2017-2018 Mentored Pilot Grant Program

The Center for HIV, Identification, Prevention and Treatment Services (CHIPTS) is proud to announce a new vision and process for its annual pilot grant program, with a focus on mentored research awards for investigators (ranging from Doctoral Students to Assistant Professors). Applicants are encouraged to submit applications of innovative and transformative domestic and international social, behavioral, policy, and combination bio-behavioral pilot studies that will produce data and experiences that will support future funded grants and or career development for early-stage investigators. Proposals should focus on the intersection of HIV/AIDS treatment and prevention and mental health and or substance use co-morbidities. Proposals may budget **up to $50,000** in total costs and must be able to be completed within 12 months from date of award. 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, and will be matched with a UCLA CHIPTS faculty mentor/sponsor.

The proposal process will occur in three phases, which includes: 1) submission of a one-page letter of intent due on Monday, June 19, 2017 by 2:00 PM Pacific Time; 2) participation in a mandatory proposal mentoring meeting with the CHIPTS Development Core Director and CHIPTS faculty with expertise relevant to the research concept, to occur between June 26 and July 14; and 3) submission of an application due July 31, 2017 by 2:00 PM Pacific Time. Review and notice of funding decisions will be made by August 31. All applications and correspondence should be directed to Dallas Swendeman, PhD, MPH, Director, CHIPTS Development Core at dswendeman@mednet.ucla.edu. 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)
- Applicants may be from any Southern California university, college, healthcare organization, or CBO.

2. Faculty Mentors/UCLA Sponsors
- Applicants may propose 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 a more senior 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).
- If a mentor is not proposed, then CHIPTS will identify and match a mentor for the applicant.

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.

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. This vision recognizes that getting to 90-90-90 and ending the HIV/AIDS pandemic will require supporting the most vulnerable and marginalized populations living with and at-risk for HIV infection to progress through the HIV Care or Prevention Continuums. 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. One-Page Letter of Intent (LOI) – Due Monday, June 19, 2017 by 2:00 PM Pacific Time

- LOIs may be up to one page with 0.5 inch margins and 11-point font.
- LOIs must include the following:
  - Your name, degrees, and full contact information (position, institution affiliation, email, phone, mailing address)
  - Brief summary of the proposed project, including the research question, target population(s), location(s) of research, and methods
  - Mentor's name (as available)
  - Total amount of funding requested
- LOIs will be evaluated for responsiveness to the call based on eligibility and merit by CHIPTS faculty.
- **Notification of approved LOIs will be sent by June 26, 2017.**
- Applicants of approved LOIs will be invited to participate in a proposal mentoring meeting to discuss and refine the research concept further before developing the full application.

6. Proposal Mentoring Meeting – June 26 to July 14, 2017

- The proposal mentoring meeting will occur either in-person at UCLA or by video conference (Skype) between June 26 and July 14.   The meeting will include the applicant, proposed mentor(s), and CHIPTS team members. The goal of the mentoring meeting is to discuss the research concept in more detail than the LOI provides and to provide feedback on design, aims, budget, and timelines.

7. Application – Due Monday, July 31, 2017 by 2:00 PM Pacific Time

The application includes a **three-page proposal narrative** (single spaced, 0.5 inch margins, 11-point font), which includes:

- 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 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.

In addition to the proposal narrative, applicants must submit **a budget and budget justification** with their application.
- Applicants must use the PHS 398 Form Page 4 only (Detailed Budget for Initial Budget Period) to submit their budget.   Please see attached form.
- In addition to completing the PHS 398 Form Page 4, applicants must submit a brief budget justification (<1 page) describing their expenses and include a timeline of activities.
- 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.
- **Indirect costs are not permitted on pilot grants**. Any possible overlap with other sources of support must be made clear and be justified in the application.
- Please note that CHIPTS may not award the full budget requested based on expert review and balancing funds for meritorious proposals.
- **All funds awarded for 2017-2018 projects must be spent within 12 months of date of award.**
- **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).** Any

overdrafts are the sole responsibility of the individual pilot grant awardee. Consistent with NIH policy, any change in budget category (such as personnel, supplies, equipment) exceeding 25% requires prior written approval by the Development Core Director.

Additionally, applicants must submit a **biosketch** of the lead investigator with their application.
- 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 and Notice of Funding Decisions by August 31, 2017

Proposals will be reviewed by a committee of CHIPTS faculty and members of the CHIPTS Community Advisory Board. 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;
- 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);
- Potential for the applicant's career development for publications and subsequent research grant applications for HIV research.

9. Requirements of Funded Applicants

1. Certification of IRB review and approval must be provided and accepted by CHIPTS before the research may occur.
2. Funded investigators must present their proposed work, progress, and final outcomes at annual CHIPTS Next Generation Conferences and at one CHIPTS Community Advisory Board meeting annually.
3. An annual progress report will be due September 28, 2018.
4. A final report will be due on May 31, 2019, 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.**
5. All publications or presentations resulting in whole or in part from support by CHIPTS should acknowledge CHIPTS as the funding source - **NIMH Grant # P30MH58107.**
6. **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.
7. Funded investigators will be requested to serve as reviewers for future pilot program applications.

ADDRESS FOR QUESTIONS AND FINAL SUBMISSIONS:

Dallas Swendeman, PhD, MPH
Director, CHIPTS Development Core
E-mail: dswendeman@mednet.ucla.edu

All materials (LOI, Full Proposal) should be submitted by email to Dr. Swendeman