

GUIDELINES FOR GRANT APPLICATIONS TO THE NESTLE FOUNDATION



NESTLE FOUNDATION

For the Study of Problems of Nutrition in the World

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Please remember before submitting a grant proposal:

The Foundation is a proactive and responsive grantmaker, this is The Foundation will not support any unsolicited grant application. Before submitting a complete grant application a brief **letter of intent** (see Guidelines for a Letter of Intent) should be sent to the director or the Foundation.

1. The Nestlé Foundation funds research in human nutrition with high public health (nutrition) relevance in low- and lower middle-income countries (according to the World Bank classification, see [www. worldbank.org](http://www.worldbank.org)).

The Foundation does not normally fund:

- projects with low public health relevance
- projects with doubtful sustainability
- projects lacking transfer of scientific, technical and educational knowledge, i.e. lacking a capacity-building component
- large budget projects i.e. – projects that exceed US\$100,000 per year or US\$ 300,000 over the total duration of a 3 year project
- nutrition surveys or surveillance studies
- research on food policy, food production and food technology except when linked to an intervention with high potential for sustainable improvement of the nutritional status
- in vitro and/or animal experiments.

2. Decisions on funding are based on
 - a) the scientific quality
 - b) the public health (nutrition) importance of the project
 - c) the sustainability of the project (short and long term)
 - d) the capacity building component of the project (short and long term)

Among the Foundation's main aims are the transfer of scientific and technological knowledge to poor countries as well as personnel and institutional development in these countries. Accordingly the largest fraction of the grant should be used in the corresponding lower income country (ideally > 75% of the requested grant).

3. Collaborative research projects involving also scientists from wealthier countries are also encouraged but only considered if they are carried out in a lower income country, if scientists from that country play an important role in *all* phases of the project from its conception to the publication of results, and if more than 75% of the project costs are spent in the lower income country.

4. As a matter of our policy we do not lend or give money to private individuals or support and contribute to operating funds. The Nestlé Foundation has a long-standing and firm policy of paying documented direct cost of the projects it supports, but it does not fund unspecified indirect/overhead costs. In developing countries, costs that can be specified and itemized (like some secretarial support, communications, use of computer facilities, etc) may be included in the budget.
5. Following these general guidelines the application form follows with comments and remarks how to write the different paragraphs. The application form with the required layout (without comments) can be downloaded separately (File: Application Form). Please use only this layout and apply it strictly. Titles in the different section may be added if there is a need.
6. Applications should be written in English. The grant applications should be submitted in digital form, attached to an e-mail message (Word Document – do not send a “PDF” since we do produce a PDF by ourselves with additional information) to the Director of the Foundation (nf@nestlefoundation.org). Please verify your submission according to the checklist for submission at the end of the application form.
7. For the application the downloadable layout should be used only. The application should be typed using a 12 point font, single spaced, with a ≥ 1.5 cm margin on both sides and should not exceed 25 pages (including title page i.e. Part 1, references, CV etc.). It should be complete in itself, without any other appendices (do not generate appendices which will make the grant application longer than a total of 25 pages!). Literature references in the different sections can be printed using smaller cases (8-10 points). The project summary on the title page (Part 1) can be typed using 8-10 points so that all the information of part one fits on the *very first page* of the application (cover page).
8. All grant applications will undergo internal and external reviewing. The final decisions about the applications will be made twice per year during two Council meetings (Spring and Fall).

9. Deadlines for the submission of applications are

January 10 and May 10

We encourage all applicants not to wait with the submission till the corresponding deadlines! Applications could be submitted during the whole year and applicants are invited to submit applications as early as possible to assure enough time for internal and external reviewing. An early submission

permits the applicant to react to potential remarks from our internal and early external reviewing process.

RESEARCH GRANT APPLICATION TO THE NESTLE FOUNDATION

Part 1 (Title Page): Administrative details and Project Summary

Project title (maximum 100 characters)			
Project summary (maximum 300 words)			
TYPE OF GRANT			
Proposed start date	(DD/MM/YYYY)	Duration in months	
Total grant requested (in the preferred currency and \$ US)			

Name(s) of person(s) responsible for grant application	
Academic degree and position	
Institution	
Exact Address	
Phone (including country code)	
FAX (including country code)	
e-mail	

Part 2: Project Description

- 2.1.** Ways in which the realization of this project will serve personnel and institutional development in the region where it is carried out.
- 2.2** Rationale of the project, including description of the context of the proposed study (short literature review with references) and a short summary of the main investigator's work in this area (maximal length 2 pages, including references, use only key references).
- 2.3** Detailed research plan: Overall aims and objectives of the project, hypotheses to be tested, experimental design and methodology to be used, number and defining characteristics of subjects involved (including a power analysis), data analysis strategies, responsibilities of scientific personnel, time schedule of execution.

Part 3: Capacity building and sustainability of the project

The main aim of the Nestlé Foundation is to support research in human nutrition with public health relevance, high capacity building and sustainability components in low- and lower middle-income countries according to the World Bank classification. Describe how your projects fits with this aims of the Foundation. Why should we support your project in view of the capacity and sustainability aspects? Part 3 of the application is as important as Part 2. Please do not use standard explanations but discuss why your project is exceptional regarding public health relevance and capacity building as well as sustainability issues and why it is your project that should be supported! Maximum length of Part 3 up to 3 pages.

3.1. Public Health Relevance (PHR)

3.2 Capacity Building component (short and long term)

3.3 Sustainability: Elaborate especially the *continuous* long term effects of the project for the institution and for the population at large (sustainability of the results at the public health level). Do not repeat arguments from 3.1 or 3.2. Please be as precisely as possible. Avoid general statements.

3.3.1 Sustainability one year after termination of the study

3.3.2 Sustainability 3 years after the termination of the study

3.3.3 Sustainability 5 years after the termination of the study

Part 4: Budget

2.4 Detailed Budget: Financial Plan and justification of resources awarded. The budget should be *detailed* covering the total budget but also the budget per year in projects which have a duration of several years. Please include exact indications on what parts are to be financed by the Nestlé Foundation and who is financing the rest. The budget should not include unspecified institutional overhead costs. *If the budget information is stated in a preferred currency different from US \$, the different total budget information have to be listed also in US \$.*

2.5 Other sources of support: Have the applicants requested / received other sources of support for this project? If not, is it planned to apply for other funding sources in the future? Please indicate also any grant supports received for other ongoing studies.

2.6 Funds at your disposal: Please give informations about the total amount of money at your disposal which will/may contribute to the planned project (without counting the amount of money requested in this grant).

2.7 Personel and Budget Overview:

2.7.1. Gross salaries (in the preferred currency and US \$ for the total): of main applicant (principal investigator) and collaborators including information about the degree of occupation (%) for the study of the present grant application. Additional blocks may be added if needed.

		Gross salary to charge of other funds	Gross salary to charge of the Nestlé Foundation
Name (if already known)		1 st year	1 st year
Degree		2 nd year	2 nd year
Function		3 rd year	3 rd year
Occupation (%)	Total:		

1.			
		Total:	

2.			
		Total:	

3.			
		Total:	

4.		
	Total:	

GROSS SALARIES:	Total:	
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2.7.2 Breakdown of positions and salaries: In all tables additional rows may be added if needed. (in the preferred currency and US \$ for the total)

Academics	Number		Amount	
Doctoral Students	Number		Amount	
Technical Staff	Number		Amount	
Others	Number		Amount	
TOTAL			US \$	

2.7.3 Breakdown of major equipment

(in the preferred currency and US \$ for the total)

Item	Amount		Location of the equipment
Item	Amount		Location of the equipment
Item	Amount		Location of the equipment
Item	Amount		Location of the equipment
TOTAL	US \$		

2.7.4 Breakdown of operating expenses

(in the preferred currency and US \$ for the total)

Item	Amount		Location of expenses
Item	Amount		Location of expenses
Item	Amount		Location of expenses
Item	Amount		Location of expenses
TOTAL	US \$		

2.7.5 Breakdown of travel expenses

(in the preferred currency and US \$ for the total)

Name	Amount		Destination
Name	Amount		Destination
Name	Amount		Destination
Name	Amount		Destination
TOTAL	US \$		

2.8 Summary of total budget required

(in the preferred currency and US \$ for the total)

Total Budget						
Year	Salary (ies)		Travel &	Minor	Major	Others
	Grant-Holder	Other personnel	Subsistence	equipment	equipment	Operating expenses
1						
2						
3						
TOTAL						

Budget Justification: Whenever needed please write a Budget Justification for the whole budget or certain items in the budget.

Partition of installments: Indicate how the installments (as a percentage of the total budget) should be made over the whole duration of the study .

Part 5: Appendix

5.1. Background of the applicant

5.1.1. CV of applicant (maximum 2 pages, the date of birth of the main applicants, including list of the ten most relevant publications)

5.1.2. Research Institution: Information about the institution where the research will be performed (available infrastructure / personnel, short and long term aims of the institution). Short information about research collaborations (local, national, international) (maximal length ½ page)

5.2 Ethical Approval: If the project involves experiments with human subjects, it has to be approved by an ethical committee, which is constituted and operates in accordance with the Helsinki agreement. In collaborative studies, ethical approval is required from all participating institutions. The ethical approval(s) should be submitted with the grant application, the latest 3 weeks after the official deadlines. Without ethical approval the grant will not be reviewed and evaluated!

5.3. Letter of support: If the project involves a collaboration between scientists from wealthier countries and an institution of a developing country a detailed letter of support from the director of the latter should be provided with the application.

5.4 Previous grants from the Nestle Foundation

If one of the principal investigators of this application has received a grant from the Nestlé Foundation before, cite publications that have resulted from the previous project and describe briefly the effect the project has had on personnel and institutional development in the region in which it was carried out.

5.5 Potential reviewers

Name, title and address of 2-3 persons who would be qualified to review this proposal*

REVIEWER 1	
Name / Title	
Address (Institution, Street, City, Zip, Country)	
e-mail*	
Phone	
REVIEWER 2	
Name / Title	

Address (Institution, Street, City, Zip, Country)	
e-mail*	
Phone	
REVIEWER 3	
Name / Title	
Address (Institution, Street, City, Zip, Country)	
e-mail*	
Phone	

* Please verify address and e-mail before submitting the application

Final Checklist for the Submission

<input type="checkbox"/>	The layout has been downloaded (Grant Application Form.doc) and the grant application has been written according to the guidelines (guidelines for grant application).
<input type="checkbox"/>	PART 1: Title maximum 100 characters, Project summary maximum 300 words, correct address, phone, e-mail
<input type="checkbox"/>	PART 2: Are all important informations mentioned?
<input type="checkbox"/>	PART 3: Did you avoid standard explanations? Is your argumentation strong and not disputable.
<input type="checkbox"/>	PART 4: All budget items listed and explained correctly?
<input type="checkbox"/>	PART 5: CV not longer than 2 pages? Ethical approval enclosed? Potential reviewers (with verified addresses and e-mails)?
<input type="checkbox"/>	Is the overall length (including potential attachments) of grant application not longer than 25 pages?

Grant applications not in agreement with these guidelines regarding length and/or required informations will not be considered and will be returned to the applicants

Send the grant application as early as possible to the Nestle Foundation (deadlines January 10 and May 10)