

**CFAR-CFAR Mentored Research Award (CFAR-C)  
Request for Applications**

*expires 7/31/18*

**Table of Contents**

Introduction----- 2

Scope ----- 2

Eligibility ----- 3

Application Development Process

    New Applications----- 3

    Resubmissions ----- 3

    Schedule/Deadlines----- 4

Application Instructions

    Form Pages ----- 4

    Research Plan ----- 4

    Required Attachments----- 5

    Appendices ----- 6

    Budget ----- 6

    Cover Letter ----- 7

    Submission Procedure ----- 7

Application Review ----- 7

Release of Funds ----- 7

Contacts ----- 8

Appendices

    A: Subsidized Core Support Decision Tree----- 9

    B: CFAR-C Review Criteria ----- 10

# CFAR-CFAR Mentored Research Award (CFAR-C) Clinical Trials: Not Allowed

- [NIH revised definition of Clinical Trials](#)
- [NIH Clinical Trials definition FAQ](#)
- [Determine if your proposed study is a Clinical Trial](#)
  
- [See also this document by the NIH CFAR re: requirements for Clinical Research Studies](#)

## INTRODUCTION

The objective of the CFAR-CFAR (CFAR-C) Mentored Research Award is to enable cross-CFAR collaborations that will foster inter-institutional research synergy, help move CFAR faculty toward independent investigator status in NIH HIV/AIDS research, and strengthen the competitiveness of NIH applications in NIH/OAR high priority areas of HIV research (see <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-137.html>).

CFAR-C projects are dual PI with one PI from the CFAR at Emory and one PI from another CFAR.

It is expected that projects will be designed to take one year or less to complete although, if necessary, project activities and spending may be extended over the duration of a two-year project period.

All funds must be requested in the first year of the project and are non-renewable. No-cost extensions beyond the two-year extended project period are only rarely granted.

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 project PIs, faculty or staff. If they are requested for someone from a collaborating CFAR 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.

## 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, CFAR-K, or earlier CFAR-C 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.

## 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 eligibility criteria for CFAR Developmental Core funding 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) 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 by the Emory PI 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 webinar. Presentation at this webinar is recommended but is NOT a requirement of submission*

#### 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. As appropriate to the support they are providing, an Emory CFAR Core will provide you with information addressing rigor and reproducibility to include in your Approach section.*

#### 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*

*\*\* 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:

LOI* due	<b>October 1</b>
Application due	<b>November 1</b>
Study Section held	Normally held the first week in December
Funding announcement	Normally announced the first week in January

### CYCLE B:

LOI* due	<b>April 1</b>
Application due	<b>May 1</b>
Study Section held	Normally held the first week in June
Funding announcement	Normally announced the fourth week in June

\*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
- A list of people who are well qualified to review the application
- A list of individuals who would be considered to be in conflict with reviewing the application and therefore should not be asked to serve as reviewers
- A **one page** research pre-proposal that includes:
  - One to three sentence background of the research problem
  - Proposed research question(s) or hypotheses
  - Proposed specific aims
  - A brief description of the proposed approach

## APPLICATION INSTRUCTIONS

Emory applicants are required to work with their department's RAS unit to develop, assemble and submit the application via the Cayuse 424 system.

### FORM PAGES

Applications should be prepared using updated **FORMS-E** forms and NIH FOA [PA-18-488](#) (the current FOA for investigator-initiated applications for the NIH Small Research Grant Program (R03) mechanism upon which the CFAR-03 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**)

The research plan should fully address rigor and reproducibility.

- Watch the very useful February 2016 [lecture on this by Drs. Janet Gross and Gary Miller](#) (available on the Emory RSPH [Grand Rounds](#) website).
- See also [NIH FAQs](#) for [NOT-16-011](#)

The Approach section should include a project activities timeline.

## REQUIRED ATTACHMENTS.

**Applications that fail to include the required attachments listed below will be returned without review.**

Each attachment should be included, **in the order listed below**, in the application package under “Other Research Plan Section (Other Letters of Support).”

### 1. Applicability to NIH/OAR Research Priorities: (Limit = 1 paragraph)

See [NOT-OD-15-137](#). This attachment should identify *which* High Priority topic the proposed project addresses and describe *how* the proposed project will address that topic.

### 2. Future Plans for NIH Applications: (Limit = 1 page)

This attachment should describe how the findings from the proposed research will be useful for future NIH applications. Outline the remaining experiments, if any, that need to take place prior to an eventual NIH application based on this work.

- ***Given that almost half (40%) of an application's overall impact score will be based on the proposed project's potential to contribute to a future NIH application, the importance of this attachment cannot be overstated***

### 3. CFAR Scientific Core Statement: (Limit = 1 page)

This attachment should include one of the three options below:

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).  
*Note: to avoid being marked down on review, the narrative text should recapitulate and be consistent with the description of support provided in each attached Core letter.*
2. A statement that no CFAR core exists that can provide access to consultation, services, training, materials, and/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)*
3. A statement explaining any other reason why the applicant is not planning to use any of the CFAR cores.

### 4. Letters of verification / support:

- A letter signed by the Director or Associate Director of the CFAR Biostatistics and Biomedical Informatics Core, verifying that Core faculty 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 assistance to be provided and the amount / limits of that assistance. (Provide a separate letter from each Core to be used);
- A letter signed by each PIs' CFAR-C Research Mentor, as applicable, verifying participation in the development of the CFAR-C application and, if funded, in the implementation of the CFAR-C project and the production of publications 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 from each PI's Department Chair or Division Director, approving the application's submission.

## APPENDICES

Follow the guidelines contained in NIH [NOT-OD-16-129](#) (released 8/12/16). This FOA contains one FOA-specific appendix:

**CFAR-C mentoring plan:** (Limit = 1 page). Include:

- Brief description of each member of the mentoring team
- Goals of the mentoring plan
- Brief description of each mentoring activity included in the plan
- How, and how often, the mentoring team will meet
- How success at meeting the identified goals will be assessed.

**BUDGET** (Use the R&R [i.e. detailed, NOT modular] budget. See NIH Instructions section 4.7):

Stipulations:

- It is not required that the PI(s) request salary. If PI salary costs are requested, they may not exceed 20% of the 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 establish collaborations or to present project-related data. Unless permission of the 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:
  - Salary or travel for senior faculty
  - Equipment purchases of > \$5,000
  - Indirect Costs (although these may be awarded, depending on the source(s) of funding used to support the award)
  - 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-C 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 Emory
- 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 PI's Department / School. They must, however, include a letter signed by the PI's department/division chair indicating approval for the application's submission

Do NOT submit the completed application package to the Emory OSP. Instead, email a pdf of the application to the CFAR-C Program Officer, Dr. Kimbi Hagen, at [cfar@emory.edu](mailto: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 participate in the review of CFAR-C applications
- In assigning an NIH-style Impact score (1-9), CFAR-C 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](mailto:kbs.hagen@emory.edu)

### **Scientific Questions**

Dr. Dennis Liotta

e-mail: [dliotta@emory.edu](mailto:dliotta@emory.edu)

Dr. Ralph DiClemente

e-mail: [rdiclem@emory.edu](mailto:rdiclem@emory.edu)

### **Budget and Administrative Questions**

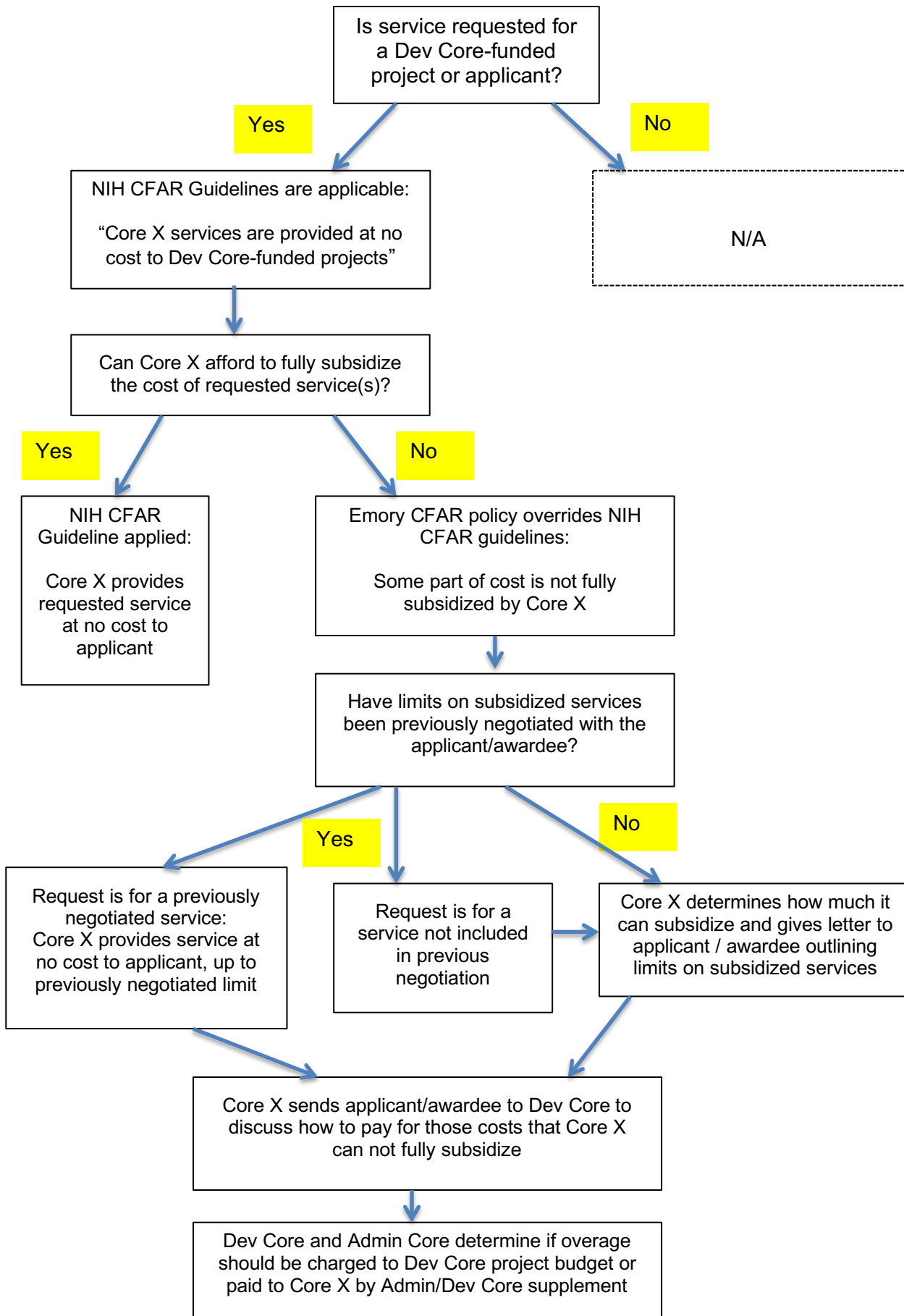
Ms. Shelle Bryant

phone: 404/727-9437

email: [sbryant@emory.edu](mailto:sbryant@emory.edu)



# APPENDIX A: SUBSIDIZED CORE SUPPORT DECISION TREE



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

Weight	Item	Section of application scored
40%	<b>Future:</b> Does the proposed project have a high potential of contributing to a future NIH application?	<ul style="list-style-type: none"> <li>* Entire narrative</li> <li>• “Future Plans for NIH Applications” statement</li> <li>• “Applicability to NIH/OAR Research Priorities” statement</li> </ul>
20%	<b>Writing:</b> Does quality of writing in the application (including grammar and spelling) meet the standard found in successful NIH applications?	<ul style="list-style-type: none"> <li>• Entire narrative</li> </ul>

25%	<p><b>Approach:</b> Does the application describe how the experimental design and methods will achieve robust and unbiased results? Does the proposal explain how relevant biological variables, such as sex, are factored into research designs and analyses? For example, is strong justification provided for applications proposing to study only one sex? 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?</p> <p>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?</p>	<ul style="list-style-type: none"> <li>• Specific Aims</li> <li>• Research Strategy: (c) “Approach”</li> <li>• CFAR scientific core statement</li> <li>• Letters of support</li> <li>• Protection of Human Subjects</li> <li>• Inclusion of Women and Minorities</li> <li>• Inclusion of Children</li> <li>• Vertebrate Animals</li> </ul>
15%	<p><b>Significance*:</b> Does the proposal describe a research problem considered to be High Priority by NIH/OAR? Does the proposal describe the scientific premise for the proposed project? Will successful completion of the aims lead to larger research studies that can change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?</p>	<ul style="list-style-type: none"> <li>• Research Strategy: (a) “Significance”</li> <li>• “Applicability to NIH/OAR Research Priorities” statement</li> </ul>
	<p><b>Innovation:</b> 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?</p>	<ul style="list-style-type: none"> <li>• Research Strategy: (b) “Innovation”</li> </ul>
	<p><b>Investigators:</b> Is the research team well suited to the project? Do the PI(s) have appropriate experience and training? If dual PI, do the PIs have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?</p>	<ul style="list-style-type: none"> <li>• Biosketches</li> <li>• Dual PI Leadership Plan</li> </ul>
	<p><b>Environment:</b> 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 CFAR scientific environment, subject populations, or collaborative arrangements?</p>	<ul style="list-style-type: none"> <li>• Resources page</li> <li>• Letters of support</li> <li>• “CFAR scientific core statement”</li> </ul>