



One Step Ahead Initiative for 2017

Detailed Instructions and Checklist for Completing the Online Letter of Intent

Please see the [Call for Applications](#) for all aspects of this funding opportunity other than how to complete the online Letter of Intent. The deadline for LOI submission is **12 noon Pacific, 15 March 2017**. On each page that you complete you will find a “SAVE” button; please click this often. You will be able to return to your work at any time by selecting “Edit” under the “Manage Proposals” tab. All fields can be changed after initially entered.

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. You can access online tutorials and more resources at <https://proposalcentral.altum.com/Help.asp>. For other inquiries, use the contact information at the end of these instructions.

Before you start: If you don't have a *proposalCENTRAL* account, you will need to create one.

At <https://proposalcentral.altum.com>, click on “First Time Users” and then click “Register.” Please use the pre-loaded profile for your institution (access via “Search Registered Institutions”).

Please skip section 4, “Personal Data for Applications,” which requests private information that is neither required nor requested by the California HIV/AIDS Research Program. There are no required entries on this page.

Click BOTH BOXES on the bottom of the page to confirm your agreement with their “Terms of Service” and “Acceptable Use Policy,” then click the “Register” button. ProposalCENTRAL will send you an email with your username, password and a confirmation number. Once confirmed, return to the system, login, and enter the confirmation number. You won't need that number again.

Log on to proposalCentral and navigate to this Call for Applications.

1. Go to [proposalCENTRAL](#) and log in.
2. Click on the “Grant Opportunities” tab (far right, gray).
3. Click on “Filter List by Grantmaker,” and select California HIV/AIDS Research Program.
4. Find the row for *One Step Ahead Initiative 2017*, and click on “Apply Now” on the far right.

Navigate to Section 1, and Initiate your Submission.

Section 1 of the LOI is the title page. Enter the title of your application (not to exceed 60 characters), and click “Save.” You have now created a record of your LOI in the system, and you can return to it at any time from the “Manage Proposals” tab. You can continue and complete Section 1 now (see next step), or you can log off and resume work during a later session.

Complete the remainder of Section 1.

After you have completed Section 1, all other sections may be completed in any order.

- Project Title: You may edit your title at any time.
- Requested Award Term: in Years, select one [1,2,3, or 4]
- Annualized Direct Cost Budget: Total budget divided by award years, must be between \$100,000 and \$750,000 (direct costs only). Now click “save,” and then “next.”

Navigate to Section 2, “Download Templates & Instructions.” (Optional)

The Call for Applications and the Instructions are posted here for your reference. There is no template for this LOI. Click “save,” and then “next.”

Complete Section 3, “Enable Other Users to Access This Proposal.”

You may allow your staff or institutional officials to access this proposal; they must be a registered proposalCentral user. You may elect “view,” “edit” (but not submit), or “administrator” (edit and submit) level privileges. Click “save,” and then “next.”

Complete Section 4, “Applicant.”

To change your home institution or any other fields, click on “Edit Professional Profile.” When you’re done editing your profile, click on “Return to LOI / Proposal.”

- PI Name, Institution, Highest Degree, Position/Title and Academic Rank.
- Division and Department
- Address, Email, Phone, Fax. Click “save,” and then “next.”

Complete Section 5, “Institution.”

It is recommended that you work on this section in advance of the deadline to ensure that it does not interfere with your final submission. The PI’s home institution is usually pre-loaded as the Lead Institution. To change it, click “Change Institution” and follow the instructions. Otherwise, click “save,” and “next.”

- ➔ Most research institutions and prior CHRP applicants are in the proposalCENTRAL database. If you have trouble locating yours, try the simplest search term possible (e.g. “Davis”) or contact proposalCENTRAL customer service. If your institution is truly not in the database, or if you find multiple profiles for your institution, then your Contracts and Grants office must work with proposalCENTRAL to create a single, new Institution Profile.

Complete Section 6, “Criteria.”

- Current PI Status: Do you currently hold PI status at your Institution? Yes/No
 - Non-Profit: Is your home institution a non-profit entity (e.g. university) in California? Yes/No
 - In-State Activities: Will all of the project activities take place in California? Yes/No
 - California Focus: Does the project demonstrate a focus on the California HIV epidemic? Yes/No
- Click “save,” and then “next.”

Complete Section 7, “Abstract, Vision, Discipline & Research Area.”

- Project Abstract: Describe your idea, the research activities you propose, and the setting for this work. Write for a general audience in order to ensure that any peer reviewer will understand your concept. (Limit 2,400 characters which is approximately 350 words.)
- Vision: Provide concise and compelling responses to these three questions.
 - How would you define success for this project? (Limit 2,400 characters.)
 - How might this project impact HIV research or the HIV epidemic within the next five years? (Limit 2,400 characters.)
 - Why is this project *One Step Ahead*? (Limit 2,400 characters.)
- Primary Discipline: Select one: basic biomedical science, clinical science (including pharmacology), epidemiology, policy research, social/behavioral science, or other (unspecified).
- Primary Research Area: Select one from the menu.

Click “save,” and then “next.”

Complete Section 8, “Validation.”

Any required fields that are incomplete will be highlighted for you. These must be resolved before you can proceed to the next section. Validating the LOI submission **does NOT** submit the LOI. We suggest that you complete and validate your submission 1-2 days before the final deadline.

➔ If your application is complete yet you cannot “validate” it, this may have been caused by navigation away from a page before the “save” script was completed (resulting in lost data). Go back to each section, click “save,” and wait for a few seconds before clicking “next.” If you have further difficulty validating your LOI submission, or any other technical problem, contact proposalCENTRAL customer service using the contact information below.

On Section 9, “Submit,” you must click “Submit” to complete your LOI.

Once your submission is completed, you should receive an e-mail confirmation within the hour. If you do not, please contact us at RGPOGrants@ucop.edu.

After Submission: Determination of LOI approval and notification of decisions will be completed by 19 April 2017. Applicants who are invited to submit a full proposal will be provided with application instructions at the time of LOI approval. See the Call for Applications for more information.

How to Contact CHRP

- For general questions regarding electronic submission of an LOI or application, please contact our Contracts and Grants personnel at either RGPOGrants@ucop.edu or 510-987-9386.
- For technical support with proposalCENTRAL (the online submission system), please contact pcsupport@altum.com or call 800-875-2562 between 5am and 2pm Pacific Time. You can also access online tutorials and more resources at <https://proposalcentral.altum.com/Help.asp>.
- For guidance on the suitability of a proposed project for this funding opportunity, or for questions regarding the scientific content of your application, please contact either Dr. Tyler Martz (Tyler.Martz@ucop.edu) or Dr. Lisa Loeb Stanga (Lisa.Loeb.Stanga@ucop.edu), the Program Officers for this Initiative.

The California HIV/AIDS Research Program (CHRP) fosters outstanding and innovative research that responds to the needs of all people of California, especially those who are underserved, by accelerating progress in prevention, education, care, treatment, and a cure for HIV/AIDS.

www.californiaaidsresearch.org