

දුරකථන ) 011 2669192 , 011 2675011  
தொலைபேசி ) 011 2698507 , 011 2694033  
Telephone ) 011 2675449 , 011 2675280

ෆැක්ස් ) 011 2693866  
பெக்ஸ் ) 011 2693869  
Fax ) 011 2692913

විද්‍යුත් තැපෑල ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )

වෙබ් අඩවිය ) www.health.gov.lk  
இணையத்தளம் )  
website )



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சுவசிரிபாய

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Date ) .08.2015

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சுகாதாரம் மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health & Indigenous Medicine

**Calling for Applications for Innovative Health Projects and Operational Research  
Projects for funding under the Second Health Sector Development Programme  
Component II**

Applications are called for projects on the innovative health initiatives and operational research from officers and teams of below mentioned institutions to be funded under the Second Health Sector Development Programme Component II (Innovation, Results Monitoring and Capacity-Building Fund). The identified institutions are;

- Ministry of Health
- Provincial Ministries of Health
- Ministry of Local Government and Provincial Councils,
- Ministry of Finance and Planning
- Finance Commission
- Department of Census and Statistics
- Registrar General's Department
- Post Graduate Institute of Medicine

**Requirements of the projects**

Operational research is a research which find solutions to identified problems of provisions of healthcare.

The projects should be related to Sri Lanka and should be in relation to the following thematic areas;

- Addressing malnutrition
- Improving prevention and control of NCDs
- Addressing maternal and child health and communicable diseases
- Health systems improvement includes
  - E-health systems
  - Strengthening data quality, surveillance systems, clinic and out-patient data
  - Human resource development
  - Continuing Professional Education
  - Health Care Waste Management
  - Quality of Health care
  - Health Financing options
  - Out of pocket expense reduction
  - Drug regulation, supplies, distribution and systems improvement

- Regulation and partnership with private health services
- Pilots / measures to further strengthen health services for vulnerable populations (estate health services, elderly care, urban slum populations etc).
- Results Based Financing to improve health service provision
- Multi-sectoral collaboration projects for better sanitation, water quality, road safety, HIV prevention and nutrition intervention.

The project should preferably be less than 2 years in duration and should end by July 31 2017(including the submission of the final report).

All the operational research projects and relevant projects of innovative health initiatives should have obtained the Ethics approval from a recognized Ethics Review Committee in Sri Lanka, where relevant, before applying for the funds.

Total cost of the project should not exceed 5 Million Sri Lankan rupees.

### **Expected deliverables**

1. The progress of the activity is to be presented once in every 6 months.
2. Final report of the project on completion.
3. Full paper publication in a peer reviewed journal

### **Application Process**

All the applications should be filled by the Principal Investigator according to the specimen Application form in Annex 1.

A person can function as a principal investigator of only one operational research project or a project of innovative health initiative at a given time under the SHSDP Comp II. He/she can apply as a principal investigator of another project after the successful completion of one project.

The Principal Investigator must be an officer working in the Ministry of Health and Indigenous Medicine or the provincial Ministry of Health.

The Principal Investigator should submit a concept paper of 1 to 2 page length in the first instance covering the title, introduction and justification and a brief methodology and a budget. If concept is acceptable Principal Investigator will be requested to send a detailed proposal. The applications should be submitted with 7 copies of the proposal and a soft copy (written in a Compact Disk).

Applications should be forwarded to Senior Assistant Secretary (Medical Services), Ministry of Health (address: “Suwasiripaya”, Ministry of Health, No. 385, Reverent Baddegama Wimalawansa Thero Mawatha, Colombo – 10.) through the head of the institutions via proper channels. Email address scwickrama@gmail.com or to shsdp@health.gov.lk.

The upper left hand side of the cover of the applications should mention “Proposals for Projects of SHSDP Component II”.

## **Reviewing and selection of the Applications for funding**

The applications for funds will be reviewed, by a Review Committee which consists of the following members.

- Secretary Health - Chairperson
- Senior Assistant Secretary (Medical Services) - Secretary of Committee
- Director General Health Services
- Deputy Director General (Education, Training and Research)
- One invited nominee from the Post Graduate Institute of Medicine
- One invited nominee from the Faculty of Medicine, University of Colombo
- Any other invited member/s as 'experts' appropriate to the proposals that are considered, as decided by the above members

The review committee will gather once in three months and review the proposals.

The proposals are reviewed on the first come first serve basis.

The review committee may reject the proposal for funding, suggest necessary amendments for the proposal or approve the proposal for funding.

The decision of the Review Committee is considered as final.

## **Getting money from the fund**

After getting the approval for the project by the Review Committee, the project is eligible to receive money from the fund.

The money is given as instalments of six months.

The Principal Investigator has to apply money through a voucher according to Circular 35, according to the budget approved with the proposal for the next 6 months.

Bills of the six months should be submitted and remaining money has to be declared under each main budget line of the approved budget, before applying for the instalment of the next six months. The **progress report** should describe the progress of work according to the time frame submitted in the proposal before applying for the next instalment for the next 6 months.

## **Submission of the Progress Report**

Detailed progress report must be submitted to Senior Assistant Secretary (Medical Services), on the progress of work and the progress of expenditure for every six months of commencing the project.

## **Successful completion of the Project**

A project is considered as 'successfully completed' when;

1. Submission of Final Report of the Project
2. Submission of detailed account of money used with the bills and reimbursement of the remaining money to the fund
3. Submission of evidence of Full paper publication in a peer reviewed journal

## **Termination of an incomplete project**

The Principal Investigator can terminate the project with the consultation of the Senior Assistant Secretary (Medical Services) before the proper completion of the project, in extreme situations. In such cases the approval has to be obtained from the Secretary, Ministry of Health to terminate the project.

In termination of the project the Principal Investigator has to submit a detailed report of the work done along with the detailed account of money used with the bills and should reimburse the remaining money to the fund. The detailed report should include a detailed justification to terminate the study.

This report should be reviewed by the Project Review Committee (described above) and should be approved. The Review Committee may decide the Principle Investigator to reimburse the total amount or a part of the money used for the project considering the justification given to terminate the project.

## **Contact Person for the applications**

Any further clarification/information on the applications should be obtained from;

Dr. Champika Wickramasinghe  
Acting Senior Assistant Secretary (Medical Services),  
Ministry of Health.  
“Suwasiripaya”,  
Ministry of Health,  
No. 385,  
Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo – 10.

Phone: 011-2693297  
Email : scwickrama@gmail.com  
shsdp@health.gov.lk

Or

Ms. Bhagya Karawita  
M & E officer,  
Component II – SHSDP

Phone: 0715 810056  
Email : harshikarawita@gmail.com

Thank you.

.....  
Dr. S.C. Wickramasinghe  
Project Director,  
Component II - SHSDP

## Annex 1

### **Specimen Application form for Innovative Health Projects and Operational Research Projects for funding under the Second Health Sector Development Programme Component II**

1. Title of the Project

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2. Type of project (Please mark with ✓)

Operational Research Project	
Project of innovative health initiative	

3. Relevant thematic area/s (Please mark with ✓)

Addressing malnutrition	
Improving prevention and control of Non Communicable Diseases	
Addressing maternal and child health	
Addressing communicable diseases	
Health systems improvement	

4. Briefly describe how your project address/improve the selected thematic area/s

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5. Investigators

Full Name of the investigators	National Identity Card Number	Designation	Role of the investigator
			Principal Investigator


6. Contact Details of the Principal Investigator

Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Already commenced projects

Is this project/part of this project already commenced? (Please mark with ✓).	Yes				No			
If 'Yes', when did it commence? <i>Please attach a progress report of the project from the start up to today</i>	Y	Y	Y	Y	M	M	D	D

8. Proposed Starting and Ending Dates of the project (if the funds are requested for a part of an already started project, please state the dates regarding the part which the funds are requested)

Starting Date:	Y	Y	Y	Y	M	M	D	D
Ending Date:	Y	Y	Y	Y	M	M	D	D

9. Ethics approval for the project

Is ethics approval for this project obtained? (Please mark with ✓).	Yes				No			
If 'Yes', state the name of the Ethics Review Committee from which you have obtained the clearance <i>(Please attach a certified copy of the Ethics approval)</i>								

If 'Yes', state the date the ethics approval is granted	
If 'No', state the reasons for not granting ethics approval.	

10. Other sources of funding

Is any part/component of this project is funded by another source?	Yes		No						
If 'Yes', state the name of the funding source <i>(Please attach a certified copy of approval for the funding from that source)</i>									
If 'Yes', state the amount of funding.									
If 'Yes', state the period of funding	From	Y	Y	Y	Y	M	M	D	D
	To	Y	Y	Y	Y	M	M	D	D

11. Cost of the project

Cost of the Total Project	
Cost of the part where funds are requested	

12. Project concept paper

The concept paper may consist of 1 to 2 pages covering the title, introduction, justification and objectives and a brief methodology and a budget.

13. Declaration of the Principal Investigator

I hereby agree that the terms and conditions laid down by the Ministry of Health in selecting the project proposals for funding under the Second Health Sector Development Programme Component II and the declare that details furnished above by me are true and correct.

Date: .....

.....  
Signature of the Principal Investigator

14. Observations and Recommendations of the Head of the Institution

I hereby recommend and forward the above Application for the Project Proposal for funding under the Second Health Sector Development Programme Component II

Date: .....

.....  
Signature of the Head of the Institution/  
Decentralized Unit/Special Campaign

**Annex 2 Detailed Budget**

	Cost items	Rate	Amount	6 monthly Cost Breakdown			
				1 <sup>st</sup> 6 months	2 <sup>nd</sup> 6 months	3 <sup>rd</sup> 6 months	4 <sup>th</sup> 6 months
1.	<b>Personnel</b>	Data collector/research assistant					
		Technical assistance					
2.	<b>Equipments</b>						
3.	<b>Consumables</b>						
4.	<b>Laboratory services</b>						



5.	<b>Statistical Analysis</b>							
6.	<b>Software/Books</b>							
7.	<b>Travel and accommodation</b>							
8.	<b>Publication fees</b>							
9.	<b>Miscellaneous</b>							
10.	<b>Other (specify)</b>							
	<b>TOTAL</b>							

### Annex 3

#### Detailed Project Proposal

*Detailed Proposal of the project must include the following topics according to the relevance*

- *Title*
- *Introduction with justification and relevance of the project to Sri Lanka*
- *General and Specific Objectives*
- *Methodology and/or Details of the Intervention/s*
- *Study instruments*
- *Data collection methods*
- *Data analysis*
- *Administrative requirements*
- *Ethical considerations and clearance*
- *Impact on the environment and clearance*
- *Plan for dissemination of the findings*
- *References*

Time frame of the project

*Please attach a time frame (Gantt Chart) of the project with detailed activities.*

Detailed budget of the project

*Please attach the detailed budget of the project using the format given in Annex 2*