

# GUIDELINES FOR INTERNAL UAB CFAR PILOT FUNDING APPLICATIONS



The mission of the Center is to achieve improved diagnosis, treatment and prevention of AIDS by facilitating the development of new knowledge from multidisciplinary research in service to the pillars of the CFAR scientific mission of **HIV prevention, drug discovery, pathogenesis and understanding the natural history of HIV in the treatment era**. Ensuring service to these 4 overarching pillars of scientific research unifies our purpose and aligns our goals with those of the National AIDS Strategy and the HIV scientific community. Starting with the current funding cycle, the UAB CFAR will focus on funding internal grant applications that address research projects that come from research teams. The idea behind this strategy is to develop a highly integrative HIV-1 research environment, an essential component of continued research success in the current funding landscape. Only those applications that are aligned to the 4 pillars of the CFAR scientific mission will be considered for funding through this mechanism. We anticipate funding two applications of up to \$50,000 each.

## Eligibility Criteria:

Investigators developing a new and novel idea in HIV are invited to apply. Preference will be given to those who have never had an R01 in an HIV/AIDS field of study or who are new to HIV research (i.e., no prior HIV/AIDS funding of any type and are looking to explore the field of HIV/AIDS). Established investigators with an R01 in HIV/AIDS are eligible to apply if they are exploring a new direction. Applicants must have a faculty appointment to receive pilot funding.

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## Concept Proposals

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To apply for CFAR funding please submit the following information as a single combined PDF that is no more than 2 pages in length. Proposals are submitted to Mary Smilie Thielen at [mmsmilie@uab.edu](mailto:mmsmilie@uab.edu)

## Project Description

Outline the hypotheses, specific aims, brief preliminary data (if any), and brief research design. As the criteria for funding are primarily based upon the scientific merit, investigator, significance, approach, and innovation, concepts should address these topic areas.

## Combined Significance and Innovation Section

Briefly explain the importance/significance of the proposed project in the context of biomedical research that is promoted by the NIAID or other NIH institutes engaged in HIV research. Describe the innovative nature of the proposal and how the proposed research will advance the field. Note the specific NIH funding sources to be targeted with the results from this study.

## Eligibility/Team Building Component (no more than one-half page)

The integration of junior faculty with other UAB researchers at various levels is now required by CFAR to advance all pilot projects within the context of a team building approach. Requests for pilot funding from single investigators working alone will no longer be funded with CFAR developmental funds. The PI of the study should adhere to the eligibility requirements stated above. Co-investigators should include senior, junior or early stage investigators constituting research teams, the following information must be included:

- Senior investigators applying for UAB CFAR pilot funding should outline the integration of junior faculty, with other UAB researchers at various levels to advance the project within the context of a team building approach.
- Junior/Early Stage investigators should outline a plan to integrate other UAB researchers in the study. Engagement of a senior investigator (track record of publications and funding in a relevant area) on the

study team is required. Evidence of mentoring from a senior investigator in the field (as evidenced by joint publications, joint submission of grants are preferred) will be considered. Submission of a mentorship plan will be required.

Investigators should clearly state how their proposed research will impact the UAB research environment, improve the UAB research infrastructure (e.g. provision of assays, facilitating access to methods, improved knowledge, enhanced ability to apply for common funding) and thereby facilitate future HIV research by other UAB investigators.

#### **Biosketches** (Include one for each investigator)

All applicants and collaborators should submit NIH biosketches with personal statements adapted to describe defined roles on the project. Use the NIH form.

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### **Review Criteria**

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A Scientific Selection Committee (SSC) consisting of members from the CFAR Executive Committee will review the applications. Criteria for selection are primarily based upon the scientific merit, investigative team, significance, approach, and innovation. Specifically, the project will be evaluated for its significance to the U.S. National HIV/AIDS Strategy and how well it is aligned with the strategic interests of the UAB CFAR. Applications must clearly describe a vision and the feasibility of the approach. Applications based on a high degree of innovation are preferred.

Applications that do not include a clear description of how the proposed research will lead to the formation of a research team are deemed ineligible. Applicants chosen for funding may be asked to present the details of their study to the UAB CFAR Leadership Committee in a short face-to-face discussion at a designated time/date that is mutually convenient. This will provide an opportunity to identify additional synergies within CFAR, explore other means of support and recommendations to enhance the study. Applicants may also be required to attend mentoring activities sponsored by the CFAR. These activities may include workshops, trainings or meeting with advisors to facilitate faculty development.

Researchers whose proposals are selected for the full proposal competition phase will be notified by email.

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### **Full Applications**

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Full Proposals will be submitted electronically in one Adobe PDF file to Mary Smilie Thielen at [msmilie@uab.edu](mailto:msmilie@uab.edu). The full proposal will be on the forms used commonly for NIH grant applications ([PHS 398 forms](#)) and should follow a modified NIH investigator initiated grant application (R01) format.

For detailed instructions on how to fill out the forms see: <http://www.niaid.nih.gov/ncn/grants/app/default.htm> with the following modifications. The Research Plan (Specific Aims through Approach) is limited to 4 pages (Bibliography and References Cited sections do not count toward the page limit). No appendices are allowed. Do not submit Targeted/Planned Enrollment Tables. Applications must be in English. ***Please note that applications that do not adhere to the instructions will not be considered.***

The Full Proposal should include (in this order in a single Adobe Portable Document Format (PDF) file):

1. Complete budget and justification: (Download: [MS Word](#) or [PDF](#))
2. Research Plan (Maximum 4 pages for **a-d** below). Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).
  - a. Specific Aims (suggested length ½ page)
  - b. Significance (suggested length 1 page)
  - c. Innovation (suggested length ½ page)
  - d. Approach (suggested length 2 pages)
3. Description of the Research Environment (suggested length ½ page). Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).

4. Bibliography and References cited (as needed) Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).
5. Protection of Human Subjects (if applicable; maximum 1 page). Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).
6. Vertebrate Animals (if applicable; maximum 1 page). Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).
7. Letters of Support (letters of support from collaborators essential to the proposed project must accompany the application).

#### **Budget Development Guidelines and Restrictions** (NIH budget form (Form page 5) with justification)

- Maximum direct costs will be specified at the time of the announcement; Indirect costs are allowed at the UAB rate. Awards are one year in length. One no-cost extension may be requested at the end of the first year budget period only.
- Salary support is limited to 10% for the PI, unless special permission is received.
- Budgeting for travel to other conferences to present project research results is allowable (travel budget limited to no more than \$2000).
- Costs associated with Institutional Review Board (IRB) review of human research protocols, or Institutional Animal Care and Use Committee (IACUC) review of animal research protocols, are not allowable as direct charges. Submit a CFAR Researcher Support Funding Application for such costs (see CFAR Developmental Core Page).
- Awardees who have support from K awards should discuss eligibility issues with their program officers and with institutional officials as eligibility may vary by NIH sponsor for the K award and institutional policies. The staff of this mechanism is not able to determine eligibility for K awardees.
- All costs must conform to the NIH Grants Policy Statement (GPS) and applicable U.S. Office of Management and Budget OMB circulars for necessity and reasonability, allocability, conformance and consistency, as well as allowability. Please follow the link below to section 7.2 cost principles section of the [NIH Grants Policy Statement](#).

#### **Award Requirements**

##### Pre-Award Requirements

Funding will be awarded from the UAB CFAR Finance Office. All questions regarding the awarding of funding should be directed to the contact listed in the notice of award. Prior to the awarding of funding, the following information must be provided, if applicable:

- Animal Care and Institutional Review Board approvals, if applicable, must be obtained prior to **receipt** of an award, but are not required to submit an application. Prior to funding, a copy of all [Institutional Biohazard](#), Animal Care and Institutional Review Board (IRB) approvals must be forwarded to the post-award administrator. Prior to receipt of an award involving human subjects, IRB approval from all participating sites and human subjects training certification for all key personnel will be required.
- For more information about human subjects approval, see: <http://www.hhs.gov/ohrp/> and <http://funding.niaid.nih.gov/researchfunding/sci/human/pages/default.aspx>.
- For more information on animal care approvals, see: <http://grants.nih.gov/grants/olaw/olaw.htm> and <http://funding.niaid.nih.gov/researchfunding/sci/animal/pages/default.aspx>.

##### Post-Award Requirements

- Awardees will be required to submit yearly progress reports\*\*. Awardees will be tracked after the award ends to monitor productivity (abstracts, publications, grants), and grantees will be asked to give 2 presentations – including a ‘research in progress talk’ (midway) and at the end of the funding period.
- Support from this mechanism must be acknowledged in all publications and presentations.

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- If for any reason the awardee is unable to fulfill the requirements or adhere to the policies of the award, at the discretion of the funding mechanism leadership, the award may be revoked.

**\*\*All recipients of CFAR funding are obliged to provide information, not limited to, progress reports or final performance reports, as requested by the CFAR Administrative Core. Failure to provide such information in a prompt and timely manner may result in the immediate termination of the grant and will preclude the grantee from applying for future CFAR funding opportunities.**

Questions or more information, [email](#): Mary Smilie Thielen, UAB CFAR Program Coordinator