

# Instructions for Request for Proposals: RIGHT-ADB Training Award for Vaccine Manufacturing

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## General Conditions

### Language

All correspondence and documents relating to this RfP shall be written in **English**.

### Submission Cost

The applicant shall bear all costs associated with the submission of the application, including costs associated with application development, contract or agreement negotiation (unless otherwise noted by the RIGHT Foundation).

### Award Administration Conditions

- Submission of your application to and review by the RIGHT Foundation does not guarantee selecting you as a trainee of the course.
- Following approval by the RIGHT Foundation's Board, applicants will be notified of the award decision. Please note that the RIGHT Foundation does not provide formal feedback to applicants who do not receive an award.
- **The RIGHT Foundation's management team does not have influence, authority, or decision-making power** over the reviews, evaluation, funding recommendations, or the final funding decision for submitted applications.

## Application Process

**The deadline to submit an application to the 2025 Training Award (TA) is 1 December 2025 at 10:00AM KST.**

See the instructions below and reference the Grant Management System user manual for more detailed guidance.

### Step 1 – Account Creation

1. Note the following before you start:
  - Use the official, legal name of your organization exactly as registered. If multiple people from your organization will apply, coordinate to ensure everyone uses the identical organization name format. Or use your organization name has been already registered in our Grant Management System.

- Use your institutional email to verify your current employment status. Your personal email will serve as a backup email and will only be used if the RIGHT Foundation is unable to reach you through your institutional email.
- 2. Create an account and register in our [Grant Management System](#).
- 3. A confirmation email will be sent to you once your account request is approved. New accounts will be approved in batches **by 18:00 KST Friday each week**.
  - Please note that the account approval may be delayed during the Korean national holidays between October 3<sup>rd</sup> and 12<sup>th</sup>.
- 4. The deadline for creating an account is **28 November 2025 at 3PM KST**. You will receive confirmation email by 6PM KST, 28 November 2025. We kindly ask you to create your account before this deadline.
- 5. If you already have an account, start with Step 2 – ‘Application creation’.

## Step 2 – Application Creation

1. Log in to access your account to start your application and complete the required fields.
- **Prepare the necessary information in advance to complete your application**  
**Please note** that the responses in the required fields will be used to assess eligibility and alignment with the Request for Proposals (RfP). We strongly recommend that you ensure your responses to these questions are of high-quality and accurately reflect the objectives and requirements of the Training Award.

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| Profile of Applicant: Educational and Professional Background | <ul style="list-style-type: none"> <li>English Language Proficiency</li> <li>Highest Degree Obtained</li> <li>Field of Study</li> <li>Total Professional Experience</li> <li>Professional experience in vaccine industry relevant to the training program</li> <li>Vaccine manufacturing course that you previously completed</li> </ul>   |
| Organizational Fit (Max. 300 words)                           | <ul style="list-style-type: none"> <li>Briefly describe your organization and its role in the vaccine and biopharmaceutical industries.</li> <li>How does your organization’s current and planned manufacturing facility contribute to enhancing national or regional production capacity? If your organization is not a vaccine manufacturer, how is it positioned to support the expansion of vaccine manufacturing capacity in your country?</li> </ul> |
| Personal Statement (Max. 1,200 words)                         | <ul style="list-style-type: none"> <li>Describe your current professional position, key responsibilities, and any relevant previous experience.</li> <li>How is this training program relevant to your current professional work and long-term career goals?</li> <li>What competencies and technical skills would you like to acquire through this training program?</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• If selected, how do you plan to share or apply the knowledge gained from this training program within your organization, country or region?</li> <li>• If selected, are there specific plans or opportunities at your organization to apply the newly acquired skills immediately upon your return? Describe anticipated impact of this training on your organization, country or region.</li> <li>• Include a link to a 2-minute video introducing yourself and your motivation for applying for this Training Award. Acceptable platforms would be YouTube, Vimeo, Dropbox, or any other accessible video-sharing platform.</li> <li>• Upload your curriculum vitae in PDF format, indicating the most recent position held and other relevant professional experience in vaccine and biopharmaceutical industries (Max 3 pages, in reverse chronological order)</li> </ul> |
| Institutional Commitment                             | <ul style="list-style-type: none"> <li>• Upload a letter of employment from your current employer in PDF format, confirming your current employment status. This letter should include your employment start date, current position, and the name of your unit or department.</li> <li>• Upload a letter of recommendation from your supervisor or other relevant reporting authority in PDF format.</li> </ul>  |
| Additional Notes for RIGHT Foundation (Max 50 words) | <ul style="list-style-type: none"> <li>• [Optional] If there are any special circumstances (e.g., personal, professional, or contextual) that the RIGHT Foundation should be aware of, please briefly describe them below.</li> </ul>  |

• **Notes:**

- Please include only work experience directly related to vaccine manufacturing. Indirect roles (*e.g., academia, consulting, policy research, etc.*) will not be counted toward eligibility and will be reviewed based on your application and resume.
- There is no specific resume format provided, but please ensure it is written in English, clearly organized with the most recent experience listed first, and includes identifiable and well-structured information relevant to professional experience in vaccine.

### Step 3 – Application Submission

1. Once your application is filled out, upload required documents *in PDF format* to the Grant Management System under the section 3.7, 4.1, 4.2. Please do not submit additional documents beyond those requested.
2. Please note that once submitted through the Grant Management System, your proposal cannot be modified.
3. Applicants who successfully submit an application and required documents will receive a system generated confirmation email.

- **Notes:**

- The RIGHT Foundation reserves the right to extend the closing date at its discretion. Proposals received after the closing date and time without prior agreement will not be considered.

## Evaluation Process

RIGHT Foundation may ask clarifying questions or request additional information, as needed, at each stage of the evaluation process to qualify applications for further evaluation.

### Step 1 - Eligibility Assessment

- Applications will initially be assessed to determine whether the:
  - Applicant meets RIGHT Foundation eligibility criteria stated in the Request for Proposals (RfP).
  - Application is complete and addresses all required content.

### Step 2 - Evaluation

- Each eligible application will be reviewed by RIGHT Foundation according to the evaluation criteria stated in the RfP and be ranked in order of scoring.

### Step 3 – Evaluation by the Selection Committee

- The RIGHT Foundation Selection Committee (SC) will review the applications and the list of rank according to potential training impact and alignment with the RIGHT Foundation investment strategy.
- Once all information has been considered, the SC will make a funding recommendation to the RIGHT Foundation Board of Directors (BoD).

### Step 4 – Funding Decision by the Board of Directors

- The BoD will consider the SC recommendations and will make the decision for selecting trainees.

### Step 5 – Confirmation of Trainees by the GTH-B Support Foundation

- The GTH-B Support Foundation will review the RIGHT-approved trainees and will make the final confirmation for selecting trainees.
- The number of trainees selected from a single country or institution may be subject to limitations.

## Questions regarding your application

If you have any questions throughout the application process, please email [RFP@rightfoundation.kr](mailto:RFP@rightfoundation.kr) and include “RFP-TA-2025 Question(s)” in the subject header.

- Please note that it may take time for the RIGHT Foundation to respond to your inquiries, so make sure to address your questions well in advance of the submission deadlines.
- Please note that questions should be submitted **by November 28, 2025**.
- A [Frequently Asked Questions \(FAQ\)](#) page is also available on the RIGHT Foundation website.

