

# 2023 Grand Challenges Annual Meeting Call-to-Action

## Application Instructions

### Information required for application

Please refer to the following guidelines as you prepare your application to the [Grand Challenges 2023 Annual Meeting Call to Action \(CtA\)](#), including confirming you are an eligible applicant.

Your application includes:

- Applicant profile and information – completed via our [application portal](#)
- Proposal – uploaded as a Microsoft Word® or Adobe® PDF file
  - Maximum 2 pages
  - Figures and references are included in this page count
- Budget table and narrative (1 page, use [template provided](#)) - uploaded as a Microsoft Word® or Adobe® PDF file
- Collaboration statement (One page, required for *Collaborative Pilots*)

In the application form you will be asked to upload these separately.

All documents must be formatted as follows.

- 11-point font or larger
- At least 0.5” margins all around
- Single line spacing
- Standard character spacing (neither expanded nor condensed)
- Arial or Times New Roman font
- Entire file size of 2MB or less
- Please do not include a cover sheet with your proposal. A cover sheet will be automatically generated from your registration data.

Applications that do not adhere to these restrictions may be blocked from submission and review.

**During the application process**, you will be asked to enter the following:

1. Contact information for the Primary Applicant (PA) on the proposal.
  - a. For all proposals, the PA contact information and email address must match those used to register for the Grand Challenges Annual Meeting
  - b. For *Collaborative Pilot* proposals, contact information and email address for at least one collaborator must match those used to register for the Grand Challenges Annual Meeting. Please see the [Rules & Guidelines](#) for more information.
2. Meeting track that your proposal addresses. Please refer to the [Request for Proposals](#) and check the meeting agenda for up-to-date track information.

3. Level of award for which you are applying
  - \$200,000USD for *Collaborative Pilot*
  - \$100,000USD for *Pilot*
4. A high-level budget and budget narrative (template provided)

**Please include the following in your application:** (suggested lengths in parentheses)

1. Introductory information (1/2 page):
  - A short description of the specific problem relevant to the content of the GC Annual Meeting your proposal addresses
  - Indicate in one or two sentences **in bold** the essence of your idea for a solution (1-2 sentences)
  - Why your idea is unconventional or creative
2. Proposal information (1 page):
  - A clear hypothesis for the proposed work
  - A brief description of the work you will undertake to achieve proof of concept for your idea
  - What essential data you expect to generate
3. Path to impact: What would your next steps be if you are successful in this work? How would you bring your idea to impact? (1/2 page)
4. Budget and Budget Narrative (1 page)

Please complete a high-level budget with the below categories. Additionally, please provide a one (1) paragraph Budget Narrative to explain the major cost drivers and how costs relate to planned activities and target outcomes. The template is below and can also be downloaded separately [here](#).

	Estimated Budget
<i>Personnel (including salary, fringe benefits, tuition, or other direct compensation)</i>	\$
<i>Subcontracts, including your collaborator, if applicable. Please list separately if more than one.</i>	\$
<i>Subgrants, including your collaborator, if applicable. Please list separately if more than one.</i>	\$
<i>Capital Assets/Equipment</i>	\$
<i>Travel</i>	\$
<i>Supplies</i>	\$
<i>Other Expenses (please briefly describe in the narrative section)</i>	\$
<i>Indirect Costs</i>	\$
<i>Total</i>	\$

**For Collaborative Pilot awards:**

Please upload a one-page collaborative statement that addresses the following:

1. Why this collaborative effort is suited to driving this work forward, and how it developed. Please be explicit about whether this is a new collaboration resulting from the GC meeting
2. What unique skills or expertise each group brings to the project
3. Your plan to maintain productive collaboration throughout the duration of the award and how it might continue or evolve afterwards