

## Request for Applications: 2021 Ending the HIV Epidemic (EHE) Planning Awards

### Description of Funding Opportunity

The Third Coast CFAR will support the work of the Ending the HIV Epidemic Scientific Working Group (EHE SWG) with a new competition for EHE planning awards. Since DHHS launched [Ending the HIV Epidemic: A Plan for America](#) in 2019, Third Coast CFAR members have established multiple productive science-practice partnerships and been successful in securing EHE-designated funding. NIH and other agencies in HHS are expected to release additional RFA/RFPs over the next year to support the EHE initiative and there may be a short timeline from request to proposal due date. CFAR EHE planning awards are intended to help local teams be prepared to rapidly respond to these opportunities. The future proposal may be focused on HIV implementation research, evaluation, or innovative direct services.

The activities proposed for EHE planning awards must be distinct from ongoing projects and must help teams leverage local strengths to compete for EHE funding in 2022. During the competitive review process, special (but not exclusive) priority will be given to collaborations with community partners that have not yet received significant CFAR funding. Special consideration will also be given to applications that include community or health department partners outside of Chicago, but within Cook County.

- Project period will be limited to 3 - 5 months and must be completed by April 30, 2022
- Up to \$10,000 - \$20,000 in direct costs may be requested
- A pre-submission consultation must be requested by September 7, 2021
- Full applications are due on September 27, 2021
- Funding decisions will be made by late October 2021

To streamline the application and award process, teams must work closely with SWG leadership. Faculty and community organizations interested in exploring a new partnership on a longer timeline should consider applying for a Community Collaborative Award (CCA), which will provide funds for the period of January 1, 2022 – December 31, 2022. [View the CCA RFA on the CFAR website.](#)

### Team eligibility

Projects must be led by a collaborative, co-principal investigator team:

- The academic Co-PI must be a PI-eligible Third Coast CFAR faculty member who is either an early-stage investigator (never received an R01-equivalent award from NIH) or an established investigator who is new to HIV research. A faculty member who has current or previous NIH funding for HIV research as a PI at the R01-level may participate, but not as a Co-PI.
- The community Co-PI must be employed at a community-based organization in Cook County that delivers HIV services funded by DHHS. Organizations that receive these federal funds through CDPH or IDPH are eligible.

The academic and community Co-PIs will work together ensure deliverables and timelines are met.

### Project requirements

A proposal must be for a new project or idea that is distinct from, but could build upon, prior or ongoing work. The goal of the project should be to establish or enhance partnerships by planning how the team will respond to EHE RFA/RFPs in the future. Planning projects should innovate, enhance implementation, or address high priority gaps the Treat and/or Prevent pillars of EHE. Topics that address the Diagnose pillar may be included, as long as the focus is HIV prevention and/or care. Work addressing the Respond pillar is not eligible for this opportunity. Applicants are encouraged to look to specific topics of interest described in recent EHE-related RFAs as they consider the goals of an EHE planning award. Some examples include: [RFA-AI-21-024](#), [RFA-AI-21-025](#), [RFA-MH-20-520](#), and [several others](#).

## Allowable scope of work

The primary purpose of these awards is to plan a future research-practice partnership or to position an existing collaboration for future competitions for EHE-designated funding opportunities through NIH, CDC, HRSA, and other agencies. Therefore, collecting new pilot data and/or human subjects research is not required or an advantage for this competition. Teams are encouraged to formulate their plans by examining existing programmatic or clinical data and/or by soliciting feedback from stakeholders (e.g. staff, policymakers, or community). Exceptions to allow pilot data collection and/or human subjects research may be made for projects that already have IRB approval, maximizing feasibility in the short time frame required for these projects.

## Funding mechanisms

**Community-based organizations** will receive fixed payments based on completion of two deliverables: 1) a detailed project timeline; and 2) submission of a final report.

**Academic institutions** will receive funding via subcontract (if external to NU) or a new subproject on a cost-reimbursement basis. The personnel and other direct expenses for academic institutions must be submitted in the budget format described in the "Required Components" section.

## Submission process

A pre-submission consultation is required to ensure the proposed project is eligible, feasible in the allowed timeline, and aligns with the SWG's goals. The consultation will also help teams understand each required component and determine the most efficient way to develop the application. Interested applicants should contact Justin Schmandt ([justin.schmandt@northwestern.edu](mailto:justin.schmandt@northwestern.edu)) by September 7, 2021 to schedule consultation, and are encouraged to schedule consultation sooner, if possible. The request should include brief (less than one-half page total), draft responses to the items on the consultation checklist (below).

Consultation checklist:

1. Briefly describe the personnel and organizations in the planned EHE planning partnership.
2. What is the goal of this planning project, and how will accomplishing it prepare the team to pursue EHE-related funding in 2022 (from NIH or other federal agencies, and which EHE pillar/s does it address?
3. Eligibility – what is current or previous federal, CDPH, or IDPH funding for HIV services that makes the non-academic organization eligible?
4. Regulatory status. If IRB covered activities at an academic institution are proposed, please send:  
a) the current IRB approval letter (and, if needed, brief plan to amend an existing protocol), or b) a plan to gather or analyze information that the relevant IRB will consider exempt from human subjects research regulations. Human subjects research at a community-based organization, or not currently IRB-approved at an academic institution, is not allowed.

During the consultation process, the SWG leadership will facilitate completion of final responses to items on the checklist. SWG endorsement and the finalized checklist will be included in the application.

Applications are expected to use NIH formatting standards (single-spaced, 0.5 inch margin minimum, Arial, Helvetica, Palatino Linotype, or Georgia typeface in black in at least 11 point size).

When proceeding to a full application, please submit the following components as Word documents by email to [justin.schmandt@northwestern.edu](mailto:justin.schmandt@northwestern.edu). Final applications are due on Monday, September 27, 2021 by 11:59 p.m.

Required Component	Format and Notes
<p>Cover Page:</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Names, Titles, and Institutions for Co-PIs (key personnel)</li> <li>• Names, Titles, Roles and Institutions for non-key personnel</li> <li>• Identify the EHE pillar(s) addressed by the project</li> <li>• Identify the OAR research priority addressed by the project</li> <li>• Name and contact information for each Co-PI's research or fiscal administrator</li> </ul>	<p>1 page limit</p> <p>No form</p>
<p>Narrative Proposal (to be clearly organized in the five sections below)</p> <ol style="list-style-type: none"> <li>1. Goals: State concisely the goals of the proposed planning partnership, including specific deliverables.</li> <li>2. Partnership: Describe the Co-PIs' expertise and the partnering organizations' resources, roles and constituents as related to the project.</li> <li>3. Approach: Describe project activities in sufficient detail to allow reviewers to understand the team's strategy to accomplish its stated goal(s).</li> <li>4. Communication: Describe how the Co-PIs will communicate and share decision-making authority to ensure the project is completed successfully and on time.</li> <li>5. Next Steps: Briefly explain how this project will position the team to apply for anticipated calls for proposals for NIH, CDC, or HRSA funding in response to the EHE initiative.</li> </ol>	<p>Up to 2-4 pages (applications under 2 pages are welcome, as long as they adequately respond to the items required in the RFA)</p> <p>No form</p>
<p>Citations</p>	<p>No limit</p> <p>No form</p>
<p>Deliverables for Milestone-based Payments to CBO Partner</p> <p>Clearly identify the deliverables and timeline for completion of main project activities by April 30, 2022. The CFAR recommends that the first deliverable be an initial timeline with next steps so that CBO may invoice for the first payment early in the planning process.</p>	<p>No limit</p> <p><a href="#">Download CFAR form</a></p>

<p>Detailed Budget for Direct Costs</p> <ul style="list-style-type: none"> <li>• Up to \$10,000 to \$20,000 in direct costs per collaborative planning project maybe requested.</li> <li>• Expenses such as personnel support, data analysis, and core services in support of preliminary data generation are allowed. A very limited budget for meeting expenses (space rental, refreshments) may be allowed with justification.</li> <li>• Minimal costs for software/licenses directly applicable to the EHE pilot and travel for local meetings with collaborators may be allowed with justification. Costs for equipment and similar items associated with longer-term projects will not be allowed.</li> <li>• Include the fixed payment to the community partner as a consultant cost on the academic partner's budget.</li> <li>• The award may not be used to fund human subjects research conducted by the community partner.</li> </ul>	<p><a href="#">PHS 398 Form Page 4</a></p>
<p>Budget Justification</p> <p>Provide brief justification for each line item on the Budget.</p>	<p>No limit</p> <p><a href="#">Download CFAR form</a></p>
<p>NIH-style biosketches or CV for each Co-PI</p> <p>CV or resume in any form are appropriate and completely satisfactory for the Community Co-PI. Other investigators and staff should not be listed as key personnel.</p>	<p><a href="#">NIH biosketch template</a> or CV/resume (no specific format required for CV/resume)</p>
<p>Letter of Intent</p> <p>The CBO partner organization must provide a signed letter from an authorized official, committing to the proposed deliverables and timeline, if the project is selected.</p>	<p>1 page is sufficient</p> <p>No form</p>
<p>SWG Endorsement Checklist</p> <p>Include the endorsed consultation checklist provided by the SWG.</p>	<p>Form provided during pre-submission consultation</p> <p>No limit</p>

## Selection criteria

- Alignment with [NIH Office of AIDS Research priorities](#)
- Alignment with [EHE program objectives](#)
- Feasibility to complete the proposed activities in the time available
- Feasibility of poising the team to submit an external grant application (CFAR administrative supplement or other NIH, CDC, or HRSA mechanism) on a rapid timeline responding to a future RFA/RFP
- Consideration will also be given to the likelihood that the proposal will advance innovation or enable implementation research, in either case for an application for a CFAR Developmental Core Pilot Project Award (to gather preliminary data for an NIH grant application) or an investigator-initiated NIH research grant application.

## Selection process

Proposals will be reviewed in a competition organized by the Third Coast CFAR EHE SWG and Developmental Core.

Award disbursement: The CFAR Administrative Core will coordinate all awards.

Reporting: A final report will be required by May 16, 2022. Additional technical reports will be required for the CFAR RPPR to NIH.

Contact: For additional information contact:  
SWG Co-Director - Inger Burnett-Zeigler, [iburnett.nm.org](mailto:iburnett.nm.org)  
SWG Co-Director - Gregory Phillips II, [glp2@northwestern.edu](mailto:glp2@northwestern.edu)  
Associate Director - Justin Schmandt, [justin.schmandt@northwestern.edu](mailto:justin.schmandt@northwestern.edu)  
Research Administrator – Christine Allen [christine.allen@northwestern.edu](mailto:christine.allen@northwestern.edu)

## Obligations of the Co-Principal Investigators

1. Investigators awarded funding will be required to provide brief, periodic reports to the EHE SWG and for inclusion in the CFAR's annual RPPR to the NIH.
2. In order to evaluate the long-term outcomes of the program, and in accordance with NIH reporting requirements for the Third Coast CFAR, brief, non-narrative annual reports will be solicited from the PI for five years following the completion of their project indicating:
  - a. The number of subsequent grant applications
  - b. The funding outcome of these applications
  - c. Any publications or presentations that may have been based on the EHE planning award
3. Awardees are expected to present their work at CFAR events, upon invitation.
4. Awardees must agree to credit the Third Coast Center for AIDS Research in any publication or applications that result from awards. For example: "This [insert: abstract /publication/ presentation/ grant proposal] was (partially) supported by a pilot award from the Third Coast Center for AIDS Research (CFAR), an NIH-funded center (P30AI117943), with co-funding from the following Institutes and Centers: NICHD, NIA, NIDCR, NINR, NHLBI, NICHD, NIDA, NIDDK, NIMHD, NIMH, NCI, NIAID, FIC, and OAR. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."
5. All publications that benefit from support provided by the Third Coast CFAR must comply with the NIH Public Access Policy.
6. Awardees must provide information about research awarded under this program, subsequent awards, and publications to be posted on the Third Coast CFAR website.
7. Management of the award will be the responsibility of the awardees' department or unit.