



2018-2019 Mentored Pilot Grant Program

The Center for HIV, Identification, Prevention and Treatment Services (CHIPTS) is proud to announce the second year of the mentored pilot grant program for emerging and new investigators (ranging from Doctoral Students to Assistant Professors). Applicants are encouraged to submit proposals 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 career development. **Proposals should focus on the intersection of HIV/AIDS treatment or prevention with 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 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 March 26, 2018 by 10:00am Pacific Time by email to Stephanie Sumstine (ssumstine@mednet.ucla.edu). Applicants must meet with their CHIPTS faculty mentor/sponsor to review drafts of their application and incorporate feedback prior to submission. A letter of intent (LOI) is NOT required for this year's funding opportunity. However, applicants are highly encouraged to submit their intention to apply using our [online form](#). The purpose of this process is to inform CHIPTS of your interest in applying for funding and to assist in planning the review process. Review of full applications and notice of funding decisions will be made by May 1, 2018.

Questions on relevance of proposed research for this call, or for linkage to a CHIPTS faculty mentor can be directed to Dallas Swendeman, PhD, MPH, Director of CHIPTS Development Core at dswendeman@mednet.ucla.edu. 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)
- 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 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).
- Applicants needing assistance with linkage to a CHIPTS faculty mentor may contact Dr. Swendeman at dswendeman@mednet.ucla.edu by February 19, 2018.

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 of 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. 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. Letter of Intent (LOI) – Due Monday, February 26, 2018 by 10:00 AM Pacific Time

- LOIs are NOT required for this funding opportunity.
- Applicants are encouraged to submit their intention to apply using our [online form](#) by February 26, 2018 by 10:00 AM Pacific Time. 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
 - Faculty mentor's name (as available)
 - Total amount of funding requested

6. Proposal Mentoring

- The applicant and 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.

7. Application – Due Monday, March 26, 2018 by 10:00 AM 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 2018-2019 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 of Applications and Notice of Funding Decisions by May 1, 2018

Proposals will be sent to reviewers on March 28 and 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,
- 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 research 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
- 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.

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, 2019.
4. A final report will be due on May 31, 2020, 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 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.
8. Funded investigators will be requested to serve as reviewers for future pilot program applications.

ADDRESS FOR QUESTIONS AND FINAL SUBMISSIONS:

Stephanie Sumstine, MPH
Coordinator, CHIPTS Development Core
E-mail: SSumstine@mednet.ucla.edu

The full proposal should be submitted by email to Stephanie Sumstine.