# Guidelines for CFAR Subcore Concept Proposals

**Overview:**
A Core is a shared research facility that provides shared resources to the HIV research community to enhance, increase, improve or stimulate research activities beyond what is available through standard NIH research grants. Cores should have a clear focus, support a broad community of investigators in the HIV research community (across the general disciplines of basic/translational research, clinical research, and sociobehavioral research), and demonstrate added value. Activities vary, but can include access to specialized equipment, expert consultation on research methods or study designs, training activities, the provision of other types of services, among others.  Cores and Core/Subcore services provide support of specific functions facilitating HIV research at UCSF and our CFAR affiliates and must specifically target HIV/AIDS research. There are three types of CFAR cores described in the PAR: Basic Science Cores, Clinical Science Cores, and Additional Cores. The Co-Morbidities Subcore will fall under a clinical science core and the Implementing Long-Acting PrEP and ART will fall under an Additional Core. For more specific examples of each of these types of cores, please refer to that document.

**Specific Instructions for New Subcore Concept Proposals**
Please refer to the provided rationale and supporting documentation listed on the first page of this announcement while preparing your proposal.

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

1.  Proposed Core Description
    Include title of Core, list Key Personnel with roles, and provide a brief description of the Core, including specific aims
2.  Proposed Budget and Justification
    Include detailed Y1 budget and a brief budget justification (On average, Subcore budgets range from ~$70K-200K per year for five years).  Please indicate if you anticipate much variation in the budget for out-years from the first year
3.  Research Strategy (3-4 pages)
    Please address the following components in your research strategy:
    **Significance:**
    ● Describe how the proposed subcore will provide added value to HIV research conducted at our CFAR (UCSF and affiliates). For a description of added value, please see CFAR PAR, Part 2, Section I.
    ● Describe how the proposed subcore will support the CFAR's funded research base, foster synergy, enhance collaboration, and produce an economy of scale.
    ● Describe how the proposed subcore will enhance proposed scientific communication, outreach, training efforts, research collaborations, and collaborations with industry as applicable.
    ● Describe the strengths of the proposed subcore. Please describe how any HIV/AIDS programs supported by co-funding NIH Institutes and Centers (scroll to: Part 2, Section I, CFAR Structure, NIH Management and Oversight for the list of programs) at UCSF, Gladstone, SFDPH, Vitalant, and the SFVAMC, are and will be assisted by the proposed subcore.
    **Innovation:**
    ● Explain the unique utilization of subcore resources to achieve the scientific goals of all HIV/AIDS investigators at the participating institution(s).
    ● Explain how the proposed subcore would catalyze HIV work that might not otherwise happen in our research community without CFAR.

**Approach:**
- Describe the specific services that the proposed subcore will offer and describe why these services are needed and will be accessed/used by CFAR members.
- Describe the operational structure of the proposed subcore and a general plan for how the services will be offered.
- Describe how the subcore will receive input on Core priorities from members of the lay and scientific community.
- Describe how the proposed Co subcore re will monitor and evaluate activities, including stakeholders served, satisfaction, and specific outcomes determined by the aims and services of the subcore.