

Global Adult Tobacco Survey (GATS) Proposal and Budget Development Checklist

The GATS proposal development checklist aims to help countries ensure that all required components are included in the GATS proposal and budget. Countries should complete the checklist before submission of the GATS proposal and budget.

Proposal Content

- The proposal outlines the objectives and outcomes of the survey.
- Each of the implementing/partner agencies are listed and their role is clearly stated (refer to *GATS Implementing Agency Selection Guidelines*).
- The full questionnaire is included along with explanation and/or justification for all modifications and additions (refer to *GATS Core Questionnaire with Optional Questions*).
- If applicable, the methodology for questionnaire translation and back-translation into all country-specific languages is outlined.
- The sample design is well articulated including the sample size estimation, expected precision, and sampling approach (refer to the *GATS Sample Design Manual*).
- Sources for the sample frame are considered and articulated.
- Mapping and listing procedures are considered and described.
- Pretesting procedures and methodology are outlined including, sample size and respondent allocation; number and roles of field, IT, and other staff; description of the training process for all field, IT, and other staff; description of fieldwork plan and site(s); timeline of activities; data transfer procedures; and pretest review and reporting plans.
- Full survey training plans are described including training curriculum/activities; materials and manuals; facilities; duration/timeline of training; and number of participating field, IT, and other staff.
- Implementing and partner agencies resource needs are well described. Resources include human and materials.
- Full survey fieldwork procedures are outlined including materials needed, details on survey procedures, reporting procedures, plans for data aggregation and management, duration/timeline of fieldwork; and number of participating field, IT, and other staff (refer to *Implementation Instructions* and *Data Management Implementation Plan*).
- Number of electronic data collection devices needed are clearly stated and align with survey sample size and timeline.
- The analysis and reporting plan includes sample weighting, quality assurance, and data analysis plans.
- Plans for release of the factsheet, executive summary, and country report, along with any other research reports is outlined (refer to *Data Release Policy* and *Data Dissemination: Guidance for the Initial Release of the Data*).
- A timeline is included that outlines all of the GATS components from engagement through release and dissemination.

Proposal Format

- The proposal is in English.
- The proposal is no more than 35 pages in length (excluding attachments).
- Curricula Vitae (CVs) for all key personnel are attached.

Budget (if the country is requesting funding support)

- The budget is developed in the template provided by the GATS partners.
- The cost assumptions are in the local currency.
- Each tab in the budget spreadsheet is completed and includes all anticipated expenses.
- Justification/explanations are provided for all expenses in the budget details tab and described in detail on the *GATS Budget Justification* template.

- Personnel units and days for pretesting, training, and fieldwork align with personnel numbers and days in the proposal.
- All anticipated consulting and subcontractor costs are included in the budget.
- All costs associated with mapping and listing are considered and incorporated in the budget.
- Data release costs including report writing, report printing, formatting/editing support, and release/dissemination workshop are considered and incorporated in the budget.
- Indirect costs such as administrative support and office costs are NOT included in the budget. These costs are provided under the eight percent indirect costs automatically calculated in the budget.
- In-kind contributions are included in the budget spreadsheet.
- The exchange rate is included in the budget spreadsheet in the budget summary tab. This is required to calculate the total cost in US Dollars (USD). *Please note, the exchange rate may fluctuate during the budget review process. The final exchange rate will be determined and documented on the date of approval of the budget.*