The objective of the Collaboration Travel Award mechanism (CTA) is to enable collaborations that will immediately or ultimately lead to new NIH funding applications in HIV/AIDS.

Funds are available for the explicit purpose of assisting junior faculty CFAR members in meeting face-to-face with potential research collaborators from other institutions in order to define the research question(s), specific aims, proposed methodology, and project time line for an application in HIV/AIDS on which the CTA applicant will serve as a PI.

This mechanism provides reimbursement of up to $2,000 per approved request.

**Scope:**
Funds may be used for the CTA applicant's travel and/or conference registration. Other uses will be considered. All requests must be well justified.

**Eligibility:**
- Untenured Research Track or Tenure Track full time faculty with an appointment at Emory University or Morehouse School of Medicine
- Meets the definition of an NIH “New Investigator.”

**Limitations:**
- Funds are only available for the development of an application that will be submitted to either NIH or to the CFAR at Emory Developmental Core (CFAR-03, CFAR-C, or CFAR-K funding mechanisms) within 12 months of the award.
- Only the Emory/Morehouse PI of the proposed NIH or CFAR application may apply for this award.

**Stipulations:**
- Prior to applying for funding through this mechanism the CTA applicant must have identified a Research Mentor who will assist in the development of the subsequent NIH or CFAR Developmental Core application and, if funded, in its implementation.

**Deliverables:**
1. Within two months of the completed travel a summary of the meeting must be delivered to the CFAR Developmental Core. The summary should include information about the target funding mechanism; the anticipated submission deadline; and the project’s anticipated key personnel, research question(s), specific aims, projected methodology, and proposed project time line. Failure to submit this report will obligate the awardee to repay all disbursed CTA funds.

2. Within one year of the completed travel an application must be submitted to either NIH or to the CFAR Developmental Core (CFAR03, CFAR-C, or CFAR-K funding mechanisms). If an application originally intended for NIH cannot be submitted within the required time line it is permissible to repackage the application and submit it to the CFAR Developmental Core instead. Failure to submit an application to either the NIH or the CFAR Developmental Core will obligate the awardee to repay all disbursed CTA funds.
Application Submission:
Interested applicants are encouraged to contact Dr. Kimbi Hagen (404/727-8855) in the CFAR Developmental Core, before beginning the application process, in order to discuss if their request fits with CFAR’s goals for the Collaboration Travel Award mechanism.

The completed application package should be emailed to Dr. Kimbi Hagen at the CFAR Developmental Core (kbs.hagen@emory.edu).

The application package should include the following:
- A copy of the applicant’s NIH biosketch;
- A letter of support from the applicant’s identified Research Mentor;
- A copy of the identified Research Mentor’s NIH biosketch;
- A copy of the proposed research collaborator(s)’ NIH biosketch(es);
- An application letter, co-signed by the applicant, the applicant’s Research Mentor, and the applicant’s division or department chair. This letter should be addressed to Dr. Kimbi Hagen and may be submitted as a scanned pdf file.

The application letter should include:
  • The applicant’s name, faculty rank, department, and contact information (email, cell phone, and office phone).
  • The Research Mentor’s name, faculty rank, department, and contact information (email, office phone).
  • The research collaborator(s)’ name, faculty rank, department, Institution, and contact information (email, office phone).
  • The applicant’s post-award grant administrator’s name and contact information (email, office phone).
  • The NIH or CFAR Developmental Core target mechanism for funding the project under development.
  • A justification for the request including:
    o a brief description of the research project under development,
    o a detailed description of how the requested funds will be used.
  • A budget that shows the source of additional funding, if this award will not cover all necessary expenses.

Approvals:
All requests must have appropriate division / department approvals prior to submission, as recorded by co-signature on the application letter.

Deadlines:
Rolling. Submissions will be circulated for review by an internal committee and a decision made within two weeks of application.