

**UCSF FUNDING ANNOUNCEMENT:  
REQUEST FOR APPLICATIONS FOR MENA ACADEMIC/EDUCATIONAL INSTITUTIONS  
Cross-border public health surveillance academic course development**

**BACKGROUND**

Starting in 2022, University of California, San Francisco (UCSF) in partnership with the U.S. Center for Disease Control (CDC) Middle East/North Africa (MENA) Regional Office and U.S. CDC Division of Global Migration Health, has been working to understand and advance cross-border public health surveillance among mobile populations in MENA, landscaping of cross-border public health surveillance in MENA, collating existing approaches, challenges, and recommendations through a literature review and key informant interviews. Recommendations spanned across domains of health system strengthening, including integrated information systems, innovations in technology, and multisectoral partnerships. Many of the recommendations included strategies to overcome staffing shortages and workforce capacity challenges, which were among the most common issues cited by key informants when discussing implementation of the International Health Regulations (IHR) and cross-border disease surveillance.

UCSF in partnership with the U.S. CDC MENA Regional Office and U.S. CDC Division of Global Migration Health, is pleased to announce an exciting opportunity for academic/educational institutions in eligible countries in the MENA region to apply for funding to collaborate with UCSF and U.S. CDC in the implementation of an academic course for graduate or undergraduate public health students to be piloted in 2024-2025 academic year. The objective of the course is to educate the next generation of public health professionals about the key components of border health and cross-border public health surveillance, in theory and practice. This course will be implemented as a pilot and will have potential to serve as a model for other public health education programs across MENA and globally.

**REQUEST FOR APPLICATIONS**

UCSF seeks to partner with academic/educational institutions to implement the academic course in cross-border public health surveillance and **requests funding applications** to support this engagement. Specifically, one or two institutions will be awarded funding to perform the following activities:

- Activity 1: Participate in curriculum development committee to develop cross-border public health surveillance & border health curriculum and course materials
- Activity 2: Plan for delivery of a cross-border disease surveillance course within an existing public health program in 2024-2025 school year: ensure course is administratively integrated into institution and students are successfully recruited
- Activity 3: Deliver this course to a full cohort of students in the 2024-2025 academic year
- Activity 4: Collaborate with UCSF to evaluate the course and potential publication of course development process and outcomes
- Activity 5: Ensure the curriculum is available to share within MENA and globally as other institutions seek to implement such a course

**PARTNERSHIP APPROACH:**

A curriculum development committee will be formed consisting of UCSF, CDC, and MENA university partners. The collaboration and course development process will take place in the English language. Course materials will be designed to be housed on a learning management system accessible to all on the curriculum development committee. The course will be designed to be taught at a university in MENA by one professor/teaching staff, but the course may also be taught by a team, including potential guest lectures by UCSF and CDC, or other possible partners. The committee will also collaborate on the course evaluation.

**KEY DATES:**

- Application Release Date: March 15, 2024 ([link](#))
- Informational Webinar & Q&A: March 20, 2024- 10 a.m. (Pacific Morocco), 11 a.m. (Egypt), 12 p.m. (Jordan), 1 p.m. (Oman)
  - IT IS NECESSARY TO REGISTER IN ADVANCE: [Zoom Registration Link](#)
- Application Due Date: April 1, 2024 (11:59pm US Pacific Standard Time)
- Internal Review: April 1-12, 2024
- Notification of Award: Week of April 15-19, 2024
- Anticipated Start Date: May 1, 2024

## AWARD INFORMATION:

**FUNDING INSTRUMENT:** This project is funded by the U.S CDC. UCSF will engage in a subcontract with successful applicant(s).

**ANTICIPATED NUMBER OF AWARDS:** The number of awards is contingent upon the budget and the submission of a sufficient number of meritorious applications. A maximum of two partners will be selected.

**AWARD BUDGET:** The maximum budget allowed is \$100,000.

**AWARD PROJECT PERIOD:** The maximum project period is from May 1, 2024 to February 28, 2025. Additional funding and project extension may be available to applicants who demonstrate successful implementation and evaluation of the project and financial oversight of the funds. Note that the initial contract will be from May 1 - Sept. 30, 2024 and extension is contingent on award approval for carryforward. Budget submission should be for a 10-month period: May 1, 2024 to February 28, 2025.

UCSF will administer the financial awards and will work closely with each institution to ensure proper fiscal oversight as well as financial and programmatic reporting per guidelines of US federal regulations of funds. All awards are cost reimbursable and must provide a general ledger, time and effort report, and all receipts with each invoice. A copy of the UCSF Subaward Manual will be sent to all awarded institutions. UCSF will work alongside the institution in a collaborative process of a curriculum development committee through remote and possibly in-person meetings.

## ELIGIBILITY INFORMATION

**ELIGIBLE ORGANIZATIONS:** Accredited academic/educational institutions offering undergraduate and/or graduate courses in public health in the MENA region.

**ELIGIBLE COUNTRIES:** Institutions located in the following countries are eligible: *Algeria, Bahrain, Djibouti, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Pakistan, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Tunisia, Turkey, UAE, Yemen*

**REQUIRED REGISTRATIONS:** All applicants must have an active Dun and Bradstreet Universal Numbering System (DUNS)—**DUNS number**. The US Federal government requires that all applicants for grants and cooperative agreements funded through the USG, with the exception of individuals other than sole proprietors, have a Data Universal Number System Number (DUNS). The DUNS number is a unique nine-digit number provided by Dun & Bradstreet (D&B) and is site specific. (See policy at: [http://www.omb.gov/grants/grants\\_docs](http://www.omb.gov/grants/grants_docs) ). The US Federal government will use the DUNS number to identify related organizations that are receiving funding, and to provide consistent name and address data for electronic grant application systems. The subrecipient must have a DUNS number in order to enter into an agreement with UCSF. If no DUNS number exists for the subrecipient, one can be established using the application. [Instruction here.](#)

**PROGRAM DIRECTORS/PRINCIPAL INVESTIGATORS:** Any individual(s) with the skills, knowledge, and resources necessary to carry out the course project as the Program Director or Principal Investigator is invited to work with his/her institution to develop an application for support.

**NUMBER OF APPLICATIONS:** Applicant organizations may only submit one application per institution. The selection committee will not accept multiple applications from the same institution. All proposals must demonstrate institutional commitment to interprofessional education.

**RISK ASSESSMENT:** All institutions under consideration will undergo a standard process of risk assessment by the UCSF Risk Management Department.

## **APPLICATION INSTRUCTIONS AND SUBMISSION INFORMATION:**

Please read the full announcement prior to submitting an application as adherence to eligibility requirements will be strictly enforced and responses to specific questions in the proposal will be expected and part of the grading criteria of the selection committee. Application to be submitted using the [online link](#).

### **I. SUMMARY STATEMENT (200 words max)**

- a) Descriptive title of course proposed
- b) Brief description of course
- c) Participating Institution
- d) Target audience/students

### **II. PROPOSED SCOPE OF WORK (2 pages max):**

- a) Detailed Proposal (2 pages) that addresses:
  - a. Implementation Plan for Activities 1-5 listed above
  - b. Roles and responsibilities of each team member for each activity
  - c. Method of course delivery (in-person, hybrid, online, etc.)
  - d. Outline of outreach/recruitment strategies to reach potential students, generate interest, and maximize enrollment.
  - e. Description of facilities and resources available for implementation of project
  - f. Detailed timeline

### **III. EDUCATION PROGRAM:** Description of current program at institution (max 500 words) and answering some multiple choice questions.

- a. Will the course be offered to undergraduate students, graduate students, and/or post-graduate working professionals?
- b. What is the language course of study? (*Note that collaboration and material development will be done in English; if course to be offered in another language, please include resources for translation in implementation plan and budget*)
- c. What will students receive academic credit towards a degree within an existing academic program? If yes, which academic program(s). If no, what type of credit will students receive (for example, a certificate of completion, continuing medical education units, other?)
- d. How this project fits into institution priorities and work

### **IV. SENIOR/KEY PERSONNEL PROFILES:** Please summarize in 200 words or less the key skills and experience of key personnel supporting the project. (Include the responsibilities of the key personnel in the Scope of Work.) Provide a CV or biosketch of 2-3 key personnel (5 page max).

**V. BUDGET & BUDGET NARRATIVE:**

A detailed, itemized budget and narrative should be presented for activities related to the proposed scope of work (SOW), not exceeding \$100,000. Please review the template budget in Appendix 1 and budget narrative template in Appendix 2. Note that there is not an allowable line for indirect costs, however facilities and administrative costs (i.e. Grant Manager salary, rent, supplies, etc.) must be itemized and justified. These line items should be relevant proportional to the proposed budget.

**VI. SUBAWARD MANAGEMENT DOCUMENTATION:**

- a. Contact information of grant management team
- b. Statement addressing institution’s history and capacity to manage federal funds
- c. Provision of DUNS #

**VII. LETTER OF SUPPORT:**

Please provide letter of support from the institution’s Academic Affairs Office or other relevant administrative department at the university expressing support and willingness to offer course credit to students in the 2024-2025 academic year.

**SUBMISSION INSTRUCTIONS:**

- Please complete electronic application ([online link](#)) by April 1, 2024 (11:59pm US Pacific Standard Time)
  - **Note the application will only accept PDF documents**

**APPLICATION REVIEW INFORMATION**

**REVIEW:** Upon receipt, applications will be evaluated for completeness and compliance with application instructions. Applications that are incomplete, non-compliant, and/or nonresponsive to the Request for Applications will not be reviewed. Complete applications will then be subject to a peer review system.

**CRITERIA:** Examples of criteria that will be used to score the applications include:

- Responsiveness to proposed course description and scope of work
- Proposed approach and whether it will meet goals of U.S. CDC & UCSF
- Appropriate academic program to integrate course and capacity to deliver hybrid course with online component
- Project Team composition and leadership and ability to collaborate in English language
- Appropriateness of budget components and timeline
- Ability to accept and manage US federal funds

**ANTICIPATED ANNOUNCEMENT AND AWARD DATES:** After the peer review of the application is completed, the PD/PI(s) will be sent a summary statement from the review committee.

**AWARD ADMINISTRATION INFORMATION:**

**AWARD NOTICES:** A formal notification in the form of a preliminary award letter will be provided to successful applicants by the week of April 15, 2024. The awardee’s grants management team will then engage with UCSF Contracts and Grants office to set up a subcontract. The awardees will receive further information on the terms and conditions of receiving federal funds and for subcontracting with UCSF at this time.

**CONTACTS:**

We encourage inquiries concerning this request for applications and welcome the opportunity to answer questions from potential applications, especially those applicants who are inexperienced applying for US federal funds. We will host a webinar and chance for potential applicants to receive further information and ask questions of the UCSF team.

Informational Webinar & Q&A: March 20, 2024 10 a.m. (Pacific Morocco), 11 a.m. (Egypt), 12 p.m. (Jordan), 1 p.m. (Oman): [Please register here for the Webinar](#)

- Send questions in advance to: [Farah.Massoud@ucsf.edu](mailto:Farah.Massoud@ucsf.edu)

**Appendix 1: Budget Template**

<b>Subaward Institution</b>						
<b>Budget Period:</b>						
	<b>Annual Salary</b>	<b>% effort</b>	<b># mos.</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total Requested</b>
<b>A. Personnel</b>						
<b>Subtotals</b>						
<b>B. Consultant Costs</b>						
Name of Consultant:						
Organization Affiliation:						
Nature of Services:						
Relevance of Service to the Project:						
Number of Days of Consultation:						
Compensation rate per day:						
<b>C. Equipment</b>						
<b>D. Supplies</b>						
Project-related Supplies						
Computers						
<b>E. Travel</b>						
<b>F. Other</b>						
Rent						
Utilities						
Telephone/Conference Calls						
Photocopies/Printing						
Mail/Delivery						
Workshop Venue Costs						
<b>G. Contractual Costs</b>						
<b>Total Expenses</b>						

**\*\*Please note that the budget should be presented in US Dollars. It is possible to add a column to denote local currency and estimate currency conversion based on [www.oanda.com](http://www.oanda.com) rate.**

**Appendix 2: Budget Justification Guidelines [A Word Document can be made available upon request]**

**Project Name**

**Project Date**

**BUDGET JUSTIFICATION**

**A. Salaries and Wages:**

**Name, Credentials,** Principal Investigator, is xxxxxxxx. Dr. xxxxxx has expertise in xxxxxxxx. Dr. xxxxxxxx will xxxxxxxxxx. We request X% (\$ amount) salary support for this position.

**B. Fringe Benefits:**

Fringe Benefits are calculated at xxx% for staff.

	<u>Salary Requested</u>	<u>% Benefit Rate</u>	<u>Total Fringe Benefits</u>
Total Staff Salaries	\$xxx	xx%	\$xx

**C. Consultant Costs:**

1. Name of Consultant:
2. Organizational Affiliation (if applicable):
3. Nature of Services to Be Rendered:
4. Relevance of Service to the Project:
5. The Number of Days of Consultation (basis for fee):
6. The Expected Rate of Compensation (travel, per diem, other related expenses) - list a subtotal for each consultant in this category:

**D. Travel:**

A total of \$xxx to support project-related travel is requested. Planned trips include:

- Two round trips (Originating-Destination-Originating) for two people (Name and Name) to go to Kampala for 2 days to facilitate the [type of training]. Each roundtrip flight will cost approximately \$xxx, lodging will cost no more than \$xx/night and daily per diem is \$xx/day (based on xxx). Ground transport and communication cost \$xx/trip.

**E. Equipment:** *Equipment is considered tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit.*

**F. Supplies:**

**Project-specific Supplies:** We are requesting funds to provide sufficient project specific supplies to the project staff, including supplies for project personnel and training supplies for participants, such as binders, notebooks, and other

essential supplies. Add text to include project specific supplies. We are requesting a total of \$x to cover the cost of project related supplies.

**G. Contractual Costs:**

A subcontract for (\$\_\_\_) will be established with (name of organization). Please see Appendix A for name of contractor, method of selection, period of performance, method of accountability, and itemized budget and justification.

All subcontracts have been selected due to their expertise in specific areas including extensive experience providing technical assistance in resource-constrained settings. All subcontracts will be reviewed and held accountable per the standards outlined in the appropriate guidelines and procedures including University A-133 audit standards.

**H. Other:**

*(Examples)*

**Project-specific communication costs:** Funds are requested for conference calls, and fax expenses including toll, and long-distance charges. Because of the international scope of the project and the need for interaction between team members at various institutes and international locations, these funds will be of vital importance to the success of the project. Based on past experience, we are requesting funds at \$xxx.

**Photocopies, printing costs:** Funds are requested for photocopy and printing costs for xxx list specific project needs. Based on past experience, we are requesting \$xxx.

**Training Venue Costs:** Funds are requested for venue and other workshop related expenses to conduct in-country Cohort trainings. We are requesting \$xxx.

**I. Total Direct Costs**

**Total: \$xxx**

Salaries and Wages	\$xx
Fringe Benefits	\$xx
Consultant Costs	\$xx
Supplies	\$xx
Travel	\$xx
Other	\$xx
Contractual Costs	\$xx