Overview

For a general summary of CHRP award types, eligibility, funding caps, review criteria and other information, see our Call for Applications. Below is a general summary of this award type. Proposals are limited to Basic Biomedical Sciences area with further limitations and exclusions. For specific requirements, refer to the Call for Applications.

A. Award: Research Training Awards comprise two types of awards:
- Dissertation Research Award
- Postdoctoral Research Fellowship Award

B. Types of Research:

Dissertation Research Award: For doctoral candidates who wish to pursue HIV/AIDS-focused research in basic biomedical sciences.

Postdoctoral Research Fellowship Award: For individuals with a research or professional doctoral degree (e.g. Ph.D., M.D. or equivalent degree) who wish to pursue further training and to develop careers in HIV/AIDS-focused research in basic biomedical sciences.

The definition for Basic Biomedical Sciences, as it pertains to these awards, can be found in the Call for Applications.

C. Maximum Award Amount: *Dissertation Research Award:* Up to $25,000 per year for stipend, tuition and fees, and dissertation related supplies and expenses, including travel.

Postdoctoral Research Fellowship Award: Up to $45,000 per year for all salary, travel and research expenses plus up to $3,000 per year for health benefits.

D. Duration of Award: Up to 2 years, normally beginning March 1, 2011

E. Institutional Eligibility:
Applicant institutions must be academic, nonprofit research, or nonprofit 501(c)(3) institutions in California.

F. Mentor/Trainee Eligibility:
- Applicants for Dissertation Research Awards must have successfully completed their qualifying examinations for doctoral candidacy at a California university by March 1, 2011, and have an approved dissertation research proposal in an HIV/AIDS-focused area.
- Applicants for Postdoctoral Fellowship Awards must hold a doctoral level research or professional degree at the time the award is initiated, must have postdoctoral fellow status at the institution, and must commit a minimum of 9 person-months (75%) effort for a twelve month appointment to the CHRP-supported project.
- Applicants must reside in California during the award period, and applicants must be U.S. citizens, permanent residents, or hold a valid F-1, J-1 or H-1B visa, or other valid visa appropriate for research or study.
- Dissertation research advisors (mentors) must be faculty members of the California academic institution conferring the graduate degree or faculty members of non-profit research institutions with academic affiliation with the California institution conferring the graduate degree.
- Fellowship applicants must identify a mentor (sponsor) who is a faculty or affiliated faculty member of the California academic research institution where the training is to be conducted.
- The mentor must agree to assume responsibility for the training and to provide guidance to the applicant in his or her scientific conduct and obligations to the CHRP award. In addition, the mentor makes available necessary facilities during the fellowship period.
- The applicant, not the mentor, is viewed by CHRP as the Principal Investigator. The proposal must be conceived and written by the applicant, in consultation with the mentor. Both applicant and mentor must sign the application Face Page.
- The award is for a specific mentor-trainee relationship in a specifically described training environment, and the award is not transferable except under special and compelling circumstances at the sole discretion of CHRP.
- Except under special and compelling circumstances, no more than one Dissertation Research application with the same mentor/advisor will be recommended for funding in the same award cycle, nor will more than one Fellowship application with the same mentor/advisor be recommended for funding in the same award cycle.
- There is no renewal or reapplication once a student has received a Dissertation Research Award from CHRP; and there is no renewal or reapplication once an individual has received a Postdoctoral Research Fellowship from CHRP.

G. Evaluation Criteria: Reviewers will evaluate research training applications for:
- Strength of concept, approach and methods, including the plan for analysis.
- Suitability of the study for research training.
- Relevance to HIV/AIDS.
- Applicant's achievements and potential for a research career.
- Qualifications of the mentor/advisor.
- Suitability of the training environment at the academic or research institution.
- Attentiveness to the needs of 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 face page, are due online before 12:00 NOON Pacific Time (3:00 p.m. Eastern) on Friday, September 10, 2010. After the application is submitted, an automatic verification e-mail will be sent to the applicant.

All times displayed 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.

Submission of signed signature pages: Print the signature pages from proposalCENTRAL when the application is complete using proposal section 14 (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/applicant and the signing official at the applicant institution. It must also be signed by the mentor in an "Additional Signature" box. The signed document, including the application contacts information, must be scanned, saved as a PDF document, and submitted to the Program Application and Review Center (PARC) by e-mail (parc@ucop.edu) by **5 p.m. on Wednesday, September 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 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 or 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 (Section-G), so it is important to address those criteria in developing a proposal. A complete training application consists of the following (A-J, maximum length in pages given where applicable):

A. Signed 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. Letters of Recommendation
G. Scientific and Lay Abstracts
H. Budget Summary
I. Organizational Assurances
J. Narrative Section and Other Attachments:
   i. Narrative Section
   - Statement of Career Goals – 1 page
   - Resubmission Description (if applicable) – 2 pages
   - Research Proposal – 7 pages
   - References/Literature Cited – 2 pages

ii.   Human Subjects Description
iii. Demographics of Human Subjects
iv.   Animal Subjects Description
v.   Key Personnel & Budget Justification – 3 pages
vi.   Biographical Sketch, PI/Applicant – 2 pages
vii. Mentor's Biosketch – 6 pages
viii. Mentor's Training Experience
ix.   Appendices – 20 pages - Potential items include:
  - 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 after selecting "Apply Now" or on future visits when "Edit" is selected. Sections 1, 3, 4, 5, 6, 8, 9, and 10 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 7 is to send e-mail requests for letters of recommendation. Section 11 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 11 (the same files are also available within Section 11). 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 it may not include quotation marks. Select whether you are applying for a postdoctoral fellowship or a dissertation award.

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

2. Templates and Additional Instructions. These are necessary to complete Section 11 (see below). The same documents are also available from within Section 11. You must use the templates that are provided.

3. Access Privileges. In this section, 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): CHRP views the doctoral candidate or postdoctoral fellow as the principal investigator. Most of these fields populate automatically with data from your Personal Profile.

State whether you have had any prior business with CHRP such as a grant application. If you used a different name at that time, please specify.

5. Applicant Institution and Contacts (complete online): Do not use generic e-mail addresses (e.g. contractsandgrants@medfield.edu). Include key information for the Signing Official, Fiscal Contact, and Mentor/Advisor. IMPORTANT: For doctoral candidates, these officials and contacts must be from the degree-granting department/program and institution, not the thesis advisor's dept. or institution, if different. 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): Do not use generic e-mail addresses (e.g. contractsandgrants@medfield.edu). Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way. Funds are not available for support for persons other than the applicant.

7. Letters of Recommendation (3 are required, one of which must be the Mentor's Support Letter. Up to two additional letters may be submitted, i.e. 3-5 total): The academic mentor's letter, preferably on dept. letterhead, must be signed by the mentor, after which it can be scanned and converted to PDF. Signatures are not required for the other letters. ProposalCENTRAL allows the applicant to identify names and e-mail addresses of 3 persons who will each submit a letter of recommendation directly to proposalCENTRAL by uploading a PDF file.

Provide a letter from the mentor (sponsor or dissertation advisor) committing specific responsibilities for the training and guidance of the doctoral candidate or postdoctoral applicant to oversee the scientific conduct and compliance to obligations required by CHRP, and to make available the necessary facilities for the duration of the award period. IMPORTANT: For Dissertation Award applications, the mentor must state whether or not the applicant has advanced to candidacy. If not, provide information about the likely date of advancement (must be before April 1, 2010). Describe the mentor's involvement in the training of the applicant/PI including skills and knowledge that the applicant will receive during the training period, the degree of face-to-face interaction with the mentor, and planned interactions between the applicant/PI and other faculty level (or postdoctoral level for doctoral candidates) personnel and the rationale, if applicable. Describe how the training will help the applicant/PI achieve his/her career goals. Assess the skills, attributes and experience of the applicant/PI in the context of the proposed project and training environment.

The other letters should comment on the applicant/PI's achievements, skills, attributes and potential for pursuing an independent research career, and, where possible, the appropriateness of the project and training environment for achieving those goals.

Enter the e-mail address of each professional reference and 'send'. The system sends that individual an e-mail requesting the letter of recommendation for the applicant and provides instructions for submission. The applicant can determine that a letter has been submitted, but cannot view the contents.

The applicant is strongly advised to verify that each recommending party has received the e-mail from proposalCENTRAL, and that each submits the required letter well before the submission deadline. Inform the reference of the expectations for the letter as described above, including specific requirements for the letter from the mentor or thesis advisor. The due time in the e-mail is for U.S. Eastern Time. The applicant cannot validate or submit the application until a minimum of 3 letters has been submitted.

8. Scientific and Lay Abstracts (complete online): The lay abstract is designed for publication and distribution to audiences who are less familiar with scientific matters. For the scientific abstract, 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 study. This 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.** *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. Each Abstract is limited to 3,500 characters including spaces.*

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

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

9. 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. Include any equipment costs under "Supplies and Expenses". The maximum equipment expenditure is $5,000.

Verify that the requested amount for each award period does not exceed the funding limits, and that the total does not exceed the funding limits. The training award is limited to $25,000 annually for Dissertation Awards and $45,000 annually for Postdoctoral Research Fellowships. An additional $3,000 for health benefits is available annually for Postdoctoral Fellows only (include in fringe benefits). No indirect costs are allowed. Therefore, for a two year award, the maximum total funding is $50,000 for a Dissertation Award and $96,000 for a Postdoctoral Fellowship.

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

For scientific meetings, the maximum expenditure is $2,000 per year.

10. 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.

11. 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 points, (8 points 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):
- Statement of Career Goals – 1 page
- Resubmission Description (if applicable) – 2 pages
- Research Proposal – 7 pages
- 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.

Statement of Career Goals: Discuss the doctoral candidate/postdoctoral applicant's career goals, including how the proposed research will contribute to achieving these goals. *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 research. 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 applicable. 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.*

References/Literature Cited: Include complete titles. *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 10, 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 the demographics table that can be 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-9 (Budget Summary). Limit the justification to 2 pages.

The training award is limited to $25,000 annually for Dissertation Awards and $45,000 annually for Postdoctoral Research Fellowships. An additional $3,000 for health benefits is available annually for Postdoctoral Fellows only (include in fringe benefits). No indirect costs are allowed. Therefore, for a two year award, the maximum total funding is $50,000 for a Dissertation Award and $96,000 for a Postdoctoral Fellowship. The maximum duration is two years.

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".   Postdoctoral fellows must commit a minimum of 9 person-months (75%) effort for a twelve month appointment to the CHRP-supported project. 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): Upload the Biographical Sketch for the Applicant. Use the form provided for the applicant, not the mentor/thesis advisor. Do not exceed 2 pages. Include other support: *Current Support* - Please provide both the amount and source(s) of the current stipend or salary, such as independent awards, training grants, departmental support, teaching assistantships, research assistantships or mentor support,. For each source, please provide a description, except for mentor support, where details are not necessary. *Pending Applications* - If there are any pending applications (other than CHRP) for independent support, provide the amount, start date, award duration, proposal title, and award description including the organization. If there are no pending applications, so indicate.

Mentor's Biosketch (template provided – upload PDF): Upload the Biographical Sketch for the Mentor(s) or Thesis Advisor. Use the form provided for the mentor/thesis advisor, not the applicant. Do not exceed 6 pages. 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.

Mentor's Training Experience (upload PDF): Provide a list of doctoral candidates or postdoctoral fellows successfully trained, their current position(s)/status (if known), and whether they are working in an HIV/AIDS-related field.

Appendices (upload PDF files): Items may include: 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.**12. Validate.** The web site will run an automatic checklist for all required items. Any missing items will be listed, and if there are no missing items you will be invited to proceed.

13. 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.

14. Submit. You must submit before 12:00 NOON Pacific Time (3 p.m. Eastern Time) on September 10, 2010.

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. IMPORTANT: Approvals obtained under a different title, investigator (such as the mentor), or organization are *not* acceptable, unless they cross-reference the proposed project. If necessary and appropriate, apply for an amendment to an existing approval to include the project proposed here. Approvals must have specified start and end dates.

Other Requirements:

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

1. Verification of advancement to candidacy for Dissertation Awards.

2. Status of pending applications or other support, and resolution of any overlap.

3. IRB or IACUC applications or approvals pertaining to the award.

4. Resolution of any study section recommendations.

Contact Information

Technical Support for proposalCENTRAL

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

pcsupport@altum.com

Grant Application Guidelines and Instructions

Program Application and Review Center (PARC)
(510) 987-9386
parc@ucop.edu

Scientific/Research Inquiries

All applicants are encouraged to contact the CHRP program officer for Biomedical Sciences before submitting an application under the training grant mechanism. Contact with the program officer provides feedback that applicants can take advantage of and use in the drafting of their proposals.

Program Officer for Basic Biomedical Sciences

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

- Hints on Preparing Research Proposals

- The Art of Grantsmanship

- Guide for Writing a Funding Proposal