



# CFAR

Center for AIDS Research  
Emory University

Letter of Intent is due by March 1

Application is due by April 1

CFAR-Series applications should be prepared using NIH [FORMS-H](#) forms and NIH NOFO [PA-20-200](#), the current Funding Opportunity Announcement for investigator-initiated applications for the NIH Small Research Grant Program (R03) mechanism upon which CFAR-Series (CFAR-03, CFAR-K) applications are based.

### CFAR-SERIES APPLICATION PACKET CHECKLIST

- Cover Letter
- Application pdf using FORMS-H (See Application Components list below)
- Applicability to NIH/OAR Research Priorities: (Limit = 1 paragraph, see NOFO for details)
- Future Plans for NIH Applications: (Limit = 1 page, see NOFO for details)
- Emory CFAR Scientific Core Statement: (Limit = 1 page, see NOFO for details)
- Community Impact Section (Limit= 1 page, see NOFO for details.)

### APPLICATION: FORMS-H 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. Applications should be submitted electronically. The application portal is located [HERE](#), and will be available after March 1, 2024. 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 (New format, effective 01/25/2022)
- 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: a) human subjects, b) vertebrate animals, and/or c) materials from human or vertebrate animal subjects (e.g. blood, tissue, cell lines) must fully address sex as a biological variable in the research plan.
  - Read [NOT-OD-15-102-Guidance and](#)
  - Read (<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)

Letters of verification / support

- CFAR Biostatistics and Biomedical Informatics Core
- Other Cores that will provide services (if applicable)
- PI's Research Mentor (if applicable)
- Named collaborators and consultants (if applicable)

CFAR-03 only: If applicable, Appendix A: CFAR-03 mentoring plan (Limit = 1 page)

\* See PHS Human Subjects and Clinical Trials Information Form.

Only complete Section 1 (Basic Information), Section 2 (Study Population Characteristics), and Section 3 (Protection and Monitoring Plans)

NOTE: Clinical Trials are not allowed on CFAR awards.