Azim Premji University Health Research Funding Programme 2023 Frequently Asked Questions (FAQs)

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APPLICATION PROCESS

Q1.   How can applications be made to the Research Funding Programme?
Applications can be submitted by the researcher(s) directly on the link given with the Call for Proposals on the Azim Premji University Website - https://azimpremjiuniversity.edu.in/funding/health-research-2023. The only requirements of the first round are the basic details of the researcher(s), details of the proposed study, timeline, budget, and CVs of the researcher(s). No application fee or any further documentation is required.

All applications will undergo a detailed review for selection for the next round. Those initially shortlisted will be contacted by the team from the Foundation and requested to submit a detailed proposal. The final selection will be based on this submission.

Since this is a direct call from the University, we encourage researchers to apply directly. **The University does not engage any consultants/intermediaries/intermediary agencies to act as liaison agents with applicants interested in applying for the University's Research Funding Programme.**

Applicants are requested to apply directly on the Azim Premji University Research Portal **and not through any intermediaries acting on their behalf. Please note that applications received from any such consultants/intermediaries/intermediary agencies will not be considered.**

ELIGIBILITY

Q2.   What is the Research Funding Programme? Who can apply?
Azim Premji University is seeking research proposals under our first Health Research Funding Programme. We invite applications from researchers affiliated with institutions such as centers within academic institutions, non-profit organizations, for-profit organizations, as well as the Government. Independent researchers are not eligible to apply. We encourage scholars and researchers in domains related to public health to apply. Certain themes in the proposal have specific eligibility criterion, please go through those carefully in the call for proposals. This call for proposals is for researchers external to Azim Premji Foundation. Members of Azim Premji Foundation are not eligible to apply.

Q3.   I am looking for opportunities to work in research. Can I engage with the programme in any way?
This is a call for proposals from researchers external to the University, who will be managing their research operations on their own. In this context, we will not have any work opportunities, internships, or short term/long term engagements with the University directly.

Q4.   Who is an institutional researcher?
An institutional researcher is allied to an institution and (upon final selection for the Programme) signs an agreement (i) between them, their institution, and the University, or (ii) between their institution and the University for their research project. They are the Principal Investigator (or PI) of the project.

In this case, each of the institutional researchers receiving their final awards will be required to provide documents of their allied institution and will receive funds for research in the account of the institution. They can have one or more co-Principal Investigators (co-PIs).

[Note: Only the institution to which the PI is allied will receive funds even if the awardees bring in a co-Principal Investigator (co-PI) from another institution.]

Q5. **Who is an independent researcher? Can independent researchers apply for research funding under this programme?**

An independent researcher is not allied to an institution. They are not eligible to apply for funding under this programme. However, independent researchers may be co-Principal Investigator(s) for a study.

Q6. **Can I apply for add-on funding for existing funded research projects?**

Our intent is to encourage fresh research in public health. Hence, proposals for add-on funding on existing funded research projects will not be considered.

Q7. **Can the research project be carried out as a team? Are there any criteria as to the number/ eligibility of investigators?**

Applications are invited from individuals or an associating group of researchers. We do not have particular criteria as regards the number of investigators and their eligibility. In case of a team submitting a proposal, in the application form, we have asked for only the details of the lead researcher / Principal Investigator (PI) and two co-Principal Investigators (co-PIs). If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured at a later stage.

FOCUS OF RESEARCH

Q8. **What types of research proposals are funded under the Research Funding Programme?**

The Research Funding Programme is organised as part of Azim Premji Foundation's efforts to improve health outcomes for vulnerable communities. The Programme is designed to promote inquiry into areas of particular interest to the Foundation's Health Initiative, build a nuanced and data-driven understanding of the realities of public health in the country, and explore possible responses for some of them.

Specific themes and sub-themes have been defined for this Programme. To receive funding, the proposed research must be focused on vulnerable communities, methodologically robust, empirically grounded, and have the potential to inform practice. We are also keen on research that builds awareness and contributes to a meaningful discourse around issues of health and the determinants of health.

Q9. **Which themes and sub-themes can a research proposal pertain to under the Health Research Funding Programme 2023?**

Under the Azim Premji University Health Research Funding Programme 2023, we invite high-quality research proposals that examine significant questions of public concern in the following areas:

1. Theme 1: Status and quality of primary healthcare and institutional frameworks
2. Theme 2: Implementation research on interventions to effect public-health and community-health

Please go through the details regarding themes and their sub-themes by clicking the link here.

Q10. **Can a proposal be outside the sub-themes/themes listed in the Health Research Funding Programme 2023 — Call for Proposals?**
Your proposed research study should address a particular sub-theme identified under the theme to which you are applying.

Proposals/Concept Notes submitted for studies that fall outside the scope of the specific sub-themes or themes of research as outlined in the Call for Proposals will not be considered.

Q11. **Can I apply with a research project within only one theme or include more than one theme in an application?**
The University accepts research proposals pertaining to each theme through separate application forms. You may make multiple applications for different themes, or under different sub-themes, by filling separate application forms for each particular theme or sub-theme.

Q12. **I have a lot of research ideas that pertain to a single theme. Can I submit multiple proposals?**
Yes, researchers can submit multiple proposals addressing specific sub-themes separately within a theme.

TIMELINES

Q13. **When will the application link be live?**
The application link has been live on the research portal from **9 a.m.** on **April 1, 2023**.

Q14. **When is the deadline for submission of applications?**
We have extended the deadline for submission of online applications for Round One. The deadline for submission of applications is **11:59 p.m.** on **May 25, 2023**; the application link will automatically close beyond this time. Interested applicants are advised to complete their submission well within the deadline as to avoid facing any technical issues due to last-minute website traffic.

Q15. **What should be the duration of a project proposed under the Health Research Funding Programme 2023?**
The duration of the proposed study should lie within 12-24 months. However, we request applicants to treat the upper bounds on duration as indicative rather than stringent. Hence, proposals that align well with the identified themes and eligibility/evaluation criterion are encouraged to apply even if the expected duration of study is greater than those defined above. Studies with duration of less than 12 months will not be considered.

Q16. **Which important dates should interested applicants keep in mind?**

Important dates for Health Research Funding Programme 2023	
Apr 01, 2023	Start date for submission of Round One application
May 25, 2023	Last date for submission of Round One application
Jul 15, 2023	Announcement of the selection from Round One applications and shortlist
Aug 15, 2023	Deadline for submission of complete proposals
Oct 01, 2023	Announcement of final awards
Nov 01, 2022	Commencement of the research projects

FUNDING BUDGET

Q17. **What is the available research funding budget for a project under this Programme?**
The budget of the proposed study should lie within Rs.5 – 40 lakh. However, we request applicants to treat the upper bounds on budget as indicative rather than stringent. Hence, proposals that align well with the identified

themes and eligibility/evaluation criterion are encouraged to apply even if the expected budget of study is greater Rs.40 lakh. However, please note that we appreciate frugality and request researchers to plan budgets commensurate with the proposed study. Studies with budget of less than Rs.5 lakh will not be considered

Q18. What are the broad heads under which this budget is required to be broken up?
The following item heads are available for the budget break-up on the application form:

Salaries of Lead Researchers	Salaries of Research Associates	Salaries of Research Assistants	Salaries of Field Investigators
Daily Allowances for Fieldwork	Outstation Travel	Local Conveyance	Food and Accommodation
Library Research	Books and Printed Reference Material	Transcription/ Translation	Printing
Data Entry and Data Cleaning	Materials*	Honorarium	Overhead
Venue hire and arrangements (for workshops, focus group discussions, dissemination etc.)	Reading material - Handouts/Reports/ Posters (for disseminating Research Findings)	Other (Miscellaneous)	Food, Travel and Accommodation for Workshops/Seminars/ Conferences, etc.

* Costs of equipment and software purchase will not be considered.

CONTENTS OF APPLICATION

Q19. What does the Research Funding Programme application comprise?
The online application form includes the following:

1. Contact details of the Principal Investigator (PI).
2. Details of Principal Investigator (PI) and two co-PIs (if applicable):
   a. Institution and designation at institution
   b. Highest educational qualification
   c. Work experience in months
   d. CVs to be uploaded in PDF format, not exceeding 4 pages. Documents must be less than 1 MB in size.
3. Details of the study — title, short description, relevance to the sub-theme, significance of the proposed study, research objectives/questions, methodology, location of the study, proposed duration, and budget break-up.

Q20. What documents do I need to upload with my application form? Is there a particular format for these documents?
The following documents are required to be uploaded with the online application form:

1. **The CVs of collaborating investigators** (the PI and two co-PIs, if applicable), in PDF files of less than 1 MB, not exceeding 4 pages each. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.
2. **Budget for the study** to be uploaded in an excel file. Applicants are to use the [downloadable template](#) given with the question regarding the budget breakdown.

Q21. Do I need to include any details of the co-investigator(s) in the application?

If the proposed study is to have one or two co-investigators (co-PIs) in addition to the Principal Investigator (PI), their details and CVs need to be included in the application form. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.

Q22. Can I make changes to my application once I submit it?

Applications, once submitted, cannot be edited.

Q23. Can I apply with more than one proposal?

Multiple proposals addressing specific sub-themes can be submitted, both within a theme or across themes. However, one form can only accept one proposal. In case you have more proposals, please submit them as separate applications.

THE ONLINE APPLICATION PROCESS

Q24. How do I begin making my application for the Azim Premji University Health Research Funding Programme 2023?

Please visit the [Research Funding Programme 2023](#) page on the University's website. Once you go through the details regarding themes and sub-themes, eligibility and evaluation criteria, and important dates, please click on "Apply Here", which will lead you to the [online application form](#).

Q25. Where will clicking on "Apply Here" take me? Where do I go from there?

The "Apply Here" button [Research Funding Programme 2023](#) page will take you to the application form. You will require a Google account to submit your application. Please fill out all the sections of this form and then press submit. Applications, once submitted, cannot be edited. However, if you are logged in from the same Google account with which you started the form, it will save your progress until you submit it.

Q26. What should I keep in mind while filling the online application form?

Please go through the details about the [Health Research Funding Programme 2023](#) thoroughly before you start filling the online application form.

The section on "Team Details" requires that you provide the position/designation, institute, highest qualification, work experience, contact details of the Principal Investigator (PI). It also requires you to fill in the pertinent details of any collaborating investigators (co-PIs) that you may have. This section will also ask you to upload CVs of the PI and co-PI(s). CVs are to be uploaded in PDF format, with each CV not exceeding 4 pages and size of 1MB. Independent researchers are not eligible to apply for funding under this programme. However, independent researchers may be co-Principal Investigator(s) for a study.

The section on "Details of the proposed study" requires you to select a specific theme and sub-theme from the list, followed by title of study, short description, how the proposed study fits the selected sub-theme, significance of the study, specific research objectives and questions, and the location of the study. Certain sub-themes have specific eligibility criterion – please go through the description of the sub-themes in detail to ensure your proposed study is eligible. For example – Researchers (PI and/or co-PIs) applying under Sub-theme 2A, i.e., "Effects of

interventions towards operationalizing or strengthening institutional mechanisms for public health in urban, peri-urban, rural, and tribal areas", should be directly engaged in implementing the intervention under study.

The section on "Duration and timeline of study" requires you to provide details on duration and a brief breakdown of the planned duration. Please provide your estimated budget and its breakdown in the prescribed downloadable format under the section on "Budget of study".

Q27. What should I keep in mind while filling in the "Principal Investigator Details" section?
Please fill in an email ID for the PI that you access regularly. All mandatory fields are marked with an asterisk, you must fill these as you will not be able to proceed to the subsequent sections without doing so.

Q28. Is it necessary that I enter the details of the co-PIs? What details should I provide?
After filling in the details of the Principal Investigator, the application will ask you whether there are co-PIs involved in the study. Please select "Yes" in case you have co-PIs working on the study. In the next section, you need to provide the position, institute, highest qualification, work experience, and contact details of the co-PI. Additionally, you need to upload their CV in PDF format (up to 4 pages) whose size does not exceed 1 MB.

If you have a second Co-PI, please select "Yes, there are two Co-Principal Investigators" in response to the question on whether your study involves a second co-PI. Following this, you need to fill in similar details for the second co-PI.

If you have more than two co-PIs on the project, please enter the details of two co-PIs. The CVs and other pertinent details of the rest will be captured after selection.

Q29. What details do I need to provide in the "Details of the Proposed Study" section?
The following details are to be provided in this section:

- Theme and sub-theme of the study;
- Title of the study (up to 50 words);
- Short description of the study (up to 250 words);
- Description of how the proposed study fits into the sub-theme selected (up to 250 words);
- Significance of the study – why it is needed (up to 200 words);
- Research objectives/questions (up to 200 words);
- Methodology (up to 200 words);
- Location of the study (up to 50 words).

Q30. What should I keep in mind while filling the "Duration and timeline of study" section?
We invite proposals for studies with the duration of 12 – 24 months. Proposals with duration exceeding the defined limit of 24 months that still align well with the identified themes, sub-themes, eligibility, and evaluation criterion are encouraged to apply as well. Studies with duration less than 12 months are not eligible for this call for proposals.

You will first be asked whether the duration of your study falls within the limits defined in the call for proposals, i.e., 12 – 24 months. If the duration of your study is within the defined limits, you are required to fill the duration in months along with its brief breakdown. In case the duration of your study is longer than 24 months, you will also need to elaborate upon for why your study cannot be completed within 24 months, in addition to the duration and its brief breakdown.

Q31. What should I keep in mind while filling the "Budget of study" section?

We invite proposals for studies with budget of Rs.5 – 40 lakh. Proposals with budget exceeding the defined limit of Rs.40 lakh that still align well with the identified themes, sub-themes, eligibility, and evaluation criterion are encouraged to apply as well. Studies with budget of less than Rs. 5 lakh are not eligible for this call for proposals.

You will first be asked whether the budget of your study falls within the limits defined in the call for proposals, i.e., Rs. 5 – 40 lakh. If the budget of your study is within the defined limits, you are required to fill the budget in Rs. and upload an excel file with the details of your budget in the template prescribed. In case the budget of your study is higher than Rs. 40 lakh, you will also need to elaborate upon for why your study cannot be completed within Rs. 40 lakh, in addition to the budget amount and excel file with the budget details to be uploaded.

Q32. Can I go back to previous sections of the application form after filling them?

Yes, until you submit the form, you can go back to previous sections of the form by using the "Back" and "Next" buttons at the bottom of the page. You can proceed to subsequent sections of the application form only after filling in all the required fields up till that section.

Q33. What should the type or size of the files to be uploaded be?

The CVs are required to be uploaded in PDF format not exceeding 1 MB in size. Each CV should be less than or equal to 4 pages in length. The budget template needs to be uploaded in excel format not exceeding 1 MB in size; please use the prescribed template under the "Budget" section – this can be downloaded by clicking on the "Budget Template" link and then filled in to upload.

Q34. How do I access the instructions for filling the form again?

You will find instructions for each question in their respective descriptions. Details regarding the call for proposals can be found on the website – Research Funding Programme 2023.

Q35. How can I save my application as a draft?

Applications, once submitted, cannot be edited. However, if you are logged in from the same Google account with which you started the form, it will save your progress until you submit it.

Q36. How can I re-access my form after I have started filling it?

Once you have started filling the form, you can access it on the link to the application form if you are logged in from the same Google account with which you started the form. Once submitted, the application cannot be re-accessed for the purpose of editing.

Q37. What should I do after filling in all the sections and uploading the necessary documents?

Once you have finished filling in all the sections, please review the sections to ensure all information has been submitted correctly. Once you are satisfied, please select "Submit Form" option. Applications once submitted, cannot be edited. A copy of the filled application will be shared on your e-mail ID.

Q38. What happens after I submit my application?

A pop-up acknowledging the submission of your application will be displayed on the screen. A copy of the filled application will be shared on your e-mail ID, along with an acknowledgement.

All applications will undergo a detailed review for selection for the next round. The announcement of the initial selection will be made over email to your registered email ID in mid-July 2023. Those initially shortlisted will be contacted by the team from the Foundation and requested to submit a detailed proposal. The final selection will be based on this submission.

<u>**CONTACT DETAILS**</u>

Q39. Where can I find the latest information with respect to this Research Funding Programme?
Updates with respect to the Health Research Funding Programme 2023 will be available on the Azim Premji University website here.

Q40. Whom do I contact for further assistance?
Please reach out to us at healthresearch@apu.edu.in for any further assistance.

Helpdesk Working Hours: 9:30 a.m. – 5:30 p.m., from Monday to Friday.

Queries sent to the helpdesk email ID during working hours will have a 24-hour turnaround time for responses. Queries made outside of working hours and on national/public holidays will be attended to on the next working day with the above turnaround time.