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சுகாதார, போசணை மற்றும் சுதே சவைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

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திகதி ) .08.2018  
Date )

**Calling Applications for Competitive Small Grants Program of Primary Health Care System Strengthening Project (PSSP) for funding under the Component II - Innovative Health Projects and Operational Research Projects**

Applications are called for above Competitive Small Grants Program from following institutions related to strengthening primary health system in Sri Lanka to be funded under the Primary Health Care System Strengthening Project (PSSP) Component II.

- Ministry of Health Nutrition and Indigenous Medicine
- Provincial Ministries of Health
- Ministry of Local Government and Provincial Councils
- Ministry of Finance and Mass Media
- Ministry of Planning
- Finance Commission
- Department of Census and Statistics
- Registrar General's Department
- Post Graduate Institute of Medicine
- Non-Governmental organizations registered in the territory of Sri Lanka
- Professional Organizations or Associations
- Universities
- Research Institutions
- Recognized Civil Society Organizations

**Requirements for the projects**

The objective of the Competitive Small Grants Program for Primary Health Care Service Delivery Innovations (or "PHC Innovation Grants Program" in short) is to promote innovative approaches to increasing the effectiveness and responsiveness of the Sri Lanka primary health care (PHC) system giving special focus on following thematic areas;

- Improving prevention and control of NCDs
- Patient-Friendly Service Delivery Improvements
- Technological Innovations in Service Delivery
- Reaching and Empowering High-Risk Groups

- Public-Private Partnerships that would demonstrate efficiency, quality or other service delivery improvement
- Health information communications
- Public relations, Communication and social mobilization for primary health care system Strengthening

In order to consider in this grant scheme proposals should fulfill following criteria. (i) promote innovative approaches that may not be easily testable through the routine health system; and (ii) ensure that idea is actionable for use in and potential scale up in a public health care system setting.

A grantee may apply for a subsequent grant (depending on the availability of resources and time under the Program), but not until any earlier grant is at least 80% complete and demonstrates good progress.

The projects maximum time-frame of any proposed Grant (from signing of the Grant Agreement to receipt of final report) should not exceed 18 months. Projects of shorter time-frame are encouraged. The maximum amount per grant is LKR 10 million. Applications of lesser amounts is encouraged.

### **Procurement arrangement of innovative projects**

The responsibility of following appropriate procurement process is with the institution and not with any individual team member of Grant. For instance, if the team leader for a Grant is an employee of the health facility, the health facility will carry out procurement process within its procurement limits.

### **Financial management and disbursement arrangements**

Payments will be released in 3 or maximum 4 stages:

- A 15% advance will be released once the legal agreement is signed as a startup cost.
- Deliverables and milestones defined in the project proposal will be considered in deciding at which time the Grant recipient has the readiness to implement the main project activities and, therefore, receipt of 75% of the funds. If appropriate, this may be broken down in two payments to accommodate a project need such as a substantial procurement.
- Final 10% of the payment will be released upon receipt of the final project report.

The Grant Recipient will maintain complete records of all accounting and financial managements and make them available for review as necessary, to Ministry of Health, World Bank, internal auditors, and external auditors as required.

Eligible expenditures under the grants includes staff costs of the grantee, inland travel, training/workshops, consultant services, goods, minor repair to a project site, publication and other media costs. The budget for and payments to standard inputs such as research assistants and travelling will be made in accordance with the government guidelines for expenditures under foreign-financed projects.

## **Monitoring & Expected deliverables**

All implemented projects will be monitored by the Project Management Unit (including as may be delegated to the Provincial-level staff)

1. The progress of the activity is to be presented once in every 6 months with the consultation of World Bank. Field visits, review meetings and missions will be regularly arranged to collect data for monitoring. Implementation progress, achievement of milestones, and release of funds against the agreed milestones will be tracked using a standard project evaluation format.
2. Final report of the project on completion.

## **Cancellation/Withdrawal Procedure**

Should a Grant Recipient be unable to complete its project, they may request to formally withdraw and cancel their Grant. In this exception case the expenditures up to the date of withdrawal should be detailed with supporting evidence. Any funds released to the Grantee more than this amount or not adequately documented, will be owed to the PSSP of the Ministry of Health and should be returned within 30 days of the notification of this amount by the Ministry of Health to the Grantee.

## **Ownership of Assets and Intellectual Property Rights**

The ownership of the goods/works purchased under the grant, to implement the project, should be handed over to the public-sector sponsor's inventory where the innovation activity was implemented.

Any other product (data, application, idea) developed under this grant mechanism will be co-owned by the Ministry of Health and the Grant Recipient such that the Ministry of Health has the authority to further expand and scale up the idea if appropriate.

## **Application Process**

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

The Principal Investigator must be an officer confirmed in service and working in an above mentioned organized institutions in the public sector.

The Principal Investigator should submit softcopy (written in a Compact Disk) and three hard copies of the detailed proposal along with the application.

Proposals should be submitted together with: (i) letter of endorsement by the head public-sector institution/area where the innovation will be implemented; and (ii) any ethical clearance that may be necessary given the nature of the proposal. It is the responsibility of the applicant to obtain ethical clearance from a recognized ethics committee (recognized by the National Research Council).

Applications should be forwarded to the **Project Director, Primary Health Care System Strengthening Project (PSSP), 03<sup>rd</sup> Floor of the J R Jayawardene Centre, No.191, Dharmapala Mawatha, Colombo 7 before 30<sup>th</sup> November 2018** through the head of the institutions via proper channels.

Email address: [drjayasundarabandara@gmail.com](mailto:drjayasundarabandara@gmail.com) or [pssp@health.gov.lk](mailto:pssp@health.gov.lk), [pssp@health.gov.lk](mailto:pssp@health.gov.lk), [harshikarawita@gmail.com](mailto:harshikarawita@gmail.com),

The upper left hand side of the cover of the applications should mention “Proposals for **Competitive Small Grants Program of PSSP**”.

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

The applications for funds will be reviewed, by the Project Review Committee of the **Primary Health Care System Strengthening Project (PSSP)**

The PSSP Review Committee may invite any other expert appropriate according to the scope of the project

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

The PSSP Review Committee may invite Principal Investigator/ Investigators to present the proposal to the PSSP Review Committee.

The PSSP Review Committee may reject the proposal for funding, suggest necessary amendments for the proposal or approve the proposal for funding.

The decision of the PSSP Review Committee is considered as final. Director General of Health Services endorse the decision.

## **Getting money from the fund**

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

An agreement may be signed by and between the Ministry of Health, Principal Investigator, Principal Investigator's Institute and the Project Director of the **Primary Health Care System Strengthening Project (PSSP)** for the implementation of the project.

The money is given as instalments.

The Principal Investigator has to apply money through a voucher according to form general 35, according to the budget approved with the proposal.

The progress report should describe the progress of work according to the time frame submitted in the proposal before applying for the next instalment.

All the procurement pertaining to the approved proposal will be carried out by the procurement committee of the implements institutions. How ever if requested or on the national concerns the project procurement committee under take procurement.

## **Submission of the Progress Report**

Detailed progress report must be submitted to the Project Director, Primary Health Care System Strengthening Project (PSSP), on the progress of work and the progress of expenditure for every six months (15<sup>th</sup> June and 31<sup>st</sup> December) 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 (documents, projects, necessary for achievements and objectives.)
2. Submission of detailed account of money used with the bills and reimbursement of the remaining money to the fund

## **Termination of an incomplete project**

The Principal Investigator can terminate the project with the consultation of the Project Director, **Primary Health Care System Strengthening Project (PSSP)** 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 PSSP Review Committee and should be approved. The PSSP 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. Jayasundara Bandara  
Project Director  
Primary Health Care System Strengthening Project (PSSP)  
03<sup>rd</sup> Floor of the J R Jayawardene Centre  
No.191, Dharmapala Mawatha  
Colombo 7

**Your final proposal should be sent to reach the above postal address through registered post or email on or before 30<sup>th</sup> November 2018.**

Phone: 011-2680490

Email : [drjayasundarabandara@gmail.com](mailto:drjayasundarabandara@gmail.com) or to [psspmoh.lk@gmail.com](mailto:psspmoh.lk@gmail.com), [pssp@health.gov.lk](mailto:pssp@health.gov.lk)  
or

Ms. Bhagya Karawita  
M & E officer,  
PSSP

Phone: 0715 810056

Email : [harshikarawita@gmail.com](mailto:harshikarawita@gmail.com) .

Thank you.

.....  
Dr. Jayasunda Bandara  
Project Director, PSSP

## Annex 1

**Specimen Application form for Competitive Small Grants Program for Primary Health Care  
Service Delivery Innovation for funding under the Primary Health Care System  
Strengthening Project (PSSP)**

## 1. Applicant contact Information

Contact Person/ Team Leder	
Name of the Organization	
Address	
Email Address	
Contact Number	

## 2. Title of the Project

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## 3. Type of project (Please mark with ✓)

Operational Research Project	
Project of innovative health initiative	

## 4. Relevant Innovation areas (Please mark with ✓)

Patient-Friendly Service Delivery Improvements	
Technological Innovations in Service Delivery	
Public relations, Communication and social mobilization	
Health information communications	
Public-Private Partnerships that would demonstrate efficiency, quality or other service delivery improvement	

5. Justification & detailed description, why this is considering as an activity.

6. Objectives of the project proposal

7. Team and qualifications ((including any partners involved outside the Grantee institution) and why the team/institution is well-suited to try the innovation.

8. Description of the scope of the Project for scalability and sustainability with Dissemination plan



## 9. Monitoring plan and result evaluation

Out put	
Out come	
Indicators	

## 10. Place of implementation

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## 11. Investigators

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

## 12. Contact Details of the Principal Investigator

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

## 13. 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>							

14. 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:									
Ending Date:									
Time-frame with milestones and key deliverables defined									
Place of implementation									

15. 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.				

16. 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								
	To								

17. Cost of the project (including any activities other source of funds)

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

18. 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 Primary Health Care System Strengthening Project (PSSP). I and the declare that details furnished above by me are true and correct.

Date: .....

.....  
Signature of the Principal Investigator

19. 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 Primary Health Care System Strengthening Project.

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>						
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>Miscellaneous</b>							
9.	<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*

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**Refer the General Circular Number 1822/1 for approved rates for resource fee/ lecture fee and accommodation fee**

**Refer the establishment code for approved rates for transport.**

**Out of the total budget of the Grant not more than 50% can be allocated for procurement of goods or cosmetic small works.**