California HIV/AIDS Research Program

Innovative, Developmental, Exploratory Award (IDEA)
2010 Application Guidelines / Instructions

Overview

For a general summary of CHRP award types, funding caps, review criteria and other information, see our Call for Applications.

A. Award: Innovative, Developmental, Exploratory Award (IDEA)

B. Type of Research: Pilot Studies

C. Maximum Award Amount:
Up to $160,000 total in direct costs, regardless of the duration of the award in Basic Biomedical Sciences
Up to $250,000 total in direct costs, regardless of the duration of the award in Clinical Sciences
Up to $200,000 total in direct costs, regardless of the duration of the award in Social and Behavioral Sciences

Funding under Clinical Sciences and Social and Behavioral Sciences is limited to studies addressing certain targeted themes described in our Call for Applications.

D. Duration of Award: Up to 24 months (determined by applicant), normally beginning March 1, 2011.

E. Investigator Eligibility: Principal Investigator status at nonprofit academic or research institutions, or 501(c)(3) community-based institutions in California.
- New or more experienced investigators testing new ideas and/or approaches.
- Investigators within and across a variety of biomedical, clinical or social and behavioral sciences.

F. Institutional Eligibility: Applicant institutions must be nonprofit academic or research institutions or 501(c)(3) community-based institutions in California.

G. Characteristics of Awards:

Required:
- Innovative, creative and intellectually exciting
- New area of research
- Potential for high scientific payoff
- Well-specified research problem
- Relevant to HIV/AIDS

Acceptable:
- Untested concepts and approaches
- Proof of concept studies
- Absence of preliminary data
- To provide the preliminary data for new/untested ideas necessary to pursue more developed studies

H. Intent of Award: IDEAs are intended to complement traditional NIH funding mechanisms in HIV/AIDS research. They are intended to support new or more established investigators in gathering preliminary information in preparation for the submission of future applications to other funding sources. Grants are one-time, non-renewable awards for a flexible period up to a maximum of 24 months. Investigators are requested to use this award mechanism for its intended purpose and not submit applications that are compressed versions of full NIH or other granting agency proposals, or that represent continuation funding for ongoing projects. Note that applications with substantially similar specific aims cannot knowingly be submitted for more than one funding mechanism (award type) in the same award cycle.

IDEAs are intended to support pilot studies. Support is limited to aspects of the proposal that are pilot in nature.

I. Evaluation Criteria:
- *Responsiveness:* The extent to which the proposed work meets the intent of an IDEA award (i.e., pilot in nature).
- *Innovativeness:* The extent to which the project applies novel methods and approaches to HIV/AIDS research, challenges existing paradigms or develops new paradigms, or considers an existing problem from a new perspective.
- *Impact:* The extent to which the project, if successful, would make an original and important contribution to advancing science in HIV/AIDS.
- *Well-Specified Research Problem:* The extent to which the research problem is well-specified and described.
- *Strength of Research Plan:* The strength and feasibility of the conceptual framework, research methods, and plan for analysis.
- *Potential for Leverage:* The extent to which the proposed research is likely to provide a foundation for subsequent funding to advance the project beyond the pilot stage.

- *Qualifications of Investigator:* Investigator's demonstrated experience or potential (if new investigator) to conduct the proposed research.
- *Attentiveness to the needs of California:* Where applicable, the extent to which the proposed study addresses the needs of, and is culturally relevant to, the diverse communities disproportionately affected by HIV/AIDS in California.

Submission and Deadlines

Before preparing and submitting an application, a Letter of Intent must be submitted online at proposalCENTRAL and approved by CHRP. Approval of the LOI provides access to the application materials and application submission web pages on proposalCENTRAL.

Letters of Intent are due before noon Pacific Time (3:00 pm Eastern Time) on Thursday, July 8, 2010.

Complete applications, with the exception of the signed Signature pages, are due online at proposalCENTRAL before 12:00 NOON, Pacific Time (3:00 p.m. Eastern Time) on Friday, September 10, 2010. After the application is submitted, an automatic verification e-mail will be sent to the applicant.

All times on the proposalCENTRAL web site are in U.S. Eastern Time. Note: Due times at proposalCENTRAL are set to official U.S. time. Computers and telephones often do not display the correct time.

There is no grace period. You will not be able to submit your application after the deadline. Do not submit hard copies of your application.

A complete online application includes entry of all required elements and uploads of all required items in PDF format at proposalCENTRAL. Applicants are responsible for converting documents to PDF format. Do not submit PDF documents with password protection or electronic signature.

Submission of signed signature pages: Print the signature pages from proposalCENTRAL when the application is complete using proposal section 12fcv (see below). Both the face page and an application contacts page must be submitted. It is not necessary to submit abstract or budget pages along with the signed face page and application contacts page. The face page must be signed by the principal investigator and the signing official at the applicant's institution. The signed document, including the application contacts, must be scanned, saved as a PDF document, and submitted to the Program Application and Review Center (PARC) as an e-mail attachment (parc@ucop.edu) by **5 p.m. on Wednesday, Sept. 22.**

Applications without required signatures, with missing sections, which do not meet eligibility requirements, or which do not adhere to these instructions, including required formats (font size, margin size and page lengths) and use of the supplied templates, are subject to administrative rejection by CHRP without peer review. CHRP reserves the right to withdraw administratively applications for which signed signature pages are not received by the above deadline.

Applicants who have had previous awards from CHRP, the California Breast Cancer Research Program, or the Tobacco-Related Disease Research Program must have all past due fiscal and scientific reports from such awards submitted and approved or new applications are subject to administrative rejection. Any such matters must be resolved before the submission of the new application.

Applicants will be notified of the outcome of their applications by late Janurary or early February, 2011. The anticipated start date for funding is March 1, 2011.

Online Application System

All uploaded files must be in PDF format. For information on PDF conversion, see proposalCENTRAL FAQ and Help files. A list of web-based and software conversion utilities can be found at: http://www.neh.gov/grants/grantsgov/pdf.html

Important: Do not upload any PDF documents with password protection or electronic signatures.

Hard-copy items can be scanned to create an image file (e.g. gif, jpg) and then converted to PDF. Be sure that the scan is a high quality image.

For technical assistance with the application submission at proposalCENTRAL, a helpline is available for questions from applicants on weekdays from 5:30 a.m. to 2:00 p.m. Pacific Time. Phone: 1-800-875-2562 or email: pcsupport@altum.com

Application Instructions

Application Contents: To gain access to the application pages and materials on proposalCENTRAL, an applicant must first submit a Letter of Intent at propsosalCENTRAL and the LOI must be approved by CHRP. Applications will be evaluated on the criteria listed above (Overview, Section I), so it is important to address those criteria in developing a proposal. A complete IDEA application consists of the following (A-I; maximum length in pages given where applicable):

A. Signature Pages – proposalCENTRAL generates Signature pages from information supplied online after the application is validated (all required items and information uploaded or entered).
B. Title Page

C. Applicant/PI Information
D. Institution and Contacts
E. Key Personnel
F. Scientific and Lay Abstracts
G. Budget Summary
H. Organizational Assurances
I. Narrative Section and Other Attachments:
   i. Narrative Section
   - New investigator explanation (if applicable) – 1 page
   - IDEA Responsiveness Statement and Leverage Plan – 5000 characters, including spaces
   - Targeted Theme Responsiveness – 1 page
   - Resubmission Description (if applicable) – 2 pages
   - Research Proposal – 7 pages
   - Timeline – 1 page
   - References/Literature Cited – 2 pages

   ii. Human Subjects Description
   iii Demographics of Human Subjects
   iv. Animal Subjects Description – 2 pages
   v. Key Personnel and Budget Justification – 3 pages
   vi. Biographical Sketch, PI/Applicant – 6 pages
   vii. Appendices – 20 pages – Potential items include:
   - Draft consent forms, if human subjects are proposed
   - IRB or IACUC approval of the project proposed here
   - Supporting manuscripts or articles
   - Letters of support or collaboration

Section Explanations: The following numbered explanations correspond to the numbered Proposal Sections seen in the left hand column of the application page at the proposalCENTRAL web site. This page appears when "Edit" is selected under the Manage Proposals tab. Sections 1, 3, 4, 5, 6, 7, 8, and 9 require online entry of information. Section 1 (Title Page) must be completed first. Section 3 allows you to designate others to have access to your application. Section 10 requires multiple uploads of PDF documents. All parts of the application can be edited before submission. After Section 1, the remaining sections listed above can be completed in any order, and do not need to be completed in one session. Section 2 provides the templates and additional instructions needed to complete Section 10 (the same files are also available within Section 10). The document you are now reading is always available from the application page by selecting "Program Guidelines" from the lower left of the page.

1. Title Page (complete online): The project title may not exceed 60 characters and may not include quotation marks.

For Clinical Sciences or Social and Behavioral Sciences applications, select ONE priority topic under which your Letter of Intent was submitted and approved. For Basic Biomedical Sciences, choose "Not Applicable".

After entering the requested information, Save, and select "Next" to continue.

2. Templates and Additional Instructions. These are necessary to complete Section 10 (see below). The same documents are also available from within Section 10. You must use the templates that are provided.

3. Access Privileges. Here you can provide access to your application to other parties. You can designate that a given party have "view only" access, if desired.

4. Applicant/PI (complete online): Most of these fields populate automatically with data from your Personal Profile.

If applicable, identify yourself as a new investigator. Generally, a new investigator has less than five years of research experience since the last mentored training position and is not a current or previous recipient of a new investigator award or other significant independent extramural research award (from any source), including CHRP IDEA or Community Collaborative Research Awards.

If you are a New Investigator, include a 1 page explanation as part of the proposal narrative (see Section 10).

State whether you have had any prior business with CHRP such as a grant applicant or a participant on our Advisory Council (formerly known as Task Force) or any committee. If you used a different name at that time, please specify.

5. Institution and Contacts (complete online): Include key information for the Signing Official (Grants Officer) and the Fiscal Contact. Do not use generic e-mail addresses (e.g. contractsandgrants@medfield.edu). NOTE: In contrast to LOI submission, the Institution Profile must include a Federal Tax ID Number (EIN number) for application submission.

6. Key Personnel (complete online): Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested. In addition to these individuals, include any other individuals who will receive salary support.

7. Scientific and Lay Abstracts (complete online): Provide a brief description of the proposed study's long term objectives and specific aims, making reference to the potential impact and/or significance to HIV/AIDS research and attentiveness to the needs of California, where applicable. Describe concisely the study methods for achieving these goals, highlighting the innovative aspects of the proposed pilot study. The scientific abstract should be directed to Program Officers and Reviewers. **The scientific abstract must contain the following sections in the order specified here: (a) Hypothesis or Research Question, (b) Specific Aims, (c) Background/Significance, (d) Approach or Methods, (e) Expected Results/Impact**. The lay abstract is designed for publication and distribution to audiences who are less familiar with scientific matters. *Each abstract is limited to 3,500 characters, including spaces.* ***Note: the proposalCENTRAL system does not enforce character limits; it is the responsibility of the applicant to insure that the character limit is not exceeded.***

Because the abstracts are entered into text boxes, italics and special characters, such as Greek letters, superscripts, or subscripts, are not permitted.

Keywords: Choose a minimum of three keywords that best categorize the proposed research.

Research Area: From the Research Area List (also shown below), choose the research areas that best describe the focus of your proposal (more than one area can be selected using "control click", or they can be added individually):

01 Vaccine Development
02 Antiviral Strategies/Therapeutics
03 Molecular Biology of HIV
04 Pathogenesis of HIV
05 Basic Immunology
06 Molecular Biology of OI/Malignancies
07 Pathogenesis of OI/Malignancies
08 HIV Immune Response
09 Diagnosis of HIV and AIDS-Related Diseases
10 Treatment for HIV and AIDS Related Diseases
11 Clinical Epidemiology
12 Behavioral Epidemiology
13 Precursors and Contexts of Transmission
14 Determinants of Health Care-Related Behavior
15 Prevention Interventions
16 Prevention Evaluation
17 Health Services
18 Health Policy

8. Budget Summary (complete online): Provide summary budget information for each project period. The maximum term for the project is 2 years. For a two-year award, Period 1 will be 03/01/2011 to 02/29/2012, and Period 2 will be 03/01/2012 to 02/28/2013.

Salary and Fringe Benefits: Enter totals for each grant period, calculated from the Key Personnel and Budget Justification form (see section 10 below).

Consultant/Contractual Costs: Enter direct costs and explain in the Budget Justification. Do not include any indirect costs here. Provide amounts for subcategories in the Budget Justification, if applicable. Include subcontract personnel costs here, and clarify in the budget justification including names and affiliations of key subcontract personnel. Do not include subcontract personnel costs in the key personnel tables of the Key Personnel and Budget Justification template. For subcontracts, apply the following rules to calculate indirect costs: University of California institutions, whether acting as grantee or as subcontractor may not charge for indirect costs. When a non-UC institution is the grantee and UC is a subcontractor, the grantee may not include the subcontracted amount in the indirect cost calculations. When UC is the grantee and a subcontractor is non-UC, the grantee may include indirect costs only for the subcontracted amount, and those funds are to be passed on to the subcontractor. When both the grantee and the subcontractor are non-UC, total direct costs are to be used for calculating indirect costs, and the grantee may pass a share of those funds on to the subcontractor. In all cases, indirect costs are to be entered in the indirect cost category and explained in the budget justification. Do not enter any indirect costs here.

Supplies and Expenses: Provide the total cost of supplies and expenses, including equipment. Equipment is defined as non-expendable, tangible property that is free standing and has a normal life expectancy of one year or more. Special permission must be obtained from CHRP to purchase equipment that costs more than $5,000 per item. The cost of equipment purchases of $5,000 or more per item must be subtracted from the direct costs before calculating indirect costs for non-U.C. institutions (see item 6 below).

Project-Related Travel and Scientific Meetings: Elaborate on each item in the Budget Justification. Describe the nature and purpose of project-related travel, and provide specific meeting information for scientific travel. For scientific meetings, $2,000/year is the maximum total.

Indirect Costs: University of California institutions are not eligible for indirect costs. Non-UC institutions are eligible for indirect costs up to 25% of total eligible direct costs, or at the rate established for the institution through a U.S. Department of Health and Human Services (DHHS) negotiated indirect cost rate agreement (or other similarly established rate), whichever is lower. Indirect costs should be calculated at the lower rate and shown on the budget. All direct costs at non-U.C. institutions are eligible, except for equipment purchases more than $5,000 per item. The cost of equipment purchases more than $5,000 per item must be subtracted from the direct costs before calculating indirect costs for non-U.C. institutions. Prior approval from CHRP must be obtained for equipment purchases of more than $5,000 per item. If indirect costs are requested for a non-U.C. subcontracting organization, or by a non-U.C. institution issuing a subcontract, follow the rules under Consultant and Contractual Costs (above), include indirect costs here, and explain in the budget justification.

Documentation of an institution's DHHS indirect rate agreement or alternate rate agreement must be submitted upon request if an award is offered to a non-U.C. institution, or if a subcontract to a non-U.C. institution is proposed.

Total Direct Costs may not exceed $160,000, 250,000 and 200,000 for Basic Biomedical, Clinical, and Social and Behavioral Sciences categories, respectively. University of California institutions are not eligible for indirect costs. Non-UC institutions are eligible for indirect costs up to 25% of total direct costs.

9. Organizational Assurances (complete online): Indicate whether human subjects or animal subjects are to be part of the proposed research. This information is required for all applications, *whether or not* the proposed research involves such subjects or material.

Documentation of institutional approval is not required at the time of submission. Please begin your assurance process as soon as possible. Appropriate assurances (i.e., an application for Institutional Review Board or Institutional Animal Care and Use Committee approval of the proposed research project) must be submitted to the appropriate committee(s) before or within 21 days of notification that an award has been made. CHRP may request copies of an IRB or IACUC application, or may request verification of IRB or IACUC approval. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects.

10. Narrative Section and Other Attachments. This section requires multiple PDF uploads as outlined below. The required items can be uploaded in any order, and do not need to be uploaded in a single session. For each template that is provided, you must fill out the document header. You must use the templates that are provided. *The minimum font size is 11 point, (8 point for figures and graphics). The minimum margin size is 1/2 inch. There is no required font style, but Times New Roman or Arial are recommended.*

Narrative Section (template provided – upload single PDF): This section includes:

- New Investigator Explanation (if applicable) – 1 page
- IDEA Responsiveness Statement and Leverage Plan – 5,000 characters including spaces
- Targeted Theme Responsiveness – 1 page
- Resubmission Description (if applicable) – 2 pages
- Research Proposal – 7 pages
- Timeline – 1 page
- References/Literature Cited – 2 pages

Combine all sub-sections, in the above order, into a single file with each sub-section starting on a new page. Page formats and limitations for each section must be strictly observed. Number the pages (bottom center) starting from 1.

New Investigator Explanation (if applicable): Explain why you should be considered as a new investigator, and describe your history of grant funding as an investigator. Generally, a new investigator has less than five years of research experience since the last mentored training position and is not a current or previous recipient of a new investigator award (from any source) or other significant independent extramural research award, including CHRP IDEA or Community Collaborative Research Awards. *Limit to 1 page.*

IDEA Responsiveness Statement and Leverage Plan. Provide a concise explanation of how the proposed study is responsive to the intent of the IDEA mechanism, specifically how it is pilot in nature and represents a new research trajectory that is not currently funded from other sources. Describe how the pilot study will lead to an expanded research effort in the future, including specific funding sources and award types. See Section H, Intent of the Award, on page 1 of these instructions. *Limit to 5,000 characters, including spaces.*

Targeted Theme Responsiveness. This section is required for applications in the Clinical Sciences and Social and Behavioral Sciences only. Indicate which targeted theme the application addresses. Provide a clear explanation of how and to what extent the proposed research will have an impact in the targeted theme area, including potential applications and furthering our understanding of that topic area as defined in the Call for Applications. *Limit to 1 page.*

Resubmission Description (if applicable): For revised applications, describe significant changes to the proposal. Use two sections: *Responses to Critiques*, and *Other Changes*, if applicable. *Limit to 2 pages.*

Research Proposal: Provide a clear and concise description of the proposed pilot study. Specify the research problem or hypothesis and specific aims. Explain the supporting rationale for the study in the context of the current literature and unpublished findings, if appli-

cable. Describe how it involves unexplored and new areas of knowledge in HIV/AIDS and the potential impact on the field. Provide details of the research design and methods. Specify how the study is attentive to the needs of the State of California. *Limit to 7 pages.*

Timeline: Provide a thorough, detailed timeline for the proposed research including specific milestones and deliverables. The timeline will demonstrate how the aims are interrelated, prioritized, and feasible. *Limit to 1 page*.

References/Literature Cited: Include complete titles for each citation. *Limit to 2 pages.*

Human Subjects Description (template provided – upload PDF): If human subjects are not part of the proposed research, so indicate in the appropriate check box. If "exempt" was selected in Section 9, address items 1 and 2. Also address item 3 if the information is available. Otherwise, address all 7 items:

1. Detailed description of the involvement of human subjects in the project.
2. Identify the sources of research material specimens, records, or data.
3. Characteristics of the subject population, especially underserved or under-researched groups (Enter numbers in demographics table downloaded from proposalCENTRAL).
4. Describe the plans for recruiting subjects and documenting consent.
5. Describe any potential risks–physical, psychological, social, legal, or other.
6. Describe the procedures for protecting against, or minimizing, any potential risks.
7. Discuss why the risks are reasonable relative to the anticipated benefits.

Demographics of Human Subjects (template provided – upload PDF): If applicable, complete the template provided with the appropriate numerical data. Complete the "Planned" columns only; the same table will be used to report accrual if an award is made.

Animal Subjects Description (template provided – upload PDF): If non-human vertebrate animals are not part of the proposed research, so indicate in the appropriate check box. Otherwise, address all 5 items:

1. Detailed description of the proposed use of animals.
2. Justify the use of animals.
3. Describe the veterinary care.
4. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited.
5. Describe any method of euthanasia to be used.

Key Personnel and Budget Justification (template provided – upload PDF): This information is required for all applications. Provide details on Applicant/PI's and other key personnel's (if applicable) effort level on the proposed project. Also, provide a narrative justification of the budget amount requested in each category in Section 8 (Budget Summary). Limit the justification to 2 pages.

To calculate personnel costs, use the tables in this template. List all key personnel as in Proposal Section 6, and the PI entered in Proposal Section 4, whether or not salary and benefits are requested. Do not list subcontractors here. Additional rows can be added to the tables, if necessary. The Principal Investigator must allocate a minimum of 1.2 person-months effort (10%) for a 12 month appointment or equivalent effort. Award funds may not be used to increase or supplement total approved compensation beyond 100% full-time equivalent.

The salary requested should not exceed that commensurate with effort and the annual salary. CHRP accepts effort without pay.

CHRP has adopted the NIH policy of reporting effort in person-months. Enter the appropriate person-months under "Effort in Person-Months". To convert percent effort into person-months, use the following resources:
http://grants.nih.gov/grants/policy/person_months_faqs.htm and
http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls

Biographical Sketch-PI/Applicant (template provided – upload PDF): Include Biographical Sketches for the Principal Investigator and Key Personnel. After PDF conversion, biographical sketches can be uploaded separately to proposalCENTRAL. Include other support, indicating the direct cost amounts for each funded project. List current and pending research and non-research activities, including paid faculty, clinical, or administrative appointments. Specify possible overlap and the proposed resolution. Limit each biosketch to 6 pages.

Appendices (upload PDF files): Items may include: data collection instruments or draft consent forms, letters of commitment from consultants and/or collaborators, IRB or IACUC approvals for the project proposed in this application, and no more than two reprints or manuscripts. While the applicant may submit multiple files, limit the appendix section to 20 pages total.

11. Validate. The web site will run an automatic checklist for all required items, including the uploads, listed as required in Section 10. Any missing required items will be listed, and if there are no missing required items you will be invited to proceed. Check to insure that any non-required items have been uploaded. Validating does not submit the application. You must proceed to Proposal Section 13.

12. Print Face Page(s) When Application Complete. This procedure generates signature pages (including application contacts) and allows the application to be combined into one PDF document. Click on "Print Signature Pages". This generates a PDF file with the

signature page, the applications contacts page, abstracts, and budget. It is only necessary to submit the signed signature page and the application contacts page to CHRP. For instructions on the submission of the signature pages, see "Submission and Deadlines" on page 2 of these instructions.

13. Submit. You must submit before 12:00 noon Pacific Time (3 p.m. Eastern Time) on September 10, 2010. Submit the signed signature pages according to the "Submission and Deadlines" section of this document.

Pre-Award Requirements

Human and Animal Subjects:

Approvals for human and animal research subjects are not required at the time of application. Applicants are encouraged to apply to the appropriate board or committee as soon as possible in order to expedite the start of the project, and you must do so before or within 21 days of notification that an award has been offered. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects. Other Requirements:

Upon request, awardees must supply the following information or documents:

1. Verification of Principal Investigator status from an appropriate institutional official.
2. Documentation of 501(c)(3) non-profit organization status for community-based organizations or AIDS services organizations.
3. Documentation of the DHHS-negotiated (or equivalent) indirect cost rate for non-U.C. institutions.
4. For community organizations, evidence of capacity to administer the award.
5. Detailed budgets and justifications for any subcontract(s).
6. IRB or IACUC applications or approvals pertaining to the award.
7. Draft or final consent forms for the participation of human subjects.
8. Resolution of any scientific overlap issues with other grants or pending applications.
9. Resolution of any study section recommendations.

Contact Information

For questions about this document, templates or template instructions, please contact:

Program Application and Review Center
510/587-6189
parc@ucop.edu

For technical questions about the online application process, contact proposalCENTRAL:

800-875-2562, weekdays from 5:30 a.m. to 2:00 p.m. Pacific Time
pcsupport@altum.com

Program Officer Contact Information is below:

Program Officers

For other inquiries, contact a program officer in your area of research. All applicants are encouraged to contact the appropriate CHRP program officer before submitting an application for any grant mechanism. Contact with the program officers provides feedback that applicants can take advantage of and use in the drafting of their proposals.

Basic Biomedical Sciences

Anwer Mujeeb, MSc, PhD
510/287-3340
anwer.mujeeb@ucop.edu

Clinical Sciences

Peter Agron, PhD
510/987-9858
peter.agron@ucop.edu

Social and Behavioral Sciences

Bart Aoki, PhD
510/987-9537
bart.aoki@ucop.edu

Developing Grant Proposals

The following information sources are provided for potential applicants who have little or no experience in developing and writing grant proposals. While CHRP application requirements are less formal than those employed by NIH or other federal science agencies, the applicant may find that these websites offer useful information about proposal development:

- How to Write a Research Project Grant Application
- Quick Guide for Grant Applications
- How to Write a Grant Application
- *Strategies for Getting Your First NIH Grant Funded* [PDF]

Applicants may also glean useful advice from the following sources:

- *An Evidence-Based Guide to Writing Grant Proposals for Clinical Research* [PDF]
- Hints on Preparing Research Proposals
- The Art of Grantsmanship
- Guide for Writing a Funding Proposal