

FY18 PILOT AWARDS APPLICATION INSTRUCTION GUIDE

The goal of this document is to provide applicants with the information necessary to successfully complete an application for the FY18 Pilot Awards.

Deadlines/Award Timeline

- Pilot Grant Applications due July 19, 2017 by midnight
- Funding decisions will be announced by end of July

Purpose

The University of Miami Miller School of Medicine Institute of AIDS and Emerging Infectious Diseases (IAEID) in conjunction with the Miami CFAR is now accepting applications for pilot projects in HIV/AIDS research. The purpose of this program is to stimulate new research and collaborations between basic and clinical researchers for generation of supporting preliminary data to increase competitiveness for extramural HIV/AIDS funding.

Funds Available/Award Period

Awards of approximately \$60,000 each (direct costs only) will be issued, with a 11 month project period (approximately August 2017-June 2018).

Eligibility

Investigators at the rank of Assistant Professor (in the research or clinical tracks) or above are eligible to apply. CFAR membership is not a requirement. CFAR gives priority to junior investigators, investigators new to HIV/AIDS and established investigators proposing projects representing a new area of study for them. State of Florida focuses on high impact research that can be completed in a short amount of time, regardless of senior or junior status. Collaborative projects are encouraged and defined as those involving two or more investigators from different disciplines, and/or different departments. Behavioral science investigators are encouraged to collaborate with clinical and basic scientists. Post-doctoral associates may apply if they have three or more years of experience and are working towards a transition to faculty status. Women and minorities are encouraged to apply. We strongly encourage applicants to strengthen their application by including a UM collaborator. Previous CFAR or State awardees are eligible to apply as long as there is no scientific overlap of any projects.

Mentoring

Mentoring is a critical component for the success of the pilot projects. Mentoring services are offered through the CFAR Mentoring Program, under the Developmental Core. Young investigators are encouraged to take advantage of these services and select a mentor if they do not already have one. The Miami Clinical and Translational Science Institute (CTSI) also provides mentoring and grant writing assistance <http://miamictsi.org/>.

Review Criteria

Reviews will be based on scientific merit and the likelihood of attracting NIH or similar funding in the future. All applicants will receive feedback on their proposals. Specific criteria include:

- Innovation and significance to HIV/AIDS Research
- Scientific merit of proposed research
- Probability of subsequent peer review funding
- Investigator productivity

Progress Reporting Requirements

To allow tracking of the progress and success of each project, the funded investigators will be required to submit a progress report each February, whether interim or final, until the end of the project.

Additional Information

Please visit <http://cfar.med.miami.edu/> for more information on all of the CFAR services. We suggest that you contact the cores as soon as possible for assistance.

Biostatistical assistance and IRB protocol assistance is available through the CFAR Clinical Core. Information on the recruitment and retention of subjects is available through the Behavioral and Clinical Cores.

CFARs are not allowed to fund clinical research studies that include randomization to one or more low risk interventions to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. Please read over <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-015.html> for details.

General Instructions

- ***IMPORTANT!*** Please contact Melanie Weiss at 305-243-3345 or m.weiss11@med.miami.edu before the **deadline to resolve any issues.**
- Adhere to the page limitations and format requirements for all documents: Font: Arial, 11 pt, Margins: 0.5 inch (36 pt.) for top & bottom, right & left, Single-spaced
- Appendices are not allowed.

Full Application

1. Project Information. Include the following information in one document and ***Title document as Last Name, Project Information.***
 - PI Name, Position, Dept, Email and Phone
 - Study Team Details (Name, Position and Dept) and Role for anyone who is a Co-PI, Co-I, Mentor, or Other Significant Contributor. A Co-I is someone with a key role in the project (salary support is often provided but not required). Mentors are typically senior investigators responsible for advising the PI during the project (no salary support expected). Other significant contributors are typically investigators contributing a key element/expertise to the project but not necessarily a mentor (no salary support expected). Note: Applications submitted by junior investigators at assistant level or new to HIV/AIDS and post-doctoral associates require a mentor to be listed on their project, and non-UM applicants are encouraged to have a UM collaborator.
 - Project Title
2. Project Details:
 - 4B-Public Narrative: one to three sentences stating the public health significance. ***Title document as Last Name, 4B.***
 - 4C-Scientific Abstract: (300 words maximum, Arial font, 11 point, single-spaced, 0.5" all margins) to include the objective, study design and analysis of data. ***Title document as Last Name, 4C.***
3. Research Plan- Include the following sections:
 - 5A-Specific Aims: Limited to 1 page (Arial font, 11 point, single-spacing, 0.5" top, bottom, left & right margins). State concisely the goals of the proposed research and summarize the expected outcomes, including the impact that the results of the proposed research will exert on the field involved.
 - 5B-Research Strategy, Career Goals and Resources: Limited to 5 pages (Arial font, 11 point, single-spacing, 0.5" top, bottom, left & right margins). ***Research Strategy:*** Significance, Innovation and Approach (include a timeline for the project and also how the results will lay the groundwork for an application to an external funding source). ***Career Goals:*** explain how this project is important to your career goals. ***Resources:*** List the CFAR cores and UM resources to be utilized for this project (every project is required to utilize one or more CFAR Cores). Please visit the CFAR website <http://cfar.med.miami.edu> to familiarize yourself with these cores. ***Title 5A and 5B together as Last Name, 5AB.***
 - 5C-Bibliography and References Cited: Limited to 1 page. ***Title document as Last Name, 5C.***
 - 5D-Budget and Budget Justification: Use the budget template provided on the website. Each award is limited to \$60,000 for direct costs only, for a project period of approximately 11 months (estimated August 2017 to June 2018). Expenses should be restricted to personnel, laboratory supplies, cost for subject participation, travel, core services, test supplies and technical support. **Equipment and indirect costs are not allowed. Junior investigator and post-doctoral salary up to 10% may be included in the budget.** Senior investigators should not have salary support on pilot awards. Provide a budget justification for each person and item listed in the budget. A sample budget justification can be found at the end of this document. Names and positions of all personnel must be individually listed and the percentage of time to be devoted to the project by each person should be noted

even when no salary is being requested. If an individual is being listed on your grant with effort but no salary support, they typically should be listed as mentor or other significant contributor. If the individual has not yet been hired, please list as "TBD." **Title document as Last Name, 5D.**

- 5E-Current biosketches for the principal investigator(s) and each co-investigator: Biosketches are required for the PI and Co-Investigators, however they are not required for collaborators, mentors, or other significant contributors. **Title document as Last Name, 5E.**

Please use the NIH template <http://grants.nih.gov/grants/funding/424/index.htm#format>.

- 5F-Regulatory documents: IRB, IBC, IACUC, CITI training certifications for Human Subjects Research, etc. If you do not yet have your approval, please attach a document explaining what approvals will be needed for you to conduct your research and provide a status update (example: submitted and pending, or no approvals needed, etc.). Please note: IRB, IACUC and IBC approvals need to be received by time of award start (July/August 2017) so make sure you act in a timely manner to receive all required approvals. **Title document as Last Name, 5F.**
- 5G-Letter of support from Mentor(s): If you have included a mentor in your application, a letter of support is required (junior faculty, post docs and any investigator new to HIV/AIDS) in regards to their support of this project. The letter needs to detail exactly how the mentor intends to support the pilot awardee. **Title document as Last Name, 5G.** If you do not require a mentor as per the RFA, please attach a document with N/A.

Useful Tips & Links

- How to merge multiple files into one PDF:
<https://www.adobe.com/content/dam/Adobe/en/feature-details/acrobatpro/pdfs/combine-multiple-documents-into-one-pdf-file.pdf>
- Fringe & Composite Fringe Benefit Rates:
http://www.miami.edu/finance/index.php/ora_homepage/um_rates_information/fringe_composite_fringe_benefit_rates/.
- Miami CFAR website: <http://cfar.med.miami.edu>
- Institute of AIDS and Emerging Infectious Diseases website: <http://hivaidsinstitute.med.miami.edu/>

Sample budget justification

Personnel

John Smith, PI. 10% salary support. Dr. Smith will be responsible for the overall project... (elaborate on role and responsibilities.)

Karen Roberts, Technician. 5% Karen will be performing lab experiments to support this project.

Tom Jones, Mentor. No salary support. Dr. Jones is the mentor of Dr. Smith for this project and will provide guidance in... (elaborate on role).

Supplies

Lab supplies: \$5000 is requested for lab supplies such as pipettes, gloves, etc... to perform the experiments outlined in the proposal.

Other direct costs

Lab Core services: \$5000 is requested to use the CFAR lab core services (describe service) as outlined in the proposal.