriate to avoid duplication **(300 words max**) | | | | |
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| **7.0 UK-PHRST Research Management Office** | | | | |
| **7.1 Research Management Team**  Additional information/comments from RMT | | | | |
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| **7.2 UK PHRST Internal Approval (signature)** | | | | |
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| **Name and title** | | | **Date** | |
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