The goal of this document is to provide applicants with the information necessary to successfully complete an application for the CFAR Pilot Awards (letter of intent and full application).

Deadlines and Award Timeline

- Letter of Intent (LOI) due April 3, 2015 by 5pm (Note: the LOI is for Administrative purposes only)
- Pilot Grant Applications due April 24, 2015 by 5pm
- Funding decisions will be announced by June 2015

Purpose

The University of Miami Miller School of Medicine Center for AIDS Research (CFAR) is now accepting applications for pilot projects in HIV/AIDS research. The purpose of this program is to stimulate new research and collaborations between basic and clinical researchers for generation of supporting preliminary data to increase competitiveness for extramural HIV/AIDS funding. The Miami CFAR programmatic areas of interests include: AIDS-Associated Malignancies, HIV Prevention and Drug Abuse, HIV and Women, Therapeutics and Cure/Reservoirs, Vaccines and Immunology, and Co-morbidities and Co-infections. Applications are not restricted to the above areas and proposals in all areas of AIDS-related research will be considered. Applications for translational research and emerging concepts will be accepted.

CFAR developmental awards cannot support clinical trials as defined by NIAID (studies that involve the administration of a therapeutic or preventative agent, and are described in the website: http://clinicaltrials.gov/ct2/info/understand).

Behavioral studies in humans including interventions will be accepted, but these studies will need to include a DSMP or DSMB, as defined by NIMH policy. The CFAR Clinical Services Core can assist you with the formation of a data safety monitoring board. Sub-projects, which are part of a larger funded program, are not eligible. Both domestic and international applications will be considered.

Funds Available/Award Period

Awards of up to $50,000 each (direct costs only) will be given. The award period is for one year (approximately July 2015-June 2016).

Eligibility

Investigators at the rank of Assistant Professor (in the research or clinical tracks) or above are eligible to apply. CFAR membership is not a requirement. Although high priority is given to junior investigators, projects proposed by established investigators are eligible for developmental support if that project represents a new area of study for that investigator. Collaborative projects are encouraged and are defined as those involving two or more investigators from different disciplines, and/or different departments. Behavioral science investigators are encouraged to collaborate with other clinical or basic scientists. Post-doctoral associates may apply if they have three or more years of experience and are working towards the transition to faculty status. Proposals involving clinical fellows are encouraged. Women and minorities are encouraged to apply. Those investigators who have received pilot funding from The Miami CFAR as a PI or co-PI with a start date within the last three years are not eligible. For example, if pilot award start date was June 2012, the PI and co-PIs will not be eligible to apply for another pilot award until June 2015. Applicants from outside UM are eligible if they are collaborating with a UM faculty on the project and plan to use the CFAR cores.

Review Criteria

Reviews will be based on scientific merit and the likelihood of attracting NIH or similar funding in the future. All applicants will receive feedback on their proposals. Specific criteria include:

- Innovation and significance to HIV/AIDS Research
- Investigator commitment and relationship to the existing CFAR Program
- Probability of subsequent peer review funding
- Investigator productivity (especially if you are a prior CFAR Pilot Award recipient)

**Request URL**

- Visit [http://cfar.med.miami.edu/developmental-core/pilot-grants](http://cfar.med.miami.edu/developmental-core/pilot-grants) under the section How to Apply to request the URL
- Please request access to a unique URL for the Letter of Intent and Full electronic application forms separately.

**IMPORTANT!** Please do not share your unique URL with anyone else. The system can only accept one application per each URL.

**Progress Reporting**

To allow tracking of the progress and success of each project, the funded investigators will be required to submit (1) an interim progress report each February, and (2) a final report at the end of the 12-month funding period, no later than 60 days after the award period ends.

**Mentoring/Application Assistance**

Mentoring services and assistance in grant writing are offered through the CFAR Developmental Core. Young investigators are encouraged to take advantage of these services and select a mentor if they do not already have one. The Miami Clinical and Translational Science Institute (CTSI) also provides mentoring and grant writing assistance [http://miamictsi.org/](http://miamictsi.org/). In addition, biostatistical assistance and IRB protocol assistance is available through the CFAR Clinical Core. Information on the recruitment and retention of subjects is available through the Behavioral, Social Sciences and Community Outreach Core. Please visit [http://cfar.med.miami.edu/](http://cfar.med.miami.edu/) for more information on the CFAR services.

**General Instructions**

- The application for the CFAR Pilot Awards must be submitted electronically. REDCap from Vanderbilt University is the software used to develop the letter of intent and the application forms. You will need to request access to these forms (also called “surveys”), by clicking on the link provided above. This will give you access to two unique URLs, one for your LOI and one for the full application form.
- You can save the information entered at any time, and return to it at a later time. Make sure to save the password provided to you as you leave the application for the first time. After you complete and submit your application, the system will generate acknowledgement of your electronic submission.
  **IMPORTANT!** Please contact Melanie Weiss at 305-243-3345 or m.weiss11@med.miami.edu before the deadline to resolve any issues.
- Some of the fields must be completed electronically; others will require documents to be uploaded. Please ensure that each uploaded document includes your name in the header.
- All required fields are marked as “must provide value.” Your application cannot be processed if any required field is not completed. The software will prompt you to complete the missing fields.
- Adhere to the page limitations.
- Appendices are not allowed.
- Format requirements for all uploaded documents:
  - Font: Arial, 11 pt
  - Margins: 0.5 inch (36 pt.) for top & bottom, right & left
  - Single-spaced

**Letter of Intent**

The LOI application form requires:

1. Principal Investigator Information
2. Study Team Information: Co-Investigators, Mentors and Other Significant Contributors should all be identified. A Co-I is someone with a key role in the project (salary support is often provided but not required). Mentors are typically senior investigators responsible for advising the PI during the project (no
salary support expected). Other significant contributors are typically investigators contributing a key element/expertise to the project but not necessarily a mentor (no salary support expected).

Note: Applications submitted by junior investigators and post-doctoral associates require a mentor to be listed on their project.

3. Project Information including:
   - Project Title
   - Three keywords or key phrases related to the study. “HIV Prevention” or “HIV Pathogenesis” are examples of key phrases.
   - Abstract (300 words maximum) to include the objective, study design and analysis of data- Please note that this field accepts plain text input only. Special characters and formatting such as bullets, "smart quotes," bold or italic fonts, Greek letters, etc., will be lost or altered. You will need to rely on the use of capital letters, spaces, asterisks, and other standard keyboard characters. Alternatively, if necessary, you may use ASCII codes (available at http://www.theasciicode.com.ar/).

4. Request to exclude reviewer(s) - if applicable. Consider that all UM faculty are potential reviewers. You may name two potential reviewers who you believe could not provide an impartial review and you may request they not review your application. The Review Committee will consider this request but is not required to accommodate it. You may include a justification for your selection (optional).

Full Application

The full application form requires:

1. Principal Investigator Information
2. Study Team Information: Co-Investigators, Mentors and Other Significant Contributors should all be identified. A Co-I is someone with a key role in the project (salary support is often provided but not required). Mentors are typically senior investigators responsible for advising the PI during the project (no salary support expected). Other significant contributors are typically investigators contributing a key element/expertise to the project but not necessarily a mentor (no salary support expected).

Note: Applications submitted by junior investigators and post-doctoral associates require a mentor to be listed on their project.

3. Project Information
4. Project Details including:
   - 4A-Project Title
   - 4B-Relevance to HIV/AIDS Statement (Up to 5 sentences): The purpose of this statement is to clearly articulate the projects’ relevance to HIV/AIDS. The statement should be written in plain language that can be understood by a general, lay audience, as well as your reviewers and colleagues.
   - 4C-Scientific Abstract: (300 words maximum, Arial font, 11 point, single-spaced, 0.5" all margins) to include the objective, study design and analysis of data- Please note that this field accepts plain text input only. Special characters and formatting such as bullets, "smart quotes," bold or italic fonts, Greek letters, etc., will be lost or altered. You will need to rely on the use of capital letters, spaces, asterisks, and other standard keyboard characters. Alternatively, if necessary, you may use ASCII codes (available at http://www.theasciicode.com.ar/).

5. Research Plan-all documents need to be uploaded into the electronic application and include the following sections:
   - 5A-Specific Aims: Limited to 1 page (Arial font, 11 point, single-spacing, 0.5" top, bottom, left & right margins). State concisely the goals of the proposed research and summarize the expected outcomes, including the impact that the results of the proposed research will exert on the field involved.
   - 5B-Research Strategy, Career Goals and Resources: Limited to 5 pages (Arial font, 11 point, single-spacing, 0.5” top, bottom, left & right margins). Significance, Innovation and Approach. Include a timeline for the project and explain how this project is important to your career goals. List the CFAR cores and UM resources to be utilized for this project (required to utilize one or more CFAR Cores). Please visit the CFAR website http://cfar.med.miami.edu to familiarize yourself with these cores.
   - 5C-Bibliography and References Cited: Limited to 1 page
   - 5D-Budget and Budget Justification: Use the budget template provided on the CFAR website under Pilot Awards. This is the NIH template: it includes direct costs only, and notes which items are “not
Each award is limited to $50,000 for direct costs only, for a one-year project period (estimated July 2015 to June 2016). Expenses should be restricted to laboratory supplies, cost for subject participation, test supplies and technical support. **Equipment, travel and indirect costs are not allowed.** Junior investigator and post-doctoral salary up to 10% may be included in the budget. Senior investigators should not have salary support on pilot awards. Provide a justification for each person and item listed in the budget. Names and positions of all personnel must be individually listed and the percentage of time to be devoted to the project by each person should be noted even when no salary is being requested. If an individual is being listed on your grant with effort but no salary support, they typically should be listed as mentor or other significant contributor. If the individual has not yet been hired, please list as "TBD."

- **5E-Current biosketches for the principal investigator and each co-investigator:** Biosketches are required for the PI and Co-Investigators, however they are not required for collaborators, mentors, or other significant contributors. Please use the NIH template [http://grants.nih.gov/grants/funding/424/index.htm#format](http://grants.nih.gov/grants/funding/424/index.htm#format).

- **5F-Regulatory documents:** IRB, IBC, IACUC, CITI training certification for Human Subjects Research, etc. If you do not yet have your approval, please explain what approvals will be needed for you to conduct your research and provide a status update (example: not yet submitted, submitted and pending, etc.).

**IMPORTANT! Funding cannot be released until copies of the official approvals are provided.** Should your project be awarded and considered greater than minimal risk by the IRB, involves vulnerable populations and/or has an international component, it will need additional clearance from NIH and funds may not be expended from the CFAR account until this clearance has been obtained. The process to request additional NIH clearance will start if your project is awarded. For more information on this requirement, please visit [http://www.niaid.nih.gov/LabsAndResources/resources/cfar/Pages/guidelines.aspx](http://www.niaid.nih.gov/LabsAndResources/resources/cfar/Pages/guidelines.aspx). Please note the NIH considers children as under age 21 and thus, as a vulnerable population and will need NIH clearance.

- **5G-Letter of support from Mentor(s):** If you have included a mentor on your project, please provide a letter from them in regards to their support of this project.

**Submitting your application**
The system will acknowledge your electronic submission of your LOI and Application and will generate a pop up message to notify you that each submission was received.

**Useful Tips & Links**


- Miami CFAR website: [http://cfar.med.miami.edu](http://cfar.med.miami.edu)