Request for Applications (RFA):
Voucher program for ICTR Protocol Development Program Projects

Please submit the following materials in a word document of no more than 1 page (11 point font, 1” margins) to protocoldevelopment@ictr.wisc.edu:

1. Title of the Project
2. Abstract for the project, statements of the following:
	1. Background
	2. Methods
	3. Anticipated Results
3. Team members (name and title) associated with this project who have roles related to this request.
	1. Include the activities each person will engage in related to this request
	2. Include how the activities will assist in the overall success of the protocol
4. Describe aim for the funds
	1. Indicate the area of improvement/goal for protocol success
	2. Indicate how meeting this goal will improve the protocol
5. Timeline of budget expenses and tasks related to this voucher request
	1. The budget will be reviewed with the following in mind:
		1. the project’s scope
		2. the practicality of the work proposed
		3. the existing team in place to conduct the work
		4. the need for change in the area of described
	2. Funds should (i.e., will most likely) be used to cover fees for the proposed service or support team members who have specific roles in improving that area of the protocol.
	3. Project sizes range from ($1,000-$5,000)