

## CFAR Scholar Grants (CSGs) for Faculty Development in HIV Research

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### **I. Funding Opportunity Description**

The Johns Hopkins Center for AIDS Research provides pilot grants to faculty in the Schools of Public Health, Medicine, and Nursing to enable and support HIV/AIDS research projects. Junior faculty in other JHU schools are eligible to apply if the proposal meets all other criteria. The primary purpose of these awards is to strengthen the individual's ability to secure independent NIH research funding with foci on R- and K-series awards. The details of these awards are described in this document.

### **II. Award Information**

#### **Funds Available**

The budget for the faculty grants is a maximum of \$50,000 in direct costs. Indirect costs will be calculated by the CFAR and added at the time of funding. We plan to award up to six (6) 1-year grants, with a start date of May 1, 2017. Funds budgeted for conferences or open access publication fees may be held back from the initial award, to be released at the time of use.

CFAR Scholar Grants will not be awarded for projects already funded through one of the other school initiatives, e.g. Faculty Innovation Fund or Global Health Faculty Grant.

### **III. Eligibility Information**

#### **A. Eligible Applicants**

- Applicants must be appointed full-time Instructors; Assistant Professors in the Schools of Public Health, Medicine, or Nursing; or Assistant Scientists or Assistant Lecturers in the School of Public Health at the time of application. Junior faculty at other JHU schools are eligible to apply. Post-doctoral Fellows are not eligible. If a faculty appointment is pending, a post-doc may apply with a letter from their department chair confirming this. The award will not be granted until the faculty appointment is active. Associate Professors are not eligible to apply, unless they are new to HIV/AIDS research. New to HIV/AIDS research means no prior funding of any type related to HIV/AIDS as a PI. Those in other faculty titles/status are not eligible. Those in "visiting" or "adjunct" status or those pending appointment are not eligible.
- Investigators are not eligible for CFAR awards if they are supported on a T32 grant.
- Investigators are not eligible for salary support on a CFAR award if they are on a mentored K award. K01 and K08 recipients may lead a CFAR funded pilot study if they are in the 4<sup>th</sup> or 5<sup>th</sup> year of the Career award. If you are a current recipient of an NIH K award, you are required to submit with your CFAR application NIH sponsor approval indicating that you are eligible to receive CFAR funding.
- Applicants must also meet the NIH definition of a [new investigator](#).

**Applications from ineligible applicants will not be considered.**

#### **B. Project Information**

- a. Applications for collaborative projects, particularly those involving faculty in different disciplines and/or schools at Hopkins are strongly encouraged.

If the proposal for the project is part of a larger grant idea, there should be an explanation of the larger idea, how this proposal fits into the larger grant and how the pilot funding will be used to help in the development of the larger grant proposal (i.e. to obtain preliminary data). Although the Center's process borrows heavily from NIH processes, future funding targets need not be limited to the NIH alone.

The CFAR may not fund studies involving new drugs, treatments, or devices, or off-label use of a licensed drug (this includes healthy volunteer studies where drugs are administered).

The CFAR may not fund clinical research studies that include randomization to one or more low risk interventions to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.

Studies involving human subjects may be subject to additional NIH review prior to initiating the study, which may cause delays. More information can be found on our website:

<http://hopkinscfar.org/funding-opportunities/faculty-development-awards/>

- b. Funds must be used to support research projects in HIV/AIDS including the areas of:
  - 1. Social, Prevention and Community-based research
  - 2. Clinical research
  - 3. Immunology, Virology and Molecular Biology
  - 4. Epidemiology/Biostatistics
  - 5. Implementation Science

**Please refer to the NIH HIV/AIDS Research Priorities and Guidelines for Determining AIDS Funding, as research in these areas will be used to guide to which projects the CFAR funds.**

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-137.html>

### **C. Designation of Research Mentor**

Both formal and informal mentoring processes will be available to CFAR Scholar Grant users. Investigators interested in developing an application may choose a mentor or request one from CFAR in their letter of intent. Should this mentoring relationship be mutually welcome and successful, the mentor will assist the candidate through the application process, and if awarded, mentorship would continue through the completion of the award.

## **IV. Indication of intent**

Interested applicants are required to send an indication of intent to apply. Letters will be evaluated for eligibility and those deemed likely to lead to future funding will be invited to submit a complete proposal. Indication of intent to apply should contain:

- A. Name of applicant
- B. Title of proposal
- C. 200-word abstract, including how your study will lead to a future funding.
- D. Discipline of study:
  - 1. Social, Prevention and Community-based research
  - 2. Clinical research
  - 3. Immunology, Virology and Molecular Biology
  - 4. Epidemiology/Biostatistics
  - 5. Implementation Science
- E. Name of mentor or request for CFAR to assign

Letters of Intent are due by **February 20<sup>th</sup> at 09:00AM ET** and should be uploaded into our online system, which will **open by February 15<sup>th</sup>**. You will be notified by Friday, **February 24<sup>th</sup>** if your project has been selected to proceed to a full application.

*Online system:*

- 1. Please go to: <https://jhupiter.fluidreview.com/>
- 2. Create an account (use your Hopkins e-mail address)
- 3. You will receive an e-mail confirmation from the Science of Learning Institute
- 4. Sign in to the system

5. Complete the online application form
6. Upload the single PDF file containing your LOI with file name “CSG\_LOI\_your last name”

## **V. Application and Submission Information**

### **A. Content and Form of Application Submission**

Applications are expected to be concise with the narrative of the application being no longer than six pages, single-spaced. The required components of the application are provided on the CFAR website and are as follows:

<b>Component</b>	<b>Format and Notes</b>
Project Narrative <ul style="list-style-type: none"> <li>• Abstract (250 words)</li> <li>• Introduction (1 page)</li> <li>• Specific Aims (½ page)</li> <li>• Methods (3 ½ pages) <i>[Note: this section should include the names and affiliations of all collaborators including those at other institutions and must clearly indicate the location of the proposed work]</i></li> <li>• Significance (½ page) <i>must include how this work will lead to further grants.</i></li> <li>• Timeline for implementation of the project.</li> </ul>	Use NIH narrative format page
Proposed budget	Use NIH Budget Form
Figures and references, including letters of collaboration <i>[This section should be used judiciously for the sake of reviewers.]</i>	
Biosketches <u>with Support</u> of Principal Investigator only. You <u>do not</u> need to submit biosketches of co-investigators.	Use NIH template

**Note:** All forms may be found on the CFAR website: <http://hopkinscfar.org/>

**The project narrative, budget, figures and references and biosketch should be merged into one PDF file and uploaded into the online application.**

### **B. Submission Dates and Times**

Application Receipt Date: 09:00AM on **March 27<sup>th</sup>**

Award Announcement Date: **May 1<sup>st</sup>**

### **C. Sending an Application**

Details for submission will be posted on the website and instructions will be sent out to those who submit LOIs.

**A note regarding Office of Research Administration:** This funding mechanism uses internal funding and does not require review or approval by an Office of Research Administration. Similarly, applications are submitted directly by investigators to the CFAR and not through ORAs.

### **D. Application Processing**

Applications must be received no later than the date and time listed on the announcement. If an application is received after that date, it will not be reviewed. Upon receipt, applications will be evaluated for completeness and responsiveness. Incomplete and non-responsive applications will not be reviewed.

Institutional Review Board (IRB) approval of human subjects is not required prior to review of an application. However, initiation of IRB review, if necessary or applicable, will be required prior to the release of funds or the commencement of research.

## **E. Funding Use and Restrictions**

Funds can be requested to support the research endeavors of the faculty member, i.e., domestic travel (for dissemination of research results), technical support, lab supplies, assays, computer time, and limited research equipment. Salary to support the applicant may be requested. Additionally, although post-doctoral researchers may be involved in these pilot grants, it is not the purpose of these grants to provide substantial support for post-doctoral researchers. A letter of permission from the division chair is required for all post-docs or fellows. Application budgets will be reviewed and the Center may elect, on a case-by case basis, to deny funding if the budget appears excessive for the proposed activities.

Awards are capped at a total of \$50,000 in direct costs. An individual can receive only one award in their career at Hopkins. Indirect costs will be added to the funding at the time of the award by the CFAR financial administrator. You do not need to concern yourself with this at the time of application. Depending on the nature of your proposal, the CFAR may choose to issue a partial award until project milestones have been met.

## **VI. Application Review Information**

### **A. Triage**

Letters of intent will be subjected to triage and will be reviewed for compliance with faculty status eligibility criteria. Further, proposed studies will be reviewed to determine if they propose research projects and meet NIH HIV research priorities. Proposals not fitting eligibility criteria will not be advanced to full applications.

### **B. Primary Review Criteria**

The primary criterion for evaluation of the application is scientific merit and the concomitant likelihood of future funding.

### **C. Additional Review Considerations**

Although scientific merit is the primary criterion, additional consideration will be afforded to applications involving a collaboration of more than one Hopkins school or discipline. Specifically, this means that the proposal includes a co-investigator whose primary appointment is in a Johns Hopkins school or a discipline other than that of the applicant.

### **D. Review and Selection Process**

Applications will be reviewed in a process that resembles an NIH study section. Each application will be reviewed by a study section (Social, Prevention and Community-based research; Clinical research; Immunology, Virology and Molecular Biology; Epidemiology/Biostatistics; or Implementation Science); a reviewer meeting will be scheduled. Critique information will be compiled and distributed, but applicants should not expect the same extensive commentary as contained in an NIH-type review.

Review criteria:

- Does the introduction provide a clear background regarding the problem to be studied, what has been done so far, and what questions need to be answered?
- Are the aims clear, concise, and measureable? Are they feasible given the small award?
- Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well-integrated, well-reasoned, and appropriate to the aims of the project?
- Does this study address an important HIV/AIDS problem?
- Does this investigator provide a sound and convincing plan for use of the data/outcomes from this study to seek additional research funding?
- If the aims of the application are achieved, what is the likelihood that the data will contribute to a high quality application for subsequent funding?

### **E. Anticipated Announcement and Award Dates**

Announcement of awardees is anticipated by May 1<sup>st</sup> with award notices to follow shortly.

## **VII. Award Administration Information**

### **A. Award Notices**

Award notices will be issued from the Administrative Core of the Center for AIDS Research. The CFAR Research Service Analyst will contact you with the award IO, once your study is cleared by the CFAR program manager. Indirect costs will be added to the award at this time.

### **B. Conditions of Award:**

- a. In the event that pending other support is funded which overlaps with or reduces your effort on this CFAR project, or you are awarded a K award, you must notify the CFAR Administrative Director. Your funding status will be reviewed, and, if it is determined that you are unable to meet the specific aims of your CFAR proposal or that you are ineligible for CFAR funding, you may be required to relinquish the CFAR award.
- b. **Prior to funding**, if applicable, you must forward a copy of all Institutional Biohazard, Animal Care and IRB approvals to the CFAR Program Manager. If NIH clearance for a clinical or international study is required, funds may be withheld until these approvals are also in place.
- c. Faculty awarded funding will be required to provide annual reports of the progress of their study and a final report detailing the outcome of their project. Additionally, in order to evaluate the effectiveness of the program following the completion of your study, faculty will also be required to file brief, non-narrative annual reports indicating:
  - i. The number of subsequent grant applications
  - ii. The funding outcome of these applications
  - iii. Any publications or presentations that may have been based on the pilot grant

**You are obligated to respond to CFAR requests for information for five years after your award is funded.**

- d. NIH Review: Studies with more than minimal risk, as defined by the IRB, must undergo review by the NIH prior to beginning the study. This process can take several months and this should be taken into account when planning the study's implementation. A similar process is required for International research Requirements for NIH review can be found on the CFAR website.
- e. Publicity: Information about grants awarded under this program, subsequent awards, and publications will be posted on the Center for AIDS Research website. Applicants must agree to credit the Center for AIDS Research in any publication or applications that result from awards. Examples of the language required can be found on our website:

<http://cfar.jhu.edu/resources/acknowledge-cfar/>

## **VII. Additional Information and Questions**

Requests for additional information and questions may be directed to:

Anne R. Efron, MSN, MPH

Center for AIDS Research

CRB II, 1M.02

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