The Harvard University Center for AIDS Research (HU CFAR) recognizes that the COVID-19 pandemic has had a significant impact on the research environment. As such, we announce a Request for Applications (RFA) for one-year funding renewals to existing CFAR awards.

HU CFAR-funded HIV/AIDS research projects that were awarded during one of the two previous RFP cycles and have been impacted by the COVID-19 pandemic are eligible to apply. Please see below for details. This RFA will provide up to one full additional year of renewal funding beginning February 1, 2021.

**RFA Schedule**

| Last Date to Submit Applications: | November 18, 2020 at 4 PM EST |
| Application Review: | Mid-January 2021 |
| Notifications Mailed to Applicants Near: | Early February 2021 |
| Earliest Possible Award Start Date: | February 1, 2021 |

**DEVELOPMENTAL RENEWAL AWARDS**

Developmental Renewal Awards are intended to provide both salary and/or research support for early-career investigators who received Developmental funding during the HU CFAR RFP cycles of August 2019 or February 2020 and whose research was impacted by the COVID-19 pandemic, resulting in CFAR-funded research being paused, slowed or otherwise adversely affected by COVID-19 in the spring and/or summer of 2020.

Applications will be administratively reviewed on the basis of financial need, the merit of the proposal, and relevance to HIV/AIDS research priorities established by the NIH Office of AIDS Research (OAR) (see https://www.oar.nih.gov/hiv-policy-and-research/research-priorities for further information).

**Eligibility for Developmental Renewal Awards:** The Developmental Renewal Award is intended to support early career researchers who are on a path leading to an independent research project, but whose CFAR research project was impacted by the COVID-19 pandemic. Awardees from the August 2019 or February 2020 HU CFAR RFP cycles will be considered for this funding. No exceptions will be made.

Applicants must be eligible to accept a renewal award following the end date of the current award.

**Developmental Renewal Award Funding – Direct Costs:**

Applicants can request direct costs support up to the maximum of the direct costs of the original CFAR award. Renewal funds can be used to support salary and/or research expenses applicable to the study and allocable to federal funding. The budget should reflect the actual financial need to complete the scope of the original study.
Developmental Award Funding – Indirect (Overhead) Costs:

- The HU CFAR will award indirect costs at the rate of 25 percent for the domestic portion of the budget.
- The HU CFAR will award indirect costs at the rate of 8 percent for the international portion of the budget, if any.
- **Please note** that applications may be selected to be supported with Harvard University or affiliate institutional funding, in which case **indirect costs will not be awarded**.

**APPLICATION SUBMISSION PROCESS**

You should submit the application only after you have reviewed the final version of your application. Changes cannot be accepted after the deadline.

**Applications Due Date:** Applications are due no later than 4 p.m. **Eastern Standard Time on Monday, November 18, 2020.** After 4 p.m., no applications will be accepted.

**Application Format:** Your application must be submitted as a single PDF document.

**Application Contents:** This award has unique application contents. A checklist is provided at the end of this RFA. Missing materials will not be accepted after the submission deadline. There will be no exceptions to this rule.

**Application Form:** Applications must be submitted using NIH PHS 398 forms dated Rev. 03/2020 Approved Through 02/28/2023. The text must be Arial, Garamond, Georgia, Helvetica, Palatino Linotype, Times New Roman, or Verdana typeface in a font size of 11 points or larger with at least one-half inch page margins. **Applications that are submitted using incorrect PHS 398 forms will not be reviewed.** The most recent forms and instructions are available at:


**Application Delivery:**

- **Pop-Up Blocker Must Be Turned OFF**

Go to [https://www.hightail.com/](https://www.hightail.com/)

Enter the following:

1) Sign into your existing OpenText Hightail account or sign up to create a free account.
2) To: Enter cfar@harvard.edu.
3) Subject: Enter HU CFAR RFA application.
4) On right side of screen, add your application file to OpenText Hightail.
5) Click “NEXT” button.
6) Please **do not** check the box “Verify recipient identity”.
7) Click “SEND”. Do not exit from the screen until you are notified that your file was sent.

If you have any questions regarding the file transfer process, please contact Bethany Booth at bethany_booth@harvard.edu or 617-495-8236. You will receive email confirmation of your sent application from OpenText Hightail. You will also receive email confirmation within 24 hours of the application deadline from Bethany Booth. If you do not receive an email from the HU CFAR confirming receipt of your application, please contact Bethany Booth at bethany_booth@harvard.edu.

**The following will not be accepted:**

- Emailed applications.
- Paper applications.
- Multiple files for a single application.
IMPORTANT REQUIREMENT OF THE APPLICATION PROCESS:
For this award renewal opportunity, institutional signature (i.e., a signed face page) is not required at the date of submission. If your application is chosen for funding, institutional approval by an authorized official will be required.

Please direct questions related to the application submission process to either of the following individuals:

Bethany Booth
Financial and Developmental Core Program Manager
bethany_booth@harvard.edu
617-495-8236

Mark Ingaciola
Administrative Director
mark_ingaciola@harvard.edu
617-384-9039

Conditions of Renewal Award

The conditions of your renewal award are a continuation of your original CFAR award:

- You will be required to submit a yearly progress report to the CFAR and present a poster at the annual CFAR Symposium.

- Per NIH CFAR requirements, you must respond to CFAR requests for information for five years after your award is funded.

- You will be required to present your work at the HU CFAR Research in Progress meeting at least once during the year of the award or during the subsequent three years.

- You must acknowledge CFAR support in all publications and manuscripts derived from CFAR funding. This language is available on the CFAR website:

  Click here to find out how to acknowledge CFAR support

- In the event that pending other support is funded which overlaps with or reduces your effort on this CFAR project, or you are awarded a T32 or K award, you must notify the CFAR Administrative Director, Mark Ingaciola, at mark_ingaciola@harvard.edu. Your funding status will be reviewed, and, if it is determined that you are unable to meet the specific aims of your CFAR proposal or that you are ineligible for CFAR funding, you may be required to relinquish the CFAR award.

- Prior to funding, if applicable, you must forward a copy of all Institutional Biohazard, Animal Care and IRB approvals to the CFAR Financial and Developmental Core Program Manager. For more information on what is required, please see the following section on the CFAR website:

  Click here for information on research compliance

- If the pilot project involves human subjects and the institutional IRB Committee has deemed the study “more than minimal risk”, you must submit an Implementation Plan before funding is released. This plan must include the following assurances:

  1) You will send any Serious Adverse Event (SAE) reports to your IRB;
  2) You will fulfill any FDA requirements; and
  3) You will submit a copy of the SAE and a description of the adverse event and action taken to the CFAR Administrative Director within 48 hours.
1. My assistant forgot to include one of the items on the application checklist. May I send it to you to add to the application?
You may re-send a single, completed PDF before the deadline if you need to make changes. We cannot modify your application for you or accept amended applications after the deadline.

2. Am I eligible to apply?
Please see the section labeled Eligibility for Developmental Renewal Awards. If there is still a question, please contact bethany_booth@harvard.edu for guidance.

3. Do I need to be a U.S. citizen to apply?
You do not need to be a U.S. citizen to apply.

4. How do I request a renewal of my existing CFAR award?
You can request a renewal of your existing CFAR award if you were awarded during the August 2019 RFP cycle or the February 2020 RFP cycle. No exceptions will be made.

5. What contact information do you need?
All the items on the Face Page (first page of the application) must be completed. The Face Page does not need to be signed before submission. If you receive funding, you will then need to submit a signed Face Page.

6. How do I fill out the budget if there is more than one site?
Each performance site/location and/or institution, HU CFAR affiliated and/or non-affiliated, domestic and/or international, requires a separate detailed budget page. A separate face page should be submitted for each performance site wherein the total direct costs and total costs (direct costs plus indirect costs) are indicated. The Face Page does not need to be signed prior to applying, only after receiving the award.

7. Where do I enter indirect costs?
Indirect costs are shown as the difference between direct costs and total costs on the Face Page (first page) of the application. Indirect costs may be shown on the detailed budget page(s) within the application for each performance site for which you are requesting funding.

8. My institution charges a higher overhead rate. May I use this overhead rate?
No. The HU CFAR Developmental and Mentoring Core Awards have a special indirect cost rate of 25 percent, as awarded by the NIH, for domestic budgets and 8 percent for international budgets.

9. My application includes work at a foreign site. How does this affect my budget?
Any part of the award which would be paid to a foreign site is granted an indirect cost rate of 8 percent. Each site requires separate budget pages and a signed Face Page.

10. When developing my budget, are indirect costs included when calculating the total amount of direct costs that I can request?
No, indirect costs are calculated based on direct costs. For example, a research project with a budget of $60,000 total direct costs could calculate up to $15,000 in indirect costs for a total budget of $75,000.

11. I have multiple sites for my study. Will my institution be setting up subcontracts with each site if my application is funded?
No. Your institution will not be setting up subcontracts with each of your funded sites. HU CFAR will be establishing the subcontracts with each site affiliated with your study, including your applicant institution.
Review Process

Applications will be reviewed by the HU CFAR Developmental and Mentoring Core. If necessary, outside expertise to evaluate the scientific merit of a proposal may be sought.

The Directors will review the applications based on the following criteria:

- Financial necessity to complete the scope of your original CFAR-funded research.
- Merit of the proposal.
- Relevance of your research to the HIV/AIDS research priorities of the NIH Office of AIDS Research (OAR) (see https://www.oar.nih.gov/hiv-policy-and-research/research-priorities for further information).

Awardees will be notified in writing. Written reviews of the renewal applications will not be provided.

**Harvard University Center for AIDS Research Overview and Mission**

The mission of the HU CFAR is to expand, promote and facilitate collaborative innovative multidisciplinary activities in HIV/AIDS research in order to bring an end to the epidemic.

The Harvard University Center for AIDS Research (CFAR) is an NIH funded program (P30 AI060354), which is supported by the following NIH Co-Funding and Participating Institutes and Centers: NIAID, NCI, NICHD, NIDCR, NHLBI, NIDA, NIMH, NIA, NIDDK, NINR, NIMHD, FIC, and OAR.

*National Institute of Allergy and Infectious Diseases*

The mission of the Centers for AIDS Research (CFAR) program of the Division of AIDS is to support multidisciplinary research aimed at reducing the burden of HIV both in the United States and around the globe. The continuing spread of HIV in the US and globally underscores the need for ongoing, nationally coordinated collaborative conduct of basic, clinical, epidemiologic, behavioral, and translational research to improve the prevention, detection, treatment and cure/remission of HIV infection and the associated complications / comorbidities.
APPLICATION REQUIREMENTS: DEVELOPMENTAL RENEWAL PILOT STUDY

- NIH 398 Form Page 1: Face Page. Note that signature of an authorized Institutional Official of your Research Administration Department is NOT required prior to submission and review of your application.

- In Box 2 of the Face Page, indicate the applicable CFAR discipline area(s) listed on page one of the RFA for your original proposal. If your proposed research linked to more than one discipline, please indicate your primary and secondary discipline. **Note that for studies involving International Research**, you must specify International Research and one additional programmatic area specific to your study:
  - Adolescence & HIV Research
  - Bio-behavioral and Community Science Research
  - Clinical Epidemiology and Outcomes Research
  - Health Economics and Modeling Research
  - Health Equity Research
  - HIV Eradication Research
  - HIV & Aging Research
  - International Research
  - Non-Communicable Diseases Research
  - Pathogenesis Research
  - Reproductive Health Research
  - TB/HIV Co-Infection Research
  - Therapeutics Research
  - Vaccines Research
  - Other Discipline Not Listed Above (Please Specify)

- NIH 398 Form Page 2. Note: This “form page” is actually two pages – both must be included. The following items must be completed:
  1) Project Summary and Relevance.
  2) Project/Performance Sites.
  3) Senior/Key Personnel.
  4) Other Significant Contributors (if applicable).
  5) Human Embryonic Stem Cells (if applicable).

- NIH 398 Form Page 3: Research Grant Table of Contents.

- NIH 398 Form Page 4: Detailed Budget Page for the Initial Budget Period. Each site requires a separate page. Please note: Requests for travel to attend scientific meetings will not be funded.

- Budget for Entire Proposed Project Period and Budget Justification.

- Five-page NIH Biographical Sketch Page for all Key Personnel. Please use the NIH PHS 398 General Biographical Sketch Format Page (Rev. 03/2020 Approved Through 02/28/2023).

- NIH Other Support Page for all Key Personnel. Please list all active and pending funding. Explicitly address potential overlap of active or pending funding with the current proposed CFAR research.

- Five-page NIH Biosketch of Mentor(s). Please use the NIH PHS 398 General Biographical Sketch Format Page (Rev. 03/2020 Approved Through 02/28/2023).

- NIH 398 Resources Format Page.

- NIH 398 Checklist Form Page.

- Renewal Plan (must not exceed two pages in total).
  1) Milestone report: update on progress made to date. Which aims were met, and which were not? Please indicate if a milestone has been completed, if a milestone has not been started, and if you are having challenges associated with a milestone or sub milestone.
2) How did COVID-19 impact your ability to perform this research?

3) Research Strategy: describe the approach for the second year to ensure the scope of the study as defined in your original study is met. Is there a need to modify the study aims due to COVID-19? If so, which aims need to be modified, and what are the newly proposed aims of the study?

4) How will an additional year of funding allow you to complete the originally proposed research? How will it lead to further funding and to independence as an HIV investigator?

☐ Proposal is a single document in PDF format.

☐ Proposal in final form has been reviewed by the PI.
Principal Investigator Name:

Title of Project:

Please provide the additional information below and attach this page as the final page of your application. Please submit this page for each PI of the project.

Please check the boxes below which best describe your investigator status:

- Category 1: Individuals who have ever been the PI on an R01 equivalent grant in HIV/AIDS (R01 equivalents include R01, R23, R29, R37 and, after 2008, DP2).
- Category 2: Individuals who are or have ever been the PI on an R01 equivalent grant, but never in HIV/AIDS
- Category 3: NIH “New Investigators,” An NIH definition that encompasses individuals who have received funding as a PI directly from NIH*, but not yet at the R01 equivalent level.
- Category 4: CFAR Users who have not yet received direct funding from NIH* as PI or Co-PI funding on any NIH grant mechanism
  
  *Individuals whose only NIH funding at the PI or PD level has come indirectly from NIH, for example via an NIH CFAR Administrative Supplement, fall into Category 4
- Category 5: Recipients of Core B research funding, mentoring, and/or other services
- Category 6: Recipients of NIH CFAR administrative supplements
- Category 7: Members of underrepresented groups in AIDS research. These include African Americans, Hispanics, American Indians, Alaska natives, native Hawaiians, and Pacific Islanders.
- Category 8: Women.

Please indicate the NIH ICs (Institutes or Centers) that may have interest and support research on the areas covered by your project. For example, FIC, NCCAM, NCI, NHLBI, NIAID, NICHD, NIDA, NIMH, etc.:

*see the following link for more information about Institutes and Centers
http://www.nih.gov/icd/