

MSD* Fellowship for Global Health Guidelines for Project Proposals



About the Program

The MSD Fellowship for Global Health is a three-month, field-based corporate pro bono program that transforms highly-qualified MSD employees into Fellows who help nonprofit non-governmental organizations (NGOs) fulfill their missions.

- Up to 30 Fellows are selected each year to work with NGO partners.
- Project assignments are team-based, with three Fellows working on each project.
- Participants immerse themselves in local conditions as they work on specific projects tailored to the needs and priorities of their NGO partners.
- Project assignments address a range of NGO needs such as: research, training, developing sustainable business plans, marketing, clinical diagnostic and clinical trial capacity building, inventory tracking and the use of mobile technology in remote areas
- In addition to receiving technical assistance from the Fellows, selected NGOs also receive funds to cover expenses associated with hosting Fellows.

*Merck & Co., Inc., Kenilworth, N.J., U.S.A. is known as MSD outside the United States and Canada. Please visit the [MSD Responsibility](#) website for additional information.

Program Criteria

To be considered for the MSD Fellowship for Global Health, NGOs must have proven expertise and success in implementing programs that improve access to health. An eligible NGO's mission must align with one of the following priorities:

- **Health Access:** Improving healthcare quality and increasing access to care for underserved populations in the areas of Alzheimer's disease, cancer, diabetes, , HIV / AIDS, maternal health, infectious disease and animal health
- **Health System:** Strengthening the capacity of local and or national health systems in areas such as supply chain, organizational design and development, marketing and business planning
- **Research and Development:** Projects that support the advancement of research and development capabilities, particularly in the area of neglected and tropical diseases will be considered. However, projects CANNOT focus on the research and/or development of specific compounds or biological agents for the treatment or prevention of disease.

Fellowship Applications

NGO applications are accepted only through the company's [Grant Application Website](#), with the following application code: **FELLOWRFP19**. Each application **MUST** include the following documents in English:

- Project Proposal (as explained below);
- 501(c)(3) documentation or proof of not-for-profit status if outside of the U.S.;
- List of Board of Directors/Board of Trustees, to include business affiliations for all Board members (**NOTE:** Include a notation for Board members who are retired or self-employed);
- Most recent audited financial statement (in English);
- Annual operating budget (in English); and
- Program line-item budget (as explained below).
- Optional: Name of MSD Contact who will endorse your application

NGOs are encouraged to submit at least two project proposals for consideration. Each project proposal may include up to three complementary work streams and must be completed in full, as described below.

Project Proposal

The proposal should clearly and succinctly provide the following information (see attached proposal template for additional guidance):

General Information

- Legal name of the NGO as it should appear on grant payment
- Project title
- Organization website
- Name, title, telephone and e-mail address of dedicated project leader who will be assigned to Fellows
- Name, title, address, telephone and e-mail address of person who will be responsible for grant stewardship and holds authority to sign on behalf of the organization
- Number of employees (full time and part time)
- Products and services provided
- Organizational mission and vision
- Organizational history/background
- Geographic scope (i.e., where will the project team be based and other locations to where they may travel.)
- Key areas of focus related to improving access to health
- Target beneficiaries
- Location of beneficiaries
- Primary partners/collaborators

Project Scope of Work

- Background and significance of the problem/issue to be addressed
- Description of applicant's relevant past project and organizational experience
- Technical skills required to complete the project
- Purpose of the project, including project deliverables and measurement of success
- Project background including previous achievements or milestones reached
- Project Plan that describes the key activities for the Fellows to complete
- Preliminary project implementation time table
- Anticipated short- and long-term impact of the Fellowship project
- Field work (if applicable): anticipated activities in the field. *Please note that proposals that include field work vs. proposals that are based strictly in the office will be given greater consideration.
- Stakeholders with whom Fellows may interact – e.g., members of the community, government stakeholders, etc.

Program Line Item Budget and Justification

- Detailed program budget and justification that describes the cost components and associated activities
 - Budget should include: estimates for costs of labor (staff salaries and fringe benefits of team members that will be assigned to work with Fellows), in-country housing and ground transportation, travel for field visits (including airfare, ground transportation and lodging, as appropriate), materials and other direct costs (mobile phone and computer access for Fellows); indirect costs and rate (not to exceed 15%)

- If the country of work is not primarily English-speaking, please include costs for translation services. We cannot guarantee that we will be able to provide Fellows fluent in the primary language spoken in the assignment country.
- Airfare to and from the location where the Fellows will be based will be covered directly by MSD.
- Maximum budget should NOT exceed \$45,000 per project, with a maximum total request of \$135,000.
- Other external sources of funding for the project, if any, including financial and/or other forms of support (e.g., “in-kind” support), if any, that the recipient organization will commit to the project for which Fellows are being requested
- Brief list of major sources of financial support for the NGO and explanation whether there is any link to a Government Official; the term “Government Official” is very broadly interpreted to include:
 - Employees of governments and other civil servants performing government functions (for example, product approvals, pricing, reimbursement and purchasing)
 - Those engaged by governments (including private individuals appointed by such entities) to provide advice involving a government function (e.g., private Health Care Professionals, experts, consultants, members of advisory panels, etc.)
 - Employees of government-funded institutions (e.g., public hospitals and universities, or government controlled businesses)
 - Officers of political parties, candidates for public office
 - Members of international public organizations (e.g., UN, World Bank, WHO) or any department agency
 - Those directly associated with the Government Official, including their staff, business partner, close associates and family
- Written approval must be obtained from MSD for any change to the budget greater than 10% of the total.

Evaluation Plan and Dissemination of Results

- Specific, measurable outcomes to be achieved (impact)
- Description of the plan and methodology to monitor and evaluate the impact or outcomes of the project
- Description of how information about the project and its results will be publicized or disseminated (e.g., publications, presentations, website)

Sustainability Plan

- Description of how the project will be continued after the Fellowship assignment, including an explanation of the additional resources needed to continue the project over time (e.g., financial, staffing partners), how these resources will be secured, and timetable for securing resources

Proposal Submission, Timeline and Review Process

Proposals must be submitted online at the company’s [Grant Application Website](#), with the following application code: **FELLOWRFP19**. All proposals will be reviewed and evaluated based on alignment with these guidelines, completeness and merit. **Please note that we are not able to provide technical critiques of project proposals.**

Upon completion of review, all applicants will be notified of the status of their proposal via email. The review and decision-making process may take up to **5 weeks after the application deadline** (please refer to the website for specific date in a given year). Any NGO selected for the Fellowship program will be required to execute a Letter of Agreement (LOA) with MSD. This will also be sent electronically from the company’s [Grant Application Website](#).

Restrictions

Merck Global Security routinely reviews proposed Fellowship locations to evaluate suitability for extended stays by members of our international Merck and MSD employee base. During this review process in recent years, Global Security has **excluded from consideration the following countries** due to concerns over security conditions: Haiti, Honduras, El Salvador, Nicaragua, Venezuela, Nigeria, Cote d'Ivoire, Democratic Republic of the Congo, Malawi, Bangladesh, and Pakistan, and any countries experiencing active insurgencies or armed conflict. Global Security maintains this position for the coming year. This listing is not exhaustive, and all country proposals are still subject to review by Merck's Global Security Group.

Application Submission Timeline

November 12 – January 4	NGOs submit project proposals
January	NGOs are notified of project selection and posting
February - March	Employee application period
May	Fellows are selected; MSD notifies NGOs of match
May	Fellowship letter of agreement (LOA) executed with each NGO partner. NGOs coordinate with MSD regarding field assignment logistics
May - July	All parties prepare for field assignments
Late July	Launch of Fellowship assignments: Week-long Onboarding Session (location to be determined)
August-October	Fellows participate in field assignments
November	Program evaluation – Complete impact surveys and provide feedback on Fellows performance

Reporting Requirements

Upon executing the Fellowship LOA and accepting a grant award, the recipient organization will be required to agree to use funds in the manner and for the purpose(s) for which the grant is intended. The recipient/grantee will be asked to agree to provide a **final report** within 12 months of receipt of the grant award.

Final reports should be no more than 5 pages in length and should include:

- Description of project deliverables achieved, outcomes and lessons learned. Description should also include whether the project impacted the organization's quality of services, efficiency, and reach. Both positive and negative outcomes should be reported.
- Description of how the Fellowship engagement was leveraged to sustain additional resources (i.e., additional cash contributions).
- Communications plans, if any, for the dissemination of project results more widely through presentations, workshops, publications, social media, etc.
- An account of how the grant funds were spent (line item budget report).

- Photos, videos or other media (if applicable) that captures the vitality and experience of the project.

In addition to this final report, the Fellowship team will send NGOs a reporting template to provide feedback on each Fellow to help in evaluating their overall impact during their Fellowship experience.

Site Visits

Site visits will be conducted at the discretion of MSD with advance notice.

Transparency

MSD has made a commitment to disclose, publicly, its grants or contributions to third party organizations. In accordance with this commitment, MSD will report information about Fellowship partners and projects, such as the name and location of the NGO, a brief description of the project and the amount of the grant award. MSD updates this information periodically and posts this information on www.msdrresponsibility.com.