

GUIDELINES FOR CFAR CORE CONCEPT PROPOSALS

PROPOSALS DUE: MONDAY JANUARY 30, 2017

Introduction

The UCLA Center for AIDS Research (CFAR) is inviting concept proposals for new and re-competing Cores to participate in the application for competitive renewal of our CFAR. The application for CFAR renewal will be finalized in June 2017 and if refunded, the new grant period will begin June 2018. Please see specific instructions below. The deadline for concept proposal submission is Monday January 30, 2017 via our online system [here](#).

Background Information on CFAR

The UCLA CFAR is one of 20 CFARs funded by the National Institutes of Health. The CFAR program began in 1988. The UCLA CFAR is one of three continuously funded CFARs and is in its 27th year. CFARs strive to foster interdisciplinary research in HIV/AIDS, to support the research of several NIH Co-Funding Institutes and Centers, including NIAID, NCI, NICHD, NHLBI, NIDA, NIMH, NIA, NIDDK, NIGMS, NIMHD, FIC, and OAR. The mission of the NIH Centers for AIDS Research (CFAR), along with background information on the National CFAR Program, can be found at the [NIH CFAR Program web site](#). For more background information on National CFAR Program objectives and goals, see the CFAR Program Announcement [PAR-14-041](#). *Please note, there will be a new CFAR Program Announcement that will be issued in late February of 2017. We have been advised, however, that there should not be any major changes in the new PAR.*

The current CFAR Mission, Vision, and Strategic Research Priorities, developed for our 2012 application to NIH, is included in Attachment A, along with a list of current CFAR Cores and Program Sections. These will be updated for the 2017 grant renewal submission.

Specific Instructions for Concept Proposals for Proposed New or Re-competing Cores:

Applicants should consider the following in formulating their proposals:

- a. CFAR Program Announcement [PAR-14-041](#)
- b. Current UCLA CFAR Mission, Vision, Strategic Research Priorities, Cores, Program Areas and Community Advisory Board ([Attachment A](#))
- c. NIH Office of AIDS Research FY 2017 Trans-NIH AIDS Research Priorities ([Attachment B](#))

Applications must be uploaded via our online system [here](#).

Standard NIH PHS398 forms must be used and can be downloaded [here](#).

Please refer to the 398 Instruction Files for guidance.

Please assemble the following for submission:

1. Indicate which type of Core:

- a. Basic Science Core: Basic Science Cores provide equipment, training, services, quality control, and expertise/advice for research activities that cannot easily be funded through standard research granting mechanisms. Basic Science Cores should provide economy of scale through use by multiple laboratories and should foster collaboration between basic and clinical investigators. Basic Science Cores do not substitute for resources that are obtainable commercially, or replace existing resources normally supported by individual research grants. Cores should have a clear focus, contribute to translational research, and demonstrate added value.
- b. Clinical Science Core: Clinical Science Cores should focus clearly on providing resources for HIV/AIDS translational research between collaborating clinical, including social and behavioral, and basic

scientists. The primary distinction between a Basic and Clinical Science Core is that a Clinical Science Core involves direct interaction with a human subject (e.g., a single blood draw, sample and data collection, use of behavioral study instruments) or indirect interaction (e.g., developing a database or repository for clinical specimens) with human subjects. Activities that will not be supported by a CFAR Clinical Science Core are normal patient care, including screening of clinical specimens, diagnosis, treatment, or rehabilitation.

- c. Other Core: Other Cores that advance the local HIV/AIDS research effort. Some examples of other cores include, but are not limited to: Social/Behavioral/Prevention, Implementation Sciences, Specimen banking, Biostatistics/Bioinformatics, Health Disparities, and International.

2. Provide list of key personnel, including eRA Commons ID

3. Brief Description of Core

- a. Provide a succinct and accurate description of the proposed work when separated from the application. Avoid describing past accomplishments and the use of the first person.

4. Budget and Budget Justification (MUST use standard [PHS 398 format](#))

- a. On average, Core budgets are approximately \$144,000 (direct costs) per year for five years.
- b. The following sections, in the order below, should be combined into one pdf to upload here. All forms are required.
 - i. Form Page 4: Detailed Budget for Initial Budget Period
 - ii. Form Page 5: Budget for Entire Proposed Project Period (5 years)
- c. Label the pdf as '[Last Name], [First Name] –Core Budget'

5. Specific Aims (1 page max; MUST use standard [PHS 398 format](#))

- a. Clearly state how the core will contribute to the goals of the CFAR, how this core will provide services to HIV/AIDS research beyond what is currently available, and/or increase effectiveness by sharing expertise or centralizing labor-intensive tasks, how it will encourage and facilitate collaborative work, or provide training to new investigators.
- b. Use the 'Continuation Format Page' template, no more than ½ inch margins and Arial 11 font.
- c. Label the pdf as '[Last Name], [First Name] –Specific Aims'

6. Research Strategy (4 pages max; MUST use standard [PHS 398 format](#))

- a. Use the 'Continuation Format Page' template, no more than ½ inch margins and Arial 11 font.
- b. Label the pdf as '[Last Name], [First Name] –Core Research Strategy'
- c. The Research Strategy MUST consist of the following three main components:

i. **Significance**

Describe the effect that the proposed Core will have on CFAR investigators' HIV/AIDS research efforts. Applicants should specifically indicate how their core will promote research in the NIH priority areas (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-137.html>). This section must include the following 5 subsections using the underlined titles below:

1. Value Added: Describe how the proposed Core will provide added value to HIV/AIDS research conducted at the institution(s). See description of added value in the CFAR PA, Part 2, Section I (<http://grants.nih.gov/grants/guide/pa-files/PAR-14-041.html>).
2. Support the CFAR's research base, foster synergy, enhance HIV/AIDS research collaborations, and produce an economy of scale: For re-competing Cores, be certain to include concrete examples of how the above has been facilitated by the Core. For newly proposed Cores, be certain to describe concrete examples of areas where this Core will allow for these to occur.

3. Enhance proposed scientific communication, outreach, training efforts, international collaborations, and collaborations with industry as applicable: For re-competing Cores, be certain to include concrete examples of how the above has been facilitated by the Core. For newly proposed Cores, be certain to describe concrete examples of areas where this Core will allow for these to occur.
4. Strengths of the proposed Core: In addition to identifying the strengths of the proposed Core, Re-competing applicants should also describe how any HIV/AIDS programs (scroll to: Section IV.2. Content and Form of Application Submission, Overall Component, PHS 398—[http://grants.nih.gov/grants/guide/pa-files/PA-14-041.html# Section IV. Application 1](http://grants.nih.gov/grants/guide/pa-files/PA-14-041.html#SectionIV.Application1)) at UCLA and USC supported by NIH co funding institutions are, and will continue to be supported by the Core.
5. Support for the next generation of HIV/AIDS researchers: Describe how the proposed Core will be able to support the next generation of HIV/AIDS researchers and how the Core will work with other CFAR Cores to accomplish this goal.

ii. Innovation

Explain the unique utilization of Core resources to achieve the scientific goals of all HIV/AIDS investigators at the participating institution(s). Explain how the proposed Core would catalyze HIV work that might not otherwise happen in our research community without CFAR. Note: Re-competing cores should describe NEW innovations for their core.

iii. Approach

Describe the services that the proposed Core will offer and describe why these services are needed and how they will be utilized by CFAR members. In addition, be sure to address each of the subheadings below:

1. Operational Structure: Describe the operational structure of the proposed Core and a general plan for how the services will be offered.
2. Core Leadership: Describe how the Core will include both senior and junior investigators in Core leadership. Note: Core leaders who are junior investigators should be at the Assistant or Associate Professor (or equivalent) level and a stage in their career such that the Core leadership position will benefit, not detract from, their path toward achieving an independent research career.
3. Core-Community Interactions: Elaborate on how the Core will receive input on Core priorities from members of the lay and scientific community (note that the CFAR has a Community Advisory Board that works with all Cores to foster interaction with the community). Amy Ragsdale is the CAB administrator—she can be reached at AERagsdale@mednet.ucla.edu with any questions about how to interface with the CAB.
4. Core Users: New applicants should indicate who their anticipated users would be, and should submit letters of support from potential faculty users. Existing cores should describe mechanisms to increase core usage (eg add new services, better approaches to advertising, funding incentives for new investigators etc).
5. Leveraging CFAR Funding: All applicants should describe means to maintain and leverage CFAR funding through recharge and/or inclusion in grant and private funding

All required documents must be uploaded to the UCLA CFAR online system
no later than **Monday January 30, 2017.**

Emails will be sent out immediately confirming receipt.

Questions related to eligibility and focus of proposal can be directed to Kathie Ferbas
(kferbas@mednet.ucla.edu)

Questions related to proposal documents, format, and deadline can be directed to Jina Lee
(jinalee@mednet.ucla.edu)