COLLABORATION LABORATORY QUESTIONS & ANSWERS

GENERAL

The experiments will be formal partnerships, not collaborations. What is the difference between a partnership and a collaboration?

The partnerships will all be formalized, meaning that a Memorandum of Understanding will be signed between parties, if selected.

What type of grant will CUGH issue to awardees?

CUGH will issue a fixed price subaward agreement to each institution.

Will this grant be available next year?

We hope to award this grant in the following year, but it is contingent on USAID funding.

ELIGIBILITY

Is there a membership requirement to apply?

No. Membership is not required to apply and/or participate in STAR's Collaboration Laboratory.

Will the STAR Project sponsor individual projects under the Collaboration Laboratory?

Individual applications to the Collaboration Laboratory will be considered (see the third application type on page 3, Section 3 of the RfA instructions). However, once paired by STAR, the project work must be designed so that two eligible institutions are involved.

May non-U.S. institutions apply?

Yes. The list of eligible countries is available here.

What is considered an academic institution?

Academic institutions are **educational institutions** dedicated to education and research, which awards **academic** degrees. They include but are not limited to universities, medical schools, and teaching hospitals. For the purposes of the Collaboration Laboratory, all academic institutions must be legal entities in their country of origin.

Will multiple applications from the same academic institution be considered?

Yes, provided the applications feature different project scopes.

Is it acceptable for one institution to submit two proposals with two different partner institutions?

Yes, multiple applications from the same institution will be considered provided the scope for each application is different.

Can two academic institutions in the same low-income country partner together and work on one project?

Yes, two non-U.S. academic institutions from the same eligible country may apply as a pair for the Collaboration Laboratory.

Will projects involving more than two parties in the partnership or non-academic partners be considered?

No. The Collaboration Laboratory partnership's must only consist of two academic institutions, and at least one institution must be based in a low-and-middle-income country (LMIC).

Is a consortium of academic institutions eligible to apply?

No. Applications from academic consortiums are ineligible.

APPLICATION

Does this RfA prioritize either older and more established programs/proposals or newer and developing ones?

There is no prioritization between newer or developing programs/proposals versus more established ones. However, the potential for sustainability and/or scale beyond the experiment's lifecycle is a consideration in the application scoring process.

How should we specify "administrative time" versus "dedicated staff"?

Dedicated staff must be employees of the institution. Administrative time is the support required for the institution to manage the grant and solicit all required documentation and signatures.

Can the Project representative be someone in a leadership role?

Yes. The representative can be someone in a leadership role. The representatives will be STAR's main point of contact during the 12-month Collaboration Laboratory experiment.

Is there guidance on how to respond to the question regarding financial controls ?

We suggest including a brief description of the financial policies and procedures each institution has to process and manage its finances. For example, is there a review process for expending funds, who has final say, who does book-keeping, or who checks the book-keeping, etc.?

For proof of financial controls, is it okay to provide a link?

Yes.

Can the point of contact for the institution be a student or a volunteer advisor with a letter of support from the university?

No. All points of contact must be employees of the applying institution.

Are references allowed/expected in the proposal? If so, do they count towards the word limit in the 750 proposal word limit?

No. If references are included, they will count against the application word limit for that section.

Can the U.S. partner upload both partners' bank info?

Yes. If applying as a pre-existing or pre-identified pair, one joint application should be submitted on the behalf of both parties. The U.S. partner may upload both institution's bank information.

BUDGET/FUNDING

How should pre-existing or pre-identified partners present their budget?

If applying as a pair, submit one application with one budget on the behalf of both institutions. U.S. institutions may allocate no more than $7,500 (of the total $15,000 award per pair) for its expenses. Otherwise, the allocation can be determined as the partners deem suitable.

May I use my institution's F&A or other overhead rates?

No. Funds may not be used for overhead costs.

Which entity is disbursing the award?

The Consortium of Universities for Global Health (CUGH), a partner under STAR, will disburse the grants.

If awarded, will the payment be issued directly to each partner or would the payment be issued to the main applicant, which in turn, would flow payment to the partner?

If awarded, the payment will be issued directly to each partner, according to their proposed budget.

If awarded, is it possible for the funds to be wired to an institution different from my school?

Yes. Funds may be wired to your partner institution if both parties agree.

Can funds be used to incentivize voluntary student and staff participation in our proposed project, either through a financial honorarium and/or meals?

No. These would be considered stipends, which are unallowable.

For the no salary or stipend stipulation on page 2, Section 1 of the RfA instructions, does this include support staff?

Yes. Collaboration Laboratory grant funds may not be used to supplement or support staff time of any kind.

May I include costs for article publication in the budget?

Yes. Provided publication of the article is pursuant to the project and falls within the 12-month project timeline, it may be included in the proposed budget.

May funds in the budget be used for other equipment and supplies related to the proposed project?

Yes. Funds may be used for supplies/equipment related to the partnership's project. The restrictions on these funds are listed on page 2, Section 1 of the RfA instructions.

If food and lodging is less than budgeted, what restrictions are there on the remaining funds? Can the remainder be used toward an additional members' airfare reimbursement?

The funding restrictions are listed on page 2, Section 1 of the RfA instructions. (This also includes links that need to be adhered to regarding hotel and per diem rates.) The remaining funds could be used towards reimbursement of airfare, if the travel is within the scope of the proposed project and is budgeted, accordingly.

POST-AWARD

Will applicants be notified only if awarded or will non-awarded applicants also be notified of their application status?

Awarded institutions will be notified first, and then non-awarded applicants will be notified.

Is there any flexibility in start/end dates?

No. There is no flexibility in start and end dates as listed in the RfA instructions.