

Guidelines for Scientific Working Group Concept Proposals

Overview:

A Scientific Working Group (SWG) is a group of investigators (HIV or non-HIV) who share a common interest in a specific area of scientific focus that is critical to addressing the HIV epidemic, but is a gap or underdeveloped at the CFAR institution(s). The research area should not already be well-established at the CFAR institution(s). The goal of a SWG is to promote multi-disciplinary collaborations that result in successful applications for new HIV/AIDS research awards and subsequent scientific contributions. Examples of working group aims/activities include but are not limited to: providing scientific leadership, promoting collaborative and interdisciplinary research, facilitating procurement of funding for relevant projects, assistance with faculty recruitment, mentoring, training, sponsoring events such as conferences or workshops, curriculum development. The SWGs should reflect the NIH HIV/AIDS priority areas.

The UCSF CFAR only has one active SWG, the Implementation Science Working Group, which will be transitioning off with the renewal, so we are hosting this open call to see what SWG ideas exist within the CFAR community. The UCSF Bay-Area CFAR will host up to two SWGs.

Specific Instructions for New Scientific Working Group Concept Proposals

Please refer to the supporting documentation listed on the first page of this announcement while preparing your proposal.

Please provide a letter of intent (LOI) by September 2, 2025. If you are approved to submit a proposal for a SWG, please provide the following components in one file (Word or PDF) by COB October 10, 2025 by email to lauren.sterling@ucsf.edu (expect 3-4 pages total)

1. Proposed Scientific Working Group Description
Include Scientific Working Group title, list Scientific Working Group Director(s) and any other Key Personnel with roles, and provide a brief description of the SWG, including specific aims
2. Proposed Budget and Justification
Include detailed Y1 budget and a brief budget justification (Typically, SWG budgets range from ~\$30K-50K per year and include salary for the SWG Director(s) as well as a small amount of funding for activities). Indicate if you expect any major changes in the budget in out-years and also if the SWG will span the entire 5 years of the next renewal.
3. Research Strategy (2-3 pages)
Please address the following components in your research strategy:
 - Describe the overall purpose of the SWG and how it addresses an underdeveloped research area of the institution(s). Describe how a SWG will encourage new collaborations and identify potential high impact studies. Provide details on how the SWG is multidisciplinary and will assure a high degree of interaction.
 - Describe how progress towards the specific aims will be measured and describe plans to determine when the scientific area of the SWG is established enough to evolve or terminate.
 - Provide a management plan that addresses, for example, efforts to reach out to investigators in targeted scientific fields, activities to identify gaps in research in specific HIV/AIDS areas that might benefit from targeted approaches, or plans to bring specific investigators together for sharing of expertise and techniques over and above such opportunities provided elsewhere.
 - Describe how early career investigators (including trainees) in the HIV/AIDS research area or faculty new to the HIV/AIDS research area will benefit from participation in the SWG (e.g. training, one of the cross-cutting priorities)
4. Scientific Working Group Table
Please include a table containing the name, title, scientific area of expertise, and time commitment for all potential Scientific Working Group members, using the NIH-provided template format [here](#).