Penn CFAR Pilot Program
Cover Page and Instructions

DUE DATE:  Monday, January 6th, 2020

Email your application as a single pdf file to Kate Gordon at gordonk@pennmedicine.upenn.edu

Application Requirements:

Please submit the following documents in the order listed below.

- Cover Page (attached), signed by
  - PI’s Departmental Chair
  - PI’s Business Administrator
- PI/Co-PI(s) Agreement, signed by the PI and Co-PI(s)
- Abstract (up to 250 Words)
- Biosketches (PI and Co-PI)
- Other Support (PI and Co-PI)
- Budget and Justification (budget form attached)
- Research Plan to describe proposed project (up to 5 pages)
  - Include a brief paragraph describing how this project will lead to future funded research
- Mentorship or Partnership Plan, if applicable (up to 1 page)
- Letters of Support (including from Mentor/Partner, if applicable)

Center Core Resources:
Please describe how the pilot will utilize CFAR Cores. In planning a study, you are encouraged to contact CFAR Core Directors early on to take advantage of the resources available through the CFAR Core services. Information can be found on the CFAR website:

http://www.med.upenn.edu/cfar/

International Applications:

International applications based in Botswana should be discussed with Dr. Robert Gross to determine the feasibility of the study. Budgets must be reviewed and approved by Dr. Gross before submission to determine related expenses.
grossr@pennmedicine.upenn.edu

All applications that include planned research activities at other international sites should be discussed with Dr. Pablo Tebas prior to preparation to determine the feasibility of the study and international expenses.
Pablo.Tebas@pennmedicine.upenn.edu

Participant Requirements:
Participants will be contacted at several points throughout the project period for progress reports, mentoring activities, and to participate in feedback seminars. Pilot recipients will be followed for a 5+ year period following the close of the award for additional NIH reporting requirements.
CFAR Pilot Grant Program

Frequently Asked Questions

Do I have to be a Center for AIDS Research member to apply to the program?

No, but if you receive a pilot you are expected to become a member.

If I don't have an appointment at Penn, Wistar, or CHOP, can I apply?

Please contact Kate Gordon at gordonk@pennmedicine.upenn.edu for more information.

Who is eligible to apply for a CFAR pilot grant?

**Mentored Research Scholar awards: Young Investigators (Non-Faculty)**

Young investigators at the Instructor/Research Associate level who are poised to begin an independent project are eligible, and must include a letter of support from their scientific mentor as well as a detailed Mentorship Plan (more information can be found on the CFAR website: [http://www.med.upenn.edu/cfar/research-mentoring.html](http://www.med.upenn.edu/cfar/research-mentoring.html))

**General Pilot Awards: Faculty members**

Eligible applicants must have an appointment at the assistant professor (or staff scientist) level or above in any track at the University of Pennsylvania, Children’s Hospital of Philadelphia, or The Wistar Institute.

*For junior faculty applicants, a one-page mentorship plan with a senior faculty member is strongly encouraged; for non-HIV/AIDS investigators of any level, a partnership plan with an established HIV/AIDS investigator is strongly encouraged.*

Are Post-docs and Fellows eligible to apply for a CFAR pilot grant?

No.

Are senior research staff eligible to apply for a CFAR pilot grant?

No.

Are letters of support required?

For all Mentored Research Scholar Awards, a letter of support from the Mentor is required (in addition to the Mentorship Plan).

Who will review my proposal?

Internal and external reviewers who are familiar with the area of research being proposed will consider the scientific merit of the research project. In addition, each proposal is given a programmatic score for concordance with NIH (and Penn CFAR) priorities for HIV/AIDS research. The final score is a combination of both scores.
How will my research be evaluated with regard to the NIH funding priorities?

The reviewers will evaluate research based on the defined high priority areas for HIV research. For more information on the NIH HIV funding priorities, please see https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-137.html

I am not an U.S. citizen. Am I eligible to apply for Center developmental funds?

Yes, non-U.S. citizens who meet the eligibility criteria may apply to the Center Pilot Program.

Is PI salary support allowed?

No.

What are possible expenses related to an application with an international component?

The expenses might include but are not limited to: research personnel, such as a research nurse, lab staff; supplies including laboratory or clinical research supplies; services such as Core services or other invoiced services; other justified supplies or small equipment such as paper, computers; communication, such as cell phones, cell minutes, and other communication needs; transportation and shipping costs. International travel is an allowable expense, up to $5000, if scientifically justified.

Can Clinical Trials be supported by a CFAR Developmental Pilot Grant?

The NIH has restrictions on the type of clinical studies that can be supported by CFAR Pilot Grants. If you are planning to propose a human intervention study, please contact Developmental Core Director Pablo Tebas Pablo.Tebas@pennmedicine.upenn.edu so we can help you design a study that can be supported by CFAR.
# Penn Center for AIDS Research
## FY 2019 Pilot Grant Program

**Project Title:**

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<th>Co-PI:</th>
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**Signatures:**

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<th>PI RANK (see eligibility listed on RFA):</th>
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<td>In Institution (U of P, Wistar, CHOP):</td>
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<td>Campus Address:</td>
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*Signature of PI’s department chair is required.*

**Signature:**

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*Signature of PI’s Business Administrator is required.*

**Signature:**

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**Human Subjects Involved:**

- □ Yes □ No

*If Botswana-based, was budget approved by Dr. Robert Gross:*

- □ Yes □ No

**Type of application:**

- □ Mentored Research Scholar Award □ General Pilot Award

**Is Mentorship or Partnership Plan attached?**

- □ Yes □ No

**If yes, is mentor or partner letter attached?**

- □ Yes □ No

**NIH Priority Area:**

- □ HIV Reservoirs
- □ HIV and Disparities
- □ AIDS-associated malignancies
- □ Inflammation, metabolic complications, and comorbidities of HIV infection
- □ Reducing incidence of HIV/AIDS
- □ Next generation of HIV therapies
- □ Research toward a cure
- □ HIV-associated comorbidities, coinfections, and complications
- □ Cross cutting: Basic research, health disparities, and training of workforce
Penn Center for AIDS Research
Pilot Grant Program

PI/co-PI(s) Agreement

Should your pilot proposal be funded, you agree to the following:

- Participate in a Pilot Charge Meeting, to be scheduled by the CFAR Development Core.

- Obtain all required regulatory approvals (including Human Subjects Training certifications, IRB approval and/or exemption notices, where appropriate) and submit these approvals to Kate Gordon as soon as possible. Please copy Beth Peterson (bpeterson@Wistar.org) for inclusion in the annual progress report. *NOTE: No spending is allowed until all final protocols are received and NIH gives final approval.*

- Inform us of any changes in your other support that might affect this award.

- Participate in the CFAR Pilot Mentorship Program, if applicable.

- Comply with the NIH Public Access Policy, which requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication http://publicaccess.nih.gov.

- Comply with the revised NIH and Penn policies regarding Relatedness Assessment for the Penn CFAR, Institution #10017300, Award P30-AI0-45008-15, PI: Ronald Collman, Center for AIDS Research. In accordance with revised NIH and Penn policies effective 8/24/2012, all Investigators (the PI, PD and any other person responsible for the design, conduct or reporting of this research) must submit a Disclosure of Financial Interests and travel and answer additional questions regarding relatedness of any identified financial interests to this award before any accounts may be set up. The University has developed an electronic disclosure process specific for PHS proposals, the PHS Financial Interests and Travel Statement (PHS- FITS).

- Access PHS-FITS via https://phsfits.apps.upenn.edu/phsFits/jsp/fast2.do?fastStart=investigator. After logging in with your Pennkey and password, you should be taken directly to the disclosure form. If you do not see the above institution number, please add it and complete the Relatedness Assessment. A financial disclosure must be submitted even if you have no financial interests or travel to report.

- Acknowledge the Penn CFAR award (P30 AI 045008) in any publications, abstracts, grant proposals, and presentations that result directly or indirectly from this funding award. Refer to the CFAR website for more information.

- Provide summaries of your progress, including financial reporting, mentoring activities, collaborations that arose from the pilot project, and publications that are the result of the pilot project, as requested by CFAR. This information is required by the NIH, and will be collected and compiled for CFAR annual progress reports and competitive renewal applications to be submitted to NIH.
• If requested, serve as a reviewer for future CFAR Developmental Pilot & Feasibility Program applications.

• Present your work at a CFAR Pilot Feedback Talk, if requested.

Signature of both the PI and co-PI (if applicable) is required.

Signature:                                                                                                                   Print Name and Title
PI                                                                                                                          

Signature:                                                                                                                   Print Name and Title
Co-PI                                                                                                                        

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Email application as a pdf file to Kate Gordon at gordonk@pennmedicine.upenn.edu
Proposed Budget Page

Penn Center for AIDS Research
Pilot and Feasibility Grant Program

PI: ____________________________________________________

First        Last    Degrees

Proposed Budget:

A. Personnel

B. Permanent Equipment

C. Supplies

D. Miscellaneous

International component:

Amount Requested (not to exceed $60,000):

_________________________________________

Budget Justification