



## Frequently Asked Questions (FAQs)

### Pre-Application

1. What is the Small Grants Program (SGP) and who is eligible to apply?

*The SGP is a grant scheme to support researchers based in African institutions or based in institutions outside Africa but whose work focusses on Africa, to undertake operational or implementation research aligned with the goals established in the London Declaration on Neglected Tropical Diseases, Sustainable Development Goals and their country-specific Neglected Tropical Diseases (NTD) goals. The scheme is funded by the U.S. Agency for International Development (USAID) through the Coalition for Operational Research on Neglected Tropical Diseases (COR-NTD) and administered by the African Research Network for Neglected Tropical Diseases (ARNTD).*

2. Is any project fundable?

*The SGP is scope-specific. Projects must be focused on the five preventive chemotherapy (PC) NTDs (i.e., lymphatic filariasis, onchocerciasis, soil-transmitted helminthiasis, schistosomiasis, and trachoma) and/or focused on improving equitable access to PC-NTD interventions for vulnerable populations (e.g., nomads, groups in conflict zones, and rural/hard-to-reach areas, refugees, and the disabled) else they will not be processed for review and funding.*

3. How do I submit a budget to support my application?

*A budget template has been designed, using Microsoft Excel, for applicants to complete and submit in support of their application. A link to download this template is found in the funding call and application form. A completed budget must be uploaded when filling out the application. However, if for any reason upload is not successful, applicants can mail to [secretariat@arntd.org](mailto:secretariat@arntd.org). The Secretariat shall not follow up with applicants who default in submitting a supporting budget. Applications submitted without a budget will be deemed incomplete and shall not be advanced for review.*

4. Can I use SGP funds for my PhD?

*SGP funding may be used to conduct research that may be part of PhD/doctoral studies, but cannot be used to pay for tuition and other non-research costs as outlined in the budget template, Call for applications or the Review Committee Guide. Since the SGP grant has a one-year funding period, the final technical and financial report will be required at the end of the one-year period, regardless of the applicant's PhD completion timeline.*

5. Are multisite studies allowable?

*Applicants are allowed to carry out research in multiple sites within a country or in different countries. However, SGP funds shall not be used to purchase first class flight tickets to visit these multi-sites. In multi-site studies, junior grant applicants must have the support of a supervisor at each site/country who will oversee the scientific quality of the research there.*

6. Can I submit an application and all other correspondences in French?

*Preliminary application can be submitted in the French language. However, if an application is successful, all further communication, including a full proposal, the award contract documentation and subsequent progress reports shall all be expected in the English language.*

7. Can I submit two applications?

*Applicants are not allowed to submit two different applications in response to a funding Call. All applicants submitting multiple applications may be rejected.*

8. Is a full proposal required?

*An applicant shall only be required to submit a full proposal using a designed template if shortlisted for a grant. Failure to submit the full proposal within the specified timeline shall lead to the withdrawal of the shortlisted status, and any other initial process to grant the award nullified.*

## **Post-Application/Pre-Award**

9. Can a submitted application be revised?

*An application, once submitted, cannot be revised. A request shall be made by an applicant to the Secretariat to delete such applications with any defect. A new submission shall be made by the applicant. However, once the deadline for the submission of applications has elapsed, such a request to delete a defect application to enable the applicant to resubmit will not be granted.*

10. How are applications reviewed and scored?

*Each application is reviewed and scored separately by three independent reviewers drawn from the ARNTD and NTD Support Center, and have declared non-existence of any conflict of interest with the applicant under review. The scores are summed and averaged to obtain the final score.*

11. Will I get a feedback from reviewers on my application?

*All applications that received shall be acknowledged. However, since SGP receives 500+ applications, we shall not be able to comment on why individual applications were not successful. All unsuccessful applications would either not have met the criteria outlined in the funding Call or may not have scored high enough during the review.*

12. How will I know if my application is successful for funding?

*All high-ranking applications (i.e. meeting the fundable average specified in the Review Committee Guide) shall be shortlisted and applicants invited to commence the process of documentation and execution of award. Successful awardees shall be informed and announced at the next meeting of the Coalition for Operational Research on NTDs as the new cohort of awardees.*

## **Post-Award**

13. Can I revise my budget after being given a grant award?

*We strongly discourage budget modifications post funding award. A revision may only be allowed if reviewers and funders judge an application as having high potential for impact but requiring minor revisions to the budget lines and costs to allow for its successful implementation.*

14. Where can I operate my funds from?

*A prospective awardee shall be required to complete a vendor payment form, detailing their institutional bank account information to which award funds shall be transferred. No awardee shall be allowed to hold funds in their personal account or that of a supervisor.*

15. Can an award be revoked?

*A prospective awardee shall be party to and sign a prepared contractual agreement between the awardee and the grant implementers on behalf of the funders. All parties shall be bound by the Clauses of the Contract for the grant duration. An award shall be revoked if an awardee's action contravenes any of the Clauses in the Contract (e.g. an unethical research conduct, financial malfeasance or a clear demonstration of lack of capacity to carry out research, non-response to requests of updates from funders etc.).*