



**ITTC**

International Technology Transfer Center  
A program of the International Consortium of Universities  
for Drug Demand Reduction

## BACKGROUND

The **International Consortium of Universities for Drug Demand Reduction (ICUDDR)** emphasizes the pivotal role universities play in advancing substance use prevention, harm reduction, treatment, and recovery services worldwide. Through focused education and training, universities enhance the skills and expertise of both current and future addiction professionals. They also actively contribute to research, deepening our understanding of effective substance use practices and policies. Additionally, universities can be engines of practical change. Actively championing evidence-based approaches, these institutions ensure that valuable insights are not confined to academic circles but are widely adopted by individuals, organizations, and systems.

ICUDDR serves as a dynamic hub for shared learning and networking among a growing community of universities engaged in substance use education, research, and systems change. While ICUDDR provides opportunities for all its members to connect, the organization proudly supports the **International Technology Transfer Center (ITTC) Network** to foster enhanced collaboration among universities involved in transformative efforts.

ITTCs are university-based centers with an enhanced commitment to implementing research-based practices and policies in substance use prevention, harm reduction, treatment, and recovery services in their countries. ITTCs use systems thinking to examine the entire substance use system, identifying opportunities for improvement and barriers to growth. They serve as conveners, bringing together partners from diverse sectors to strategize and catalyze innovative projects designed to increase the quality and accessibility of substance use services. ITTCs underscore the importance of integrating research into practice and policy. They have a shared vision of unifying science, education, and service to shape a healthier, safer future for individuals and communities worldwide.

The ITTC Network is a program of the ICUDDR. Currently, ITTCs operate in nine countries. The Network Coordinating Office supports the individual ITTCs by providing the backbone infrastructure for communication and collaboration. Becoming a member of the Network requires that ITTCs adhere to standards, participate in Network meetings and activities, and participate in training and development opportunities provided by the Network Coordinating Office. Find out more about the ITTC Network at <https://ittcnetwork.org/ITTC/>.

The ITTC Network Coordinating Office, on behalf of the ICUDDR, is now accepting applications to bring up to four (4) new ITTCs into the Network. The following pages detail the requirements to apply.



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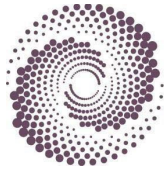
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## APPLICATION DETAILS

**Submission deadline: February 16, 2024**

For questions and application submission, please email:  
[ittc@ittcnetwork.org](mailto:ittc@ittcnetwork.org)

ACTIVITY	DATES
<b>Application released</b>	December 1, 2023
<b>Informational sessions</b>  Both sessions will cover the same content. We are offering two sessions to accommodate multiple time zones.  *Recordings of the sessions will be posted on the ITTC Network website by Monday, December 18, 2023.	December 11, 2023 10:00 ET (Washington, DC)  December 11, 2023 21:00 ET (Washington, DC)
<b>Submission Due Date</b>  While applicants are welcome to submit their applications to <a href="mailto:ittc@ittcnetwork.org">ittc@ittcnetwork.org</a> prior to the due date, no application received after 23:59 ET (Washington, DC) on February 16, 2024 will be evaluated during this application cycle.	February 16, 2024
<b>Evaluators review applications</b>  The evaluation team is comprised of individuals who represent the ITTC Network and/or ICUDDR and experts who are familiar with the ITTCs.	February 17 – March 8, 2024
<b>Evaluators meet to finalize selections</b>	March 11 – 22, 2024
<b>Selected ITTCs are notified and announced</b> Announcement will be posted on the ITTC Network website and social media channels.	Week of March 25, 2024



# ITTC

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## ELIGIBILITY

- Applications are open to current organizational members of the International Consortium of Universities for Drug Demand Reduction (ICUDDR). To [join](#), please visit <https://www.icuddr.com/aboutus/joinus.aspx>.
- Applicants must be proposing to launch an ITTC in a country where one does not already exist. To see a list of current ITTCs, go to the ITTC Network website at <https://ittcnetwork.org/ITTC/find-ittc.aspx>. Existing ITTCs do not need to reapply.
- Applicants may include one or more universities working collaboratively. If the application includes more than one university, then the application must clearly identify which site is taking the lead role. The letter of support must come from that organization.

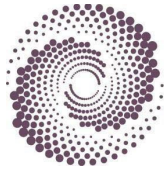
## INELIGIBILITY

- Eligibility may be limited based on the country in which the university is located. Current US government laws and regulations that define how US organizations and citizens may interact with foreign entities may limit eligibility. If there is a question about whether a university is eligible based on its location, please contact the ITTC Network Coordinating Office at [ittc@ittcnetwork.org](mailto:ittc@ittcnetwork.org).
- While the United States of America does not have an ITTC, there are other [technology transfer centers](#) in the United States. Therefore, universities in the USA are not eligible to apply.
- Any university that will not comply with the ITTC Code of Ethics (see pp. 17-18) is not eligible to apply.

## FUNDING

The announcement that ICUDDR is accepting applications for new ITTCs **does not come with any funding** attached. Rather, this is an opportunity to join a dedicated network of universities who have similar goals and do similar work. ITTCs actively and openly share ideas, resources, and materials with each other. They receive specialized training and connections to experts and are invited to special meetings with other ITTCs. To read more about the benefits of becoming an ITTC, <https://ittcnetwork.org/ITTC/ittc-apply.aspx>.

There is **no fee** to apply to become an ITTC; however, applicants are expected to demonstrate how they will fund the activities proposed in the application. Some faculty receive permission from their university leadership to use time and effort toward ITTC activities. This kind of support would count as an “in-kind” contribution of personnel resources. Other universities may receive specific financial support from their own university or from their national government. ITTCs may also demonstrate funding from other sources if that funding does not compromise the integrity of the efforts. ITTCs must commit to a code of ethics (see pp. 17-18). That code includes a commitment that ITTCs will not accept funding or other forms of support that stem from illegal or unethical sources or sources that are in direct opposition to the work of substance use prevention, harm reduction, treatment, and recovery.



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## APPLICATION REQUIREMENTS

Applications must include the information sheet, project narrative, and appendices A – D. Applications should be submitted to [ittc@itcnetwork.org](mailto:ittc@itcnetwork.org) by the due date. Please submit applications in either English or Spanish. Applications may be submitted as one combined file or multiple files, as long as all of the required items are included. Files should be in the [portable document format \(PDF\)](#).

1. Applicants must provide a completed information sheet. See page 5.
2. Applicants must provide a written project narrative. See instructions beginning on page 6.
3. In Appendix A, applicants must provide a signed copy of the ITTC Commitment form included on page 8. The person who will serve as the ITTC Director may sign this form.
4. In Appendix B, applicants must provide a letter of support from their university leadership demonstrating that the institution understands the implementation expectations of the ITTC and grants permission for the activities outlined in the project narrative. If the application includes more than one university, then the application must clearly identify which site is taking the lead role. The letter of support must come from that organization.
5. In Appendix C, applicants must provide a letter of acknowledgment from the national government ministry that oversees substance use prevention, treatment and/or recovery services in the country. The purpose of the letter is to demonstrate that the ministry is aware of the applicant and is willing to participate in discussions with the proposed ITTC Director, should the applicant be selected.
  - a. Some countries have more than one ministry involved in overseeing substance use prevention, treatment and/or recovery services. If this is the case for the applicant, then the preference is for the applicant to include a letter from each ministry involved. However, securing such letters may be difficult. Therefore, a letter from at least one ministry will suffice if the applicant includes a short explanation of how the applicant intends to engage the other ministries.
  - b. Some countries do not have any government entity that provides oversight to substance use services in the country. If this is the case for the applicant, then the preference is for the applicant to include a letter from a national government health, social welfare, or justice agency.
6. In Appendix D, applicants must provide a biographical sketch for the proposed ITTC Director(s).



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## INFORMATION SHEET

Name and credentials/title of principal contact person:

Position within the university:

University:

Academic department or unit(s):

Office address:

University website address:

E-mail address for contact person:

Main office telephone number:

Work telephone number for contact person:

Mobile telephone number for contact person:



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## APPLICATION NARRATIVE

The narrative should be no more than ten (10) pages total, using either single or double spacing. The narrative should use a standard font, such as Times New Roman 12-point font. Due to limitations in the ITTC Network Coordinating Office, at this time applications may only be submitted in English or Spanish. The narrative evaluation criteria begin on page 13.

### **Background** (*approximately 500 words*)

- Include a brief description of the state of substance use and substance use services in the country. Descriptions should include the following:
  - types of substances commonly used;
  - populations adversely impacted by substance use; and
  - availability of substance use prevention, treatment, harm reduction, and recovery services.
- Provide a brief explanation of the applicant's understanding of the purpose and role on an ITTC in a country. Explanations should demonstrate an understanding of the following:
  - strategies that accelerate the use of culturally appropriate and science-based practices and policies; and
  - strategies that foster systems transformation to better align systems with international standards for substance use prevention and treatment.
- Given the state of substance use and substance use services as well as the applicant's understanding of the purpose and role of an ITTC, the applicant should discuss why they are applying to start an ITTC in the country at this time.

### **Capacity and Expertise** (*approximately 750 words*)

- Demonstrate the applicant's capacity and experience in the following areas:
  - training, education, research, or practice in substance use prevention, harm reduction, treatment, and/or recovery services;
  - serving as a national center with a perspective that encompasses the entire country;
  - promoting systems change initiatives;
  - working with national and local policymakers or government officials;
  - conducting needs assessments and resource mapping; and
  - convening and facilitating stakeholder or advisory groups.
- Identify the proposed team members of the ITTC. Team members must have the requisite knowledge and skills to support the implementation of the project. Provide a biographical sketch of the proposed director(s) as Attachment D (not included in page limit or word count).

### **Implementation Plan** (*approximately 750 words*)

Provide an implementation plan for the first two (2) years of the project that includes the required activities outlined below. Include a timeline with key milestones and responsible team members as part of the implementation plan.



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- Serve as an information hub for drug demand reduction efforts in the country.
- Form an advisory board that includes key stakeholders who will support the ITTC.
  - Include the names of organizations and/or individuals that will be invited to serve on the advisory board.
- Conduct a needs assessment with resource mapping.
  - The ITTC Network Coordinating Office will provide templates.
- Develop a strategic work plan that addresses the needs and gaps identified in the needs assessment.
- Promote the ITTC throughout the country using the established ITTC branding.
  - The ITTC Network Coordinating Office will provide a customized logo and other design elements upon selection.
- Develop and maintain content on the ITTC Network's website.
- Participate in Network events and activities.
- Share ideas, information, resources, and knowledge with other ITTCs.

**Funding and Sustainability Plan** (*approximately 500 words*)

The applicant must comprehensively describe a funding and sustainability plan. The plan should outline the budget items needed to implement the proposed program and identify how those items will be funded. This plan should include consideration of personnel time to adequately staff the ITTC.

*The ITTC Network values contributions from low-, middle-, and high-income countries. Applications will **not** be evaluated on the size of the proposed budget. Rather, scores will reflect whether the applicant demonstrates a reasonable understanding of the costs of implementing the project and a plan for funding those costs.*





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## APPENDIX A: ITTC NETWORK COMMITMENT

During the first two years of becoming an ITTC, there are several activities that are required of all ITTCs that are joining the Network. The proposed ITTC Director must carefully read the following items and agree to completing them.

1. Sign a Memorandum of Understanding (MOU) between ICUDDR and your university.
2. Complete orientation and an onboarding process with the ITTC Networking Coordinating Office (NCO) within first three months of becoming an ITTC.
3. Comply with and uphold the ITTC Network Code of Ethics.
4. Establish an advisory board.
5. Evaluate the state of drug demand reduction services in the country by completing a multi-modal needs assessment and environmental mapping using templates provided by the ITTC NCO.
6. Write and submit a report to the NCO that documents the results of the needs assessment and environmental mapping.
7. Attend regular meetings with the NCO team members.
8. Complete quarterly reports using the standard template provided by the NCO.
9. Promote the ITTC Network throughout the country.
10. Collaborate and participate in INL's international groups or activities that support drug demand reduction (for example: ISSUP, ICUDDR).
11. Support the overall growth of the ITTC Network and contribute to activities that increase its collective impact.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title





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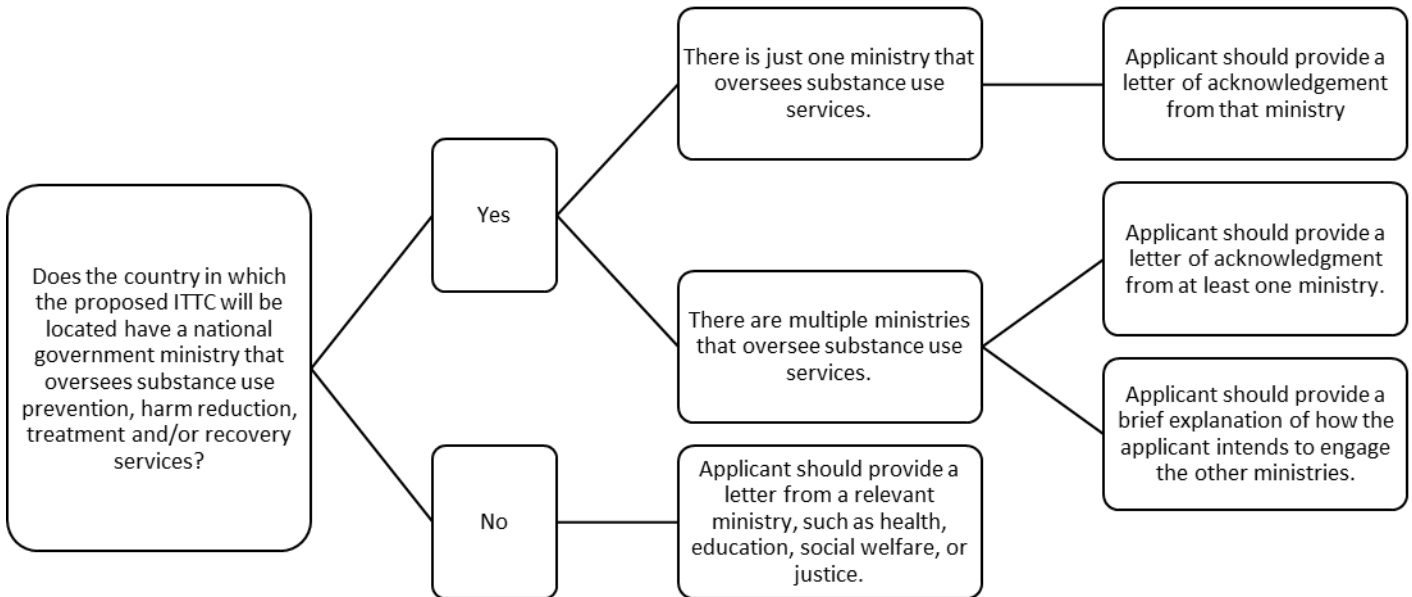
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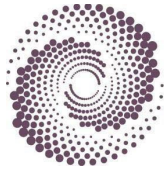
## **APPENDIX B: UNIVERSITY LETTER OF SUPPORT**

In Appendix B, applicants must provide a letter of support from their university leadership demonstrating that the institution understands the implementation expectations of the ITTC and grants permission for the activities outlined in the project narrative. If the application includes more than one university, then the application must clearly identify which site is taking the lead role. The letter of support must come from that organization.



## APPENDIX C: GOVERNMENT LETTER(S) OF ACKNOWLEDGMENT



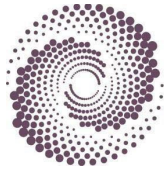


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## **APPENDIX D: PROPOSED ITTC DIRECTOR(S) BIOGRAPHICAL SKETCH**

Applicants must provide a biographical sketch for the proposed ITTC Director(s).



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## EVALUATION CRITERIA

The evaluation team consists of members representing the ITTC Network and/or ICUDDR, along with experts knowledgeable about ITTCs. Each application will be assessed using standardized criteria. Additionally, the team will evaluate factors like geographic and cultural diversity brought by the applicant organization, enhancing the ITTC Network's strength and sustainability.

### 1. Does the application include a completed information sheet?

Response	
Yes	Move to next evaluation criteria
No	Application does not meet requirements for additional evaluation

### 2. Does the application include a narrative?

Response	
Yes	Move to next evaluation criteria
No	Application does not meet requirements for additional evaluation

### 3. Does the application include a letter of support from their university?

Response	
Yes	Move to next evaluation criteria
No	Application does not meet requirements for additional evaluation

### 4. Does the application include the appropriate letter(s) of acknowledgment from a national government ministry?

Response	
Yes	Move to next evaluation criteria
No	Application does not meet requirements for additional evaluation

### 5. Does the application include a biographical sketch for the proposed ITTC director(s)?

Response	
Yes	Move to next evaluation criteria
No	Application does not meet requirements for additional evaluation



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**6. Narrative Scoring – Applicants must score in the top quartile of all applicants to be selected.**

*Background - 25 points total*

Component	Potential Points	Points Earned
Description of substance use and substance use services in the country	10	
Explanation of the purpose and role of an ITTC	10	
Explanation of why they are applying	5	
<b>Score</b>	<b>25</b>	

*Capacity and Expertise - 25 points total*

Component	Potential Points	Points Earned
Capacity and experience in training, education, research, or practice in substance use prevention, harm reduction, treatment, and/or recovery services	2	
Capacity and experience in serving as a national center with a perspective that encompasses the entire country	2	
Capacity and experience in promoting systems change initiatives	2	
Capacity and experience in working with national and local policymakers or government officials	2	
Capacity and experience in conducting needs assessments and resource mapping	2	
Capacity and experience in convening and facilitating stakeholder or advisory groups	2	
Team members with requisite knowledge and skills	5	
Experience and expertise of proposed director(s)	8	
<b>Score</b>	<b>25</b>	



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*Implementation Plan - 25 points total*

Component	Potential Points	Points Earned
Required activities are represented in the implementation plan	15	
Plan includes a timeline with key milestones	5	
Plan designates qualified team members responsible for each required activity	5	
<b>Score</b>	<b>25</b>	

*Funding and Sustainability Plan - 25 points total*

Component	Potential Points	Points Earned
Plan includes budget items needed to implement the proposed program	8	
Plan identifies how the applicant intends to cover the costs of the proposed program	8	
Plan considers personnel time to staff the ITTC	9	
<b>Score</b>	<b>25</b>	

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**7. In which ITTC region is the applicant located?**

Latin America and the Caribbean	
Africa	
Europe and the Middle East	
Asia and Oceania	
Other	



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**8. Based on the evaluator's informed opinion, how will this ITTC contribute to the overall health and viability of the ITTC Network?** The evaluator may consider such factors as:

- Contributing to the breadth or depth of expertise and experience in substance use prevention, harm reduction, treatment, and/or recovery services in the Network
- Increasing the ITTC footprint in a region
- Expanding the ITTC presence to a new region
- Enhancing the diversity of experience, perspective, and/or culture in the Network
- Connecting the Network to regional or global organizations important to the drug demand reduction arena
- Bringing fresh ideas, innovative thinking, and/or expertise in areas not specific to substance use to the Network (e.g., software development, artificial intelligence, working with populations with specific clinical needs, providing services in non-medical environments such as prisons, etc.)





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## ITTC CODE OF ETHICS

The ITTC mission is possible thanks to people and organizations committed to the incorporation of scientific evidence at individual, organizational, and systems levels while adhering to human rights and ethical values related to health care, teaching and research.

The credibility and legitimacy of the ITTC Network is based on the quality of the services provided. This implies not only excellence in processes and products, but also careful consideration of relationships and interactions with stakeholders at all levels and across sectors.

It is the responsibility of each ITTC to ensure that all individuals working on behalf of the ITTC agree to adhere to the following code.

- 1. Institutional code of ethics.** All those working on behalf of an ITTC must adhere to their own university's code of ethics.
- 2. Scope of practice.** All those working on behalf of an ITTC must limit their scope of activities to areas related to drug demand reduction that align with international standards, including substance use prevention, harm reduction, treatment, and recovery.
- 3. Role in advocacy.** When outreaching to policymakers or other stakeholders, all those working on behalf of an ITTC must promote human rights-based and evidence-based practices and policies.
- 4. Personal responsibility.** All those working on behalf of an ITTC seek to help reduce the damage caused by substance use in individuals, families, and communities. This goal should always guide their work. They should always act in a professional and responsible way. They should be honest and fair in their professional dealings, act with integrity, be conscientious, careful, and thorough in their work, and take account of their obligations under the law and to the wider public interest.
- 5. Statements.** In making statements to other professionals and the public, all those working on behalf of an ITTC should recognize the difference between fact and opinion, acknowledge where professional opinions differ, and state as fact only what has been empirically validated as such.
- 6. People.** All those working on behalf of an ITTC must respect the personal dignity of individuals and honor diversity. The ITTC Network does not tolerate any form of violence, discrimination, harassment, or retribution within our Network. We are committed to creating, managing, leveraging, and valuing diversity. We work hard to create a positive work environment where everyone is appreciated, proud, satisfied, and adds value to the Network.
- 7. Honor colleagues' work.** In alignment with point six above, all those working on behalf of an ITTC will respect the work of their fellow ITTC colleagues. ITTCs will not take credit for another ITTC's work nor will they use their work without permission or proper citation.
- 8. Professional development.** All those working on behalf of an ITTC must continually improve knowledge and skills and advance their professional practice through activities such as professional training, education, and interaction with colleagues and specialists in



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substance use prevention, harm reduction, treatment, and recovery.

- 9. Network responsibility.** All those working on behalf of an ITTC are responsible for the integrity and credibility of the Network overall. They should act responsibly in good faith and use due care in their work. They should not misrepresent material facts or allow their independent judgment to be subordinated.
- 10. Professional standards.** All those working on behalf of an ITTC must disclose any past disciplinary action taken against them by an employer or professional body in relation to unprofessional or unethical conduct. Where someone working for an ITTC has serious doubts about how to handle a particular situation, including in relation to this code of ethics, they should discuss this with their supervisor and/or leadership of ICUDDR at the earliest opportunity.
- 11. Research.** When conducting research, ITTCs must protect the rights of research participants, take necessary actions to enhance research validity, and maintain scientific or academic integrity.
- 12. Conflicts of Interest.** It is expected that business decisions are made in the best interest of the ITTC Network. Actions must be based on sound business judgment, and not motivated by personal interest or gain. Any situation that creates or appears to create a conflict of interest between personal interests and the interests of the ITTC Network must be avoided. Potential conflict of interest situations must be reported to the leadership of ICUDDR.
- 13. Financial support.** ITTCs will not accept funding or other forms of support that stem from illegal or unethical sources that are in direct opposition to the work of substance use prevention, harm reduction, treatment, and recovery support services. For example, ITTCs will not accept resources from a person or entity who distributes or sells illicit drugs.

This code of ethics was first approved by the ITTC Directors on the 26<sup>th</sup> of November 2023.

The ITTC Directors last reviewed this code of ethics in November 2023.