



## **Overview**

For a general summary of UARP award types, funding caps, review criteria and other information, see our Call for Applications, including our Supplemental Call for Applications at: <http://uarp.ucop.edu/>

**A. Award:** Developing and Evaluating a New Intervention Targeting African American Women at High Risk for HIV Infection

**B. Purpose of Research:** To design and implement an innovative and promising social or behavioral HIV prevention intervention based on strong theoretical and methodological foundations tailored to meet the social, cultural, psychological, and structural conditions of African American women in California. This award is intended as a collaborating partnership between two organizations, typically including an academic research partner and a community-based partner.

**C. Maximum Award:** The combined amount for this award may not exceed \$500,000 in costs. The community-based organization is the lead partner. Funds are generally disbursed separately to the two partner organizations. If appropriate for the research project, other institution(s) may participate through subcontract(s) from one of the two collaborating partners.

**D. Duration of Award:** Maximum of 2.5 years beginning October 1, 2007.

### **E. Investigator Eligibility:**

- Community Principal Investigator: Executive, program, or project director within an AIDS service organization/agency (ASO) or health care provider in California.
- Scientific Principal Investigator: Principal Investigator status at a non-profit research, community based or academic institution in California.
- The scientific and community principal investigators must each contribute a minimum of 10% time effort to the project.

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

**G. Intent of Award:** The purposes of the collaborative awards are to encourage partnerships that will address important and timely research questions, and to

strengthen research infrastructure within service settings. 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.

The community partner must be the lead organization. The application should demonstrate that the impetus for the research derives from the community partner; that the community partner plays a strong role in framing the research questions and approach; and that the proposed research will answer questions of primary interest to the community partner.

Collaboration between academic researchers and community organizations is the intent of the mechanism. A community organization may be an AIDS services organization (ASO), local health department, or other service provider. Regardless of the type of collaborating organizations, applicants should demonstrate the specific contributions that each of the two collaborative partners will make to the research and the plans for developing and sustaining the community partner organization's research infrastructure.

Successful applicants will join a consortium of similar grantees to meet with UARP program officers to evaluate research results and to exchange information with the ultimate aim of using research results to affect service delivery and to inform policy development statewide. They will also participate in site visits by UARP and the State Office of AIDS for the purpose of grant oversight.

### **H. Evaluation Criteria:**

- *Responsiveness:* The extent to which the proposal addresses the intent and requirements of this award type, including the expectation that the community partner be the lead partner.
- *Adherence:* The extent to which the proposal conforms to the Supplement to the 2007 Call for Applications and these Application Guidelines and Instructions.
- *Innovation:* Innovation in concept and proposed intervention.
- *Need and Potential Impact:* Evidence of need and potential impact on the proposed African American female population as described in the Supplement to the 2007 Call for Applications.
- *Strength of Expertise:* Including demonstrated success working with the tar-

get population, and capacity of investigators and agencies.

- *Strength of the Research Plan:* Strength of the study design, proposed analysis, and plan for evaluation.
- *Strength of the Dissemination Plan*
- *Feasibility:* Feasibility of the proposed study, including appropriateness of the proposed budget.
- *Strengths of the Collaboration:* Strength of the collaborative partnership and linkages.
- *Replicability:* Potential for replication of the project if successful.

## **Submission and Deadlines**

Both the Letter of Intent (LOI) and the Application must be submitted by the Principal Investigator for the community partner.

**Letters of Intent are due by 12:00 noon Pacific Time (3:00 pm Eastern Time) on Friday, March 9, 2007**, and should be submitted online through proposalCENTRAL at: <https://v2.ramscompany.com/>

**Complete applications, with the exception of the signed signature pages, are due online by 12:00 noon Pacific Time (3:00 pm Eastern Time) on Thursday, April 19, 2007**

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. Official U.S. time can easily be viewed at:

<http://www.time.gov/timezone.cgi?Pacific/d/-8/java>

The deadline for online application submission is firm. Do not submit hard copies of your application, with the exception of the Signature Pages (see below).

A complete online application includes entry of all required elements and uploads of all required items in PDF format at proposalCENTRAL: <https://v2.ramscompany.com>

**The completed, hard copy, signed Signature Pages with original signatures must be mailed directly to UARP and must be received by 5:00 p.m. on Friday, April 27, 2007.** No in-person delivery is permitted.

UARP's mailing address is:

Universitywide AIDS Research Program  
University of California  
Office of the President  
300 Lakeside Drive, 6th Floor  
Oakland, CA 94612-3550

Contact number: 510-987-9855

*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) are subject to administrative rejection by UARP without peer review.*

*Applicants who have had previous awards from UARP, 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 in August, 2007. The start date for funding is October 1, 2007.

## **Online Application System**

**All letters of intent and grant applications must be submitted online through proposalCENTRAL at: <https://v2.ramscompany.com/>**

Both the community investigator and the collaborating academic investigator need to register now at proposalCENTRAL and complete a professional profile. Applicants also should make sure that their organization has registered an institutional profile with proposalCENTRAL, including a valid federal tax identification number in the institutional profile. **You will not be able to submit your application if there is not a valid, federal tax identification number in the institution profile.** Please do not create additional, unnecessary duplicate institution profile entries. Tutorials are available at the login screen once you register.

The application process will be operational at proposalCENTRAL by February 26, 2007.

To apply, follow the steps below.

1. Set up a user account for yourself on proposalCENTRAL. Go to: <https://v2.ramscompany.com>

Register as an applicant, and fill out the registration information. Also, be sure that your grants officer has registered your

institution. During the application process, you have the option of assigning colleagues the rights to modify your proposal. They must also register with proposalCENTRAL.

2. Fill out your Professional Profile. Select the Professional Profile tab and enter contact information, research interests, and demographic information. Use individual e-mail address, not generic addresses (e.g. [uarp@ucop.edu](mailto:uarp@ucop.edu)). Institution and Contact Information becomes part of the grant application, will be viewed by reviewers and by UARP, and the data will be transferred to UARP. Personal Data will not be part of the grant application, will not be viewed by reviewers or by UARP, and the data will not be transferred to UARP. Many Personal Data items are optional (SSN), and "Not Provided" is a valid entry for demographic information.

3. Pick the Grant Opportunities tab and scroll to the bottom to find UARP granting programs under "University of California AIDS Research Program". Find the row for "African American Women at Risk" and select "Apply Now" in the right hand column.

4. **Complete the Letter of Intent (LOI) according to the instructions below** (see Application Instructions). Once the LOI is approved, you will then have access to the full application.

5. Complete the required sections of the application. Additional instructions and templates will be available during the application process. Download these to your computer. Follow the instructions provided online. Be sure to "Save" at each step. It is not necessary to complete the application in a single session.

6. Some parts of the application are entered directly onto the web pages. Other parts must be uploaded. All uploads must be PDF documents (except the Letter of Intent). Do not upload documents with password protection or electronic signatures.

7. When the application is complete, press "Validate". The program will check your proposal for incomplete elements. This does not submit the application. When the application has been validated, select "Next", and a PDF file of the application can be generated by selecting "Print Signature Pages and Attached PDF Files". This will generate a PDF document containing the signature pages (generated by the web site), including the application contacts, and all the PDF documents that were uploaded. This document

will not contain the organizational assurance information, the budget summary, the lay abstract, or the demographics of research-subjects information (entered in Proposal Section 11, see below). These items will have to be printed separately if a complete hard copy including these items is desired. The combined PDF can be saved by selecting "Save As" under the file menu of your browser. After selecting "Save As", select "Save a Blank Copy" in the dialog box that will appear. This will not alter the document. To close the document during future use, select "Discard Data and Close Form", which will appear in a dialog box. This will not alter the document.

8. When your application is validated, print the Signature Pages and the entire proposal for submission to your contracts and grants officers/fiscal agents to obtain appropriate signatures.

9. "Submit" the online application. You will receive an e-mail confirmation of your submission.

10. When the Signature Pages have all required signatures, submit the page to UARP as described under Submission and Deadlines.

**All uploaded files must be in PDF format (except the LOI).** 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.

**A proposalCENTRAL 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 ext. 227 or email:**

[support@ramscompany.com](mailto:support@ramscompany.com)

## **Application Instructions**

**Letter of Intent:** Before completing and submitting a full application, you must submit a letter of intent. If approved, you will then have access to the full application. The purpose of the LOI is to create a feedback mechanism that will provide support for applications through input from UARP staff. Section Explanations:

The following numbered explanations correspond to the numbered Proposal Sections seen in the left hand column of the LOI 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, and 6 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 requires the upload of the LOI narrative. 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; however, be sure to save after each entry. Section 2 provides the template for the LOI (the same template is also available within section 7). The document you are now reading is always available from the application page by selecting "Program Guidelines" from the lower left of the page. Sections 4 and 5 refer to the Principal Investigator at the community organization or equivalent (PI 1, designated here as "Applicant"). Enter the information for the scientific/academic PI (PI 2) from the collaborating institution in section 6. **Enter only one collaborating investigator.** Upload the LOI in section 7, previously prepared offline using the template downloaded to your computer. Maximum length for the Letter of Intent (LOI) is 2 pages.

The LOI should include the following: (1) the two collaborating principal investigators, their affiliations, and, if applicable, the name and affiliation of any subcontractor(s); (2) a statement of project purpose and research question(s); (3) a brief description of the research approach; and (4) current information about experience and/or capacity of the community partner to serve as lead institution, including information about the capacity to manage UARP research funds. Applicants with approved LOIs will be promptly notified by e-mail, and may then proceed to prepare a full application.

Section 8 allows you to verify that your LOI was successfully uploaded to proposalCENTRAL, and tells you if there is any missing required information in the other sections. Section 9 allows you to submit the LOI. Once you have submitted, you will receive an e-mail confirmation. You must submit the LOI by 12:00 noon, Pacific Time on Friday, March 9, 2007. UARP staff will review the LOI and, if acceptable, the LOI will be approved in which case you will receive an e-mail

indicating this. You may be contacted if there are any questions about the LOI.

**Application Contents:** When the LOI has been approved, this will enable access to the full application page on proposalCENTRAL. Applications will be evaluated on the criteria listed above (Overview, Section H), so it is important to address those criteria in developing a proposal. A complete application consists of the following (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 1/Lead) Information
- D. Applicant Institution and Contacts
- E. Other Collaborating Investigator (scientific/academic)
- F. Scientific and Lay Abstracts
- G. Budget Summary (Combined)
- H. Organizational Assurances
- I. Narrative Section and Other Attachments:
  - i. Scientific Abstract
  - ii. Narrative Section
    - Collaborative Project Activities and Arrangements; Capacity of Lead Applicant – 4 pages
    - Research Proposal – 12 pages
    - Statistical Justification – 1 page
    - References/Literature Cited – 2 pages
  - iii. Human Subjects Description
  - iv. Detailed Budget and Justification (Institution 1)
  - v. Detailed Budget and Justification (Institution 2)
  - vi. Biographical Sketch (PI 1)
  - vii. Biographical Sketch (PI 2)
  - viii. Biographical Sketch(es) (other key personnel, if applicable)
  - ix. Appendices – 40 pages - Optional items include:
    - Draft consent forms, for the use of human subjects
    - IRB approval of the project proposed here
    - Supporting manuscripts or articles
    - Letters of support or collaboration
    - Detailed Budget for subcontract(s)
- J. Demographics of Human Research Subjects

**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, 4, 5, 6, 7, 8, 9, and 11 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.

At the box labeled "Resubmission", enter "No" and do not include extra pages in the proposal narrative.

The total grant award for the entire project is limited to \$500,000 including both direct and indirect costs. Both University of California and non-UC institutions are eligible for indirect costs of up to 15% of personnel costs (salaries and fringe). If the exact requested amount of the award is not determined at the outset of the application process, enter an approximate placeholder value, and enter the correct amount later when the Budget Summary (Section 8) and Detailed Budgets (in Section 10) have been completed.

The maximum duration of the project is 2.5 years. Projects will begin on October 1, 2007. Therefore, for a 2.5 year award, the start date will be 10/01/2007 and the end date will be 03/31/2010.

After entering the requested information, select "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.

**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 1 – complete online): The PI representing the community organization must take the lead in filling out the forms on proposalCENTRAL. This individual is called the "Applicant". Pro-

proposalCENTRAL allows the applicant to enable colleagues and staff to access and modify the proposal (see previous **Access Privileges, Section 3**).

Most of these fields populate automatically with data from the applicant's Personal Profile.

State if you have had any prior business with UARP such as a grant application or participation on our Task Force or any committee. If you used a different name at that time, please specify.

**5. Applicant Institution and Contacts** (complete online): Include key information for the applicant PI's Signing Official (Grants Officer) and Fiscal Contact. Do not use generic e-mail addresses (e.g. uarp@ucop.edu).

**6. Other Collaborating Investigator and Contacts** (complete online): Enter information for the scientific PI (PI 2) and the collaborating research institution, including a signing official (Grants Officer) and a fiscal contact. The "Applicant PI" and associated key officials should not be entered here as that information was previously submitted in Sections 4 and 5 above. Enter only one collaborating investigator (PI 2) and associated contacts. For other key personnel, including subcontractors or consultants, choose "other" from the drop-down menu and specify the role in the text box. Enter these individuals from both institutions here. Use individual e-mail addresses, not generic addresses (e.g. uarp@ucop.edu). Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way.

**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. Describe concisely the study methods for achieving these goals, highlighting the innovative aspects of the proposed study. The scientific abstract should be directed to Program Officers and Reviewers. 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.*

Because the abstracts are entered into text boxes, special characters such as Greek letters, superscripts, subscripts or italics 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 year for the two collaborating organizations combined. The maximum term for the project is 2.5 years. For a 2.5 year award, Period 1 will be 01/01/2007 to 09/30/2008, Period 2 will be 10/01/2008 to 09/30/2009, and Period 3 will be a six-month budget from 10/01/2009 to 3/31/2010.

Total Direct and Indirect Costs may not exceed \$500,000 for the full 2.5 year project. University of California institutions and non-UC institutions are eligible for indirect costs up to 15% of personnel costs (salary and fringe). Verify that the total requested amount is the same as that entered in Section 1 (Title Page). Also, be sure that the amounts are the appropriate sums of those entered in the Detailed Budgets (Section 10).

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

Documentation of Institutional Review Board (IRB) approval is not required at the time of submission. Please begin your

assurance process as soon as possible. The project must be submitted to the appropriate IRB(s) before or within 21 days of notification that an award has been made. If an award is made, UARP will request verification of approval (see "Post-Award Requirements" below for details). Funding will not be released until appropriate verifications have been received. If all reasonable efforts are not made to obtain IRB approval(s) in a timely fashion, funds may be reallocated to other 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. *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.*

**Scientific Abstract** (Template provided, upload PDF): Submit the same scientific abstract as in Section 7. Do not submit the lay abstract here.

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

- Collaborative Project Activities and Arrangements; Capacity of Lead Applicant – 4 pages
- Research Proposal – 12 pages
- Statistical Justification – 1 page
- References – 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.

*Collaborative Project Activities and Arrangements; Capacity of Community Organization:* Provide a narrative that describes collaborative activities and arrangements planned for the research project. Describe the salient features of the setting or context in which the research project will be undertaken and how these features may have an impact on the research process and outcomes. Include a description of the PIs' experience with community collaboration and research and the capacity of the two organizations to carry out such research. Provide evidence of the capacity of the Community Partner to serve as the lead institution, including the capacity to administer the award. Briefly describe proposed subcontracts, if any, including the purpose and scope, name of

subcontractor and organization, and which of the two collaborating institutions will administer the subcontract. *Limit to 4 pages.*

**Research Proposal:** Provide a clear and concise description of the proposed research. Specify the research problem, objectives and specific aims. Explain the supporting rationale for the study in the context of the current literature and unpublished findings. Describe how it involves unexplored and new areas of knowledge about prevention for African American women who are at high risk for HIV infection. Provide details of the research design and methods. Include an explanation of how the research may lead to an expanded research effort in the future, including specific grant mechanisms and funding agencies. Specify how the study is attentive to the needs of the State of California. *Limit to 12 pages.*

**Statistical Justification:** Provide a narrative that justifies the size and composition of the sample in relation to the proposed design and analysis. *Limit to 1 page.*

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

Human Subjects Description (template provided – upload PDF):

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 Proposal Section 11).
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.

**Detailed Budgets and Justifications** (template provided – upload PDFs): Complete a detailed budget and justification separately for each of the two collaborating institutions covering the entire award period. Use whole dollar amounts.

**Item 1, Personnel:** Enter total personnel costs for each grant period. To calculate personnel costs, use the tables at the bottom of the page. List all key personnel for the appropriate institution as in Proposal Section 6, or PI 1 entered in Proposal Section 4, if applicable, whether or not salary and benefits are requested. Do not list subcontractors here. Additional rows can be added to the tables, if nec-

essary. Each of the two collaborating Principal Investigators must allocate a minimum of 10% effort to the proposed study (measured in person-months). Award funds may not be used to increase or supplement total approved compensation beyond 100% full-time equivalent.

The salary requested should not exceed the Number of Months (divided by 12) times Percent Effort (average over study period) times Annual Salary. The third project year is limited to six months. UARP accepts time without pay.

UARP is adopting 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](http://grants.nih.gov/grants/policy/person_months_faqs.htm) and [http://grants.nih.gov/grants/policy/person\\_months\\_conversion\\_chart.xls](http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls)

**Item 2, Consultant/Contractual Costs:** Enter total costs and explain in the Budget Justification. Provide amounts for subcategories in the Budget Justification, if applicable. If indirect costs are requested for a subcontracting organization, include those costs here, and explain the indirect cost calculation in the Budget Justification (see *Item 6* below). Include subcontract personnel costs here, and clarify in the budget justification including names and affiliations of key subcontract personnel.

**Item 3, Supplies and Expenses:** Provide the total cost of supplies and expenses, including equipment. In the Budget Justification, item general categories and provide costs. Equipment is defined as non-expendable, tangible property that is free standing and has a normal life expectancy of one year or more. The maximum equipment expenditure is \$5,000 per item. This expenditure does not affect the indirect cost rate for non-UC institutions.

**Item 4a, Travel – UARP Biennial Meeting (attendance required):** (UARP's biennial meetings are planned for early 2008 and 2010 (Periods 1 and 3 in the Budget Summary for a 2.5 year grant) in the Bay Area. There is no meeting in 2009 (Period 2 in the Budget Summary for a 2.5 year grant). Enter one of the following: \$25 if within 50 miles of Oakland, California; \$200 if between 50 and 150 miles; \$400 if greater than 150 miles.

**Items 4b and c, 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. Include sufficient project-related travel funds to cover meetings with UARP staff and other grantees each year, alternating between Northern and Southern California. For scientific meetings, \$2,000/year is the maximum total.

**Item 6, Indirect Costs:** University of California and non-UC institutions are eligible for indirect costs up to 15% of personnel and fringe 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.

For subcontracts, apply the following rules to calculate indirect costs: Subcontracts to UC and non-UC institutions can include indirect costs up to 15% of personnel costs (salary and fringe benefits). Include these indirect costs in the direct costs of the institution issuing the subcontract by including such costs in item 2; however, the total costs for the total award cannot exceed the award cap (\$500,000 for the entire project). Finally, the maximum amount of indirect costs for any subcontract is \$6,250.

Documentation of each institution's DHHS indirect rate agreement or alternate rate agreement must be submitted upon request if an award is offered.

On the included pages, provide a narrative justification of the amounts requested in each category. Limit the justification to 2 pages.

**Biographical Sketches** (template provided – upload PDFs): Include Biographical Sketches for each of the two Principal Investigators and the Key Personnel. Include other support, where applicable. 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 approvals for the project proposed in this application, no more than two reprints or manuscripts, and detailed budgets for subcontracts. While the applicant may submit multiple files, limit the appendix section to 40 pages total.

**11. Demographics of Research Subjects** (complete online): Provide the numeric breakdown of proposed human subjects according to gender and race/ethnicity.

**12. Validate.** The web site will run an automatic checklist for all required items including the uploads listed as required in Section 10. 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 and allows most of the application to be combined into one PDF document. See page 2 of these instructions, items 6 and 7 under "Online Application System" for details.

**14. Submit.** You must submit the online application before 12:00 noon Pacific Time (3 p.m. Eastern Time) on Thursday, April 19, 2007. Submit the signed signature pages according to the "Submission and Deadlines" section of this document.

## **Post-Award Requirements**

**Human Subjects:** Approvals for human research subjects are not required at the time of application. If an award is offered by UARP, you must supply verification of IRB approval(s). Funding will not be released until satisfactory verification(s) have been received by UARP. Applicants are encouraged to apply to the appropriate board as soon as possible in order to expedite funding, and you must do so before or within 21 days of notification that an award has been offered. UARP may request a copy of the IRB application. 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, or organization are *not* acceptable, unless they cross-reference the proposed project. If necessary and appropriate, apply for an amendment to an existing approval. Approvals must have specified start and end dates.

**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.

3. Documentation of the DHHS-negotiated (or equivalent) indirect cost rate.

4. For community organizations, evidence of capacity to administer the award.

5. Detailed budgets and justifications for any subcontract(s).

## **Contacting UARP**

For questions regarding UARP procedures, application instructions and budget requirements, please contact:

Irma Moreno, JD  
Scientific Grants Analyst  
510/987-9964  
[irma.moreno@ucop.edu](mailto:irma.moreno@ucop.edu)

For questions about the online application process, contact proposalCENTRAL at 800/875-2562 ext. 227, weekdays from 5:30 a.m. to 2:00 p.m. Pacific Time or write to [support@ramscopy.com](mailto:support@ramscopy.com)

Applicants are invited to contact UARP's Program Manager for Community Research and Dissemination in order to obtain feedback or direction that applicants can take advantage of and use in drafting their proposals:

Kathleen Erwin, PhD  
Program Manager for Community Research and Dissemination  
510/987-9889  
[kathleen.erwin@ucop.edu](mailto:kathleen.erwin@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 UARP 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:

- [http://12.46.245.173/pls/portal30/catalog.grant\\_proposal\\_dyn.show](http://12.46.245.173/pls/portal30/catalog.grant_proposal_dyn.show)
- [http://ninds.nih.gov/funding/write\\_grant\\_doc.htm](http://ninds.nih.gov/funding/write_grant_doc.htm)
- <http://deainfo.nci.nih.gov/extra/extdoc/s/gntapp.htm>
- <http://www.niaid.nih.gov/ncn/grants/write/index.htm>
- <http://www.asv.org/pdf/laughlin.pdf>

Applicants may also glean useful advice from the following sources:

- <http://www.annals.org/cgi/reprint/142/4/274.pdf>
- <http://globetrotter.berkeley.edu/DissPropWorkshop/>
- <http://www.aas.org/grants/hints.html>
- <http://www.hfsp.org/how/ArtOfGrants.htm>
- <http://www.research.umich.edu/proposals/PWG/pwgcontents.html>
- <http://www.learnerassociates.net/proposal/>
- <http://www.cpb.org/grants/grantwriting.html>
- <http://nextwave.sciencemag.org/cgi/content/full/2000/01/06/1>