



Call for proposals: Harvard Global Health Institute Scholarly Working Groups to advance excellence and equity in Global Health.

1. Introduction

The Harvard Global Health Institute (HGHI) invites faculty across Harvard and its affiliated hospitals to submit proposals for forming Scholarly Working Groups (SWG) in Global Health. These year-long working groups aim to create a collaborative environment with the goal of promoting inter-faculty gatherings and exploring or accelerating research areas in topics critical to the advancement of ‘Health for All’. HGHI SWGs aim to catalyze ideas, inspire the writing of grants, policy briefs or working papers, and build networks to advance a body of work, with the end goal of contributing to a critical shift forward in a scientific or a policy agenda.

HGHI will provide funding of up to \$20,000 through a competitive process to a limited number of working groups each award cycle. Each working group is expected to have an activity calendar that does not exceed 12 months. HGHI will provide overall project management support, administrative support for meetings or convenings, and assistance in hiring research or project assistance as needed.

In fulfilling its mission to advance interfaculty collaboration, the working group must consist of 2 or more members (not including the Faculty Lead), and must represent different disciplines, typically this should mean representation from at least two different Harvard schools. Each group will define its methodology and outcomes through the creation of a work plan and budget to be agreed upon by HGHI. Priority will be given to working groups that generate innovative interdisciplinary objectives and engage with and center the priorities and experiences of impacted communities.

2. SWG Objectives should include one or more of the following

- Foster inter-faculty collaboration and knowledge sharing: specifically, engaging with faculty across schools and departments, forming new relationships and partnerships, and creating innovative methods for knowledge exchange
- Engage in agenda-setting on pressing global health issues
- Explore or accelerate a research or policy topic within global health
- Engage and connect with the wider global health community: through convenings, globally focused written outputs, and/or in close collaboration on the research or policy objectives
- Advance knowledge through collaboration with new partners, especially non-traditional partnerships

3. Roles and Expectations

Faculty Lead: The faculty lead provides strategic direction and guides the development of the scope of work, work plan and budget for the activities related to the working group. They serve as the main liaison between the working group and HGHI. They ensure that all working group members are engaged and kept informed of all activities related to the working group, as specified in the work plan.

Working Group Members: Members of the working group may have different levels of engagement depending on the nature of the work described in the scope of work. Members are expected to assist



in the development and/or execution of the work plan. Members should be involved in the decision-making process around changes to the scope of work and budget, or at a minimum, informed of such changes. Working group members should attend regular check-ins agreed upon in the scope of work.

4. **Eligibility**

- The Faculty Lead must be an assistant, associate or full professor at a Harvard school, inclusive of hospital affiliates.
- The Working Group must consist of 2 or more members (not including the Faculty Lead), and must represent different disciplines, typically this should mean representation from at least two different Harvard schools. Once this initial requirement is met, other working group members can be from outside of Harvard. There is no cap on working group members.

5. **Budget**

Maximum allowable budget of \$20,000. A detailed breakdown must be provided, including justification for each expenditure. Examples of allowable expenses include:

- Publication fees
- Research assistant salary support
- Focus group logistics
- Working group meeting support
- Travel and accommodation for event speakers
- Guest speaker fees (honorariums)
- Logistics for in-person events (Meals/catering, supplies, AV support, etc.)

The \$20,000 award must be spent within 12 months of the award date. Specific requests for a no-cost extension will be reviewed on a case-by-case basis. This award could be disbursed for one or multiple activities over the award period and can be combined with other sources of funding to complement or expand work already being conducted.

Limitations of funding:

Support for faculty salary is not permitted. Travel support and conference fees for the Faculty Lead and Harvard affiliated working group members are not permitted.

[Here is a template budget file](#) for reference. Make a copy of this template and use it to develop your budget for the proposal. This file must be submitted as part of the proposal.

6. **Framework for Collaboration with the Institute**

HGHI will provide administrative and communications support to each working group. An HGHI project coordinator will be assigned to support each working group throughout the award year. That project coordinator will communicate directly with the working group faculty lead to support the execution of the work plan and budget. Specifically, the coordinator will support the following activities:

- Schedule and support working group meetings



- Event logistics – reserve event space, arrange catering, AV, and booking travel for speakers
- Purchase items required for project implementation
- Coordinate with faculty admin staff if necessary to schedule sessions

Additionally, HGHI's communications team will provide support to each working group in the following capacity:

- Support the identification of venues, catering & AV for WG-related events
- Generate promotional materials as needed for outward facing events
- Brainstorm around additional communication support for all WG outputs

7. Submission Requirements

a. Proposed Topic

- Clear title of the proposed Scholarly Working Group
- Description of the research/policy area to be explored

a. Project Plan and Scope of Work:

- Proposed timeline (spanning a maximum of 12 months)
- Expected deliverable(s) and outcome(s)
- Methodologies and tools to be used
- Potential challenges and risk mitigation strategies

b. Collaborators:

- List of proposed working group members, including names and affiliations and a description of their role in each objective of the working group deliverables listed in the scope of work.
- Please note that all working group members must review the final proposal prior to submission.

c. Community Engagement:

- Explain the strategies the SWG will use to engage the global health community, both within and outside Harvard. Will affected communities be included in the work? How is the outcome of the work relevant to those communities?

8. Submission Guidelines:

- The deadline to apply for this award cycle is July 14th, 2024.
- Proposals should be submitted electronically using [this application form](#).

9. Evaluation Criteria:

- Relevance of the proposed topic to advancing excellence and equity in global health
- Potential for impact through clear deliverables
- Innovation of the proposed topic
- Clarity and feasibility of the project plan
- Alignment with interfaculty / interdisciplinary goals of HGHI



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10. Contact Information:

- For any inquiries or further clarifications, please contact Carissa Novak at carissa_novak@harvard.edu

We look forward to receiving innovative proposals that can advance the field of global health through collaboration, research and community engagement.

About the Harvard Global Health Institute

The Harvard University Global Health Institute (HGHI) is an interfaculty initiative that facilitates collaboration across the Harvard community and partners worldwide to advance global health equity. We tackle the greatest health challenges of our time through innovative transdisciplinary research, education, and partnerships that build knowledge and drive positive change in global health. For more information about our work please visit our [website](#).