***Use this guidance when proposing a new SWG.***

**[Name] Scientific Working Group**

**Director:** [name]

* *Add other leadership roles, as needed, one per line*

**A. Justification:**

* *Describe the purpose of this SWG.*
* *Describe the process of, and rationale for, deciding to add this SWG.*
* *Describe the Value Added that this SWG will provide.*

**B. Key Personnel:**

* *Following the example below, provide names, credentials, role, percent effort, background, and responsibilities* ***for each proposed SWG leader named above****. w.*
* *Attach a 4-page type NIH biosketch for each person listed.*

*[Example from the Urban CFAR report]*

**Hippocrates, MD, Director (1.2 calendar months)**

Dr. Hippocrates is Professor of Medical Ethics in the department of Medicine. His HIV/AIDS-related background and activities include .... His responsibilities with the SWG will include ....

**C. Goals:**

* *List the proposed SWG’s goals.*
* *Following the format below, provide an objective/subjective measure of how success for each goal*

*[Example from the Urban CFAR report]*

*1. Develop novel approaches to modulate the immune response to vaccines and virus infection in extraterrestrials.*

Outcome Measure: Receipt of newly funded grants stemming from activities of the SWG, particularly multi-investigator R01, P01 and U01 grants, and grants to young investigators.

**D. Activities:**

* *Provide a list of the SWG’s proposed activities for the first reporting period, including planned intra-CFAR synergy.*

**E. SWG Membership Roster**

The purpose of the table below is to describe the individuals who belong to each of the CFAR’s Scientific Working Groups (SWGs).

Bear in mind that a central purpose of the SWG concept is to turbocharge HIV/AIDS research by including investigators who can contribute expertise from other fields, to support junior and NIH New Investigators, and to bring together a broad array of expertise and interests. Use this roster to document progress in achieving this purpose.

* Use column 2 (“Outside Expertise”) to identify members who are primarily contributing expertise that is outside of the field of HIV/AIDS
* Use column 3 (“Categories”) to identify unfunded (Category 4) or NIH new investigators (Category 3)
* Provide enough detail on research interests to make it clear how their research will facilitate the work of the SWG

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  **(Location)** | **Outside Expertise** | **Categories** | **Primary Research Area** | **Involvement with the SWG** |
|  |  |  |  |  |
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