



2021 Mentored Pilot Grant Program

The Center for HIV, Identification, Prevention and Treatment Services (CHIPTS) is proud to announce our 2021 mentored pilot grant program for emerging and new investigators (ranging from Doctoral Students to Assistant Professors). Through this grant program, applicants will obtain individualized, mentored research from engaged and committed faculty mentor/sponsors while conducting a well-defined research project. The successful completion of the proposed mentored research project is expected to enhance emerging and new investigators' potential to develop into productive, independent research scientists. We are committed to increasing the diversity of the health-related research workforce, and strongly encourage proposals led by individuals with backgrounds that are underrepresented in the biomedical, behavioral, or clinical research workforce, including underrepresented racial and ethnic groups, gender and sexual minorities and those with disabilities.

Applicants are encouraged to submit proposals of innovative and transformative domestic and international social, behavioral, policy, and combination prevention pilot studies that will produce data and experiences that will support future funded grants and career development. **Proposals should focus on the intersection of HIV/AIDS treatment or prevention with mental health and/or substance use co-morbidities. We encourage submissions that specifically address the role of social and structural determinants of health, such as homelessness, on the intersection of HIV/AIDS with mental health and substance use comorbidities. In light of the current COVID-19 pandemic, we further encourage submissions that explore the effects of SARS-CoV-2/COVID-19 on HIV/AIDS treatment and prevention. Proposals may budget up to \$50,000 in direct costs and must be able to be completed within 12 months. All funds must be spent by January 31, 2022.** It is anticipated that at least two awards will be made. Investigators from any Southern California university, college, healthcare organization, or community-based organization (CBO) may apply but must work with a UCLA CHIPTS faculty mentor/sponsor on the proposal draft application prior to submission (see below).

Three-page applications are due June 15, 2020 by 10:00am Pacific Time by email to Damilola Jolayemi (OJolayemi@mednet.ucla.edu). Applicants must meet with their CHIPTS faculty mentor/sponsor to review drafts of their application and incorporate feedback prior to final submission of their application. Applicants are highly encouraged to submit their intention to apply by May 4, 2020 using our [online form](#). This information will assist CHIPTS in planning the review process. Review of full applications and notice of funding decisions will be made by August 10, 2020.

Questions about the pilot call or assistance in identifying a CHIPTS faculty mentor can be directed to both Norweeta Milburn, PhD, Director of CHIPTS Development Core at nmilburn@mednet.ucla.edu and Dallas Swendeman, PhD, MPH, Co-Director of CHIPTS Development Core at dswendeman@mednet.ucla.edu. Information on CHIPTS faculty mentors can be found on our website: <http://chipts.ucla.edu/people/>

Application details are outlined below.

1. Applicant Eligibility

- Assistant Professors
- Assistant to Associate Research Scientists (or equivalent level within their organization), with a statement of intent for an independent research career
- Post-Doctoral Fellows
- Doctoral Students (budget limited to \$15,000 Direct Costs)
- Applicants may be from any Southern California university, college, healthcare organization, or CBO.

2. CHIPTS Faculty Mentors/UCLA Sponsors

- Applicants must note in their proposals a senior mentor (i.e., Associate Professor level or higher) with whom they have an established relationship at their institution or at UCLA.
- Doctoral students and post-doctoral fellows may propose a mentor at the Assistant Professor level, but CHIPTS may also match an additional mentor for the team.
- If the proposed mentor is not from UCLA, then CHIPTS will match the applicant with a UCLA CHIPTS faculty mentor for additional mentoring and for IRB requirements (see below).
- Applicants needing assistance with linkage to a CHIPTS faculty mentor may contact Dr. Swendeman at dswendeman@mednet.ucla.edu by May 4, 2020.

3. UCLA Institutional Review Board (IRB) Requirement

- A single IRB of record at UCLA is required, which is consistent with new NIH guidelines. Applicants from an institution or organization other than UCLA will be matched with a UCLA CHIPTS faculty sponsor to meet this IRB requirement.
- **IRB protocols must be submitted within one-month after notice of selection for funding.** Once IRB approvals are received, application packets will be submitted by CHIPTS to NIMH for final review and approval of funding. NIMH may take up to two-months to give final approval for the applications and release of funds.

4. Research Priority – Intersection of HIV/AIDS with Mental Health and or Substance Use

- The proposed research must focus on CHIPTS' core theme of addressing the intersection of HIV/AIDS treatment and prevention and mental health and/or substance use co-morbidities. We encourage that the proposed research also address the role of social and structural determinants of health, such as homelessness, on the intersection of HIV/AIDS with mental health and substance use comorbidities. In light of the current COVID-19 pandemic, we further encourage submissions that explore the effects of SARS-CoV-2/COVID-19 on HIV/AIDS treatment and prevention. This vision recognizes that getting to 90-90-90 and ending the HIV/AIDS pandemic will require supporting the most vulnerable and marginalized communities living with and at-risk for HIV to progress through the HIV Care or Prevention Continua. This call is intentionally broad to encourage a wide range of innovative proposals with high potential to impact either HIV incidence or rates of HIV virologic suppression.

5. Intention to Apply – Due Monday, May 4, 2020 by 10:00 AM Pacific Time

- Applicants are encouraged to submit their intention to apply using our [online form](#) by May 4, 2020 at 10:00 AM Pacific Time. This is NOT a requirement for this funding opportunity but highly recommended. The information will be used to assist CHIPTS in planning the review process.
- The online form will request the following information:
 - Your name, degrees, and full contact information (position, institution affiliation, email, phone, mailing address)
 - Brief statement or descriptive title of the proposed project
 - Mentor's name (as available)
 - Amount of funding requested

6. Proposal Mentoring

- The applicant and CHIPTS Faculty mentor must meet at least once prior to proposal submission to discuss a draft of the research proposal and to provide feedback on design, aims, budget, and timelines. In addition, feedback should be provided on how the aims, design and implementation of the proposed research will be informed by the degree to which the applicant has experience collaborating with and/or identifies with the population or community that they will be investigating. Applicants who have not had prior collaborations with or do not identify with the population or community that will be involved in their proposed research are expected, with their mentors, to demonstrate how the new collaboration and experience will be developed and supported as part of the proposed research. These issues should be explicitly addressed in the applicant's biosketch statement and research plan. Applicants who propose conducting research in community-based settings are

also encouraged to add a community mentor from the community-based setting to provide feedback on the aims and design (e.g., feasibility, relevance and appropriateness for setting and community, etc.).

7. Application – Due Monday, June 15, 2020 by 10:00 AM Pacific Time

The application must include:

- **Three-page proposal narrative**, which should include:
 - Specific aims (< 0.5 page)
 - Research plan, which includes Significance (< 0.5 page), Innovation (< 0.5 page), Approach (~1 page).
 - Training and mentoring statement (< 0.5 page) highlighting the training opportunities provided to the applicant by the proposed research, including the mentor(s) and their role(s).
 - Proposed publications and NIH grant applications expected to result from the research (< 0.5 page)
 - References may be included on additional page(s) and do not count towards the 3-page limit.
 - Format should be single spaced, 0.5 inch margins, 11-point font.
- **Budget**: Applicants must use the [PHS 398 Form](#) Page 4 (Detailed Budget for Initial Budget Period) to submit their budget. Please see attached form.
- **Budget justification**: Applicants must submit a brief budget justification (<1 page) describing their expenses and include a timeline of activities. Please make special note of the following:
 - Research personnel costs, supplies and small equipment costs are allowable in pilot grants to the extent that they can be justified as being directly related to the proposed research project.
 - Travel may be included only if deemed necessary to conduct the study.
 - CHIPTS may not award the full budget requested based on expert review and balancing funds for meritorious proposals.
 - If selected for funding, all award funds must be spent by January 31, 2022.
 - Funding is subject to final award approval from the National Institute of Mental Health. **No funds will be transferred until all NIH regulatory documents and approval have been received (including IRB approval).**
 - **Anticipated date of funding release is February 1, 2021 (at earliest).**
 - Any overdrafts are the sole responsibility of the individual pilot grant awardee. Consistent with NIH policy, any change in key personnel effort or budget category (such as personnel, supplies, equipment) of 25% or more requires prior written approval by the Development Core Director.
- **Checklist form**: Applicant must use the [PHS 398 Checklist](#) detailing the requesting institution's indirect costs. Please see attached form.
- Only the biosketch of the lead investigator is required and must be in the new NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>). Biosketches of mentors or other faculty participants are not required.
- No additional appendices or materials will be reviewed as part of the application.

Applications that do not follow the above guidelines, including those that exceed the page limit, may be returned without review.

8. Review of Applications and Notice of Funding Decisions by August 10, 2020

Proposals will be sent to reviewers by June 22, 2020 and will be reviewed by a committee of CHIPTS faculty and members of the CHIPTS Community Advisory Board.

- At least three reviewers will be assigned to review each application using NIH review criteria and scoring guidelines. Reviewers with conflicts of interest, serving as a mentor or collaborator with the applicant, will not be assigned to review the application. A peer review meeting will be held to discuss scores, resolve discrepancies in scoring and comments, and finalize scoring and award decisions.

Review criteria are based on:

- Responsiveness to CHIPTS' broad theme of addressing the intersection of HIV/AIDS treatment and prevention with mental health and or substance use;

- Significance and potential impact on advancing behavioral and combination bio-behavioral science with a long-term goal of reducing HIV incidence;
- Potential for the applicant's career development for publications and subsequent NIH grant applications for HIV research;
- NIH review guidelines for Significance, Innovation, Approach, and Environment (but note that environment for this call refers to the research setting/partner, not the applicant's institutional home); https://grants.nih.gov/grants/policy/review/rev_prep/scoring.htm
- Demonstration of collaboration and mentoring plan between mentor(s) and mentee;
- Demonstration of successful partnerships with community-based organizations for research that will be conducted in community-based settings as evidenced by publications, presentations, and professional activities in the biosketch, or potential to establish successful partnerships through the proposed pilot research.

9. Requirements of Funded Applicants

1. Funded applicants must submit for IRB approval submission within one month after date of award decision. IRB approval must be obtained within three months. IRB approval is a requirement needed for NIMH review and approval before the research may occur.
2. Funded investigators from institutions other than UCLA will be required to complete additional funding administrative paperwork.
3. Funded investigators must submit copies of human subject protection training certificates if their study involves human subjects as well as submit the PHS 398 targeted/planned enrollment table.
4. Funded investigators must present their proposed work, progress, and final outcomes at the annual CHIPTS Next Generation Conference and at one CHIPTS Community Advisory Board meeting annually.
5. A progress report will be due September 30, 2021 which should be submitted to the Core Director, Norweeta Milburn, PhD and Core Co-Director, Dallas Swendeman using a template that would be provided prior. The progress report should include **the status of the project, grants, collaborations, publications and additional research projects stemming from the original pilot project.**
6. A final report will be due on April 4, 2022, which includes **a brief scientific summary, a final financial report, abstract of work completed, publications submitted and planned, and grant applications submitted and planned relevant to the seed grant.**
7. Annual updates on outcomes from the pilot grant (e.g., presentations, publications, grant applications submitted and funded) will be requested annually with a response required by September 30th of each year.
8. All publications or presentations resulting from this award (in whole or part) should acknowledge CHIPTS as the funding source and cite the - **NIMH Grant # P30MH58107.**
9. **Funded investigators must respond to annual requests for updates on publications and grant applications, for the duration of funding of CHIPTS.** This is critical to CHIPTS accountabilities to NIH. CHIPTS recognizes that pilot grants often continue to produce publications, grant proposals, and other activities with project partners for many years after data collection is completed.
10. **Funded investigators must provide regular updates on study progress (e.g. status of IRB submission, enrollment, data analysis, study challenges, etc.) to CHIPTS Development Core.** This is to provide opportunities for CHIPTS to offer any assistance and technical support to the funded investigators, if needed.
11. Funded investigators will be requested to serve as reviewers for future pilot program applications.

QUESTIONS REGARDING FUNDING OPPORTUNITY:

Norweeta Milburn, PhD,
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 Services (CHIPTS)
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Dallas Swendeman, PhD, MPH
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 Center for HIV Identification, Prevention, and Treatment
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SUBMIT FINAL APPLICATION TO:

Damilola Jolayemi
 Administrative Analyst
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 Services (CHIPTS)
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