



Overview

For a description of the purpose of the award, specific requirements, and review criteria for this one-time special opportunity award, see our Supplemental Call for Applications at: <http://chrp.ucop.edu/>

A. Award: Testing Promising Interventions Targeting African American and Latino MSM and Their Sexual Partners. The award is for research collaboration between a scientific/academic investigator and a community investigator.

Funding is available for collaborative research awards of up to \$600,000 in total costs for thirty months (2.5 years) beginning January 1, 2008. A Letter of Intent is required.

Awards are contingent on the availability of funds allocated to the University of California by the CA State Office of AIDS.

B. Applicant Eligibility: The Academic/Scientific Investigator must have principal investigator status at a non-profit research or academic institution in California. The Community Investigator must be an executive, program, or project director within a community-based organization (CBO) or local health department (LHD) in California.

The scientific and community principal investigators must each contribute a minimum of 15% time effort to the project. The scientific partner is the lead partner in submitting the application; the community partner is referred to as the "collaborating investigator."

Applicant institutions must be nonprofit 501(c)(3) research, academic or community-based institutions in California. Funds are generally contracted separately to the two partner organizations. Other institution(s) may participate through subcontract(s) from one of the two collaborating partners.

Note: Principal Investigators (academic and community) and key personnel can participate in only one application. Community partner institutions with sufficient capacity and infrastructure may participate in more than one application, but must document access to distinct study populations, and the capacity to potentially run two non-overlapping trials concurrently.

C. Purpose & Overview: Funding will support the testing of an existing behavioral HIV prevention intervention designed for African American or Latino MSM and their sexual partners in California to determine its effectiveness for reducing risk in the target population. Research design must utilize either a randomized controlled trial or other rigorous hypothesis-driven scientific approach appropriate for testing the desired outcomes of the intervention. If shown effective, the intervention could potentially contribute to the nationally available pool of effective behavioral interventions.

The proposed intervention should be one that can be feasibly delivered by a community-based organization or health department. Accordingly, this award is structured as a collaborative partnership between an academic research partner and a community-based partner in which the research partner provides methodological expertise, designs the data collection, measures, and data analysis plan, and ensures adherence to the scientific requirements of the trial. The community partner contributes expertise in HIV prevention with the targeted high risk population, provides access to an adequate sample of the population, and implements the intervention.

The proposed research must test an existing intervention targeting African American or Latino MSM (gay or non-gay identified) and their male or female sexual partners. It must have strong theoretical and methodological foundations, must utilize a rigorous hypothesis-driven method (RCT or equally rigorous experimental design appropriate for testing the desired outcomes), and should include process monitoring as described below. The intervention need not have been developed in California, but should be appropriate for implementation in the identified high risk California population. The investigators should have familiarity with its implementation and expertise in its core components, and/or involve the original developer(s) of the intervention as consultants to the study.

D. Requirements

Collaborative Partnership: The proposed study must include one Principal Investigator (PI) from an academic research institution and one PI from a community-based organization (CBO) or local health department in California. Additional collaborators or community or-

ganizations may be included through subcontract.

The community partner should have expertise in HIV prevention and in the target population, should provide access to an adequate sample size of the population, and have the capacity to implement a rigorous experimental trial under the scientific guidance of the academic partner.

The academic partner should provide expertise in designing the data collection, measurement, and data analysis plan; should be familiar with the theoretical and methodological foundations of the intervention; have expertise in HIV intervention development for the target population; and have prior experience in community collaborative research.

Each contracting organization will be required to demonstrate financial independence and stability as part of its application and prior to final selection. Applicants should also demonstrate a history of successful collaboration. In addition, applications must allocate adequate resources to the service provider/CBO to ensure successful implementation of the intervention.

Eligible Interventions: The intervention must be designed to serve African American or Latino MSM and their male or female sexual partners at high risk for HIV infection. It may target a subset of this population, as appropriate. It should be an existing intervention that has shown promising results in previous pilot research, formative evaluation, or in a quasi-experimental study.

Eligible interventions include either:

- Interventions specifically tailored for the identified high risk group, but as yet untested in a randomized controlled trial or similarly rigorous research design; or
- Behavioral interventions that have previously demonstrated effectiveness but have not been tested in African American or Latino MSM; therefore their effectiveness with the target population is unknown.

Since the purpose of this funding opportunity is to support an effectiveness trial, interventions that have been previously designated by the Centers for Disease Control and Prevention as Effective Behavioral Interventions (EBIs) are not eligi-

ble, unless they are being tested on a new population (African American or Latino MSM). If an effectiveness trial of a translated intervention is proposed, a detailed description of the adaptation process, adapted intervention elements, implementation history, and any pilot or formative data must be included in order to demonstrate readiness for a controlled trial.

Results from previous implementation efforts, including qualitative and quantitative outcome data, process evaluation of feasibility and acceptability, or other evidence of potential effectiveness should be described in the application. The intervention should have previously developed curriculum, training and implementation manuals, and other support materials available for replication (and appended to the application). The research team must have access to the intervention protocols, manuals, and measures to ensure ready initiation of the proposed study.

Research Design and Focus: The proposed research should be designed to determine whether the intervention is effective at reducing specified risk behaviors among the target population. It must utilize a hypothesis-driven experimental design appropriate for the measurement of the targeted outcomes and sufficiently rigorous to demonstrate effectiveness. Emphasis will be placed on development of a feasible randomized controlled trial study design that, if the results are statistically significant, would qualify the intervention for inclusion in the national pool of interventions with demonstrated effectiveness.

The research plan should include process monitoring to evaluate intervention fidelity and adherence to the study protocol, and document client experiences with the intervention. It must include a timeline that allocates adequate time within the designated timeframe for all research activities, including start up, pilot phase, intervention implementation and data collection (including post intervention follow up), data analysis, and preparation of manuscripts.

Outcome Measurement and Data

Analyses: The proposal must detail the data collection, measures, and analysis plan, and should utilize measures appropriate for the target population. The proposed measures and their psychometrics, preferably within the target population, should be appended to the application.

The sample size and proposed analysis must be adequately powered to demonstrate statistical significance of effective-

ness within the designated study population. Data collection should occur at a minimum of three time points: baseline, end of intervention, and post-intervention follow-up (no less than three months) with recall referring to the post-intervention period.

Selection of the Target Population: The target population must be a subset of African American or Latino MSM (gay or non-gay identified) at high risk for HIV infection in California, and the intervention may include a component targeting their sexual partners (male or female), families or social networks.

Proof of Need and Potential for Impact:

Applicants must document the need for prevention services in the proposed geographic areas to be served, including the presence of sufficient numbers of the target population to enable successful recruitment of participants as well as the potential for significant impact of the proposed intervention. Documentation may include epidemiologic data, community needs assessments, or findings from previous or current research projects that provide compelling evidence for access to the target population and the potential impact of prevention services within this population.

Dissemination: Proposals should describe plans for dissemination of findings through publication in scientific peer-reviewed manuscripts, presentation at CHRP-sponsored meetings, and dissemination of findings, curriculum and training materials, as appropriate, through the OA/CHRP sponsored venues, including the ChoiceHIV website.

Project Oversight: Projects approved for funding must adhere to the aims of the initiative and will join consortia and work collaboratively with CHRP and OA on study implementation to ensure that the goals of the research initiative and the scientific validity of the project are maintained, and that challenges encountered during implementation that could compromise achievement of intended outcomes are adequately addressed. To meet this requirement, the selected projects will participate in at least two cooperative meetings with OA and CHRP staff (one in 2008 and one in 2009) and at least one annual site visit.

E. Mechanisms of Support:

Collaborative applicants should include one not-for-profit community-based partner or local health department and one partner from a not-for-profit research institution in California. The academic partner

must take the lead in developing and submitting the application, with active participation from the community partner. The application must include a letter from the Executive Board or other institutional leadership of the community partner indicating the institution's commitment to carrying out the proposed project.

Total funding for the collaborating partners is \$600,000 to cover the entire project time period. The total cost may include indirect costs up to a maximum of 15% of personnel costs (salary and fringe benefits).

Resources are available to fund up to three meritorious awards, at least one of which will be an intervention targeting African American MSM and one targeting Latino MSM. Applicants may utilize matching funds or contributions from other available research or service dollars to enable investigators to supplement this award providing that the proposal clearly meets the requirements of this funding opportunity.

The project start date is January 1, 2008, and the project period will span 30 months (2.5 years) and end on June 30, 2010. The budget should be developed for three intervals: an initial 6-month and two subsequent 12-month budgets. The academic partner must be prepared to undertake preparatory activities prior to research with human subjects immediately upon formal notification of award, and must have the institutional capacity and infrastructure to utilize funds within the designated contract period.

Grants are one-time, non-renewable awards. If funded, each of the two collaborating institutions may request to be contracted separately by CHRP. Therefore the community partner must demonstrate capacity to administer the award. Other institution(s) may participate through subcontract(s).

The academic/research institution-based investigator must have principal investigator status at a non-profit California research institution. The collaborating investigator from the community partner must be a project director, executive director, or otherwise designated as having principal investigator status within the community organization.

Each of the two collaborating principal investigators must contribute a minimum of 15% effort to the project.

F. Review Criteria: Review criteria are described in the **Supplemental Call for Applications** available at: <http://chrp.ucop.edu/>.

Submission and Deadlines

Application Cycle Timeline: All deadlines are at 12:00 noon Pacific Time, unless explicitly stated:

- July 23, 2007: RFA Release Date
- July 31, 2007: Application Instructions and Materials available online at proposalCentral.
<https://proposalcentral.altum.com/>
- August 7, 2007: Applicant Informational Teleconference (1:00 PM)
- Monday, August 13, 2007: Letter of Intent (LOI) submission deadline
- September 24, 2007: Application submission deadline
- Monday, September 27, 2007 (5:00 p.m.): Deadline for submission of signed application face pages by mail.
- November, 2007: Funding notification
- January 1, 2008: Award start date

Applicant Teleconference: Specific information for registering for the Applicant Informational Teleconference will be posted on our website at <http://chrp.ucop.edu> by Tuesday, July 31, 2007. The teleconference is scheduled for Tuesday, August 7, 2007 at 1:00 PM. Understanding of the intent of the award and the application review process is central to the success of applicants. Participation by potential applicants is strongly encouraged.

Submission of Letter of Intent (LOI):

The LOI serves as a mechanism to provide support for applications through input from CHRP staff. The LOI should be no more than 2 pages maximum, and should include the following:

- Identification of the two collaborating principal investigators and their affiliations;
- Name and affiliation of any subcontractors or consultants;
- Identification of the proposed intervention, and brief description of the research plan;
- Brief history or experience of the collaborators with the proposed intervention, and with collaborative research; and
- Description of the community partner's capacity to manage CHRP research funds and access the target population.

The LOI must be submitted by the academic partner online at <https://proposalcentral.altum.com/> by 12:00 Noon Pacific Time (3:00 PM Eastern Time) on Monday, August 13, 2007. Upon approval, applicants may then proceed to prepare a full application.

Submission of Grant Application: Applicants are required to adhere to these Application Instructions and Guidelines.

All applications must be completed and submitted on <https://proposalcentral.altum.com/> by the deadline: 12:00 Noon Pacific Time (3:00 p.m. Eastern Time) on Monday September 24, 2007.

The completed hard copy of the signed Face Page with original signatures must be mailed directly to CHRP and must be received by 5:00 p.m. on Thursday, September 27, 2007. CHRP's mailing address is:

California HIV/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 CHRP without peer review.

Note: Deadlines at proposalCENTRAL are set to official U.S. Eastern time. Computers and telephones often do not display the correct time. Official U.S. time can 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 Signed Face Pages.

Applicants who have had previous awards from CHRP (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.

Additional Information and Contacts:

Technical assistance with the online application process is available through proposalCENTRAL from 5:30 AM - 2:00 PM Pacific Time, Mon.-Fri. Call toll-free (800) 875-2562 ext. 227 or email pcsupport@altum.com.

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

Irma L. Moreno, JD
510/987-9964
irma.moreno@ucop.edu

To obtain guidance or direction on the suitability of a proposed project for this funding opportunity, contact:

Kathleen Erwin, PhD
510/987-9889
kathleen.erwin@ucop.edu

Online Application System

Application materials must be submitted online through proposalCENTRAL at: <https://proposalcentral.altum.com/>

System Overview & Getting Started:

Both the community investigator and the collaborating academic investigator need to register immediately 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 July 31, 2007. To apply, follow the steps below.

1. Set up a user account for yourself on proposalCENTRAL. Go to: <https://proposalcentral.altum.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. chrp@ucop.edu). Institution and Contact Information becomes part of the grant application, will be viewed by reviewers and by CHRP, and the data will be transferred to CHRP. Personal demographic data will not be part of the grant application, will not be viewed by review-

ers or by CHRP, and the data will not be transferred to CHRP. 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 find CHRP granting programs under “California HIV/AIDS Research Program”. Find the row for “Testing Promising Interventions Targeting African American and Latino MSM” and select “Apply Now” in the right hand column.

4. Complete the Letter of Intent (LOI) according to the [Application Instructions](#) below. Once the LOI is approved, you may begin 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, except the Letter of Intent, must be PDF documents. 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. These items will have to be printed separately if a complete hard copy including these items is desired. The combined PDF can be saved to your hard drive.

8. When your application is validated, print the Face Pages and the entire proposal for submission to your contracts and grants officer to obtain appropriate signatures.

9. “Submit” the online application. You have not completed the process if you do not receive an e-mail confirmation of your submission.

10. When the Face Pages have all required signatures, submit the signed originals to CHRP as described under Submission and Deadlines (page 3).

All uploaded files, except the Letter of Intent, 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 (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: pcsupport@altum.com

Application Instructions

Letter of Intent (LOI): Before completing and submitting a full application, you must submit a Letter of Intent. Once approved, you will then have access to the full application.

The following explanation refers to the numbered sections seen in the left column of the LOI page at the proposalCENTRAL web site. The 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 other persons 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 completing section 1, the remaining sections 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 academic or research institution (PI #1, designated here as “Applicant”). Enter the information for the

community PI (PI #2) from the collaborating community-based organization or local health department in section 6. Enter only one collaborating investigator.

In section 7, upload the Letter of Intent (LOI), previously prepared offline using the template downloaded to your computer. Maximum length for the LOI is 2 pages.

The LOI should include the following:

- Identification of the two collaborating principal investigators and their affiliations;
- Name and affiliation of any subcontractors or consultants;
- Identification of the proposed intervention, and brief description of the research plan;
- Brief history or experience of the collaborators with the proposed intervention, and with collaborative research; and
- Description of the community partner's capacity to manage CHRP research funds and access the target population.

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 August 13, 2007. CHRP staff will review the LOI and, if approved, 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, you will have access to the full application page on proposalCENTRAL.

A complete application consists of the following:

- Signed Signature Pages – proposalCENTRAL can generate signature pages from information supplied online.
- Title Page
- Applicant Information for the Scientific PI (Lead applicant)
- Applicant Institution and Contacts
- Other Collaborating Investigator (community partner)
- Scientific and Lay Abstracts
- Budget Summary (Combined)
- Organizational Assurances
- Proposal Narrative (upload 20 pages maximum)

- Required Appendices (uploads)
- Optional Appendices (uploads)
- Demographics of Human Research Subjects

Applications must fulfill the Requirements and will be evaluated according to the Review Criteria described in the **Supplemental Call for Applications** at: <http://chrp.ucop.edu/>. Therefore it is essential to address those criteria in the proposal.

Section Explanations: The following explanation refers to the numbered Proposal Sections seen in the column on the left 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.

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, or you can enable colleagues and staff to access and modify the proposal.

4. Applicant (PI #1 – complete online): The academic/scientific investigator must take the lead in filling out the forms on proposalCENTRAL. This individual is called the "Applicant".

State whether you have had any prior business with CHRP or 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. chrp@ucop.edu).

6. Other Collaborating Investigator and Contacts (complete online): Enter information for the community investigator (PI #2) and the collaborating community organization or health department, including a signing official (Grants Officer) and a fiscal contact.

Enter only one collaborating investigator (PI #2) along with the associated contact information. 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. chrp@ucop.edu). Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way.

The "Applicant PI" and associated key officials should not be entered in this section as that information was previously submitted in sections 4 and 5 above.

7. Scientific and Lay Abstracts (complete online): Provide a brief description of the proposed study's objectives and specific aims, making reference to the potential impact and/or significance to HIV/AIDS prevention research. Describe concisely the study methods for achieving these aims. 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 area(s) that best describe the focus of your proposal (more than one area

can be selected using "control click", or they can be added individually). For this mechanism, likely selections include:

- 12 Behavioral Epidemiology
- 13 Precursors and Contexts of Transmission
- 14 Determinants of Health Care-Related Behavior
- 15 Prevention Interventions
- 16 Prevention Evaluation

8. Budget Summary (complete online): Provide summary budget information for each project period 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 six months from 1/01/2008 to 6/30/2008, Period 2 will be 7/01/2008 to 6/30/2009, and Period 3 will be 7/01/2009 to 6/30/2010.

University of California institutions and non-UC institutions are eligible for indirect costs up to 15% of personnel costs (salary and fringe).

Total Direct and Indirect Costs may not exceed \$600,000 for the full 2.5 year project. Verify that the amounts entered 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. However, a draft consent form must be included among the attachments. 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, CHRP will request verification of approval (see "Post-Award Requirements" below for details).

10. Proposal Narrative 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 Roman or Arial are recommended.

Proposal Narrative (template provided – upload single PDF): This section may not exceed 20 pages and it includes:

A. Scientific Abstract - This should be identical to the scientific abstract entered into the text box in Section 7.

B. Collaborative Project Arrangements, including Capacity of Community Organization - Describe collaborative arrangements planned for the research project. Describe the salient features of the setting in which the research will be undertaken and how these features may affect the research process and outcomes. Include a description of the PIs' experience with community collaboration and research and the capacity of the organizations to carry out an intervention trial, including ability to successfully recruit an adequate sample size. Provide evidence of the expertise and managerial capacity of the community organization. Briefly describe any proposed subcontracts, including the purpose and scope, name of subcontractor and organization, and which of the two collaborating institutions will administer the subcontract. *Limit 4 pages maximum.*

C. Proposed Research - Provide a clear and concise description of the proposed research. Specify the research problem, objectives and specific aims. Provide supporting rationale for the proposed intervention trial in the context of the current literature and previous findings. Provide details of the research design and methods, and their feasibility. Be sure to include the following specific elements (approximately 14 pages):

- Background and Proof of Need
- Proposed Intervention, including description of previous implementation activities; evaluation data from those activities; and description of any proposed changes from previous implementation
- Expertise of Investigators, including prior experience with the intervention and its theoretical and methodological requirements
- Research Methods and their feasibility, including:
 - Study design and data collection plan
 - Description of measures
 - Recruitment Plan
 - Process Monitoring Plan
 - Data Analysis Plan
 - Timeline
 - Statistical justification for sample size and composition in relation to data analysis plan.
- Dissemination Plan

- Literature Cited – Include complete titles for each citation; *2 page maximum*

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

Required Attachments (templates provided for most items): All items must be uploaded as PDFs.

- Human Subjects Description – template provided (upload PDF). Include:
 - Detailed description of human subjects' involvement in the r.
 - Identify the sources of research material specimens, records, or data.
 - Characteristics of the subject population, especially underserved or under-researched groups (Enter numbers in proposal section 11).
 - Describe the plans for recruiting subjects and documenting consent.
 - Describe any potential risks– physical, psychological, social, legal, or other.
 - Describe the procedures for protecting against, or minimizing, any potential risks.
 - Discuss why the risks are reasonable relative to the anticipated benefits.
- Draft consent forms, for the use of human subjects (no template provided)
- Detailed Budget and Justification (Institution #1)
- Detailed Budget and Justification (Institution #2)

Detailed description of Budget Justification requirements below.

 - Biographical Sketch (PI #1)
 - Biographical Sketch (PI #2)
 - Biographical Sketches for other key personnel

Biographical Sketches should be included for each of the two Principal Investigators and the Key Personnel. List 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 bio-sketch to 6 pages.
 - Letter of commitment from Executive Board of community institution
 - Training materials and manuals
 - Supplemental information on measures as described in the proposal narrative, including psychometrics. This appendix allows the applicants to expand on the narrative section regarding measures.

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.

Additional budgets pages are included if the applicants wish to document any matching or in-kind contributions to the project. However, these amounts should not be included in the Budget Summary (section 8).

- 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 the PI and all key personnel for the appropriate institution whether or not salary and benefits are requested. Do not list subcontractors here. Additional rows can be added to the tables, if necessary. Each of the two collaborating Principal Investigators must allocate a minimum of 15% effort to the proposed study (1.8 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 first project year is limited to six months. CHRP accepts time without pay.

CHRP has adopted the NIH policy of reporting effort in person-months. Enter the appropriate person-months under "Effort in Person-Months". To convert percent effort into person-months, use the following resources:

http://grants.nih.gov/grants/policy/person_months_fags.htm and 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. In the Budget Justification, item general categories and provide costs.

CHRP does not provide funds for equipment. Equipment is defined as non-expendable, tangible property that is free standing, has a normal life expectancy of one year or more, and costs more than \$5,000 per item.

- Item 4a. Travel – CHRP Biennial Meeting: Not applicable
- Items 4b and 4c. 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 CHRP 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.

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 cost for the total award cannot exceed the award cap (\$600,000 for the entire project).

Documentation of each institution's DHHS indirect rate agreement or alternate rate agreement must be submitted on 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 1 page per project period per institution.

Optional Appendices (upload PDF files): Items may include: supporting manuscripts or articles, or letters of support for collaboration. While the applicant may submit multiple files, limit these materials to no more than 40 pages total.

11. Demographics of Research Subjects (complete online): Provide the numeric breakdown of proposed human subjects by 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 4 of these instructions, items 7 and 8 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 September 4, 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 CHRP, you must supply verification of IRB approval(s) or exemption. While CHRP will release funding for work preliminary to human subjects involvement, full funding is contingent on submission of those approvals to CHRP.

Applicants are encouraged to apply to the appropriate IRB 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. CHRP 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. Approvals must have specified start and end dates.

Other Requirements: On request, awardees must supply the following information or documents:

- Verification of Principal Investigator status from an appropriate institutional official.
- Documentation of 501(c)(3) non-profit organization status.
- Documentation of the DHHS-negotiated (or equivalent) indirect cost rate.
- For community organizations, evidence of capacity to administer the award.
- Detailed budgets and justifications for any subcontracts.

Application Assistance:

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 pcsupport@altum.com

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

Irma Moreno, JD
Scientific Grants Analyst
510/987-9964
irma.moreno@ucop.edu

For guidance on the suitability of a project for this funding mechanism, contact:

Kathleen Erwin, PhD
Program Manager, Community
Research and Dissemination
510/987-9889
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 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:

- http://12.46.245.173/pls/portal30/catalog.grant_proposal_dyn.show
- http://ninds.nih.gov/funding/write_grant_doc.htm
- <http://deainfo.nci.nih.gov/extra/extdocs/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>