

TWG Request for Proposals Q&A

Q: We are not sure if one of the applicants, proposed to be nominated as a co-chair of the TWG, is an active HSG member.

A: Existing TWGs that have access to the HSG member directory, can check whether nominated individuals are HSG members at <https://healthsystemsglobal.wildapricot.org/sys/website/?pageId=18102>. New applicants can reach out to the secretariat at hsg@csih.org for this matter.

Q: Can TWGs have three Chairs?

A: Since the TWGs propose their governance structure, it is acceptable if TWGs have three Co-Chairs.

Q: The instructions ask for names and info of leads and at least 10 members. As an old TWG, we have a list of TWG members from our Google Group but I don't think it's appropriate to submit the full names of members without their consent. Can the old TWGs say we have this many members and name the old/new leads as testament? Or do we need to find 10 people willing to be named?

A: Existing TWGs are specifically asked to state if there are any changes in the TWG leadership and provide contact information of the lead group (name, affiliation, email, telephone), but our recommendation would be to also double-check with your current membership that they have some capacity and interest to perform 2021 onwards, a list of ten people (excluding leaders) would be a reasonable minimum.

Q: The renewal instructions indicate that new TWGs will operate for four years and the budget proposal is meant to cover two years. Is the proposal text (goals, activities, metrics) meant to cover a four-year period or a two-year period?

A: The proposal is indeed meant to cover four years. If the budget is needed, we invite applicants to submit a budget proposal for two years, given the HSG funding cycle (two-year cycle) and resources are available, to demonstrate how a two-year budget would help achieve goals over time.

Q: Can HSG board members (who are also a board point of contact for TWG) support TWGs in the application development process?

A: Board members who sit in the TWG proposal evaluation committee (Board Support Group on TWG Engagement) are not allowed to support/engage with any TWG's proposal development.

Q: Is the 400-word limit indeed the maximum? Or is a bit of flexibility allowed, also in the format foreseen?

A: Yes, the 400-word limit is indeed the maximum, and we are keen to keep it the same for all submissions to get more collaborative feedback from the selection committee members.