



Request for Applications

Community Collaborative Awards for HIV Research

RFA issued: August 15, 2024
Required LOI due: October 18, 2024
Pre-submission meeting: TBD
Full applications due: November 22, 2024
Earliest start date: January 2025

Funding Opportunity Description

Third Coast Center for AIDS Research (CFAR) Community Collaborative Awards are intended to foster HIV research partnerships between community organization staff and CFAR faculty members. The applicants may be new potential collaborators who will use the award to explore and plan a research partnership. Established collaborators are also welcome to apply; in these cases, the purpose of the award is to enhance or expand their partnership. All successful applicants will aim to compete for collaborative grants from the NIH or CFAR Developmental Core awards for research (e.g., Pilot or NIH Supplement) in the next 1-2 years.

Several examples of the types of activities Community Collaborative Awards can support are below. The list is not exhaustive.

- Developing strategic plans to address gaps in public health programs
- Seeking funding opportunities and writing grant applications to extend the partnership
- Enhancing research infrastructure at community organizations and universities
- Convening and facilitating community research forums or focus groups
- Meetings between the community and academic co-principal investigators

Conducting research with these funds is allowable but is not the purpose of this opportunity. The CFAR is committed to making these awards accessible to community partners and will work closely with applicants to streamline administrative and financial processes. Potential applicants are encouraged to learn more about previous community collaborative awardees' projects through a workshop on the CFAR website. [View the recording and slides.](#)

Funds Available and Project Period

- Up to \$10,000 in direct costs are allowed and smaller budgets may be awarded. Indirect costs will be determined at the time of award.
- The project period is limited to one year, with the earliest possible start in January 2025. All regulatory approvals, if needed, must be in place before work may begin.

Eligibility

Projects will be led by a Co-Principal Investigator team that includes a CFAR faculty member and a CFAR affiliate member from a community organization engaged in HIV-related work. Established and early stage investigators are eligible. Refer to the center's website for additional information on [membership categories.](#)

Project Relevance to HIV Research

The partners' interest in future HIV research must address one or more of the NIH Office of AIDS Research (OAR) priorities for 2021-25 listed below. For this competition, the Developmental Core especially encourages proposals that align with the foci of either of the two upcoming Scientific Working Groups (SWG): HIV Dissemination Science and Practice; and HIV geroscience (i.e., biological mechanisms of aging and comorbidities for Persons Living with HIV).

1. reduce the incidence of HIV/AIDS, including the development of safe and effective HIV/AIDS vaccines and microbicides
2. develop the next generation of HIV therapies with improved safety and ease of use 3. discover a cure for HIV/AIDS
4. reduce HIV-associated comorbidities and coinfections
5. basic research, health disparities, behavioral and social sciences research, epidemiology, information dissemination, implementation sciences, and training that cut across the four priority areas above are also supported.

See [NOT-OD-20-018](#) for examples of research projects that are aligned with OAR priorities.

Review criteria

The primary criteria for evaluation of the application are the development of a partnership between the community and academic investigators and the likelihood that the project will lead to a future submission to the NIH for HIV research.

Reviewers will use a standardized scoring system and a modified set of criteria listed below.

- **Significance and Alignment of NIH HIV Research Priorities:** Does this partnership address an important problem in HIV? Does the work align with priority topics designated by NIH in [NOT-OD-20-018](#)? Is there a specific emphasis on topic related to one of the SWGs (e.g., HIV dissemination science, HIV geroscience)?
- **Investigative team:** Is an appropriate plan in place to build partnerships between the community and academic investigators and their organizations?
- **Approach:** Do the aims of the project require contribution from both partners? Is the partnership a central and necessary component of the project's development? Are the proposed deliverables feasible given the timeline and resources?
- **Future plans for applications to NIH:** Is the project targeted at development of an NIH grant proposal? Will completion of the pilot project increase the probability of developing a competitive application?

Application and Submission Information

Letter of Intent due October 18, 2024

Email a succinct letter of intent to justin.schmandt@northwestern.edu that includes the following:

- Community and academic Co-PIs (names, positions, institutions, and email addresses)
- Brief description of the project, including NIH research priority that it addresses
- Other key personnel, if any, expected to be involved (names, positions, institutions, and email addresses)

The Developmental Core will contact applicants to schedule a required pre-submission consultation to streamline the proposal development process. If no human subjects research is proposed, the core will work with you to draft service agreements, rather than subcontracts. This will reduce the number of budget and commitment forms needed in the application.

Applications due November 22, 2024

The application is an abbreviated NIH R01-style format. Applications are expected to use NIH formatting standards (single-spaced, 0.5 inch margin minimum, Arial, Helvetica, Palatino Linotype, or Georgia typeface in black in at least 11 point size). Submit the following components by email to justin.schmandt@northwestern.edu by 11:59 p.m. on November 22, 2024.

REQUIRED COMPONENTS FOR APPLICATION	FORMAT AND NOTES
<p>Cover Page</p> <ul style="list-style-type: none"> • Project title • Co-PIs' names, titles, and institutions • OAR or SWG research priority addressed • Whether the work will be considered human subjects research 	<p>1 page limit No form</p>
<p>Research Strategy</p> <p>Organize the research strategy in 5 sections below</p> <ol style="list-style-type: none"> 1. State concisely the goals of the proposed collaboration 2. Partnership and setting: Describe the Co-PIs' expertise and the partnering organizations' resources, roles and constituents as related to the project. 3. Approach: Describe project activities in sufficient detail to allow reviewers to understand the team's strategy to accomplish its stated goal(s). 4. Communication: Describe how the Co-PIs will communicate and share decision-making authority. 5. Describe the outcomes or deliverables from the project. 	<p>3 page limit No form</p>

<p>Scope of Human Subjects Work (if applicable)</p> <ul style="list-style-type: none"> Is this study exempt from federal regulations for Human Subjects Research? List exemption. Does this study solely utilize the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens, if these sources are publicly available or the information is recorded by the investigator in such a manner that the subjects cannot be identified directly or through identifiers linked to the subjects? For studies involving human data or biological specimens, include a description of the source of the data/biospecimens; whether they will be collected specifically for this study or were collected for another purpose; what identifiers will be associated with the human specimens and data and who has access to subject identities; and the role(s) of providers of the data/biological specimens in the proposed research. Describe the characteristics of the subject population, including their anticipated number, age range, and health status, if relevant. Provide a description of the recruitment plan and interaction with participants. 	<p>1 page limit No form</p>
<ul style="list-style-type: none"> List any collaborating sites where human subjects research will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Outline the status/plan for IRB review and the institution that will provide primary oversight. Identify all sites that will conduct HSR. 	
<p>Bibliography</p> <p>Include title and names of all authors. Follow same formatting and type size rules as for the research strategy.</p>	<p>No limit No form</p>
<p>Plans for future NIH proposal submission</p> <p>Briefly explain how this Community Collaborative Award will add value to plans for future NIH proposals. If specific NIH funding opportunities are of interest, list the PA or RFA.</p>	<p>1 page limit No form</p>
<p>Biosketch or CV</p> <p>Provide a biosketch or CV for each Co-PI and any key personnel.</p>	<p>Use NIH biosketch template</p> <p>Or use CV (no form)</p>
<p>Letter of Intent</p> <p>The community partner organization must provide a signed letter from an authorized official, committing to the proposed work (if selected).</p>	<p>No form</p>

<p>Mentor Letter of Support (if applicable)</p> <p>An academic Co-PI who is an Early Stage Investigator (see NIH policy for ESI definition) must have a mentor who is R01-funded in HIV research. The letter from the mentor should describe how the CFAR award will advance the applicant's plans for independent funding and the mentor-mentee relationship. A mentor is optional for academic Co-PIs who are not ESIs.</p>	<p>No form</p>
<p>Detailed Budget for Direct Costs</p> <ul style="list-style-type: none"> • Allowable expenses include salary and fringe benefits for the research team, supplies, participant incentives, stipends for community advisory board members, consultants for SWOT analysis of the collaboration and its research goals, technical assistance to develop MOUs and support compliance with applicable regulations, and core services. Identify all services to be purchased from core facilities and provide the name of the facility. • Investigators on K awards may be restricted from accepting salary. • Training and tuition cannot be supported. • Domestic travel is allowed if it is essential for the project. 	<p>Budget forms will be provided after the pre-submission consultation</p>
<ul style="list-style-type: none"> • Sites other than NU should list F&A costs. These costs do not count against the \$10,000 limit. • Do not include NU indirect or F&A costs for the overall project. These will be calculated at the time of funding. 	
<p>Budget Justification</p> <ul style="list-style-type: none"> • Describe and justify each line item on the budget. • Identify any core facilities that will be used and how costs were calculated. • Provide a separate budget justification for each institution that will receive funds. 	<p>Budget forms will be provided after the pre-submission consultation</p>
<p>Sub-recipient Commitment Form</p> <p>After the pre-submission consultation, the Developmental Core will share subcontractor forms if they are needed.</p>	

Obligations of the Award Co-PIs

1. Investigators awarded funding will be required to provide an interim report on the progress of their study and a final report detailing the outcome of their project. Specific due dates for reports will be provided in the Notice of Award and are chosen to support preparation of Third Coast CFAR reports to NIH and advisory boards.
2. In order to evaluate the long-term outcomes of the program, and in accordance with NIH reporting requirements for the Third Coast CFAR, brief, non-narrative annual reports will be solicited from the PI for five years following the completion of their project indicating:
 - a. The number of subsequent grant applications

- b. The funding outcome of these applications
 - c. Any publications or presentations that may have been based on the pilot grant
3. Awardees are expected to present their work at CFAR events, upon invitation.
4. Awardees must agree to credit the Third Coast Center for AIDS Research in any publication or applications that result from awards. For example: “This *[insert: abstract /publication/ presentation/ grant proposal]* was (partially) supported by a pilot award from the Third Coast Center for AIDS Research (CFAR), an NIH-funded center (P30 AI117943), with co-funding from the following Institutes and Centers: NICHD, NIA, NIDCR, NINR, NHLBI, NICHD, NIDA, NIDDK, NIMHD, NIMH, NCI, NIAID, FIC, and OAR. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”
5. All publications that benefit from support provided by the Third Coast CFAR must comply with the NIH Public Access Policy.
6. Awardees must provide, and agree to allow, information about research awarded under this program, subsequent awards, and publications to be posted on the Third Coast CFAR website.
7. Management of the award will be the responsibility of the PI's department or unit.

Additional Information and Questions

It is our mission to provide strong support for new research collaborations, including partnerships between Third Coast CFAR academic and community partners. Please contact us with questions or requests for assistance at any point in the application process. Requests for additional information and questions may be directed to Developmental Core (DC) leadership:

Jenny Trinitapoli, PhD DC
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