CALIFORNIA HIV/AIDS RESEARCH PROGRAM

CHRP BASIC BIOMEDICAL SCIENCES DISCOVERY INITIATIVE 2019

Frequently Asked Questions -- Revised 10July2019

Throughout the application period, all questions posed to CHRP staff, and our responses, will be added to our website as a FAQ, so all applicants will have equal access to any information shared by the program.

1. ***Are multiple PIs allowed?*** No, we allow only a single Principal Investigator for this funding mechanism, but Co-Investigators are allowable. [Added 14May2019]

2. ***Is there a salary cap for this funding mechanism?*** No. ***Is the NIH salary cap enforced, or is the actual salary of the PI at his/her institution the figure we should use?*** CHRP does not have a salary cap, so the NIH limit is not applicable; CHRP will honor whatever limits your institution requires, if any. [Added 13June2019; Revised 27June2019]

3. ***Do I need to apply for the Diversity Supplement in order to be competitive?*** No, your main application will be scored in September, and you'll apply for the optional supplement after funding is announced in December. [Added 13June2019]

4. ***Will you distribute the names of the reviewers? And can you send a list of study sections for this CHRP funding opportunity?*** We won't be distributing a list of reviewer names at this time, but we may do so after awards are announced, in a pooled fashion to show all reviewers over the past three cycles of this initiative together. There will be only one study section for this CHRP Basic Biomedical funding opportunity. Reviewers are recruited for subject matter expertise based on the keywords provided in the LOI. [Added 13June2019]

5. ***Should the application explicitly discuss plans for future R01 submissions?*** Yes, provide a detailed plan of how you will seek follow-on funding after this pilot award, including which funding mechanisms you'll use (e.g. R01), what funding sources might be appropriate (e.g. NIAID), and how the data from the present proposed project will inform that application. [Added 13June2019]

6. ***What is the expectation regarding preliminary data?*** Preliminary data is not required for these pilot awards. It can help to demonstrate that your idea is important, that your plan is practical, and that you'll be able to get it done. It can bolster your score if you have it, but an otherwise meritorious application with a good idea, a good workplan, and that is a good fit for you as Principal Investigator won't get dinged for lack of preliminary data in this mechanism. [Added 13June2019]

7. ***Is non-tenure track research assistant professor considered to be an early stage investigator category or limited to tenure track?*** If you can secure PI status at your institution then you will be eligible to apply for this funding, and if you have never received substantial funding or prior funding

from CHRP as PI then you will still qualify as PI. If you currently don't have PI status but your institution is able to provide a letter stating that you would be granted PI status upon receipt of this award, then you are eligible to apply for this award. [Added 13June2019]

8. ***Regarding application submission, can I submit this myself, or must it be submitted by my Contracts and Grants office?*** You can submit your application directly yourself, as PI. You are expected to route your proposal and budget through your Sponsored Projects Office so that you have secured the required institutional signatures on the signature page before the submission deadline. Separately, there is a clause in the Application Instructions that is new this year, that applies to PIs who have dual appointments at a UC campus and a non-UC institution (such as a fiscal sponsor) [Added 13June2019]

9. ***Can the aims mentioned in the LOI be modified during main application submission?*** Yes, they can be changed. If you're considering this, please email the Program Officer to discuss briefly, to ensure continued appropriateness of your idea or your operationalization of it, and to help us to plan appropriate reviewers for the study section. [Added 13June2019]

10. ***Are letters of support (LOS) required from each of my collaborators?*** No, LOS are not required, but they are encouraged as they help the reviewers to establish that you have the team and/or resources in place to get started without delay. [Added 25June2019]

11. ***Under this mechanism, is the Principal Investigator allowed to claim salary/benefit support?*** Yes, we expect salary and fringe benefit support for the PI. [Added 29June2019]

12. ***I noticed in the FAQ there was mention of a new clause for PIs that have dual appointments. I looked through the instructions, but could not find any information about this?*** Thank you for alerting us; you are correct, this information was not in the application instructions (not ideal), but was in the Call for Applications (see link on our website), page 3: "In accordance with **UC policy**, PIs who are UC employees and who receive any part of their salary through UC must submit grant proposals through their UC campus Contracts and Grants office. Exceptions must be approved by the UC campus where the PI is employed." [Added 29June2019]

13. ***My study is intended to provide needed preliminary data to respond to critiques from an already submitted R01 application. Should I mention this?*** This initiative is intended to fund discrete projects of highly innovative ideas that will yield the preliminary data needed to successfully compete for larger research grants (such as R01s from the National Institutes of Health [NIH]), and the proposed scenario is thus directly responsive to that intention. [Added 29June2019]

14. ***Do the required sections in the abstract (Research question, Background and significance, etc) need to be in the order listed in the application instructions, or can we re-order so long as all sections are included?*** Reordering the sections in the abstract is allowable. [Added 08July2019]

15. ***Should collaborators who are key personnel without salary support be included in the budget justification, or just entered in the key personnel section of the proposal?*** All key personnel, both those provided with salary support and those without, should be (a) listed in the budget, (b) described in the justification, and (c) percent effort stated.   [Added 08July2019]

16. ***Can we state effort percentage to be "as needed", without a set percentage, or "minimal"? Must we define a percentage amount of effort?*** During the application stage, we would suggest indicating a specific percent effort for all key personnel (although there is no rule against stating effort as "as needed") because it would give reviewers a stronger sense of the level of commitment to the project. If the application is selected for funding, the percent effort may be revised during award negotiations and/or at a later stage, if appropriate. [Added 08July2019]

17. ***Does the $200,000 cap on the project budget include indirect costs?*** No, $200,000 is the maximum allowable direct costs. CHRP will accept indirect costs calculated at 30% of modified total direct costs (MTDC), or your institutions federally negotiated rate, whichever is lower. If MTDC amount to $200,000 for the project period (two years), then indirects would be 0.3 x $200,000 = $60,000, and the total budget for the project would be $260,000. [Added 09July2019]

18. ***In the "Research Support" section of my biosketch, should I indicate "no prior research support" as I've never received my own funding as PI, or should I list the NIH awards that my academic advisor secured which support my student and post-doc positions over the past three years?*** NIH guidance (see link) on "Research Support" notes that its purpose is to "highlight your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each your qualifications for a specific role in the proposed project." Thus, we suggest that you include the funding that was awarded to your PhD adviser that supported your previously completed research as a graduate student, and the funding awarded to your current PI that is supporting your ongoing research as a post-doc. [Added 09July2019]

19. ***I have approvals on hand from IACUC for similar work that is ongoing, shall I include those in this application?*** Those protocols would not be considered true approval for the proposed project until the CHRP funding source is listed on the protocol. Thus at the application stage, we suggest listing the IACUC approval as "pending." One might consider including a sentence on the Vertebrate Animals page stating that you have similar approvals in place, as it demonstrates your capacity to do the type of work that is already approved, and an increased likelihood that you could go live with the proposed work without substantial IACUC delay.

20. ***I am proposing the use of human blood cells that are commercially available, meeting the NIH criteria for Human Subjects Exemption 4 (see link): "involves the collection/study of data or specimens if publicly available, or recorded such that subjects cannot be identified". Can I cite this, using the same language I would on an NIH application?*** Yes.

21. ***My abstract has fewer than 3,500 characters, but it appears truncated in the printed form, what should I do?*** The limit is 3,500 characters including spaces; we suggest you edit your abstract so that it appears without truncation or a right-hand scroll bar, to ensure that the reviewers don't miss any of your content.

22. ***The Face Page is four pages long, do I scan and upload all four pages?*** From page 12 of the instructions: The applicant PI must sign the face page in ink, obtain the signature of the institutional official in ink, scan the page with the signatures, and then go back to Section 10 to upload that one-page PDF before the submission deadline.

23. ***My application may reveal patentable information. Will such information be kept confidential by the program?*** Yes, our staff and our peer reviewers are bound by signed confidentiality agreements before they can access any application information.

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