CFAR Adelante Program
2017 Request for Applications

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I. Basic Information

I.1. Purpose

Hispanic/Latino populations in the United States currently bear an outsize burden of the HIV/AIDS epidemic. *Adelante* means forward/onward in Spanish and the goals of the *CFAR Adelante* program is to decrease HIV-related health disparities in the Hispanic/Latino community by promoting the mentored development of new investigators who are focusing on this goal.

To accomplish this, the Centers for AIDS Research (CFARs) will fund three person *CFAR Adelante* teams to conduct two-year mentored Community Based Participatory Research (CBPR) projects. A *CFAR Adelante* team consists of an early career University-based faculty member (PI; Scholar), a staff member from a Community-based organization serving Latino/Hispanic populations (Collaborating Partner), and a CFAR-affiliated senior faculty member (CFAR Mentor).

The CFAR Mentor and Collaborating Partner will be responsible for helping Scholars develop and apply culturally responsive HIV/AIDS research skills that will be used to expand HIV-related knowledge and disseminate information through organizations and institutions that work with Latino/Hispanic populations.

CFAR Adelante projects are single Principal Investigator (PI) awards, with a *CFAR Adelante* team's Scholar serving as PI. *CFAR Adelante* projects are funded for a two-year period that includes mentored training during a research preparation period of approximately **4 months** followed by a mentored research implementation period of approximately **20 months**.

The *CFAR Adelante* progam is administered through the Emory University and DC CFARs.

I.2. Eligibility

I.2.1 Scholar Eligibility
An application's PI (i.e. a *CFAR Adelante* team's Scholar) must meet the following criteria:
- United States citizen or permanent resident;
- A strong interest in research related to prevention, care, and treatment of HIV in Hispanic / Latino populations;
- Commitment to professional development; and
- Availability to participate for the full two years.

Individuals who are members of racial and ethnic groups that are underrepresented among National Institutes of Health (NIH) - funded research scientists are strongly encouraged to apply.
Eligible scholar applicants include early career faculty affiliated with an eligible organization or institution (see [Section VI: Appendix](#)). Post-doctoral fellows are eligible to apply if they will assume a faculty position by the time the *CFAR Adelante* project and funding begins. Applicants with a prior history of NIH funding must meet the NIH definition of a [New Investigator](#) AND be within 10 years following the completion of their terminal research degree or medical residency. An extension to the 10-year period may be granted under special circumstances and with appropriate documentation (e.g., family care responsibilities, extended periods of clinical training, disability or illness).

I.2.2 Collaborating Partner Eligibility

The Collaborating Partner on a *CFAR Adelante* team must be a staff member of a community based organization (501(c)(3) designated CBO[#]) that serves Hispanic/Latino populations and have a commitment to serving as a full partner for the entire 2-years of the program. Their role will be to provide mentoring in cultural responsiveness, to assist in the design and implementation of the research strategy, and to help increase access to the study population.

[#]According to 20 USCS § 7801(6), the term "community-based organization" means "a public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community."

I.2.3 CFAR Mentor Eligibility

The CFAR Mentor on a *CFAR Adelante* team must be a senior investigator at an institution affiliated with an NIH-funded CFAR and, at a minimum, have a history of NIH funding in HIV/AIDS, strong mentorship experience, and a commitment to participating for the full two years. Information regarding potential CFAR-affiliated mentors may be accessed by contacting the individual CFARs listed on the NIH CFAR webpage listing all current CFARs (https://www.niaid.nih.gov/research/cfar-site-contacts).

Applicants may also include additional team members (can be non-CFAR affiliated). At a minimum, additional members should have extensive experience doing research with Hispanic/Latino populations. **Please note that additional team members are optional and that program and travel support will only be provided to the required Scholar, Collaborating Partner, and CFAR Mentor.**

I.3. Types of Projects

Proposed research must be consistent with the goals of the U.S. National HIV/AIDS Strategy. Proposed research should address Hispanic/Latino-population needs in the United States. International research may be allowed if it is a small subset of a larger domestic study. For more information about international research see the FAQs page at the cfar-adelante.org website.

The proposed research should be achievable within a 20 month period.

Studies must use a Community Based Participatory Research (CBPR) methodology and must address a topic that is aligned with the **highest priorities** outlined in the NIH HIV/AIDS Research Priorities. These may include but are **not** limited to:

- Research to reduce health disparities in the incidence of new HIV infections or in treatment outcomes of those living with HIV/AIDS.
- Basic research studies that examine factors that increase HIV risk in diverse Hispanic populations; • Studies to identify the cause of disparate outcomes of HIV infection and factors that influence pathogenesis in Hispanic populations, including examining co-morbidities that disproportionately affect this population;
- Studies to better understand the factors driving the social stigmatization of HIV in the Hispanic/Latino community, including but not limited to externally or internally stigma-generated attitudes, beliefs, and/or behaviors concerning HIV prevention, testing, care-seeking/retention into care, medication adherence, and/or acknowledgement of HIV+ sero-status;
- Studies of pilot interventions to engage faith-based organizations in the effective promotion of stigma reduction, HIV prevention promotion, HIV testing, timely linkage to HIV/AIDS care, and/or participation in research for experimental AIDS vaccines, biomedical prevention interventions, and treatment regimens;
- Studies of pilot interventions to increase the frequency of HIV testing in Latino/Hispanic populations, timely linkage to care, earlier treatment initiation, better adherence to regimens, improved retention in care, and/or viral suppression;
- Studies to develop or test novel, culturally-sensitive interventions for care coordination, particularly those that take a comprehensive approach to co-morbid medical and social service needs. Studies should address local needs and may be structured towards all patients or for patients who need specialized approaches for re-engagement and retention in care (e.g., those who have dropped out of care or those who have not successfully linked to HIV care);
- Studies designed to better understand the interplay and cumulative effect of multi-level factors (e.g., individual, couple, network, social, and structural) that may either impede or facilitate all points of the HIV prevention and care continuum for Hispanic/Latino individuals from effective prevention behaviors to HIV testing, repeat testing, linkage to care, retention in care, medication acceptance and adherence, and viral suppression;
- Studies focused on behaviors after a negative HIV test (e.g., repeat HIV-testing, partner communication, use of PrEP or other prevention strategies), particularly in vulnerable and high

risk Latino/Hispanic sub-populations such as drug users, sex workers, partners of HIV+ individuals, and young men who have sex with men;

- Studies to develop and test culturally-responsive interventions to optimize repeat HIV testing, including interventions that reach individuals using technology (e.g., social media, messaging, applications on hand-held devices).

Clinical trials, as defined in NOT-OD-15-015, cannot be funded. This includes any research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. If an applicant is unsure if the proposed approach is a clinical trial, please contact Dr. Maria Cecilia Zea, the *CFAR Adelante* pre-award Scientific and Programmatic Review Officer, at (202) 994-6321 to determine whether the proposed project would be eligible for funding.

I.4. Funding Available

We anticipate making up to four awards. Awards are funded for two years and are non-renewable.

Applicants may request up to $75,000 (direct costs) per year plus applicable indirect costs, not to exceed $150,000 total costs. This funding may be used for salaries, technical support, laboratory supplies, equipment, and for research- or training-related activities including but not limited to enrollment in training classes or workshops, travel to the CFAR Mentor's institution, and travel to the research field site.

During the first year, additional travel support is provided for each *CFAR Adelante* team to attend an orientation meeting facilitated by the NIH Office of AIDS Research (OAR) and the NIH-supported Centers for AIDS Research (CFARs). Up to $3,500/person is also provided for each *CFAR Adelante* team to attend domestic or international HIV/AIDS conferences of relevance to the project. Additional support may also be provided for the CFAR Mentor to attend a "Mentoring the Mentor" workshop provided by the CFARs.

During the second year, travel support of up to $3,500/person is provided for the *CFAR Adelante* team to attend domestic or international HIV/AIDS conferences of relevance to the project. The program will provide additional funding for the team to attend a mid-cycle workshop and a final close out workshop facilitated by the NIH and the CFARs.

Travel and program related support may only be used for the required *CFAR Adelante* team members as described herein. In addition, travel funds are not transferrable among team members and cannot be carried over from year to year.

The release of research period funding is contingent upon demonstration of satisfactory outcomes from the research preparation period and the establishment of a full partnership between the Scholar, CFAR Mentor, and Collaborating Partner as evidenced by the work plan and letters of support.

II. Overview and Timeline

This is an open competition and all eligible applicants are invited to submit proposals according to the timeline below.

Table 1: Timeline

Proposals Due	September 8, 2017
Estimated Award Date	October 2, 2017
Project Period	November 1, 2017 – October 31, 2019

III. Research Proposals

Proposals are due September 8, 2017.

III.1a. Application Components

Applicants are **required** to establish a relationship with their Collaborating Partner (see Section I.2.2) and CFAR mentor (see Section I.2.3), prior to submission of the application. Documentation, in the form of letters of support from the CFAR Mentor and the Collaborating Partner, must be submitted with the application packet. As part of the funded research plan a Scholar's CFAR Mentor and Collaborating Partner will be responsible for helping the Scholar develop and apply culturally responsive HIV/AIDS research skills that will be used to expand HIV-related knowledge and disseminate information through organizations and institutions that work with Latino/Hispanic populations.

Scholars are eligible to access **CFAR Core services** from collaborating CFARs. Documentation of intent to use CFAR Cores is encouraged and will be evaluated during the review process. Documentation consists of a letter of support from the Director of a relevant CFAR Core describing the services, materials, expertise, training, or other resources to be provided. For more information about available CFAR Core resources, see the NIH CFAR website where links to individual CFAR websites can be accessed.

Scholars are required to include a draft Mentoring Plan in the full proposal application. At a minimum, the draft **Mentoring Plan** should: a) list the Scholar's professional development goals for the project period; b) one or more SMAART outcome objectives for each listed professional development goal that will allow periodic evaluation of progress toward achieving the goal (see Proposal page on the CFAR Adelante website for more information about SMAART outcome objectives); c) a proposed list of mentoring, education, and/or training activities that will support progress in achieving each outcome objective; d) a communication plan that describes how, the frequency, and under what circumstances members of the *CFAR Adelante* team will be in formal and informal contact with each other; and e) a proposed *CFAR Adelante* team meeting schedule covering the research preparation and research implementation periods.

III.1b. Application Instructions

The application package should be created using PHS 398 forms (Rev 3/2016). See https://grants.nih.gov/grants/funding/phs398/phs398.html for downloadable form copies in MS Word and PDF.

The proposal should follow NIH investigator initiated grant application (R01) format with the modifications listed below.

The completed application package should be submitted as a PDF via email to the pre-award program coordinator, Allison O'Rourke at orourkea@gwu.edu.

The Research Plan (Significance through Approach) is limited to **four pages** (Specific Aims, Mentoring Plan, Bibliography and References Cited sections do not count toward the page limit). No appendices are allowed. Submit a detailed budget, not a modular budget. Applications must be in English.

The Proposal should include (in this order):

1. Cover Page: (Download MS Word copy from *Adelante* website).

2. Face Page: (PHS 398 Form page 1). Institutional sign-off required.

3. Project Summary Page: (PHS 398 Form page 2)

4. Detailed budget for 12 month period: (PHS 398 Form page 4)

5. Complete budget and budget justification: (PHS 398 Form page 5)

6. Resources page (PHS 398 Format)

7. Biographical Sketch for the PI (PHS 398 Format, Forms Version D).

8. Other Support for the PI (PHS 398 Format)

9. Research Plan (Maximum 4 pages for a-d below). Use PHS 398 Continuation Format pages. Follow NIH rules for acceptable font, font size, line spacing, and margins (see NIH Application Writing Tip #5)

    A. Specific Aims (maximum length 1 page)

    B. Significance (suggested length 1 page)

    C. Innovation (suggested length ½ page)

    D. Approach (suggested length 2½ pages)

    E. Bibliography and References cited (as needed)

    F. Protection of Human Subjects (if applicable; maximum 1 page)

    G. Vertebrate Animals (if applicable; maximum 1 page)

10. *CFAR Adelante* Mentoring Plan (maximum 2 pages)

11. Future Plans for NIH Funding (maximum 1 page). This document should include, at a minimum, a description of the remaining work, if any, that needs to take place prior to the submission of an NIH application based on anticipated outcomes of this proposed project and a description of the NIH funding to be sought (mechanism, research goal).

12. Letter of Support from CFAR Mentor

13. Letter of Verification from PI's department chair, verifying the PI's junior faculty status

14. Letter of Verification from Director of the CFAR Mentor's home CFAR, verifying that the identified individual is a member of that CFAR

15. Letter of Support from Collaborating Partner

16. Letter of Support from additional team members, if applicable

17. Signed *CFAR Adelante* Mentorship Agreement (Download MS Word copy from *Adelante* website)

18. Biographical Sketches for CFAR Mentor and Collaborating Partner (PHS 398 Format, Forms Version D).

19. Other Letters of Support. These include letters of support from collaborators essential to the proposed project and – if applicable -- letters of support from the Directors of CFAR Cores that will provide the proposed project with services/expertise/materials/training.

20. CFAR Core Collaborations: For each CFAR Core for which a letter of support is provided (see number 19 above): list name of CFAR, name of Core, and describe how services/expertise/materials/training or other resources to be provided will assist in meeting the

goals of the research project or mentoring plan. If no CFAR Cores are to be used, this section should simply state "None".

Email for all questions is Allison O'Rourke, orourke@gwu.edu.

III.2. Budget Development Guidelines and Restrictions

1. Do not include the "additional travel support" expenses described in Section 1.4 in the requested budget.

2. Requested support for project collaborators who are NOT at the same institution as the awardee must be listed as consultant costs. If a collaborator cannot accept consultancy fees, a subcontract must be issued to his or her institution. These costs must be listed in the detailed budget as consortium costs with applicable indirect costs included.

3. Requested support for equipment and technology (computers) must be fully justified in the budget justification with a clear connection to the scientific aspects of the project (See Section I.4).

4. Tuition, fees and stipends for graduate students are not allowable.

5. Costs associated with IRB review of human research protocols, or IACUC review of animal research protocols, are not allowable as direct charges to NIH-funded research unless such costs are not covered by the organization's F&A agreement.

6. Cost associated with manuscripts and other communication is considered general use and should be covered by the institutions F&A.

7. All costs must conform to the NIH Grants Policy Statement (Section 7.2) and applicable OMB circulars for necessity & reasonability, allocability, conformance and consistency as well as allowability.

8. Please refer to Section I.4 for further information regarding allowable costs.

III.3. Review Process and Criteria:

Written Reviews:
Each application will be assigned a minimum of two reviewers.

The evaluation criteria will include:

- Scientific Merit– How likely is it that the proposed project will generate findings capable of supporting an application for independent funding from the NIH?

- Significance – How likely is it that the proposed project will further the *CFAR Adelante* program goals of decreasing HIV-related health disparities in the Hispanic/Latino community and promoting the mentored development of new investigators who are focused on this goal?

- Investigator/team – Are the PI, collaborator, and other participating researchers well suited to the project? Do they either have, or have a plan for accessing, appropriate experience and training? Do the mentors have, or have access to, expertise that complements or fills gaps in the expertise of the PI?

- Approach – If the project includes human subjects, is the proposed recruitment plan feasible and likely to result in full enrollment? Is it likely that the proposed project can be completed within a 20-month period? Are the methods and proposed analyses adequately developed and appropriate to the aims of the project? Does the proposed project apply culturally responsive HIV/AIDS research that can be used to expand HIV-related knowledge within Latino/Hispanic communities in the U.S.? Does the applicant acknowledge potential problem areas and consider alternatives?

- Innovation – Does the project employ novel concepts, approaches, or methods?

- Environment – Are available resources in the institution(s) described adequately? Does the applicant propose collaboration with any CFAR Cores?

- <u>Mentoring Plan</u> – Are the PI's professional development goals for the project period identified? Is at least one <u>SMAART outcome objective</u> provided for each professional development goal? Does each outcome objective describe a specific, measurable, ambitious yet achievable, relevant, and time-bounded definition of success for having achieved that goal? Is the proposed list of mentoring, education, and/or training activities appropriate for meeting the stated goals and objectives? Is a communication plan provided that describes how, the frequency, and under what circumstances members of the *CFAR Adelante* team will be in formal and informal contact with each other? Does the proposed communication plan and accompanying *CFAR Adelante* team meeting schedule demonstrate a commitment to meeting the goals and objectives described in the mentoring plan?

Reviewers will be asked to summarize the strengths and weaknesses of the proposal based on the above criteria. Each project will be scored according to the <u>NIH scoring system</u>.

Review Committee:
A Scientific Selection Committee comprising CFAR members and others with relevant expertise will convene a formal review of submitted applications. All applicants will be notified of the outcome of their review and will receive written summary statements in order to enhance their ability to benefit from future funding opportunities.

IV. Award Requirements

<u>IV.1. Human Subjects</u>

- Proposals involving human subjects research, and/or research involving hazardous materials require Human Subjects (IRB) and/or Institutional Biohazard approvals, as necessary. Approvals must be on file with the *CFAR Adelante* post-award project coordinator prior to the initiation of the research implementation period but do not need to be in place at time of application submission. For more information about human subjects approval, see: http://www.hhs.gov/ohrp/ and https://grants.nih.gov/grants/policy/hs/Preparing%20the%20Human%20Subjects%20Section.pdf.

<u>IV.2. NIH Approval:</u>

- Proposals involving clinical research above minimal risk or vulnerable populations will require additional approval from the NIH (see "Studies with a Clinical Component" at https://www.niaid.nih.gov/research/cfar-research-project-guidelines for more information). If applicable, the NIH approval process will be initiated in conjunction with the *CFAR Adelante* post-award project coordinator. Clinical research approvals must be on file with the *CFAR Adelante* post-award project coordinator prior to the initiation of the research implementation period but do not need to be in place at time of application submission.

- Proposals involving international sites will require additional approvals from NIH (see https://www.niaid.nih.gov/research/cfar-research-project-guidelines section on "Studies with an International Component" for more information). If applicable, the NIH international approval process will be initiated in conjunction with the post-award *CFAR Adelante* project coordinator. International approvals must be on file with the *CFAR Adelante* project coordinator prior to the initiation of the research implementation period but do not need to be in place at time of application submission.

<u>IV.3. Other Requirements</u>

1. Adelante team members are required to attend a one day program orientation workshop to be held October 23, 2017. A mid cycle workshop will also be compulsory and will take place during the 2018 Annual CFAR meeting.

2. Toward the end of the four month research preparation period, mentors are expected to submit a brief report to the *CFAR Adelante* project coordinator describing whether sufficient progress in achieving professional development goals has been made to justify the release of funding for the proposed research project.

3. Awardees will be required to submit annual progress reports and evaluations to the *CFAR Adelante* project coordinator.

4. The *CFAR Adelante* team will be required to make a joint presentation of their final research findings during the closing workshop at the National Institutes of Health in Bethesda.

5. *CFAR Adelante* program support must be acknowledged in all publications and presentations derived from the award. Sample language is "This research was made possible by a *CFAR Adelante* award funded by the NIH-funded Centers for AIDS Research (P30AI050409 and P30AI117970) and the U.S. National Institutes of Health."

6. In the event that other pending support is funded which overlaps with or reduces a PI's effort on this project, the PI must notify the *CFAR Adelante* program officer. The PI's funding status will be reviewed and if it is determined that he or she is unable to meet the specific aims of the proposal, the *CFAR Adelante* award may be revoked.

7. After completion of the project, PIs will be required to provide updated information annually for five years about ensuing publications, collaborations, and grants evolving from the *CFAR Adelante* project.

V. Contacts

Pre-Award

Scientific and Programmatic Review Officer
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VI. Appendix

Types of Eligible Organizations and Institutions*

U.S.-based

- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education
- Research Institutes
- Hispanic-serving Institutions with a primary mission of research
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions with a primary mission of research
- Nonprofits with 501(c)(3) IRS Status (Other than Institutions of Higher Education) with a primary mission of research
- Nonprofits without 501(c)(3) IRS Status (Other than Institutions of Higher Education) with a primary mission of research
- Small Businesses with a primary mission of research
- For-Profit Organizations (Other than Small Businesses) with a primary mission of research
- Regional Organizations with a primary mission of research

*U.S Government Employees, Fellows, and Contractors are ineligible to apply