



CFAR

Center for AIDS Research
Emory University

Letter of Intent is due by October 1

Application is due by November 1

CFAR-Series applications should be prepared using updated [FORMS-F](#).

CFAR-SERIES APPLICATION DOCUMENT CHECKLIST

- Cover Letter
- Application using FORMS-F (See Application Components list on the next page)

CFAR-specific Documents:

- Attachment #1: Applicability to NIH/OAR Research Priorities: (Limit = 1 paragraph)
- Attachment #2: Future Plans for NIH Applications: (Limit = 1 page)
- Attachment #3: Emory CFAR Scientific Core Statement: (Limit = 1 page)
- Attachment #4: Letters of verification / support
 - CFAR Biostatistics and Biomedical Informatics Core
 - Other Cores that will provide services (if applicable)
 - Letter signed by PI's Research Mentor (if applicable)
 - Letters of support from named collaborators and consultants (if applicable)
 - Letter from PI department Chair or Division Director
- If applicable, for CFAR-03 only: Appendix: CFAR-03 mentoring plan: (Limit = 1 page).

APPLICATION: FORMS-F COMPONENTS

It is recommended that the application packet is compiled in Cayuse (responding to [PA-20-200](#)) with the assistance of your local RAS unit. Print and email a pdf of the application to the CFAR-series Program Officer, Galina Terbova (galina.terbova@emory.edu), cc'ing Jenny Anderson (jenny.anderson@emory.edu). DO NOT route in EPEX or submit to OSP.

- Application for Federal Assistance
- Project Summary/Abstract
- Project Narrative
- Human Subjects documentation (if applicable)
 - PHS Human Subjects and Clinical Trials Information Form*
- Vertebrate Animal documentation (if applicable)
- Bibliography and References Cited
- Facilities and Other Resources
- Equipment
- Senior/Key Person profile
- International Collaborators (if applicable)
- Biosketch**
- Other Support**
- Budget (*detailed budget is required. Do not submit a modular budget*).
- Budget Justification
- Research Plan
 - Specific Aims
 - Research Strategy (6 pages). Including:
 - Rigor and Reproducibility: The research plan should fully address rigor and reproducibility. See [NIH FAQs](#) for [NOT-16-011](#)
 - Inclusion Across the Lifespan: For projects including human subjects, the research plan must fully address inclusion across the lifespan. Read NIH [NOT-OD-18-116](#)
 - Sex as a Biological Variable: All research projects conducted with human subjects, vertebrate animals, or materials (e.g. blood, tissue, cell lines) from human or vertebrate animal subjects must fully address sex as a biological variable in the research plan. Read [NOT-OD-15-102-Guidance and \(https://orwh.od.nih.gov/sex-gender/nih-policy-sex-biological-variable\)](#)
 - Project Activities timeline
 - Vertebrate Animals (if applicable)
 - Select Agent Research (if applicable)
 - Multiple PD/PI plan (if applicable)
 - Consortium/contractual Arrangements (if applicable)
 - If you are proposing a subaward, provide the following for the sub:*
 - Letter of Intent
 - Budget
 - Budget Justification
 - Scope of Work
 - Resource Sharing Plan(s)
 - Authentication of Key Biological and/or Chemical Resources, if applicable

*See PHS Human Subjects and Clinical Trials Information Form. NOTE: Clinical Trials are not allowed on CFAR awards. Only complete Section 1 (Basic Information), Section 2 (Study Population Characteristics), and Section 3 (Protection and Monitoring Plans)”

**NIH Biosketch and Other Support format will change on 01/25/2022. However, it is recommended (but not required) that applicants begin using that format for this application.