



## **Third Coast CFAR Community Mini-Award Instructions**

Third Coast affiliate members from community not-for-profit organizations can request these rapid, flexible funds to support workshops, seminars, or small conferences where Third Coast CFAR (or other HIV-related) research can be disseminated to and with the community. Creative mechanisms for disseminating research are invited.

Budget is limited to \$2,000 in one year. Funds can be used for materials, expenses to host a speaker for a community event, expenses to host a community event or conference, and related types of expenses. Salary is not allowed.

A Third Coast affiliate member from a not-for-profit community organization will serve as the principal investigator, and collaborations are supported. All key personnel on the proposal should register for membership. It is free and it is simple to register online here <https://redcap.nubic.northwestern.edu/redcap/surveys/?s=8A4FAHWDX>.

Applicants are encouraged to contact Justin Schmandt, Third Coast CFAR Assistant Director for Community Interactions & External Communication ([cfar@northwestern.edu](mailto:cfar@northwestern.edu)) prior to submission of a proposal. He will advise on project and budget development, university and CFAR goals and policies that may apply, and can suggest CFAR faculty members who can provide collaboration, advice, or sponsorship for the proposal as needed. Justin is also available to answer questions about application submission and review.

Below are the fields you will see when you access the online application form. Included here is additional guidance on content needed for review. Fields marked with a \* are required.

### **\*Community organization affiliate member PI Information**

First name:  
Last name:  
Degree:  
Job title:  
Organization:  
Description:  
e-mail:  
Daytime telephone:

### **Third Coast faculty member collaborator information (if applicable)**

First name:  
Last name:  
University (check box) NU  
Lurie Children's Hospital of Chicago  
UC  
e-mail:  
Daytime telephone:

