**CFAR-CFAR Mentored Research Award (CFAR-C)**

Request for Applications

*expires 7/31/16*

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INTRODUCTION
The objective of the CFAR-CFAR Mentored Research Award (CFAR-C) is to enable cross-CFAR collaborations that will foster inter-institutional research synergy and help move CFAR faculty toward independent investigator status in NIH HIV/AIDS research.

CFAR-C projects are dual PI with one PI from the CFAR at Emory and one PI from another CFAR. Project costs may be shared between CFARs with direct costs borne by the CFAR at Emory not to exceed $40K:

- It is not required that salary costs be requested for faculty / staff from the collaborating CFAR but, if they are requested, these must be provided and managed by the collaborating CFAR’s Developmental Core;
- Other project-related expenses that cannot be accommodated within a $40K (direct cost) budget must also be provided and managed by the collaborating CFAR.

The maximum project period for a CFAR-C award is one year, although no-cost extensions may be granted with sufficient justification.

Contingent on the availability of funding, it is anticipated that new and resubmission applications will be accepted through the end of the current CFAR project period (7/31/17).

NOTES
- Submission of a CFAR-C application does not preclude concurrent submission of an NIH application containing substantially the same research proposal. Should both applications be funded, the CFAR-C award must be returned.
- CFAR-C awards may not be used to supplement research currently being funded by NIH or to provide interim support of projects under review.
- CFAR-C awards may not be used to supplement or extend research that is, or has been, funded by CFAR at Emory CFAR-03 or CFAR-K awards. It is up to the applicants to demonstrate that a proposed CFAR-C project meets this requirement.

SCOPE
Examples of the types of projects that might be funded under this RFA include:
- Pilot or feasibility studies for emerging research opportunities in HIV/AIDS;
- Secondary analysis of existing data;
- Small, self-contained research projects;
- Development of research methodology or research technology.

NOTE: Some clinical studies are not allowed (Click this link to the NIH CFAR for more information).

ELIGIBILITY
- The CFAR at Emory PI must meet the following inclusion criteria:
  - Research Track or Tenure Track full time faculty with an appointment at Emory University or Morehouse School of Medicine;
  - An NIH “New Investigator” in HIV/AIDS. Specifically, prior funding as an NIH independent investigator renders an applicant ineligible ONLY IF that funding has been in HIV/AIDS;
    - Exception: Investigators with prior independent NIH funding in AIDS are eligible if they have not been the PI on any NIH AIDS grant within the last five years.
- The collaborating CFAR PI must meet all inclusion criteria established by his or her home CFAR.

EXCLUSION CRITERIA:
- Individuals who hold a current CFAR-03, CFAR-C, or CFAR-K award through the CFAR at Emory are not eligible for additional funding through this mechanism while that award is still active.
APPLICATION DEVELOPMENT PROCESS

NEW APPLICATIONS

1. Contact the CFAR at Emory Developmental Core
   Both the Emory and collaborating CFAR PIs should contact Dr. Kimbi Hagen (404/727-8855) or Dr. Dennis Liotta (404/727-6602) by conference call to discuss whether a proposed project matches the objectives of the CFAR-C mechanism. Dependent on the outcome of the call, Dr. Hagen will contact the collaborating CFAR’s Developmental Core to discuss the mechanism’s function and structure.

2. Identify CFAR-C Research Mentors at each participating CFAR *
   Applicants without a history of R01-equivalent funding must have a research mentor on the study team

3. Attend a CFAR Developmental Core Award grant writing seminar
   Attendance at this seminar is recommended but is NOT a requirement of submission

4. Present your specific aims and approach to the CFAR at Emory Core Directors for feedback **
   This meeting will take place by Adobe Connect conference call

5. Meet with CFAR at Emory Biostatistics Core faculty to review data collection and analysis plans ***
   The Biostats Core will provide a letter of verification for inclusion in the application packet

6. Meet with CFAR Cores at either Institution, as applicable, to get letters of support documenting subsidized Science Core support to be provided to your project
   See Appendix A. “Support” includes consultation, services, materials, training, shared equipment / space

7. Get pre-review comments on the application draft from at least one CFAR-C research mentor *
   A copy of the application review form is available on the CFAR at Emory Developmental Core website

* Steps 2 & 7 are required for any applicant without a prior history of NIH independent investigator funding
** Omitting Step 4 requires prior permission from the CFAR-03 Program Officer
*** Step 5 is mandatory for all applicants

RESUBMISSIONS*

1. Meet with CFAR-C Research Mentor(s) to discuss summary statement comments.
2. Revise application under direction of CFAR-C Research Mentor(s) and study team.
3. Get pre-review comments on final revised application draft from CFAR-C Research Mentor(s).
4. Provide documentation that steps 1-3 occurred, in the form of a letter of verification from the applicant’s CFAR-C Research Mentor(s), in the resubmission application package.

*Requirements 1-4 apply only to applicants without a prior history of NIH independent investigator funding.

SCHEDULE / DEADLINES

CYCLE A:

<table>
<thead>
<tr>
<th>LOI due</th>
<th>October 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application due</td>
<td>November 1</td>
</tr>
<tr>
<td>Study Section held</td>
<td>Normally held the first week in December</td>
</tr>
<tr>
<td>Funding announcement</td>
<td>Normally announced the first week in January</td>
</tr>
</tbody>
</table>

CYCLE B:

<table>
<thead>
<tr>
<th>LOI due</th>
<th>April 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application due</td>
<td>May 1</td>
</tr>
<tr>
<td>Study Section held</td>
<td>Normally held the first week in June</td>
</tr>
<tr>
<td>Funding announcement</td>
<td>Normally announced the fourth week in June</td>
</tr>
</tbody>
</table>

*The letter of intent (LOI) should include:
  • Funding mechanism (CFAR-C)
  • A preliminary title for the project
  • Contact information, including:
    ▪ PIs: name, faculty rank, department, Institution, cell phone, work phone, and email
    ▪ CFAR-C Research Mentor(s): name, faculty rank, department, Institution, work phone, and email
    ▪ Co-investigators, and proposed collaborators, if any: name, department, Institution, and email

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• A list of people who are well qualified to review the application
• A list of individuals who should not review the application and why
• A one page research pre-proposal that includes:
  ▪ A one to three sentence background of the research problem
  ▪ Research Question(s) or Hypotheses
  ▪ Specific Aims
  ▪ A brief description of the proposed approach

APPLICATION INSTRUCTIONS
FORM PAGES
Applications should be prepared using Emory’s Cayuse 424 system, submitted on SF424 (R&R) electronic forms.

• Applicants who have never filled out a Grants.gov SF424 form should watch the following tutorial first: http://www.grants.gov/assets/CompletingaGrants.govApplication.html

The Funding Opportunity Announcement (FOA) used for CFAR-C applications is PA-13-304.

• This is the current FOA for investigator-initiated applications for the NIH Small Research Grant Program (R03) mechanism upon which the CFAR-C is based.

Except when CFAR-specific instructions are provided below, applicants should follow NIH instructions for completing an SF424 form set.

• See NIH PHS SF424 (R&R) Application Guide (referred to below as “NIH Instructions”).

PHS 398 RESEARCH PLAN (NIH Instructions, section 5.5)
Format all documents per NIH rules (see NIH Instructions section 2.6).

Internet website addresses (URLs) should not be used to provide information necessary to the review because reviewers are not obligated to view the Internet sites.

File names for each pdf section should follow the following heuristic: “PI Last Name.SectionName.pdf.”
For example:
• Doe.SpecificAims.pdf (Limit=1 page)
• Doe.ResearchStrategy.pdf (Limit=6 pages)

LETTERS OF VERIFICATION / SUPPORT
Include the following required letters:
• A letter signed by the Director or Associate Director of the CFAR at Emory Biostatistics and Biomedical Informatics Core, verifying that Core faculty have reviewed and approved the proposed data collection and analysis plans

• A letter signed by the Director of each CFAR Science Core that will provide services for the proposed project. Letters should clearly describe specific service(s) to be provided and the amount / limits of those services. (Provide a separate letter from each Core to be used)

• A letter signed by each CFAR-C Research Mentor, describing the mentoring activities to be provided, verifying participation in the development of the CFAR-C application and, if funded, in the implementation of the CFAR-C project and, later, in at least one article to be submitted for publication based on project findings

• Letters of support from named research collaborators and consultants. For paid consultants, letters should include rate/charge for consulting services

• A letter signed by the Developmental Core Director of the collaborating CFAR, committing requested funds that are in excess of $40K (direct costs)

• A letter from each PI’s Department Chair or Division Director, approving the application’s submission
APPENDICES
At a minimum, include the following two required Appendices

A. CFAR Scientific Core Statement: This appendix should include either:
   1. A description of the CFAR Science Core support to be used during implementation of the project, referencing the appended Core letter(s) (limit: 1 paragraph per Core);
   2. A statement that no CFAR core exists at either Institution that can provide access to consultation, services, training, materials, or shared equipment / research space needed for the proposed study (NOTE: Applications will be marked down on review if, in the opinion of the reviewers, the applicant is overlooking opportunities to collaborate with / seek appropriate research support from the CFAR Cores); or
   3. A statement explaining any other reason why the applicant is not planning to use any of the CFAR cores.

Applications without one of the three statements above will not be considered for funding

B. Future Plans for NIH Applications (Limit = 1 page). This appendix should describe how the findings from the proposed research will be useful for future NIH applications. Outline the remaining experiments, if any, that will need to take place prior to an NIH application based on this work.

Given that 40% of an application’s score will be based on the proposed project’s potential to contribute to a future NIH application, the importance of this Appendix cannot be overstated.

The following additional items may be included in the Appendix:
• Surveys, questionnaires, and other data collection instruments;
• Informed consent documents;
• Up to three of the following types of publications:
  o Manuscripts and/or abstracts accepted for publication but not yet published: The entire article should be submitted as a PDF attachment.
  o Manuscripts and/or abstracts that are published, but for which a free, online, publicly available journal link is not available: The entire article should be submitted as a PDF attachment.

The following items may not be included in the Appendix:
• Articles not yet accepted for publication.
• Photographs or color images of gels, micrographs, etc., are no longer accepted as Appendix material. These images must be included in the Research Plan. However, images embedded in publications are allowed.
• Publicly accessible publications. For such publications, the URL or PMC submission identification numbers along with the full reference should be included as appropriate in the Bibliography and References cited section and/or the Biographical Sketch section.

BUDGET (Use the R&R [i.e. detailed, NOT modular] budget. See NIH Instructions section 4.7):
Submit two budgets: one for project costs to be included in the CFAR at Emory budget (direct costs not to exceed $40K), and one for project costs, if any, to be provided and managed by the collaborating CFAR. As noted on p. 2 of this RFA:
• Salary costs for the collaborating CFAR PI and staff must be provided and managed by the collaborating CFAR's Developmental Core;
• Other project-related expenses that cannot be accommodated within a $40K (direct cost) budget must also be provided and managed by the collaborating CFAR.

Stipulations:
• PIs should commit effort to the project but it is not required that they request salary. If PI salary costs are requested, they may not exceed 20% of the complete direct cost budget.
• Funds may be requested for travel and activities associated with writing an NIH research grant proposal based on project findings and/or attending meetings to present project-related data. Unless permission of the CFAR at Emory Developmental Core administration has been granted to extend the travel deadline, supported travel must be completed within one year of the end of the project period.

• Do not request:
  o Salary or travel for senior faculty
  o Equipment purchases of > $5,000
  o Indirect Costs (although these may be awarded, depending on the source(s) of funding used to support the award)
  o Funds for services that a CFAR Core has agreed to subsidize

See Appendix A. In accordance with NIH CFAR protocol, Core services in facilitation of an active CFAR Developmental Core-funded award are provided at no cost to the awardee so requests for research support that can be provided by one or more CFAR cores should not be included in the budget. Subsidized research support is not unlimited in scope or in time however and the description and limits of all CFAR-provided services, equipment, consultation, training, or materials ("research support") to be provided to a project should be agreed upon in advance documented in a letter of support from the Director of the applicable Core(s).

Applicants may request funds for CFAR Core research support in excess of what a Core has agreed in advance to subsidize, but the request must be well justified in the Budget Justification.

If a study section reviewing a CFAR-03 application judges that a requested budget item can be reasonably provided by a CFAR Core they will deny that budget item request. **Cores are not required to subsidize research support that was not negotiated and documented prior to application submission** and Cores may request that a non-CFAR SmartKey be provided to cover the Core support (i.e. consultation, services, materials, training, and/or shared research space/equipment) that is not included in a letter of support included in the application. For this reason it is extremely important that applicants be conversant with the full range of research support available to CFAR-C grantees and that they discuss any and all needed research support needs with the CFAR Cores at both Institutions during application development.

Applicants may request funds for support provided by non-CFAR cores and entities and, as described above, for research support in excess of what a CFAR Core has agreed in advance to subsidize. Requests for these additional funds must be well justified in the Budget Justification.

**COVER LETTER (NIH Instructions section 5.2)**

The PIs and, when applicable, Research Mentor(s) should both sign a cover letter including the following:

- PI names, Faculty rank, Department, and Institution
- Application title
- Mechanism (CFAR-C)
- Application type (New or Resubmission)
- Direct Costs requested from each Institution, as applicable
- Post Award administrator name and contact information at each Institution, as applicable
- A statement confirming that the PIs’ Research Mentor(s) provided pre-review comments on a final draft of the new or resubmission application
- A statement, if applicable, confirming that the PIs and their Research Mentors met to discuss the Summary Statement from an application’s original submission, prior to development of the revised application

**SUBMISSION PROCEDURE**

All documents must be submitted as NIH-compliant pdf files. See NIH Instructions sections 2.3.2 and 2.6.
CFAR-C applications do NOT have to be routed for approval through the Emory PI’s Department / School. In accordance with policies at the collaborating CFAR, applications may or may not need to be routed for approval through a collaborating Institution’s Office of Sponsored Programs.

In all cases, the application must include letters signed by each PI’s department/division chair indicating approval for the application’s submission.

Do NOT submit the completed application package through Grants.gov. Instead, email the application to the CFAR-C Program Officer, Dr. Kimbi Hagen, at cfar@emory.edu.

APPLICATION REVIEW

• Members of the CFAR at Emory Scientific Review Group review CFAR-C proposals in an NIH study section-style format, with two reviewers assigned to each proposal. Outside reviews will be requested as needed and collaborating CFARs may be solicited for help in identifying appropriate reviewers.

• At the collaborating CFAR’s discretion, members of a collaborating CFAR’s Developmental Core leadership may choose to sit in on the review of CFAR-C applications.

• In assigning an NIH-style Impact score (1-9), C-CFAR reviews are not limited to the five NIH review criteria (approach, significance, innovation, investigators, and environment). Over half (60%) of a reviewed application’s overall Impact score will take into consideration two additional CFAR at Emory-specific criteria: ‘Potential to contribute to a future NIH application’ and ‘quality of writing.’ See Review Criteria table (Appendix B) for additional details.

• A written critique will be prepared for each proposal. These critiques, called a “Summary Statement” by NIH, and known informally as “pink sheets,” will be forwarded to the applicants approximately three weeks following completion of the study section.

RELEASE OF FUNDS

A response to the pink sheets and proof of all necessary institutional approvals (e.g. CITI, IRB/HIC, IACUC, biohazard, radiation safety) must be provided to the CFAR at Emory prior to release of funds. Additional stipulations may also be included in the Notice of Award.

CONTACTS

CFAR-03 Program Officer
Dr. Kimbi Hagen
phone: 404/727-8855
e-mail: kbs.hagen@emory.edu

Scientific Questions
Dr. Dennis Liotta
phone: 404/727-8130
e-mail: dlott@emory.edu

Budget and Administrative Questions
Ms. Shelle Bryant
phone: 404/727-9437
e-mail: sbryant@emory.edu
APPENDIX A: SUBSIDIZED CORE SUPPORT DECISION TREE

Is service requested for a Dev Core-funded project or applicant?

Yes

NIH CFAR Guidelines are applicable:
“Core X services are provided at no cost to Dev Core-funded projects”

No

N/A

Can Core X afford to fully subsidize the cost of requested service(s)?

Yes

NIH CFAR Guideline applied:
Core X provides requested service at no cost to applicant

No

Emory CFAR policy overrides NIH CFAR guidelines:
Some part of cost is not fully subsidized by Core X

Have limits on subsidized services been previously negotiated with the applicant/awardee?

Yes

Request is for a previously negotiated service:
Core X provides service at no cost to applicant, up to previously negotiated limit

No

Request is for a service not included in previous negotiation

Core X determines how much it can subsidize and gives letter to applicant/awardee outlining limits on subsidized services

Core X sends applicant/awardee to Dev Core to discuss how to pay for those costs that Core X can not fully subsidize

Dev Core and Admin Core determine if overage should be charged to Dev Core project budget or paid to Core X by Admin/Dev Core supplement

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**APPENDIX B: CFAR-C REVIEW CRITERIA**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Item</th>
<th>Section of application scored</th>
</tr>
</thead>
</table>
| 40%    | **Future**: Does the proposed project have a high potential of contributing to a future NIH application by either PI? | * Entire narrative  
• "Future Plans for NIH Applications" statement |
| 20%    | **Writing**: Does quality of writing in the application (including grammar and spelling) meet the standard found in successful NIH applications? | * Entire narrative |
| 25%    | **Approach**: Are the overall strategy, methodology, and analyses well reasoned and appropriate for accomplishing the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented?  
If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? If the project involves human subjects research, are the plans for 1) protection of subjects from research risks, and 2) decisions about the inclusion or not of minorities, women, children, and/or vulnerable peoples justified in terms of the scientific goals and research strategy proposed? | * Specific Aims  
• Research Strategy: (c) “Approach”  
• Letters of support  
• Protection of Human Subjects  
• Inclusion of Women and Minorities  
• Inclusion of Children  
• Vertebrate Animals |
| 15%    | **Significance**: Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field? | * Research Strategy: (a) "Significance" |
|        | **Innovation**: Does the application seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are they novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? | * Research Strategy: (b) "Innovation" |
|        | **Investigators**: Are the PIs, collaborators, and other researchers well suited to the project? Do they have appropriate experience and training? Do the PIs have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project? | * Biosketches  
• Dual PI Leadership Plan |
|        | **Environment**: Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements? | * Resources page  
• Select agents research  
• Letters of support  
• CFAR scientific core statement |