

# Guidelines for Application, Evaluation and Awarding of Projects

## 0. Document Version

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### Version 2, published 5 January 2021

Main changes compared to Version 1:

- Editorial changes
- Clarification of eligibility rules and project types
- Modification of the evaluation process (paper-based evaluation instead of presentations)
- Clarification of the evaluation criteria

## 1. Preamble

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### Background and Aims

The German Alliance for Global Health Research (GLOHRA) aims to support interdisciplinary, collaborative and cross-sector global health research in Germany. GLOHRA especially intends to support:

- the development and implementation of groundbreaking ideas
- interdisciplinarity and cross-sectorality in global health research in Germany and internationally
- new models of cooperation and new links between disciplines and communities

These guidelines govern the submission and review of interdisciplinary pilot projects, cross-sector projects, special calls and global health fellowships within the GLOHRA framework.

## 2. Eligibility

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### Eligible Applicants and Co-Applicants

GLOHRA members are entitled to submit project proposals as applicants. Associate members and representatives of non-academic legal entities who fulfill the formal eligibility criteria of the Federal Ministry of Education and Research (BMBF) can apply as project partners.

The Steering Committee and members of the Steering Committee also have the right to submit projects. Applications can be submitted at any time. Funding can only be awarded to legal-entities in Germany.

### 3. Types of Projects

#### Funding Lines

	Interdisciplinary pilot projects	Cross-sector projects	Special calls	Global health fellowships
<b>Description</b>	Seed funding to validate approaches and prepare external funding applications	Collaborative projects between academic and non-academic partners	Special calls for highly current issues	Postdoc fellowships
<b>Mechanism</b>	Applications any time; bottom-up topics	Applications any time; bottom-up topics	Specific call; top-down topics	Applications any time; bottom-up topics
<b>Minimum consortium</b>	At least two GLOHRA members, representing <ul style="list-style-type: none"> <li>▪ at least two disciplines</li> <li>▪ at least two organizations</li> <li>▪ adequate balance in terms of budget and task distribution between the partners</li> </ul>	At least three applicants, of whom <ul style="list-style-type: none"> <li>▪ at least two GLOHRA members               <ul style="list-style-type: none"> <li>○ from two different organizations</li> <li>○ at least two disciplines</li> </ul> </li> <li>▪ one Germany-based non-academic partner (e.g. policy, industry, civil society)</li> </ul>	Depending on call	Applicant must <ul style="list-style-type: none"> <li>▪ be a GLOHRA member</li> <li>▪ have obtained a PhD degree or equivalent within the last 0-7 years at the time of application</li> </ul>
	Funding for project partners and associate members is capped at 50.000€ per partner per year. International partners can participate as subcontractors. A subcontract may not exceed 50% of the budget of the member awarding the subcontract.			
<b>Duration</b>	generally up to 12 months 18 months in exceptional cases	up to 24 months	up to 24 months	12-24 months
<b>Indicative funding amount</b>	120,000 EUR per project over 12 months	240,000 EUR per project over 24 months	capped overall budget	Up to 100,000 EUR per project per year
<b>Evaluation criteria*</b>	<ul style="list-style-type: none"> <li>▪ Scientific novelty, quality and originality, interdisciplinarity</li> <li>▪ Adequacy and feasibility of the work plan, budget and management procedures</li> <li>▪ Impact and expected results</li> </ul>			
<b>Expected results</b>	<ul style="list-style-type: none"> <li>▪ Scientific publications, third-party funding applications</li> <li>▪ Approaches, results, strategies, narratives, etc. that underpin and support interdisciplinarity in global health research projects</li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovative structures, models, methods, tools, networks etc. that are accessible and usable for the wider global health community and/or transferrable to other contexts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Groundbreaking contributions to global health research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scientific publications, third-party funding applications</li> </ul>

\*Detailed on pp. 4-5

## 4. Application

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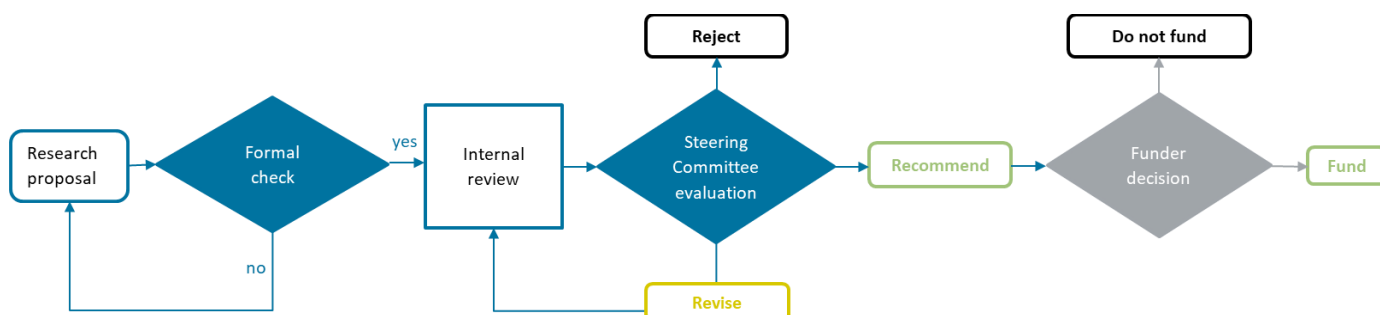
### Submission of the Project Applications to the Secretariat

Applicants are encouraged to contact the Secretariat and read the FAQ section on the GLOHRA website (<https://globalhealth.de/faqs.html#c548>) before submitting an application. Project proposals must be submitted to the GLOHRA Secretariat by e-mail by the cut-off date provided on the website. For better comparability and assessment of submitted project proposals, the application form is standardized. In the application form, the applicants should describe the research question to be addressed, the scientific value, the added value for global health as well as the networking effect between the participating disciplines and institutions. A page limit of max. 10 pages applies (without annexes).

## 5. Evaluation

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### Process



### Formal Check

The Secretariat checks the formal criteria of the applications. If the formalities are not adhered to, the applicant will be given the opportunity to submit the missing information at short notice. GLOHRA may reject applications that do not meet the formal requirements. This decision shall be made at the discretion of the Steering Committee.

### Internal Review

The Secretariat forwards qualifying proposals to the Steering Committee and allocates each proposal to one of four permanent interdisciplinary rapporteur groups. The rapporteurs will study the assigned proposals in depth and complete individual evaluation reports for each project. All Steering Committee members have access to all proposals.

If necessary or helpful, the Steering Committee will ask up to two external evaluators to provide a short written expertise on a given proposal to support the decision-making. The external evaluators will be selected by the Steering Committee on the basis of a simple majority vote. Based on the results of the internal review and the application criteria listed above, the Steering Committee will jointly discuss, score and rank the proposals at an evaluation meeting and recommend suitable projects for funding. Representatives of the funding ministries and the funding agencies are expressly invited to participate in the evaluation as observers.

## Decisions

After deliberations about the project proposal, the Steering Committee can make funding recommendations as follows:

1. The project proposal is evaluated positively and recommended for funding.
2. The applicant is rejected in its current form but the applicant is invited to incorporate suggested modifications and to re-submit the application.
3. The project proposal is not recommended for funding.

The approval or rejection of a project proposal is decided by a simple majority of the Steering Committee. All members of the Steering Committee are entitled to vote, provided they do not declare a conflict of interest.

The final funding decision will be taken by the Federal Ministry of Education and Research (BMBF).

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## Criteria

### 1. Scientific novelty, quality and originality, interdisciplinarity

- Clarity and pertinence of the objectives
- Credibility of the proposed interdisciplinary approach
- Soundness of the concept
- Adequacy of the proposed methods
- Where relevant, use of stakeholder knowledge, gender dimensions and sustainability aspects in terms of content, project design and execution, team composition and leadership, outcomes etc.
- Ambition, innovation potential, beyond the state of the art (e.g. ground breaking objectives, novel concepts and approaches)

### 2. Adequacy and feasibility of the work plan, budget and management procedures

- Coherence and aptness of the work plan, including appropriate allocation of tasks and resources
- Operational capacity of the applicants to carry out the project
- Complementarity of the projects applicants and partners
- Appropriate management structures and procedures, including risk and innovation management

### 3. Impact and expected results

Interdisciplinary pilot projects

- Approaches, results, strategies, narratives, etc. that underpin and support interdisciplinarity in global health research projects
- Prospects for publications and third-party funding after the pilot phase
- Contribution to academic interdisciplinary network integration within GLOHRA
- Measureable outcomes that align with the stated research objectives
- Demonstrated potential to address or lay the groundwork for addressing, a global health need

Global Health Fellowships

- Relevance and contribution to the applicant's career development
- International and/or interdisciplinary approach

- Integration in GLOHRA activities
- Scientific publications, third-party funding applications
- Measureable outcomes that align with the stated research objectives

### Cross-sector projects

- Relevance and potential contribution to the national or international global health agenda
- Contribution to the German integration in international and cross-sector global health research networks and activities
- Innovative structures, models, methods, tools, networks etc. that are accessible and usable for the wider global health community and/or transferrable to other contexts
- Measureable outcomes that align with the stated research objectives

### Special calls

- As specified in the call documents

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## Conflicts of Interest

If members of the Steering Committee are biased or declare a conflict of interest, they may not review an application. They must leave the room during the discussion and do not vote on the project.

A member of the Steering Committee needs to declare a conflict of interest if s/he is involved financially or in terms of content in the planned project or if s/he is employed in the same institute or working group as the applicant and cooperates with them in terms of content. In addition, the members of the Steering Committee are requested to truthfully declare close cooperation or direct competition with the applicant in thematically similar projects. Employment in the same superordinate institution alone is no reason for bias. Cases of doubt will be decided upon individually, using the DFG Guidelines for Avoiding Conflicts of Interest as a reference.

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## Final Assessment and Implementation by the Funder and Designated Project Management Agency

For the final funding decision, the Secretariat forwards the application documents, the Steering Committee's vote and the minutes of the Steering Committee's review to the funding ministry or its designated project management agency. The applicant will then be asked to submit a formal application ("AZA") to the project management agency.

A binding grant can only be awarded after a final review of the documents by the funding body or its project management agency. The project management agency will handle grant agreements and contracts, official progress and financial reporting etc. directly with the applicant. The BMBF has entrusted the Project Management Agency Health Research in the German Aerospace Center (PT-DLR) with implementing the projects.

## 6. Resubmissions

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### Rules for Re-submissions and Renewals

Rejected proposals cannot be resubmitted. Applications for renewal of cross-sector projects are generally possible. Applications for renewal must be treated in the same way as new applications in the application procedure. Due to the nature of pilot projects, these cannot be renewed.

## 7. Reporting Duties

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### Reporting to the Funder and the Steering Committee

Applicants are obliged to report to the funding body or its project management agency, which is independent of GLOHRA. Completed reports should be sent to the GLOHRA Secretariat, who will forward them to the project management agency. The Steering Committee is entitled to request written or oral interim or final reports on the projects. It is desirable that short project reports are presented at the annual meeting.

## 8. Contact

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