



**Penn CFAR Pilot Program
Instructions, Cover Page, and Agreement**

DUE DATE: January 30th, 2024

Email your application as a single pdf file to **Cherylann McGee (MCGEEC3@chop.edu)**

Application Requirements:

Please submit the following documents in the order listed below.

- Cover Page (attached), signed by PI's Departmental Chair and PI's Business Administrator
- PI/Co-PI(s) Agreement, signed by the PI and Co-PI
- Scientific Abstract (up to 300 words)
- Lay Summary for Community Advisory Board (CAB) Review (up to half a page)
- 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, including Specific Aims)
 - Include a description of 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 and Scientific Working Group (SWG) Resources:

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

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

Applications for International Projects:

International applications based outside the U.S. should be discussed with Dr. Robert Gross to determine the feasibility of the study and to ensure that the PI is aware of relevant NIH requirements for international clearance. Budgets must be reviewed and approved by Dr. Gross before submission.

grossr@penmedicine.upenn.edu

CFAR Pilot Grant Program

Frequently Asked Questions

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

No. However, pilot grant recipients will become CFAR members at the time of their award.

If I have an appointment with a community-based organization, the Philadelphia Department of Health, or another academic institution, can I apply?

Please contact Liz Lowenthal (lowenthale@chop.edu) to discuss your specific situation.

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). No other letters of support are required. However, additional letters should be included when necessary to support the feasibility of the proposed project.

Who will review my proposal?

Preliminary review will be conducted by an administrative team to ensure that all proposal requirements are met. Complete proposals will be sent for scientific review by individuals who are qualified to assess the type of research being proposed.

How are funding decisions made?

Reviewers score grants using the 9-point scale utilized by the NIH to determine Overall Impact and criterion strengths of a proposal. Qualifying proposals with the highest scientific scores are funded after review by NIH to confirm that no disqualifying issues are present (e.g., use of fetal tissue; international studies in countries prohibited by NIH). Grants that did not receive the highest scientific scores may also be funded based on the availability of additional funds in that year and current CFAR priorities. Proposals that are not funded will be offered feedback, mentorship and opportunities to work with CFAR investigators to improve their concept or proposal. Proposals with the highest scores typically have a high probability of leading to future NIH-funded research.

How will my research be evaluated with regard to the NIH funding priorities?

All areas of research concordant with NIH high priority AIDS Research topics are eligible. For more information on the NIH HIV funding priorities, please see <https://www.oar.nih.gov/hiv-policy-and-research/research-priorities>.

What other factors are considered that are unique to this grant opportunity?

Use of CFAR Core and CFAR SWG resources often increase the impact of proposals and are considered encouraged. **See:** <https://www.med.upenn.edu/cfar/cores/>
<https://www.med.upenn.edu/cfar/scientific-working-groups/>



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 faculty salary support allowed?

Budgets are typically reviewed most favorably when most costs are directly funding the science and not faculty salaries. However, junior faculty may propose modest salary support with appropriate justification.

Can participating investigators at non-Penn CFAR institutions be involved?

Yes, we encourage cross-institutional collaboration. However, indirect costs associated with subcontracts to other institutions are not allowed.

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 Research or 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. Projects that fall within the NIH definition of "Clinical Trials" cannot be supported. The NIH definition of Clinical Trials can be found here:

<https://grants.nih.gov/ct-decision/index.htm>

However, many types of human intervention studies can be modified to be allowable within NIH guidelines. If you are planning to propose a human intervention study of any sort (whether biomedical or behavioral), please contact Developmental Core Director, Liz Lowenthal (lowenthale@chop.edu), so we can help you design a study that can be supported by CFAR.

Can the strategy of the Pilot Grant include use fetal tissues?

No.

Cover Page

**Penn Center for AIDS Research
FY 2024 Pilot Grant Program**

Project Title:

PI: Signatures:	Co-PI:
--	--------

PI RANK (see eligibility listed on RFA): _____
Institution (UPenn, Wistar, CHOP, Other): _____ Home Department: _____
Campus Address: _____ 4-digit Mail Code: _____
Phone: _____
Email: _____

Co-PI RANK: _____
Institution (UPenn, Wistar, CHOP, Other): _____ Home Department: _____
Campus Address: _____ 4-digit Mail Code: _____
Phone: _____
Email: _____

Signature of PI's department chair is required, certifying that the applicant has adequate time to dedicate to completion of this project.

Signature: _____
Department Chair **Print Name of Chair and Department**

Signature of PI's Business Administrator is required, certifying that the budget has been reviewed.

Signature: _____
Bus Admin **Print Name of Bus Admin** **Email:**

Human Subjects Involved: **Yes** **No** If internationally based, confirm that budget was approved by Dr. Robert Gross: **Yes**
International component: **Yes** **No** *(proposals may be returned without review if budgets are not pre-approved)*

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**



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 (gordonk@pennteam.upenn.edu) and Cherylann McGee (MCGEEC3@chop.edu) as soon as possible. ***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.
- 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. Annual report data related to each funded pilot award will be required for a minimum of 5 years after completion of the funding cycle.
- If requested, serve as a reviewer for future CFAR Developmental Pilot & Feasibility Program applications.
- Present your work at a CFAR Pilot Feedback Talk.
- 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, PI: Ronald Collman, Center for AIDS Research. *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.

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

Signature:

PI

Print Name and Title

Signature:

Co-PI

Print Name and Title

APPLICATION DUE: January 30, 2024

Email application as a pdf file to Brandi Evans at: MCGEEC3@chop.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: _____

Budget Justification