

Policy 13 - Document B: Application Proposal

APIC-MN INTERNATIONAL INFECTION CONTROL ACTIVITY

Instructions to Applicants

Funds may be applied for before OR after international work. Funds will be awarded after the International committee and/or a committee of the APIC-MN board reviews funding applications (*Documents A and B*).

On separate piece of paper, complete the information below.

I. COVER PAGE

Include the following information in your submitted proposal:

- Project title
- Project period (mm/yy to mm/yy)
- Date of submission

Include your name on the cover page. Do not place your name on any other page. Your proposal will be assigned a number; all proposals will undergo a “blinded” review.

II. PROPOSAL FOR FUNDING

Limit to 2,000 words (approximately four single-spaced pages using a standard size typeface and 1" margins).

Note: Proposals will be awarded funding based upon the number of points awarded to the proposal. The maximum number of possible points is 50. Note each section of the proposal has the possible points listed.

A. ABSTRACT: Provide a non-technical abstract of the research proposed. Limit this portion to 150 words. **[POSSIBLE POINTS – 10]**

B. PRESENT STATUS OF KNOWLEDGE/HISTORY: Provide a brief resume, indicating the nature and importance of the project; place its importance within the context of the field of infection control and indicate possible practical significance. **[POSSIBLE POINTS – 10]**

C. PLAN OF WORK:

1. Clearly state the specific **goals** of the project (or your portion of the project).
2. Provide a description of the work you propose to undertake. Include:
 - a. a history of the project,
 - b. the potential significance of your portion of the work,
 - c. present state of the project,
 - d. specify which elements of the project you expect to complete during the grant period,
 - e. clarify how time will be spent in accomplishing the project;
 - f. describe specific tasks (or steps),
 - g. detail the materials and methods to be used; and,
 - h. a description of the ways in which requested funds will facilitate the work.
3. Provide information to indicate you have appropriate skills, experiences and knowledge for the proposed project, and describe professional experiences in which you have worked with minimal supervision.

Use sufficient detail to permit an evaluation of the project's likelihood of success.

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[POSSIBLE POINTS – 20]

- D. BUDGET:** Clearly describe how the funds requested will be used in your budget (you may attach an outline of your budget and the source of funds for the project) and how the funds will fit into the plan of work. **[POSSIBLE POINTS – 10]**
- E. WORD COUNT:** Provide the word count of items above. Submit 5 copies of the funding proposal to the Chairperson of the International Committee by November 1st.
- F. ATTACHMENTS:** Include a one-page, abbreviated curriculum vitae as ***an attachment*** Include your professional discipline, highest degree, current employment or volunteer activities.