

**FREQUENTLY ASKED QUESTIONS RELATING TO PROPOSAL SUBMISSION**  
**CANADIAN COLLABORATIVE FOR GLOBAL HEALTH**

*Last Updated: 29 May 2018*

**1. Could you provide more information on the contract, and specifically, the reference to the secondment?**

We are currently in conversations with Global Affairs Canada and legal experts to finalize the specific requirements of Lab contracts and will have this available shortly. Each contract with each Lab will be specific to the terms of the project.

The contract will be between CanWaCH and the Lead organization, and specifies the terms of work of the project. Staff will continue to be paid, hired, and managed by their same organizations, and will be working from their own offices. We do not expect to create new contracts between each individual staff member and CanWaCH.

**2. My organization is not based in Canada and/or is not a research or CSO organization. Can I apply?**

Labs may be comprised of a multitude of diverse organizations including partners from countries outside of Canada, private sector organizations, and others. The only requirement for submission is that there must be at least 1 Canadian research organization, and 1 Canadian civil society organization (CSO) as part of the team at a minimum. For example: an internationally-based organization partners with a Canadian CSO and an research organization to submit a Lab proposal. This Lab of 3 partners would be eligible.

Labs can also add more partners - as many as desired - who can contribute meaningfully to the work. Not all partners have to be contributing 'equally' in terms of time, money, or resources to the project, but must each play a clear role in the work.

**3. How will matters relating to intellectual property be managed?**

The Collaborative aims to work in the spirit of open access and inclusivity, ensuring that data solutions are available to as many people as possible. We expect that each Lab will exemplify this spirit to the fullest degree possible in their work. As each Lab will be involved in different specific activities, contracts will be designed to address the specific proprietary concerns of that Lab.

**4. Are there specific templates for proposals or budgets?**

No. As long as you include the required information (following specifications outlined in the ['Submission Details' document](#)) applicants are free to submit proposals in the most appropriate and clear way for their project. We strongly encourage you to use the 4 budget categories (Section 2 of the 'Submission Details' document) when creating your project budget.

**5. Who is included in the definition of essential project personnel?**

Any personnel who contribute to the work and success of the Lab are considered essential. These could include, but are not necessarily limited to: program managers, research assistants, website developers, financial clerks, data analysts, etc. These staff may reside in Canada or abroad.

**6. Will you help connect me with other organizations working in similar areas or issues?**

Absolutely. [Please visit our online worksheet](#) to connect with other organizations that are interested in partnering. You may also contact [jferne@canwach.ca](mailto:jferne@canwach.ca) for more assistance.

**7. My organization undertakes both research and civil society work. How should we classify ourselves?**

In the selection process, we will be looking for proposals that foster interdisciplinary and complementary partnerships that bring perspectives and skills from both Canada research and CSO communities, and we appreciate that will can look different in the case of each Lab. We encourage applicants to reference their articles of incorporation or similar statement of purpose, in order to determine how to best classify themselves. We also encourage applicants to clarify the role of each partner in the project to show how the required Canadian perspectives are reflected.

**8. Can you give examples of allowable outputs expenses?**

These might include necessary items such as software licenses, website development costs, and other items that allow you to pilot or scale your solution.

**9. Can organizations submit more than one proposal?**

Organizations may submit only one proposal as the Lead Applicant. However, they may participate as partners in additional proposals where another organization is the Lead Applicant.

**10. Are there specific priority countries of work or investment areas?**

We welcome proposals that are working in topic areas or geographic contexts where Canada has made significant investments to date, as the solution generated might have particular applicability in those contexts, and as such, be useful to a large number of stakeholders. You can learn more about where Canada has made significant investments to date through the [CanWaCH Project Explorer](#) or through the Global Affairs Canada website. However, there is no pre-specified list of countries or topic areas where proposals must focus, and proposals looking at a variety of relevant issues are encouraged.

**11. Our organization does not have all of the policy documents included in the checklist and in the submission details. Is this a barrier to submitting an application?**

These documents reflect the policies and procedures that many organizations have in place to safeguard the communities with whom they work, and to ensure transparent and safe processes. Links to similar policies, where they exist, should be included. If the other partner organizations have relevant policies in place that will be adopted by the project, that can be noted. Where no such

policy exists by any partner, please note this in the form. You may still submit a proposal; however, CanWaCH may reach out to discuss with you how certain issues will be addressed in your project, if relevant.

**12. Is it preferred that either the CSO or research organization be the Lead applicant?**

The organization best suited to managing the reporting requirements of the Lab should be the Lead Applicant. There is no preference as to the type of organization; however, the Lead Applicant must be registered in Canada.

**For more information**

All additional questions and requests for clarification should be sent via email to [jferne@canwach.ca](mailto:jferne@canwach.ca) by 22 June 2018 at 12:00PM.