**HIV & COVID-19 RFP Proposal Template**

Proposals should be 5 single-spaced single-sided pages with 1-inch margins & 12-point Arial font. Refer to the HIV & COVID-19 RFP Guidance Document for detail guidance pertaining proposal submission. The deadline for proposals is **12 midnight GMT** on **May 18, 2020**. All proposals submitted in response to the HIV & COVID-19 RFP must include the following the sections:

1. **Title of Research Project**

*Provide a descriptive title for the topic your study addresses.*

1. **Background**
2. *Explain the significance of the problem and explain how the proposed study will improve scientific knowledge, medical or technical capability and/or clinical practice in one or more the RFP’s priority areas:*
* *Epidemiology and Real-World Data*
* *Health Care Systems Management*
* *Biomarkers Indicative of Disease Severity*
1. *Describe scientific rationale for the study, including strengths and limitations of existing research. Include any preliminary data of your own.*
2. *Explain the setting and/or population of the proposed study and provide information regarding the importance of research within the setting and/or population.*
3. **Objectives**
4. *Clearly state the study’s objectives and the types of questions it is seeking to answer:*
	* *Clinical questions*
	* *Epidemiological questions*
	* *Implementation questions*
5. **Hypothesis** *(if applicable): Please describe the hypothesis the study is testing.*
6. **Methods**

*Succinctly but thoroughly describe the study design and methods.*

1. ***Study design:*** *Please identify the type of study you are proposing and fully describe the entire methodology. Please identify the methodology proposed to achieve a greater understanding of external validity at the end of the study. This RFP is open to variety of study designs, including but not limited to:*
2. ***Randomized Control Trials (RCTs):*** *individual randomized trails, cluster randomized trials, stepped-wedged design, effectiveness-implementation hybrid design*
3. ***Intervention optimisation:*** *multiphase optimization strategy (MOST), sequential multiple assignment randomized trial (SMART)*
4. ***Quasi-experimental designs:*** *interrupted time series, regression discontinuities, regression point displacement*
5. ***Observational designs:***  *cohort study, cross sectional, case-control*
6. ***Systems science approaches:*** *system dynamics, network analysis, agent-based modelling*
7. ***Qualitative designs:*** *longitudinal qualitative inquiry, in-depth interviews, focus-group discussions, observations*
8. ***Mixed-method designs:*** *use of both qualitative and quantitative methods and be used to inform measurement considerations and analysis rather than be proposed as a larger study design*
9. **Study design justification:** *Please provide a justification for the choice of study design.*
10. **Implementation research design** *(if applicable): Identify and justify the IS model or framework which best supports your implementation question (Examples: Consolidated Framework for implementation Research, RE-AIM, EPIS, etc.) and how it will be operationalized. Ensure to describe the implementation stage of the project (e.g., exploration, installation, full) as well as identify the design (e.g., hybrid, pure implementation research).*
11. **Human subject and data protection:** *Please describe the potential risks to participants associated with the proposed study, including the risk level, its impact on the study participants, measures to mitigate risks, and where appropriate, alternative treatments and procedures.*
12. **Research and Analysis Plan**

*Succinctly but thoroughly describe the outcomes (if applicable) and data analysis plan of the proposed study.*

1. **Primary endpoints**: *Clinical, epidemiological or implementation endpoints*
2. **Secondary endpoints** *(if applicable): Clinical, epidemiological or implementation endpoints*
3. **Inclusion/Exclusion criteria**: *Please describe inclusion and exclusion criteria for applicable participants e.g. patients, staff, clinics, or other unit of analysis.*
4. **Sample size**: *(i.e. Number of Participants/Clinics): Please describe the anticipated number of participants. This may include patients, clinic staff, clinic facilities, or other units of analysis.*
5. **Statistical analysis**: *Provide an overview of the proposed statistical analysis plan, please include:*
	* *Statistical hypotheses for quantitative studies (or if none state why not),*
	* *Sizing considerations,*
	* *Randomization (where applicable),*
	* *Analysis of primary and major secondary endpoints,*
	* *Control for bias in absence of randomization.*
	* *Power calculation*
	* *Sample size rationale for qualitative inquiries*
	* *Statistical methods for analyses*
6. **Outcome Metrics:** *Please include the following: outcomes, measurement methods, data source, and timepoints. Describe how each outcome will be specifically measured (e.g., quantitative measure, qualitative interview) rather than only listing broad categories of outcomes. Outcomes can include service, patient, and implementation outcomes.*
7. **Timeline**

*Please be as detailed as possible, including recruitment and assessment timeline.*

* 1. **Projected enrolment timeline:**

*Proposed start date*

*Data collection timepoints*

*Proposed finish date*

1. **Budget for Proposal**

*Provide only total requested budget for the implementation of the study.*

1. **Data Dissemination and Publication/Presentation Plan**

*Proposals should include an overview of the data dissemination and publication/presentation plan. How will your findings reach the relevant stakeholders (e.g., scientific audiences, community audiences, etc.)? Examples of information to include:*

1. *Conference or other dissemination platform relevant to your setting*
2. *Target journal*
3. *Timeline*
4. **References**

*A list of references must be included with the proposal. References are not included in the five-page limit.*