08.06.2017

Coalition for Epidemic Preparedness Innovations

Responses to CfP1 - Step 2 questions sent to cfp@cepi.net by 6 June 2017

Contents

Overview

Below you will find answers to questions that the CEPI Secretariat received by 6 June 2017. One set of responses to all questions will be emailed to those who submitted questions at each date. All responses to the three rounds of questions will be published [here](#).

Please note that these responses are in addition to the previously published application [guidelines and frequently asked Questions](#) on the CEPI Website.

Budgetary/financial questions

1. The CEPI budget template's 'Budget Details" tab, has one option to enter total cost per milestone. Is it a requirement to split this up into personnel cost, travel, equipment and other direct costs for sub-awardees?

For sub-awardees, we request a separate budget and budget narrative as part of your Step 2 application if either of the following conditions are met:

    a. >=$1m is with a sub-awardee overall

Or

    b. >=50% of the budget for any single phase is with a sub-awardee

Sub-awardees details are to be completed using the same detailed budget template and budget narratives provided, with a template and narrative completed for each sub-awardee. All documentation is to be submitted as part of Step 2 application.

2. Will each consortial member fill-in their own Budget Excel File, with their own General Information page, indirect cost rate, inflation rate, currency etc…?

We are asking for one overall budget per application/project/program. Partners can complete the same detailed budget template and budget narratives provided, with a template and narrative completed if they meet the sub-awardee criteria in Question 1.

3. Will each consortial member accrue the budget items of their sub-awardees, e.g. CRO's? And will each consortial member become an awardee of funds under this?

If a sub-awardee meets the criteria in Question 1, they should prepare their own detailed budget template and budget narratives and these costs do not need to be accrued in the consortial member budget. If the sub-awardee costs do not meet this criteria, their costs should be accrued in the consortial member budget. For the funding agreements, a decision on this will be taken on a case by case basis and if (i) any sub-awardees are considered to be key to the successful outcome of the project, or (ii) if there are practical benefits for sub-awardees being party to an agreement with CEPI, sub-awardees may be asked to also be party to the funding agreement (as a co-applicant).

4. Will overall (project/program) budgets, timelines and milestones be harmonized between consortial members?

Yes, there will be agreed milestones between one organisation and CEPI

5. How does CEPI expect us to develop and report the overall project/program budget?

Budgets should be developed with reference to the eligible cost guidance and the budget template guidance CEPI has issued. Reporting will be agreed during the contract negotiation process but as a minimum, would be expected on a quarterly basis.

Application questions

6. Could you please provide an example of a completed milestone template for the stage 2 applications? - It is not clear to us what should be included for 'define stage gate' or how much detail is expected for go/no-go criteria.

As part of step 2 proposals, applicants are encouraged to complete the Milestone template to allow a high-level overview of self-identified developmental milestones by phase of development. Applicants are asked to limit the level of detail for Go/No-Go criteria to a brief overview. Any agreement of stage-gate criteria will be agreed through contract negotiation and is subject to discussions with the CEPI secretariat.

CEPI is currently in the process of finalizing key stage gates for each stage of vaccine developments and encourages applicants to suggest self-identified crucial decision/events to advance /reject a candidate specific to their candidate/s.

7. Can you please clarify the terms of confidentiality that apply to the CfP response, specifically around disclosure of applicant's previous reviews, appraisals or assessments of the project by other entities outside of CEPI?

All parties are bound by CEPI's Confidentiality and Transparency policy, and they are required to follow CEPI's conflict declaration process, assessed by the CEPI Secretariat prior to every Call for Proposals (see CEPI's CoI policy). External reviewers are also required to sign Service Agreement that includes a non-disclosure agreement (NDA/CDA).

Disclosure of applicant's previous reviews
Applicants reviews are shared internally for the purpose of review of applications for the Lassa, MERS and Nipah CfP1, and non-conflicted Scientific Advisory Committee members who will review applications for funding.

The review of applications is considered subject to Exceptions 4a and 4f-h of the *Transparency and Confidentiality Policy,* and as such neither a summary nor the outcome of the reviews will be disclosed publicly. While CEPI will publish summaries of each Scientific Advisory Committee ("SAC") meeting following their approval by the SAC, including the full text of decisions approved by the Committee and accompanying SAC reports, the materials published (i.e., summary, full text, and any reports) will include neither the details nor the outcome of applicants' reviews.

Appraisals or assessments of the project by other entities outside of CEPI
Completed budget templates will be evaluated by external reviewers who have completed a COI declaration.

8. Can you please share a copy of the grant terms?

The CEPI Funding Agreements: Key terms can be found by following this [web-link](#).