CFAR DEVELOPMENTAL AWARDS PROGRAMS
INTERNATIONAL MENTORED SCIENTIST AWARDS 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 to develop the next generation of HIV/AIDS researchers, with the potential to secure future extramural funding.

A. Overview
The International Mentored Scientist Award Program in HIV/AIDS seeks to provide opportunities to foreign scientists to compete for career-development funds. Project proposals should be geared toward the interests of the applicant (clinical, basic, and/or behavioral-epidemiological research) and focus on HIV/AIDS research in the investigator’s home country. Recipients of these awards are mentored throughout the project period by a UCSF or UCSF-affiliated faculty mentor (http://cfar.ucsf.edu/cfar?page=about-01-00). Applicants for this award must indicate a mentor(s) who will commit to guiding the applicant through the duration of the proposed project.

B. Funding Opportunity
The award level for this program is $25,000 in direct costs, plus 8% foreign award indirect costs. 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 awardee’s institution via subcontract at UCSF. The number of grants awarded is determined by funding available. Funding will last for up to one year. Any carry forward of funding will require pre-approval and must be fully justified.

C. Eligibility
Researchers (all levels), post-doctoral fellows, and trainees located in a foreign country. A UCSF or UCSF-affiliated faculty research mentor must be named on the project. The research mentor’s role is to provide oversight on the planning, direction, and execution of the proposal. The research mentor should be recognized as an accomplished investigator in HIV/AIDS research, and should be able to demonstrate past success in training/mentoring independent investigators. In addition, the research mentor must commit to mentoring the applicant throughout the duration of the research project. The research mentor cannot have direct supervisory authority over the applicant.

NOTE: Mentor cannot have supervisory authority over the applicant(s) under any circumstance part-time or full-time. If the applicant works in your lab and you are his/her supervisor you are required to find another person to act as a Research Mentor for the applicant’s project. If questions arise, please contact: Larkin Callaghan, Larkin.callaghan@ucsf.edu, CFAR Managing Director.

D. Proposal Basics
Provide your project title, the amount of funding you are requesting, foreign scientist contact information, UCSF faculty research mentor contact information, and the contact information for any co-investigators/foreign scientists (including country of citizenship and country of permanent residence), and grant administrator information.

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
- 6-page limit, including figures and tables, excluding literature cited
- No appendices

F. Abstract

(one paragraph only, max 300 words summary of project including objective, design, duration of study, and statistical analysis of data).

G. Proposal

(maximum 6 pages, including figures and tables (maximum 6 pages, including figures and tables, [A-G] excluding literature cited)

- Aims (list two aims)
- Background and Significance
- Preliminary studies
- Experimental Design and Methods (include time-table)
  - i) Hypothesis, ii) Rationale, iii) Experimental approach, iv) Interpretation of results
- Explain how this pilot project is important for your career goals (e.g., lead to major funding, etc. max 5 lines of text)
- 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
- Understanding of and commitment to following security and confidentiality guidelines for all Protected Health Information (PHI)
- Literature cited (not included in the page limit)

H. Budget

The award level for this program is $25,000 maximum in direct costs for a one year period. Direct costs may include personnel (salary and fringe benefits), consultant costs, equipment, supplies, travel to perform the study or to present findings from the study, and other expenses. For all awards, 26% indirect costs will be added to the total direct costs. 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 is limited to 8% indirect costs, plus 26% on the first $25,000, for each sub-contracting institution. 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 table below describes the budget items which are allowable/not allowable for International Mentored Scientist Awards:

<table>
<thead>
<tr>
<th>International Mentored Scientist Awards Budget</th>
<th>Allowable</th>
<th>Not Allowable***</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI Salary</td>
<td>X</td>
<td></td>
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<tr>
<td>Postdoc Salary</td>
<td>X</td>
<td></td>
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<tr>
<td>Administrative Support</td>
<td>X</td>
<td></td>
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<tr>
<td>Supplies</td>
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<td>Equipment**</td>
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<tr>
<td>Software</td>
<td>X</td>
<td></td>
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<tr>
<td>Personal Computers</td>
<td>X</td>
<td></td>
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<tr>
<td>Mailing</td>
<td>X</td>
<td></td>
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<tr>
<td>Tuition</td>
<td>X</td>
<td></td>
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<tr>
<td>Travel*</td>
<td>X</td>
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<tr>
<td>Research Staff Support (e.g. SRA; Lab. Technician)</td>
<td>X</td>
<td></td>
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<tr>
<td>Patient Care</td>
<td>X</td>
<td></td>
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<tr>
<td>Indirect Costs – (8%)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Others Expenses**</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

* Travel for awardees is restricted to attendance at conferences where findings from the study are presented by the awardee, and must be fully justified; travel for International work is allowed.

**Refer to UCSF Charging Practices for examples of allowable expenses [http://controller.ucsf.edu/pam/cas_guidelines.asp](http://controller.ucsf.edu/pam/cas_guidelines.asp)

BUDGETS: JUSTIFY ALL COSTS

Your proposal should reflect two separate budgets: 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).
J. BioSketch of Foreign Scientist, Co-Investigator, and UCSF Faculty Mentor(s)
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. Mentor's Letter of Support (attach a letter of support from your research mentor that includes information outlined below)
- Specific areas in which mentoring will be provided/mentor's role on the project
- Mentor's background in mentoring
- Describe how the project fits with the mentor’s research agenda and mentee’s career development
- Describe mentor’s working relationship (previous and/or current) with applicant.

L. In-country institutional letter of support
Please provide a letter of support from the project site/institution with signature. The site/institution should comment on the independence of the applicant and availability of lab space and other resources for the proposed research.

M. Criteria for Review/Evaluation of Applications
Applications that are complete and meet eligibility requirements will be evaluated by an appropriate review committee convened by the UCSF Resource Allocation Program in accordance with NIH review criteria: 1. Significance, 2. Approach, 3. Innovation, 4. Investigator, 5. Environment. Each of these criteria will be addressed and considered in assigning the overall application score.

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 and help the applicant achieve a position of scientific leadership in his/her home country? 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? Has the applicant's home institution made a convincing commitment to the applicant (e.g., provided a research/academic appointment and partial salary support)? What is the continuing commitment of the UCSF faculty mentor to further develop the applicant's career and research interest?

N. 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; martin@psg.ucsf.edu)
2. Immunology Core - Jeffrey Milush, PHD, Director (Jeffrey.Milush@ucsf.edu)
3. Virology Core - Teri Liegler, PhD; Joseph Wong, MD, Directors (TLiegler@sfgh.ucsf.edu; Joseph.Wong2@va.gov)
4. Specimen Bank Core - John Greenspan, PhD & Yvonne DeSouza, Directors (John.Greenspan@ucsf.edu; Yvonne.DeSouza@ucsf.edu)
5. Pharmacology Core - Francesca Aweeka, Director (FAweeka@sfgsom.ucsf.edu)

O. CHR/IRB Approvals
For studies with foreign components 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. Once all paperwork has been filed with the NIH, approval takes approximately 6–8 weeks. Note: No animal subjects or stem-cell research is allowed at this time. At no point can foreign IRB or UCSF CHR approval expire during the project. Should CHR approval expire before the study is completed, all study research must be stopped immediately, and cannot be recommenced until CHR approval has been obtained.
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.

Q. Progress Reporting
A progress report will be due to the CFAR Program office at the end of the project. Funded applicants may be requested to make a presentation at a CFAR-sponsored meeting wherein they will summarize the progress made during the period of CFAR support.

R. Studies with International Studies / 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 NIH checklist form at:
http://www.niaid.nih.gov/LabsAndResources/resources/cfar/Documents/InternationalStudiesChecklist.doc
Once all paperwork has been filed and reviewed by the NIH, approval takes approximately 6–8 weeks.

NOTE: ALL INTERNATIONAL STUDIES REQUIRE TWO SEPARATE BUDGETS
Your proposal should reflect two separate budgets: 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).

S. Program Contact
Should you have any questions regarding submission or reporting procedures, please contact Brenda Sanchez, CFAR Program Analyst, brenda.sanchez@ucsf.edu.

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