Strengthening Equity through Applied Research Capacity building in eHealth (SEARCH)

Call for Concept Notes¹

Deadline for submissions is 12:00 PM EST July 20, 2012

¹ This document is also available in French and Spanish. Proposals will be accepted in any of these three languages.
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1. **Summary**

Canada’s International Development Research Centre (IDRC) [www.idrc.ca](http://www.idrc.ca) provides grants to researchers from/based and working with organizations in low- and middle-income countries (LMICs) to find solutions to their social, economic and environmental problems. IDRC (the Centre) has a long history of supporting research projects examining access to and use of information and communication technologies (ICTs) in health systems (often referred to as eHealth), and the strengthening of equitable health systems. The premise of the Strengthening Equity through Applied Research Capacity building for eHealth (SEARCH) project is based on the realization that the use of eHealth should not be seen as an end in and of itself; research on the integration of eHealth into health systems should focus on understanding how to enhance its application to reduce health inequities, and at the same time help avert situations in which eHealth can exacerbate them. Furthermore, the emphasis of research is placed on primary health care (PHC) because a PHC approach puts families and communities at the heart of health system functions and improvement.

This call is addressed to LMIC-based researchers who are interested in examining how and when integrating eHealth into health systems can contribute to strengthening the latter. Particular focus is placed on governance and equity considerations. The application process includes two stages: 1) Concept Notes and 2) Full Proposals. After the concept notes are reviewed by a panel of experts, shortlisted applicants will be invited to a workshop designed to support the process of developing a full proposal. This proposal will undergo a thorough review and a final selection of grantees will be made. More information about research themes, eligibility criteria, evaluation processes and key dates are provided on the following pages.

2. **Background and Rationale**

Information and Communication Technologies (ICTs) are increasingly being integrated into health systems across LMICs. Despite the growing attention, investments and potential for using eHealth\(^2\), there is a glaring dearth of theory-based, rigorous and useful evidence on their context-specific influence on matters of governance and equitable health systems. Limited understanding exists of how eHealth applications, services and systems are perceived, designed, implemented and used in resource-constrained settings. In the context of health systems research, analysis of the use of the technology, including ICTs, needs further examination in terms of the synergies and key integration lessons. As a result, there is a relatively weak understanding of the implications eHealth can have – both positive and negative – at a system level, on redressing health inequities through improved decision-making, more equitable resource allocation and greater needs-based and demand-driven use of health services. The SEARCH project is positioned to address some of these questions by supporting research that looks beyond vertical silos within a health care system to investigate system-wide effects and impact on equity and on health policy.

SEARCH is a multi-regional (Africa, Asia and Latin America and the Caribbean) research project that seeks to strengthen the body of evidence and at the same time support building capacities of researchers relating to the integration of eHealth with health systems strengthening. Issues of how eHealth relates to processes and principles of democratic governance and equitable health systems are central to the SEARCH project. The project vision is to understand and maximize the transformational potential and role of eHealth to promote and strengthen equity in health systems such that the system is more dynamic.

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\(^{2}\) The term eHealth includes other categories such as mobile health (mHealth), telehealth and health informatics.
participatory and responsive in addressing equitable power distribution, decision making, allocation and use of health information and resources. All research activities supported by SEARCH will adopt a health systems analysis approach, defined as ‘the production of knowledge and applications to improve how societies organise themselves to achieve health goals, including how they plan, manage and finance activities to improve health, as well as the roles, perspectives and interests of different actors in this effort’.

For additional questions specific to submitting an concept note for SEARCH, please send an email directly to SEARCH-GEHS@idrc.ca.

3. Objectives

The overarching objective of the SEARCH grants is to support LMIC-based researchers to conduct rigorous and useful research on how and when eHealth can influence the functioning of health systems to improve health outcomes, and ultimately, to contribute toward reducing health inequities. Specific objectives include to:

- Promote a deeper evidence-based understanding of the relationship between eHealth, health equity, governance processes and systems integration
- Strengthen capacities of LMIC researchers to conduct health systems research that examines the integration of eHealth
- Respond to capacity needs of grantees through training workshops, mentorship mechanisms and other means of support
- Produce theory-based and use-oriented evidence about the relationship between eHealth, health equity, governance processes and systems integration
- Support networking and sharing among grantees to reduce research silos and to encourage dialogue and enrich discussions
- Engage with stakeholders throughout the project and strategically communicate findings to promote utilization of evidence

4. Expected Outcomes

Outcomes expected from SEARCH include:

- Greater understanding and awareness of health systems research considerations and approaches in eHealth research projects
- Generation of evidence that examines how and when health systems are equitably strengthened in terms of the use of eHealth
- Research capacities of LMIC-based researchers are strengthened in the understanding of the use of eHealth for equitable health systems
- Researchers in SEARCH share with and learn from one another, as well as from others in the relevant research communities, to enrich the collective knowledge that is produced

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4 Research capacities include the ability to design, implement and evaluate research, build strategic relationships and linkages, communicate and disseminate research results and to promote demand for research.
• New and existing research and evaluation frameworks are developed or refined so that they can be used to analyze eHealth using a health systems perspective
• Policy dialogues at local, national and global levels are informed by evidence generated from the selected grants

5. Eligible Research/Theme Areas
A proposed idea should address at least one of the five eligible research areas described below, which can be approached from a range of sectoral and disciplinary perspectives. These eligible research/thematic areas were informed by a roundtable meeting in July 2011 as well as by inputs from key informants.

Research ideas that are proposed can be entirely original in their scope or they can contribute new perspectives and analysis on existing work. Eligible concept notes can include primary research and/or synthesis across existing studies to generate new knowledge. Expected findings can contribute to theory development, methodological innovations and/or influence of relevant policies and practices based on sound evidence.

**NOTE:** Regardless of the particular research/thematic area(s) addressed by a concept note, its focus must be on examining how the integration of eHealth influences health inequities, particularly adopting a primary health care approach. Moreover, each concept note must adopt a health systems perspective – thus addressing the current challenge of fragmentation within health systems. **

Gender and equity analyses are integral aspects of these grants (see Review Criteria for more details). In addition, applicants can submit proposals that address one of the above five thematic areas from an overall perspective emphasizing gender, race, equity and/or the improvement of the health of vulnerable populations (e.g. Indigenous Peoples).

A list of eligible research themes is provided below. This is followed by brief descriptions of each theme to provide useful context to prospective applicants.

• Theory, Methodology or Framework Development
• Participation, Accountability and Transparency
• Enterprise Architecture and Interoperability
• Modelling and Operations Research to generate evidence for Decision-Making
• Subnational, National and Global Policy Processes

I. Theory, Methodology or Framework Development
Health systems research is transdisciplinary in nature. Sound research on health and health systems relies on the use of appropriate and rigorous theories and methodologies and is based on practice. In addition to utilizing mixed methods (qualitative and quantitative), the process of examining a common problem through the application of appropriate theories and methodologies from a range of disciplines can lead to advances or refinements in theory generation as well as methodological innovations. In the case of
SEARCH, these studies will utilize governance and equity lenses to examine how eHealth can be studied in health systems research.

II. Participation, Accountability and Transparency
Contributions toward redressing the growing health inequities within and among LMICs require research at the intersection of health services demands and supplies within a system. Strengthening meaningful participation from different individuals and groups – particularly those that are most vulnerable – is necessary to ensure health needs are captured and addressed through the provision of health services at different levels. The nature of participation in this context should not be seen merely as providing consent or acquiescing to pre-approved decisions; the notion of participation is more broadly conceived as engagement in learning about issues, mobilizing interests and providing meaningful contributions to the decision-making process. Information related to participation in different forms is increasingly collected, shared, analyzed and/or fed back to different groups using eHealth. In particular, mobile devices are providing new ways to collect and analyze data, as well as expanding the reach and means for participation within and among communities. The use of eHealth by particular individuals at particular points in the system can therefore influence monitoring practices and decision-making processes. This can include how citizenry needs are represented, how decision-makers are informed, and how processes of accountability are perceived and enforced.

III. Enterprise Architecture and Interoperability
The intersectoral nature of health systems research implies a need to share, analyze and make sense of data from different sources and from different sectors. Information silos can be found along the lines of specific diseases, and more recently as influenced by specific eHealth systems. Decisions about and compliance with commonly accepted data and application standards within eHealth systems carry great significance with respect to achieving interoperability and data sharing among different islands of information that form part of a health system. Enhanced interoperability and enterprise architecture as influenced by local needs represent just one part of a greater political issue of sharing data and achieving greater health systems integration. Enterprise architecture and interoperability considerations require attention at different levels of a health system (local, district, national and global). Moreover, these considerations can influence how data sets within and outside the health sector can be examined in meaningful ways. Many of the eHealth solutions that are currently implemented in an ad hoc, piecemeal way can benefit from greater attention placed on how the different components can be integrated across a health system – including health information systems, along with systems for human resources, service delivery, financing, and for medicines and technologies. The ability to interoperate between different systems (which can include a mix of paper-based and those using eHealth) can facilitate greater compatibility across disparate systems.

IV. Modelling and Operations Research to Generate Evidence for Decision-Making
The distribution of resources and services within health systems is influenced by a range of political, economic and social factors. Among these are decisions that are made at different levels – based on available data and on information, derived from analyzing available data. The accuracy and timeliness of data are central considerations when examining how data for decision-making are used by different groups. Incentives to use data can be strengthened among different user groups (community health
worker, district health officer, individual in a community, health planners, policy-makers, researchers, etc.) through demand-driven evidence (reports, visualizations, etc.) that are discussed, trusted, and used. Therefore, in addition to resource allocation and service provision, the manner in which data is collected, utilized, and fed back at different levels can shape incentives of community members, health workers and health systems planners. Growing use of eHealth in this process has the capability of altering the frequency, reach, timeliness and validation practices found at different points in the data pathway, and the subsequent decisions that are made. The use of operations research and process modelling can reveal patterns in data and behaviour at a broader systems level.

V. Subnational, National and Global Policy Processes
As in the case of health, which has a remit that extends beyond the Ministry of Health to other ministries and agencies, eHealth is found at the intersection of different functional areas within national policy structures and processes. What remains constant is the need to coordinate different efforts in eHealth, while continuing to stimulate locally-relevant and driven innovations. There are several examples of LMICs in which eHealth is largely absent from policy discussions at sub-national and national levels; for others that have embarked on developing an eHealth strategy or policy, many remain separate from the overarching national health priorities and telecommunications infrastructure and regulatory dialogues. There is a clear need for greater awareness of eHealth as a system-wide issue that touches on many policy dialogues, but which should be principally aligned with national health priorities. The focus should be placed on policies that examine system-wide effects and are aligned with PHC goals, with universal coverage as an important pillar.

6. Funding Scope and Duration

IDRC will be investing in SEARCH a total amount of approximately CAD 2.5 million over three years (2012-2015). Each grant can range from CAD 100,000 to CAD 400,000 for a time period between 24-36 months. The appropriateness of the budget for the proposed project will play a significant role in the merit review and selection processes. Final budgets awarded for each project will be determined based on the review process and, if necessary, negotiation with the applicant institution. Project budgets must be submitted according to standard IDRC budget categories, details of which are provided in Annex A.

The number of concept notes selected will be determined based on the quality of the applications and the cumulative cost of each proposal. Each project will be monitored and supported by IDRC throughout its duration. Grant recipients are expected to participate in meetings and workshops held at least once a year to strengthen capacities, get exposure to new ideas, and foster networking to share lessons and practices. These meetings will include an update on the progress of the SEARCH project related to its vision and its own evaluation framework. Funds for these meetings and workshops will be borne by a separate budget.

Note: Before funds are released, it is expected that each research proposal will have undergone ethical review and received approval from their institution or ad hoc ethics review committee in accordance with national and international guidelines.
7. Eligibility Criteria

The specific eligibility criteria are:

- The principal applicant must be a citizen or permanent resident of a low- or middle-income country (LMIC) and with a primary work affiliation with a LMIC institution\(^5\)
- The recipient institution must have independent legal status (or 'legal personality') be capable of contracting in its own right and name
- The Applicant(s) must demonstrate that they work in an environment that supports research through administration of funds, provision of space and equipment, etc.
- The Applicant(s) must demonstrate a strong background in one or more of the following areas: health systems research, eHealth, health policy, health governance and health equity. Please note that developing beyond basic awareness of other areas will be supported as part of the grant process.
- Researchers who use a combination of qualitative and/or quantitative methods; interdisciplinary approach; and a teams of researchers are particularly encouraged to apply.
- Researchers currently working in the area of eHealth, health equity, health governance and/or health systems research
- Co-sponsorship /matching funds are welcomed but not required

Only concept notes that meet the eligibility criteria above will be considered.

IDRC reserves the right to cancel the process at any time without prior notice and/or at its discretion to award all or none of the awards under this process.

8. Review Criteria

Each concept note will be reviewed based on the following breakdown and weighting of criteria:

- Relevance and potential Impact 40%
- Scientific merit 40%
- Team composition and partners 20%

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\(^5\) In accordance with the IDRC Act, all parts of the developing regions of the world can in principle qualify for IDRC support. IDRC funds research in the locations that best suit the corporate and program objectives approved by the Board of Governors. The primary considerations in selecting projects will be the scientific merit of the research proposal and its potential for development impact, including capacity building. However, the selection of projects may also be influenced by operational considerations, i.e. Canadian law, knowledge of research settings, ability to monitor research activities, conditions that may make it difficult, costly dangerous or onerous for IDRC to carry out the objectives of the Centre or exercise proper stewardship of the Centre’s resources.
Relevance and Potential Impact (40%)

- Clear links between the proposed activities and at least one of the thematic areas covered by this Call;
- Evidence that the proposed activities are relevant to the particular country(ies) and addresses global health issues, including attention to the health of vulnerable populations;
- ‘Value-added’ of the research project to existing initiatives and/or its potential influence on other projects or related research collaborations on the same topic(s);
- Evidence of potential significance of the research for decision makers (e.g. policy makers)
- Quality, feasibility and appropriateness of the proposed strategies for translating research into action.
- Evidence that the proposed activities will strengthen capacities of LMIC-based researchers and institutions to generate and use research (can include academic training of Masters, PhD or post-doctoral students, as well as other training and mentoring opportunities and modalities)

Scientific Merit (40%)

- Strength of justification/rationale for program of work;
- Clarity of research questions and objectives
- Appropriateness of methods and analytical framework (quantitative, qualitative, or mixed methods approaches when appropriate);
- Social and gender equity considerations (including ethnicity, race and/or ability) are addressed in the research design
- Discussion of ethical implications of the program of work and clarity on how such ethical issues will be addressed.
- Overall feasibility of the project (with considerations given to the tentative project schedule and budget).

Team Composition and Partners

- The mix of experience, skills and networks of the proposed team members and partners in relation to the proposed research project. Decision-makers may be listed as co-applicants or collaborators;
- The track record of team members and institutions in conducting eHealth and health systems research
- A conducive environment for training, mentorship and other forms of capacity building activities
- Demonstrated organizational capacity to administer grants of this nature (in human and financial terms).

9. Selection Process

The evaluation process will include Canadian and international reviewers to determine scientific, ethical and development excellence. Concept notes will first be screened for eligibility and relevance. This will
be followed by a technical review by a group of three reviewers. These reviewers will include members from IDRC, as well as external reviewers familiar with the subject matter and sound research practice. In addition to the project scores, due consideration will be given to the extent to which proposals meet SEARCH objectives.

Shortlisted applicants from the Concept Note stage will be invited to a face-to-face workshop, during which they will discuss and refine project ideas, gain access to specialists, and network with other shortlisted applicants. All participants at this workshop will be invited to submit a full proposal. The full proposals will be reviewed by IDRC.

The selection process is reiterated below:

1) Call for Concept Notes received no later than July 20, 2012.
2) Incomplete or late applications are eliminated.
3) Concept Notes are reviewed based on the criteria mentioned earlier.
4) Short-listed applicants are invited to a workshop to help develop their concept notes into full proposals.
5) Full proposals will need to be submitted before October 31, 2012.
6) IDRC conducts an institutional and risk assessment of each application invited to develop a proposal.  
7) Full review of proposals: IDRC staff review all proposals based on the evaluation criteria communicated to the selected teams at the concept note stage.
8) Final Decision (November-December, 2012): Memorandum of Grants Conditions are sent to all applicants that submitted a proposal graded as a priority selected for funding and whose institution is eligible to receiving a grant from IDRC following the institutional assessment.

10. Format and Requirements

The concept note should be typewritten in 12 point font and each page must be numbered and include the name of the principal applicant(s). The concept note may be written in English, French or Spanish. Please consult the checklist found in Annex B before submitting the concept note.

Cover page
The Concept Note must have cover pages that include the following information:

- A brief project title
- The research theme(s)/area(s)

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6 This step assesses the potential risk of material loss of IDRC funds due to weaknesses in the capacity of an applicant institution to manage or report on the financial aspects of project activities; or through economic and political conditions relating to the institution’s operating environment. From this flows the need for IDRC to review three broad areas in its assessment of what measures should be applied to minimize such risk: the materiality of the investment, the management capacity of the applicant institution, and the wider environment within which the organization operates.
• Primary location where the research will be conducted
• Name(s) of principal applicant(s) and team members (including their affiliations and respective countries) and their contact details (including mailing address, telephone number(s), fax number and email address)
• Names and contact information of two suitable candidates who may conduct an external review of your application
• Name(s), institutional affiliations and respective countries of residence of principal applicant(s) and team members and their contact details (i.e. mailing address, telephone, fax and email address)
• Name and location of organization/institution that will administer the project funds. This organization/institution must have documentation verifying that it is a legal entity.
• Total amount of funding requested and the proposed duration
• Other funders or sponsors (if applicable)

* The concept note must be signed by the principal investigator(s)/applicant(s) and the designated official(s) of the organization(s) that will administer the funds. Signatures must be provided to confirm that team members and the administering agency have agreed to their role and/or commitment to the proposed research. Faxed signatures of the team members are acceptable.

Content
• **Summary of proposal:** Maximum five (5) page summary of the proposed program of work clearly articulating:
  o Title
  o Research problem and justification
  o Objectives
  o Research design and methodology
  o Gender and equity concerns
  o Expected outcomes
  o Communications and dissemination strategy
  o Preliminary schedule
  o Tentative budget

• **Team:** One page on the research team (as defined in the eligibility section of this call) clearly outlining each investigator/community/partner member’s role, relevant experience, and planned contribution to the team.

• **Budget:** This section must include:
  o The tentative budget should state the total amount of funds requested over the total duration of the grant (as per the eligible expenses shown in Appendix A)
  o Total amount requested for the first year, period of support requested, and the full amount requested for the period of support in Canadian dollars
  o A summary budget for the first year including a brief description and justification of the main budget expenditures
  o A summary of contributions by each source (including financial and “in kind”) for the first year
  o All amounts should be shown in the currency used for bookkeeping by the applying institution.
Resources in the budget should be under the control of the primary (co-)principal investigator(s)/applicants and the designated official of the organization(s) that will administer the funds. The administering organization must have the capacity to properly administer and account for funds granted for charitable purposes must have independent legal status (or 'legal personality') and be capable of contracting in its own right and name. If selected, further documentation may be requested by the Centre in order to verify the organization’s legal status.

Attachments
- A summary curriculum vitae (4 pages maximum) for each of the co-principal applicant(s) should be appended.
- Signed letters of support from relevant stakeholders (e.g. Ministry of Health)
- Specify other supporting funds and in-kind contributions
- Information on the complementary sources of funding being envisaged and to clarify the complementary aspects of the research work.

11. Submission Process and Contact Information
- Concept Notes must be submitted by no later than July 20, 2012.
- Concept Notes can be submitted in either English, French or Spanish
- Concept Notes received after the deadline WILL NOT be eligible for funding through this Call
- Concept Notes should be submitted electronically to SEARCH-GEHS@idrc.ca.

Electronic submissions must be sent in PDF or Microsoft Word format. Other formats will not be accepted.

Contact for further Information
Email: SEARCH-GEHS@idrc.ca

12. Country Clearance Requirements
IDRC has conducted general agreements for scientific and technical cooperation with a number of governments. These agreements establish the framework for IDRC cooperation with that country by defining the rights and obligations of both IDRC and the government. As such, the applicant institution may be required to obtain country approval in accordance with these agreements prior to receiving funding from IDRC.

13. IDRC Standard Grant Conditions
Any selected proponents shall be required to sign the Centre’s standard grant agreement, as amended by IDRC from time to time. For a sample of the Centre’s general terms and conditions, please refer to the following link: http://publicwebsite.idrc.ca/EN/Funding/Guides_and_Forms/Pages/default.aspx

14. Communication of Results
Short listed applicants are expected to be announced by August 31, 2012
15. Permission for Use and Disclosure of Information
By way of submitting an application under this Call for competitive grants, the applicant consents to the disclosure of the documents submitted by the applicant to the reviewers involved in the selection process, both within IDRC and externally. The applicant further consents to the disclosure of the name of the applicant, the name of the lead researcher.
Annex A – Allowable Costs/Budget Guidelines

Personnel
You can include all remuneration, allowances, honoraria and benefits that are paid to project staff and advisors hired for your specific project. Project advisors are people hired for long periods (more than one year) and paid on a regular basis. IDRC may pay the replacement cost (release time for academics) of principal researchers based on their time commitment to the project, their research role and the policy of your institution. In such cases, IDRC will only cover the payroll cost of the replacement (usually a lower cost than the person being replaced).

Consultants
All expenses related to acquiring the services of a consultant for a specific activity within your project can be included in this category. Costs may include fees, travel, accommodation, living expenses and support services hired directly by the consultant and billed to your project. You should indicate the total cost for each consultant as a single lump sum and use a note to give a breakdown of the costs.

Evaluation
You should include here all costs related to systematic evaluation that assess either progress toward achieving project objectives or the quality and effects of IDRC-funded activities. You can include here costs for consultant fees, travel expenses and the dissemination of evaluation findings. In projects where evaluation is the primary objective, costs can also include research expenses, training and salaries and benefits for personnel directly involved in the evaluation.

Equipment
Within this category you can include all equipment that has a useful life of more than one year and costs more than CA$5,000. Costs may include the basic purchase price, freight costs and other costs associated with purchasing the equipment. However, IDRC does not pay import duties, sales tax or insurance on equipment after it is delivered to you: these costs are considered the responsibility of recipients. Canadian recipients which purchase equipment using IDRC funds must remit that equipment to a developing country partner at the latest upon completion of the project work which falls under the IDRC grant.

International travel
This category includes costs for ground transportation, accommodation, meals, airfare, departure taxes and other expenses related to international travel by project staff. You must use your institution's own travel-management processes to handle travel, but the class of travel and allowable per diems must follow IDRC policy as stipulated in the attachments to your grant agreement.

Training
Under this category you should include all expenses related to registration, tuition fees, living allowances, research and training expenses and travel costs to undertake the training. These costs should be reported under four categories:

- PhD degree;
- Master's degree;
- Short Course (e.g., a diploma or certificate); and
- Other (e.g., postdoctoral fellowship or sabbatical).

Please note that you should include under "research expenses," on-the-job training for project staff that is directly related to the implementation of research activities.
Research expenses

All costs related to carrying out the research and disseminating the research findings should be recorded as research expenses. These costs may include such items as payments to people who gather data or provide casual labour, the maintenance and operation of project vehicles, consumable goods and non-capital equipment, computer services, in-country travel (excluding international travel by project staff), reference materials, rent paid for land or premises used in a research project, conference registration, dissemination costs, equipment rentals for seminars and conferences and printing.

IDRC funds cannot be used for the purchase or construction of new office space and/or any other buildings.

Indirect costs

Here you should include administrative costs not directly related to the research. Indirect costs exclude overhead which are disallowed. Indirect expenses can only include:

- salaries and benefits of personnel which support and administer the project, such as secretaries, clerks and accountants;
- stationery and other office supplies;
- telecommunication cost (unless the nature of the project has warranted a specific budget line item for that purpose — see Attachment C of your grant agreement); and
- computer equipment used for the administration or accounting of the grant disbursements.

You must keep track of your indirect cost charges in order to satisfy the requirements of any possible audit. Where your institution has a policy of recovering its indirect costs through the application of a percentage, it shall be able to satisfy IDRC or its auditors that the levy is fair and reasonable. Under no circumstances will the Centre consider indirect costs over 13% of the recipient-administered grant value excluding the amount awarded toward the procurement of equipment which will be vested in your institution and excluding the amount of the indirect costs themselves.
Annex B: IDRC-SEARCH Concept Note Submission Checklist

Please consult and complete this checklist before submitting the concept note.

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<tr>
<th>PROPOSED RESEARCH</th>
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<tbody>
<tr>
<td>Research Idea aligned with SEARCH objectives and research focus areas</td>
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<tr>
<td>Consulted Eligibility Criteria and Descriptions of Eligible Research/Thematic Areas</td>
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<td>Completed Cover Page</td>
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<th>PROPOSED BUDGET</th>
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<td>Consulted the budget categories found in Annex A</td>
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<tr>
<td>Amounts shown in currency used for bookkeeping by local institution</td>
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<td>Brief Justification provided for the main budget expenditures</td>
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<th>RESEARCH TEAM</th>
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<td>Principal Investigator and affiliated institution clearly identified</td>
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<tr>
<td>Summary curriculum vitae (4 pages maximum) for each of the co-principal applicant(s)</td>
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<th>INSTITUTION</th>
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<td>Independent legal status and capable of contracting in its own right and name</td>
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<td>Institutional Profile Questionnaire <a href="http://archive.idrc.ca/admin/Forms/Inst_profile_e.pdf">http://archive.idrc.ca/admin/Forms/Inst_profile_e.pdf</a></td>
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<td>Information on complementary sources of funding</td>
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* All documents must be received by July 20, 2012. Incomplete applications will not be considered.
Annex C: List of Selected Reading


