



Appendix 1.0: Guide for the Expression of Interest and the Concept Note

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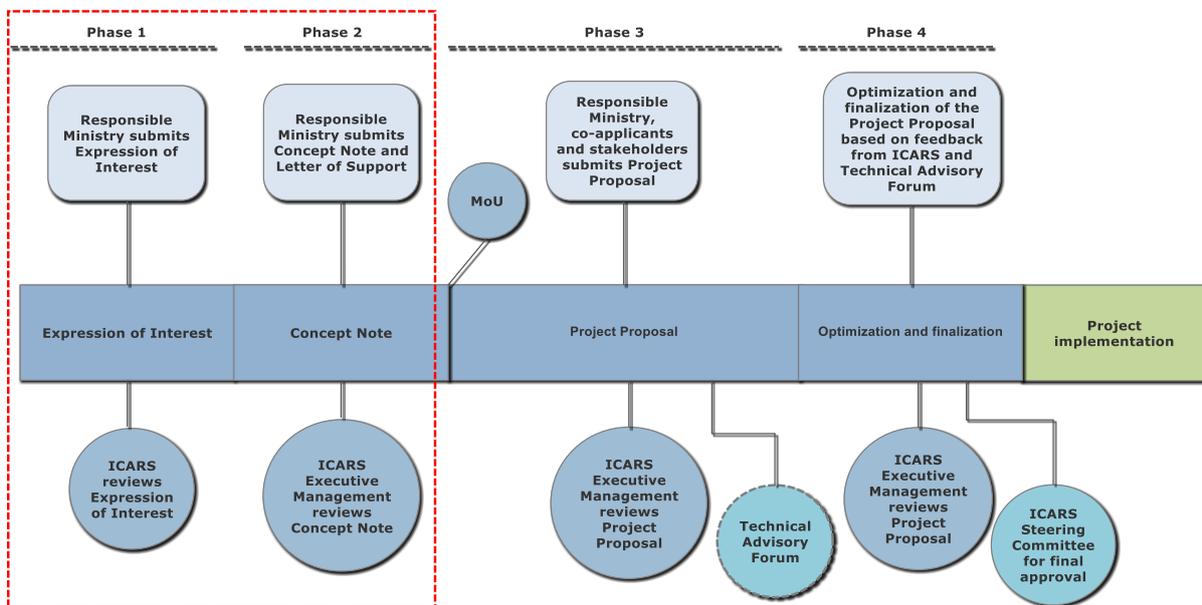
1. Introduction

The purpose of this document is to provide guidance on the development of the Expression of Interest (phase 1) and the Concept Note (phase 2) as illustrated in Figure 1.

Countries interested in partnering with and getting support from ICARS to develop a research project should submit an Expression of Interest (EoI) to ICARS through their relevant ministries. If conditions are met, the Responsible Ministry (or ministries) will be invited to submit a Concept Note. For information about the application process as a whole, please see the *Guideline for ICARS’ Demonstration Projects*.

The Responsible Ministry should ensure that the EoI and the Concept Note comply with what is stated in this guide, in the templates provided, and in the *Guideline for ICARS’ Demonstration Projects*. If in doubt, please contact ICARS at contact@icars-global.org.

FIGURE 1. PHASES DESCRIBED IN THIS GUIDE





2. Expression of Interest (Phase 1)

The EoI consists of a cover letter (no template provided) from the Responsible Ministry and a brief description of the proposed implementation research project. The description must elaborate on the background and justification of the research project, including the current knowledge gap in the respective country and its needs, alongside a description of the proposed subject area/field and intervention to be tested. The Responsible Ministry should coordinate the development of the EoI.

Developing the EoI

When developing the description of the proposed implementation research project, the Responsible Ministry must use the template provided in Appendix 1. The description must not exceed 2 A4 pages using Verdana font size 9 and 1.5 line spacing.

TABLE 1. EXPRESSION OF INTEREST CONTENT

Heading	Content
<i>Date of submission</i>	<ul style="list-style-type: none"> Date of submission of the EoI
<i>Country</i>	<ul style="list-style-type: none"> Name of the country
<i>Responsible Ministry</i>	<ul style="list-style-type: none"> Name of the Responsible Ministry (or ministries) submitting the EoI Name of the department within the ministry responsible for the EoI
<i>Point of contact</i>	<ul style="list-style-type: none"> Name and contact details of the point of contact at the Responsible Ministry (or ministries)
<i>Background, justification and current knowledge gap</i>	<ul style="list-style-type: none"> Describe the background and justification for the research project. Describe the current knowledge gap and need as identified nationally, e.g. from the AMR National Action Plan and related national strategies, which the research project would address to prevent, contain or mitigate AMR.
<i>Proposed focus area and intervention</i>	<ul style="list-style-type: none"> Describe the proposed subject area of focus for the research project. Describe the proposed intervention to be tested.
<i>Documentation</i>	<ul style="list-style-type: none"> List the documentation that supports the need for the research project (AMR National Action Plan and/or any other documentation).

Assessment Criteria

The EoI will be assessed by ICARS based on the following criteria (Table 2.):

TABLE 2. ASSESSMENT CRITERIA

Assessment Criteria
<ul style="list-style-type: none"> Is the background and justification, including the current knowledge gap as identified nationally, well-articulated and does it provide a strong rationale/motivation for the research project?
<ul style="list-style-type: none"> Is the need for the research project reflected in the country's National Action Plan and/or other country strategies?
<ul style="list-style-type: none"> Is the research project aligned with ICARS' core principles?
<ul style="list-style-type: none"> Does the research project use intervention and implementation research as its framework?



3. Concept Note (Phase 2)

The Concept Note is a description of the research project idea, including the background and justification of the research project, the research question, aim, objectives, expected outcomes and impact, the proposed theory of change, and key interventions and outputs, alongside a description of how the research project aligns with country strategies on AMR. It should also provide a summary of additional national activities of relevance to the research project.

The Responsible Ministry should coordinate the development of the Concept Note in an inclusive process with involvement of the relevant public, private and non-governmental institutions/stakeholders within the country, as well as the ICARS Advisor and preferably the Project Coordinator.

The Concept Note must also list the anticipated co-applicant research institutions/universities and partner stakeholders (see the *Guideline for ICARS' Demonstration Projects* for a definition of co-applicants and partner stakeholders).

Developing the Concept Note

When developing the Concept Note, the Responsible Ministry must use the template provided in appendix 2. The Concept Note must not exceed five A4 pages excluding basic information, using Verdana font size 9 and 1.5 line spacing.

The Concept Note must be submitted to ICARS along with a **Letter of Commitment** from the Responsible Ministry. The Letter of Commitment must state:

1. The Responsible Ministry's engagement in and prioritization of the research project
2. The Responsible Ministry's commitment to implementing solutions that prove successful long-term and/or on a larger scale

TABLE 3. BASIC INFORMATION CONTENT

Heading	Content
<i>Date of submission</i>	<ul style="list-style-type: none"> • Date of submission of the Concept Note
<i>Country</i>	<ul style="list-style-type: none"> • Name of the country
<i>Project title</i>	<ul style="list-style-type: none"> • The proposed project title
<i>Expected duration</i>	<ul style="list-style-type: none"> • The expected duration of the research project
<i>Indicative total budget</i>	<ul style="list-style-type: none"> • The indicative total budget of the research project
<i>Responsible Ministry</i>	<ul style="list-style-type: none"> • Name of the Responsible Ministry (or ministries) submitting the Concept Note • Name of the department within the ministry responsible for the Concept Note • Name and contact details of the head of the department within the ministry
<i>Anticipated Lead Research Institution, co-applicants and partner stakeholders</i>	<ul style="list-style-type: none"> • Name of anticipated co-applicant research institutions or universities and partner stakeholders that are expected to take part in the development, implementation and uptake of the research project

**TABLE 4. CONCEPT NOTE CONTENT**

Heading	Content
<i>Background, justification and current knowledge gap</i>	<ul style="list-style-type: none"> Describe the background and justification for the research project. Describe the current knowledge gap and need as identified nationally, e.g. from the AMR National Action Plan and related national strategies, which the research project will respond to.
<i>Implementation research question(s)</i>	<ul style="list-style-type: none"> State the implementation research question(s) that the research project will answer/verify.
<i>Aim, objectives and expected outcomes and impact</i>	<ul style="list-style-type: none"> Describe the overall aim and objectives of the research project. Describe the main expected outcomes of the research project. Describe the expected policy/legislative, societal and economic impacts of the research project.
<i>Key interventions and project outputs</i>	<ul style="list-style-type: none"> Briefly describe the key interventions and the associated project outputs. Indicate plans for uptake and scale-up.
<i>Theory of change</i>	<ul style="list-style-type: none"> Describe how and why the research project is expected to bring about change in the country. Emphasise the methods/mechanisms to facilitate uptake of the research generated and how the evidence-based solutions will be translated into policy, programmes and practice by the relevant stakeholders.
<i>Study design and methodology</i>	<ul style="list-style-type: none"> Provide a brief overview of the proposed study design and methodology. Include the Implementation Research statement consolidating the study design, intervention/solution, implementation strategies and research outcomes.
<i>Beneficiaries</i>	<ul style="list-style-type: none"> Describe the primary and secondary beneficiaries from the research project.
<i>Alignment with National Action Plan or other country strategies on AMR</i>	<ul style="list-style-type: none"> Describe how the research project is aligned with the National Action Plan and other country strategies on AMR.
<i>Additional national activities of relevance</i>	<ul style="list-style-type: none"> Provide a brief summary of existing and completed national activities of relevance to the proposed research project, in the public, private and governmental sectors including information on funders if applicable.

Assessment Criteria

The Concept Note will be assessed by ICARS based on the following criteria (Table 5):

TABLE 5. ASSESSMENT CRITERIA

Assessment Criteria
Relevance
<ul style="list-style-type: none"> Is the research project using intervention and Implementation Research as its framework? Does the research project align with ICARS' five core principles? Does the research project respond to a well-articulated knowledge gap, as identified in national policies and other documents? Is the Concept Note developed based on a consultative process involving relevant stakeholders? Are the relevant scientific disciplines included in the research project? (E.g. human health, animal health, environmental, behavioural and economic sciences)?
Description of the intervention and feasibility
<ul style="list-style-type: none"> Is the research question clearly articulated? Are the proposed outcomes(s) achievable through this research project? Are the key interventions well-articulated and will they generate evidence addressing the highlighted knowledge gap? Has the theory of change been well-articulated?
Alignment with relevant national activities
<ul style="list-style-type: none"> Have the existing national activities relevant to the proposed research project been described clearly? Is the research project building on existing funding and/or activities in the country?

For any questions about the process/assessment, please contact ICARS at contact@icars-global.org.