

**California HIV/AIDS Research Program  
University of California  
Instructions for the Submission of a Letter of Intent to apply for a  
Collaborative HIV/AIDS Policy Research Center Award**

Submission of a Letter of Intent is required to apply for all research awards. LOIs will be evaluated for responsiveness to the Call for Applications. You will have access to the application web pages when the LOI is approved in proposalCENTRAL, at which time you will receive a notification e-mail.

Letters of Intent must be submitted **before noon Pacific Time, September 30, 2008**. There is no grace period. You will not be able to submit an LOI after the deadline.

**INTERNET SUBMISSION:**

The Letter of Intent must be submitted at [proposalCENTRAL](#). If you are a first time user, you must first [register](#) to use the system. NOTE: In the registration process, one of the pages, "4) Personal Data for Applications", includes fields for applicants to provide several types of private personal information that are neither required nor requested by the California HIV/AIDS Research Program. There are no required entries on this page; therefore, we suggest that you skip this page during the registration process.

If you have used proposalCENTRAL previously, log in before accessing the grant opportunities. Find "Collaborative HIV/AIDS Policy Center Award" on the list of opportunities for the California HIV/AIDS Research Program and, on the far right of the row, click on "Apply Now" to begin the LOI process. Follow the instructions below to submit your LOI. The Call for Applications can always be obtained by clicking on "Program Guidelines" near the bottom of the left sidebar.

*For technical assistance, contact proposalCENTRAL at 1-800-875-2562 from 5:30 a.m. to 2:00 p.m. Pacific Time, Monday through Friday, or by e-mail at [pcsupport@altum.com](mailto:pcsupport@altum.com). For other inquiries, use the Program Contact information in the Call for Applications.*

**Section Explanations:**

The following numbered explanations correspond to the numbered LOI Sections/hyperlinks 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 under the Manage Proposals tab. 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 LOI submission pages on proposalCENTRAL. Section 7 requires the upload of the LOI narrative (prepared offline, see below). 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 each page after information entry. Section 2 provides these instructions and a template for the preparation of the LOI narrative (also available within Section 7).

**Section 6:** Enter the information for the co-principal investigator at the collaborating institution. Make only **one** entry. Do not enter other key personnel or subcontractors.

The LOI narrative (prepared offline as either a .doc or .pdf document and uploaded in Section 7), must include the following: (1) Center name (2) the names of the two collaborating co-principal investigators and their affiliations; (3) if applicable, the name and affiliation of any subcontractor(s); (4) a statement of the research goals of the Center including methodological approaches (5) a description of the data infrastructure and resources; (6) if applicable, a description of the rapid response capabilities of the proposed Center.

The LOI narrative must be no longer than **two** pages. **The minimum font size is 11 point, and you must use 1/2 inch margins.** There is no required font style. **A formatted template is provided as a download in Sections 2 and 7.**

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 will have access to prepare a full application when you receive an e-mail indicating that your LOI has been approved. All LOIs will be approved unless they are not responsive to the Call for Applications.

**Technical Tips:**

1. Some applicants find that the system does not validate the submission (Section 8) when the process is complete. Our experience is that most often this is caused by navigation away from a page before the “save” is complete. If you navigate away from a page before the “save” is complete, the information on that page will be lost. When a page is saved, the system does not show you the progress and report that the “save” is complete. A screen refresh occurs automatically when the save is complete, and that is visible by a screen blink. Generally, the save is fast enough so this is not a problem. Saving your institution (Section 5), once you have located it in the database, takes a few more seconds than other pages. If you have difficulty validating your LOI submission, or another technical problem, contact proposalCENTRAL customer service using the contact information above.
2. Some applicants have difficulty finding their institution in the database (Section 5). Most California research institutions and universities are in the proposalCENTRAL database, in addition to other organizations, particularly those that have applied to CHRP or other UC programs previously. The search function is not a “smart” search function as is common with search engines. We suggest using simple search terms to avoid inadvertently excluding your institution from the search. For example, entering “Davis” to search for the University of California, Davis, effectively locates this institution. If you have difficulty retrieving the database entry for your institution, or another technical problem, contact proposalCENTRAL customer service using the contact information above. If your institution does not appear to be in the proposalCENTRAL database, we recommend contacting proposalCENTRAL to verify that this is the case before proceeding to have an appropriate institutional official enter a new Institutional Profile in proposalCENTRAL.