

**CFAR DEVELOPMENTAL AWARDS PROGRAMS**  
**PILOT AWARD PROGRAM IN HIV/AIDS – APPLICATION GUIDELINES**

Funding is available through the University of California, San Francisco–Gladstone Institute of Virology & Immunology Center for AIDS Research (CFAR) Developmental Programs with the goal of developing the next generation of HIV/AIDS researchers with the potential to further extramural funding in HIV/AIDS research.

**A. Overview**

The **Pilot Award** Program is aimed toward junior investigators (*assistant faculty, three years or less*), and postdoctoral fellows with translational, clinical and/or behavioral-epidemiological research interests who have an innovative research idea; or those seeking money to initiate a project; or to gather preliminary data and findings leading to a future grant effort.

Applicants are encouraged to target research with the potential to enhance the interface between basic and clinical, basic and behavioral-epidemiological, or clinical and behavioral-epidemiological sciences, as reflected in the research priorities represented by the CFAR mission (<http://cfar.ucsf.edu/mission>). HIV/AIDS research activities include:

1. The use and interpretation of assays required for surveillance of drug resistance in HIV;
2. The planning and conduct of clinical and epidemiological research in HIV preventive vaccines, pre- or post-exposure prevention, and primary HIV infection; and
3. The planning, conduct, and analysis of studies of clinical outcomes and disease pathogenesis among HIV-infected individuals on antiretroviral therapy.

**B. Funding Opportunity**

The award level for this program is **\$40,000** in direct costs (may include personnel salary and benefits). The funding will last for a one-year period. The number of grants awarded is determined by funding available. Any carry forward of funding will require approval and must be fully justified. Indirect costs at the rate of 26% off-campus rate will be added to the total direct costs if this application is awarded.

**C. Eligibility**

Faculty members at the level of assistant professor (*three years or less*) or post-doctoral fellows at UCSF or affiliated with our partner institutes (<http://cfar.ucsf.edu/cfarparters>).

**D. Proposal Basics**

Provide your project title, the amount of funding you are requesting, your contact information, your mentor's contact information, and the contact information for any co-investigators and finance analyst.

Indicate if you have been funded in the past 5 years by one of the following UCSF agencies (list titles of grants in detail. Include enough information to allow RAP to understand their content. Specify dollar amounts awarded and source of funds (e.g., CFAR).

- SOS
- REAC
- CFAR
- Cancer Center
- Academic Senate
- Departmental Startup Funds
- Other UCSF (explain \_\_\_\_\_)

**E. Proposal Format Requirements**

Your proposal should follow the format requirements below:

- Arial, font 11
- 0.5 inch for all margins
- **No appendices**

**F. Abstract** (one paragraph only, max 250 words summary of project including objective, design, duration of study, and statistical analysis of data).

**G. Proposal**

(maximum 6 pages, including figures and tables)

- a. Aims (list three aims)
- b. Background and Significance
- c. Preliminary studies
- d. Experimental Design and Methods (include time-table)
  - i) Hypothesis, ii) Rationale, iii) Experimental approach, iv) Interpretation of results
- e. Explain how this pilot project is important for your career goals (e.g., lead to major funding, etc.) (max 500 characters)
- f. Literature cited (not included in page limit)
- g. Human Subjects: describe patients, specimens, and/or human subject data that will be used in your research, and describe the methods that will be used to protect subjects and/or information

**H. Budget**

The award level for this program is \$40,000 in direct costs for a one-year project period. Direct costs may include personnel (salary and fringe benefits), consultant costs, equipment, supplies, travel, and other expenses. For all awards, indirect costs will be added to the total direct costs approved at the 26% off-campus rate. Any required subcontracts will be negotiated at a maximum indirect rate of 26%. Travel, along with other costs, must be fully justified. **Note:** Any foreign component will include 8% indirect costs. If your proposal has a foreign component, please see section “O. Studies with Foreign Components.”

Please use the NIH PHS 398 form “Page 4: Detailed Budget for Initial Budget Period” (<http://grants.nih.gov/grants/funding/phs398/fp4.doc>) to prepare your budget.

The grid below describes the budget items which are allowable/not allowable for the Pilot Award Program:

<b>Pilot Award Program Budget</b>	<b>Allowable</b>	<b>Not Allowable***</b>
PI Salary	X	
Post Doc Salary	X	
Administrative Support		X
Supplies	X	
Equipment	X	
Software	X	
Personal Computers	X	
Mailing	X	
Tuition	X	
Travel*	X	
Research Staff Support (e.g. SRA; Lab. Technician)	X	
Patient Care		X
Indirect Costs (26%)	X	
Other Expenses**	X	

\*Travel for awardees is restricted to attendance at conferences where the awardee is presenting and must be fully justified.

\*\*Refer to UCSF *Charging Practices* for examples of allowable expenses  
[http://acctg.ucsf.edu/extramural\\_funds/policies/Practice.htm#NonPayrollExps](http://acctg.ucsf.edu/extramural_funds/policies/Practice.htm#NonPayrollExps)

\*\*\*Refer to UCSF *Charging Practices* for examples of unallowable expenses  
[http://acctg.ucsf.edu/extramural\\_funds/policies/Practice.htm#UnallowedExps](http://acctg.ucsf.edu/extramural_funds/policies/Practice.htm#UnallowedExps)

**Note:** If chosen for an award, applicants must adhere to NIH policy regarding the collection of salary support from these CFAR NIH funds while simultaneously collecting salary support from an NIH “K” award.

**I. Budget Justification:** justify all costs fully

## J. Background of Principal Investigators

BioSketch of Principal Investigator, co-investigators, and UCSF Faculty Mentor(s): Use NIH 398/2590 Biographical Sketch format page (<http://grants.nih.gov/grants/funding/phs398/biosketch.doc>).

## K. Letter of Support

Please provide a letter of support from the department chair or other unit head. For all applicants, department chair/unit head should indicate support for the application with signature. In addition, for junior investigators, department chairs/unit heads should comment on the independence of the applicant and availability of lab space and other resources for the proposed research.

## L. Criteria for Review/Evaluation of Applications

Applications that are complete and meet eligibility requirements will be evaluated for scientific and technical merit by an appropriate review committee convened by the UCSF Resource Allocation Program in accordance with the review criteria employed by the NIH which include five core areas:

1. Significance, 2. Approach, 3. Innovation, 4. Investigator, 5. Environment. Each of these criteria will be addressed and considered in assigning the overall score, weighing them as appropriate for each application:

- 1. Significance:** Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field? If the aims of the project are achieved, how will the applicant's research career be enhanced?
- 2. Approach:** Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics? Are the administrative plans for the management of the research project appropriate, including plans for resolving conflicts? Is the research hypothesis-driven or hypothesis-generating?
- 3. Innovation:** Is the project original and innovative? For example: Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?
- 4. Investigators:** Is the work proposed appropriate to the experience level of the applicant? How will this award enhance the applicant's career development? Do the letters of support document a strong commitment to help the applicant develop his/her career?
- 5. Environment:** Does the scientific environment(s) in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?

## M. Research Resources

Awardees are encouraged to use one or more support services from our CFAR research cores:

- 1. Clinical and Population Sciences Core** - Steven Deeks, MD & Jeff Martin, MD, MPH, Directors ([SDeeks@php.ucsf.edu](mailto:SDeeks@php.ucsf.edu); [jeffrey.martin@ucsf.edu](mailto:jeffrey.martin@ucsf.edu))
- 2. Immunology Core** - Elizabeth Sinclair, PHD, Director ([elizabeth.sinclair@ucsf.edu](mailto:elizabeth.sinclair@ucsf.edu))
- 3. Virology Core** - Teri Liegler, PhD; Joseph Wong, MD, Directors ([TLiegler@sfgf.ucsf.edu](mailto:TLiegler@sfgf.ucsf.edu), [joseph.wong@ucsf.edu](mailto:joseph.wong@ucsf.edu))
- 4. Specimen Bank Core** - John Greenspan, PhD & Yvonne DeSouza, Directors ([greenspanj@dentistry.ucsf.edu](mailto:greenspanj@dentistry.ucsf.edu), [Yvonne.DeSouza@ucsf.edu](mailto:Yvonne.DeSouza@ucsf.edu))
- 5. Pharmacology Core** - Francesca Aweeka, Director ([FAweeka@sfgf.ucsf.edu](mailto:FAweeka@sfgf.ucsf.edu))

## N. CHR/IRB Approvals

All awardees whose research involves human subjects e.g. patients or cohorts (including the use of specimens/samples /medical record data requires CHR approval) will be required to submit approval forms from the Committee on Human Research (CHR). If coded/unidentifiable samples or data are used, a CHR waiver will be required (see <http://www.research.ucsf.edu/chr/Apply/AppTypes.pdf> to determine which type of CHR application you will need to file). Funding for research projects will not be released until a CHR approval or waiver letter (citing the awardee's name) is received by CFAR. In addition, a copy of human subjects training certification will be required for all key personnel on the project. IRB letters and proof of human subjects training are required by and provided to the NIH program office.

All UCSF Investigators must provide a Human Subjects Protection Training Certification in order to receive funding. *Online training can be found on the UCSF website at <http://www.research.ucsf.edu/chr/Train/chrTrain.asp>. New investigators should visit the UCSF CHR website for details on when and how to apply for CHR approval at <http://www.research.ucsf.edu/chr/NewInv/chrNewInv.asp>. If you have any questions regarding the CHR approval process, please contact the MSO for your department.*

### **O. Studies with Foreign Components**

If the study has an international component requiring a subcontract to a foreign institution, IRB approvals (both local and foreign), foreign institute FWA#, and human subjects training certifications (for local and foreign investigators) will be required for NIH approval before the release of any funding. [See the NIH checklist form at:[http://www3.niaid.nih.gov/research/cfar/docs/CFAR International Studies Checklist.doc](http://www3.niaid.nih.gov/research/cfar/docs/CFAR_International_Studies_Checklist.doc).] Once all paperwork has been filed with the NIH, approval takes approximately 6–8 weeks.

**Note:** Your proposal should reflect two separate budgets: 1) a foreign budget listing all its expenses with 8% indirect cost factored in, and 2) domestic budget listing all its expenses with 26% indirect cost factored in.

**Rule of thumb:** If the expense is done at UCSF or affiliated institution, then it is a domestic expense; conversely if it's a foreign expense, it must occur at the foreign location. Funding will last for up to one year. Any carry forward of funding will require approval and must be fully justified. **All CFAR-funded research conducted in an international setting must have both UCSF and international institution CHR approval and must be approved by the NIH before funding will be released to the awardees institution via subcontract at UCSF.** (The number of grants awarded is determined by funding available). No animal subjects research is allowed.

### **P. Publications**

All studies and publications resulting from funded projects should cite CFAR as the funder as follows:

This research was supported by a grant from the National Institutes of Health, University of California, San Francisco–Gladstone Institute of Virology & Immunology Center for AIDS Research, P30-AI027763.
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### **Q. Progress Reporting**

Progress reports will be due to the CFAR program office after the first six months and at the end of the project period. Progress reports are provided to the CFAR Directors and the NIH program office.

### **R. Program Contact**

Should you have any questions regarding submission or reporting procedures, please contact Brenda Sanchez, CFAR Program Analyst, at 415-221-4810 x3672 or [bsanchez@cfar.ucsf.edu](mailto:bsanchez@cfar.ucsf.edu).

Additional information related to application for funding can be found on the CFAR website: <http://cfar.ucsf.edu/Awards>.