

California HIV/AIDS Research Program

Request for Proposals (RFP)

Applicant Webinar
April 25, 2024

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**CALIFORNIA HIV/AIDS
RESEARCH PROGRAM**

40 YEARS OF CHRP

Webinar Agenda

- Overview of funding opportunities
- Your questions
- Walk through *SmartSimple* online application platform
- Program questions and next steps

CHRP Mission

to cultivate evidence-based HIV, and HIV syndemic-related, research that advances healthy and dignity filled California communities free from stigma, systemic racism, and structural inequalities.

Strategic Direction 2020

- Helping to achieve HIV epidemic control in CA by 2025
- High-risk, high-reward, high-rigor research
- Priority areas not addressed by other funders
- Implementation science to yield cost-effective approaches
- Complexity science recognizes bio /personal / soc / structural; syndemics recognizes common co-morbidities
- Social determinants of health; inequitable access; disparate outcomes

Overview of Funding Opportunities

1. Low Barrier Technology Interventions for HIV Prevention and Care
2. Economic Justice Interventions to Combat HIV and HIV Syndemic Factors in California

Things to Note/Relevant Changes

- Timeline to submit written questions re: scientific aspects of proposals (due May 2nd)
- Deadline to submit LOI extended to May 30, 2024 (12pm)
- Competitive LOI review for all mechanisms to limit applicant pool
 - In LOI Emphasis will be on Innovation and Impact
- Linking proposed work to epidemic control strategies helpful
- In full applications
 - Supporting sections encouraged, not included in page count
- Diversity supplements
 - Available for Economic Justice mechanism at end of YR01
 - Available at time of award for Low Barrier Tech

Pearls for Grantwriting

- The three most important things in grantwriting
- The most important section of your full application is...
- Proofreading: a "cold read" will benefit your reviewers
- Research Plan
 - No required sections for research plan (background, methods, etc)
 - Funnel method: introduction should set up the info to come
 - Be explicit: enrollment criteria; sample size; outcome measures

Low Barrier Technology Interventions for HIV Prevention and Care

Requirements

Award Type

- Feasibility/Formative Assessment/Expansion
- PI: Any career stage welcome

Goals/Objectives

- Reduce barriers for delivering HIV prevention and care to underserved communities.
- Support formative/exploratory work to assess community needs and build critical partnerships.
- Prepare for the implementation of a future research endeavor to test intervention effectiveness.

Expectations

- Programs designed to meet people where they are with prevention/care interventions known to work
- High risk with high potential reward
- Address gaps in service delivery to underserved or marginalized communities highly impacted by HIV

Review Criteria

LOI

- Significance, Innovation and Technology(70%)
- Impact (30%)

Full Application

- Innovation and Technology Use (40%)
- Significance and Impact(20%)
- Approach and Feasibility
 - Overall Research Plan(30%)
 - Management and Dissemination Plans (10%)

Budget

- Direct costs up to \$80,000 over one year
- Indirect costs per policy as stated in Grants Administration Manual



Low Barrier Technology Interventions for HIV Prevention and Care ^{Shoshanna}

Examples

- Reminder: technology for this solicitation is not limited to software, it includes any innovation that may improve the infrastructure for delivering prevention and care tools to communities of need. Such interventions could help reduce disparities in HIV prevention and treatment outcomes through novel approaches. Some examples may include, but are not limited to:
 - Women centered packaging for PrEP/PEP
 - Social network distribution of HIV testing kits and PrEP education
 - Biomedical prevention starter packs vending machines
- These are just some of our ideas, but it no way should limit your proposals

Economic Justice Interventions to Combat HIV and HIV Syndemic Factors in California

Lisa

Requirements

Award Type

- Pilot studies
- PI: Any career stage welcome

Goals/Objectives

- Test feasibility & acceptability of economic justice interventions to improve HIV outcomes for PLWH
- Yield data needed to compete for larger grants

Expectations

- Study population must be people living with HIV who are economically marginalized
- Interventions must provide direct financial support to individuals

Review Criteria

LOI

- Significance, Innovation and Impact (50%)
- Framework and Intervention (30%)
- Approach and Feasibility (20%)

Full Application

- Significance and Impact (30%)
- Innovation (20%)
- Approach and Feasibility
 - Overall Research Plan, **Design, and Conceptual Framework**(40%)
 - Management and Dissemination Plans (10%)

Budget

- Direct costs up to \$500,000 over **two years**
- Indirect costs per policy as stated in Grants Administration Manual



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Examples

1. Among PLWH leaving residential drug treatment, does providing an unrestricted cash benefit every month lead to decreased time spent viremic?
2. Among PLWH who have children and who have a history of missed visits for HIV-specific primary care (and whose treatment plan includes visits more frequently than every three months), does providing an unrestricted lump sum of money at the start of a six-month period lead to fewer missed visits during that period than during the pre-enrollment period?
3. Among PLWH who work in the online sex industry, does providing a guaranteed monthly income for six months lead to increased adherence to antiretroviral therapy?

Comparison of Requirements for All RFPs

RFP	Mechanism	Budget / Duration	PI Requirements	Max Submissions
Low Barrier Technology Interventions for HIV Prevention and Care	Feasibility/Formative Assessment	\$80k direct over 1yr	Any Career Stage OK Single PIs Only	Multiple LOI as PI One Full App as PI
Economic Justice Interventions to Combat HIV and HIV Syndemic Factors in California	Pilot	\$500k direct over 2yrs	Any Career Stage OK Single PIs Only	One LOI as PI One Full App as PI

Key Dates & Timeline

Key Event	Date
Questions Due	May 2, 2024
LOI Due	May 16, 2024 May 30, 2024
Full Applications Due	July 11, 2024
Award Notifications Sent Out	December 2, 2024
Award Start Date	March 1, 2025

RFP Questions?

- Please type questions into the chat
- We will publish all of today's questions and our responses on our website
- After today: further questions due by Friday, May 2nd
 - Email to chrp@ucop.edu
 - All questions and our responses will be added to the Q&A document published on our website by May 9, 2024

Accessing SmartSimple

Login to SmartSimple: <https://rgpogrants.ucop.edu/>

**Returning users
login here**

The screenshot shows the SmartSimple login page. At the top left is the University of California logo. The main heading is "Welcome to Research Grants Program Office | UCOP". Below this is a paragraph about the RGPO's mission and a link to the TRDRP website. On the right side, there is a "Login to SmartSimple" form with fields for "Email:" and "Password:" (with a placeholder "Enter Password") and a "Login" button. A red circle highlights the login form, and a red arrow points from the "Returning users login here" text to it. On the left side, there is a link for "Principal Investigator Registration" with a "Register Here" button below it. A red circle highlights this link, and a red arrow points from the "First-time users register here" text to it.

Principal Investigator Registration

Register Here

**First-time
users
register here**

Login to SmartSimple

Email:

Password:

Enter Password

Login

Forgot Password?

Privacy & Security

CALIFORNIA HIV/AIDS
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Creating an Account on SmartSimple

<https://rgpogrants.ucop.edu/>

Enter your institution and complete your applicant contact information.

If you receive a message that an account with your email address already exists, return to the main login page and click **“Forgot Password.”**

Institution Information

Instructions
Please start typing the name of your institution. A dropdown list will appear, in order to select your institution. If the name does not exist, [search the IRS database](#).

* Institution Name

Contact Information

* Email

* First Name

* Last Name

* Address


* City

* Country
United States

* State / Province
-- Select One --

* Zip / Postal Code

* Telephone Number

I'm not a robot  [Privacy](#) [Terms](#)

Submit



Preparing and Submitting an LOI

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications Open Calls

Privacy & Security

Available Funding Opportunities

1. Click on available funding opportunities

List of available funding opportunities below includes both open and upcoming opportunities. All times are in military time and in the Pacific Time Zone.

chrp 1-2 of 2

#	Name	Description	Policies and Guidelines	LOI Deadline	Full Application Deadline	
1	CHRP Implementation Science	Award focuses on an implementation science approach, pulling from the substantial evidence base on effective strategies to improve the prevention, diagnosis, and treatment of HIV, to generate knowledge about how these strategies can be sustained and scaled for sustained impact on the HIV	Implementation Science 2020 Call for Applications.pdf	05/20/2020 12:00:00	07/22/2020 12:00:00	Info Apply

2. Locate the row of the award type for which you'd like to apply and click "Apply".

1. Click on the “Available Funding Opportunities” tab in the upper right corner.
2. Find the row that corresponds to the award you’re interested in and click “Apply.”

LOI Submission Steps

The screenshot shows a web application interface for LOI submission. At the top left is the University of California logo. A navigation menu on the left includes 'Main', 'Notes', and 'Invite Personnel'. A 'Download instructions' callout points to a PDF file named 'IR_Application_Instructions.pdf' in the 'Templates and Instructions' section. A 'Click the section headings to access and complete each section of the LOI.' callout points to the navigation tabs: 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'BUDGET', and 'SIGNATURE PAGE'. The 'TITLE PAGE' tab is active, showing fields for 'Application ID: T29IR0259', '* Project Title' (with a 100-character limit), '* Project Duration (year)' (a dropdown menu), '* Project Start Date', and '* Project End Date'. A 'Click "Submit LOI" to submit the LOI.' callout points to the 'Submit LOI' button at the bottom of the form. Other buttons include 'Save Draft' and 'Withdraw'. The top right of the page shows 'Privacy & Security', 'Jane Doe', and navigation for 'Pending Opportunities' and 'Historical Applications'.

UNIVERSITY OF CALIFORNIA

Privacy & Security Jane Doe

Pending Opportunities Historical Applications

3 of 12

Main

Notes

Invite Personnel

Download instructions

Templates and Instructions:

IR_Application_Instructions.pdf
1,919 KB - 07/18/2018 6:31pm

Preview

Total Files: 1

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION BUDGET SIGNATURE PAGE

Application ID: T29IR0259

* Project Title: Please enter the project title here; no
100 characters left

* Project Duration (year): -- Select One --

* Project Start Date: mm/dd/yyyy

* Project End Date: mm/dd/yyyy

Save Draft Submit LOI Withdraw

Click the section headings to access and complete each section of the LOI.

Click "Submit LOI" to submit the LOI.

From Approved LOI to Invited Application

The screenshot shows the University of California portal. The top navigation bar includes 'UNIVERSITY OF CALIFORNIA', 'Home', 'Available Funding Opportunities', and 'Historical Applications'. The user is logged in as 'Jane Doe'. The main content area displays 'My Applications' with three categories: '1 In Progress Applications' (circled in red), '0 Submitted / Under Review Applications', and '0 Awarded Applications'. Below this is a section for 'In Progress Applications' with a table. A red circle with the number '2' highlights the 'Status' column of the first row, which contains 'Invited to Full Application' and an 'Open' button.

RFA	Application ID	Project Title	Type	PI Name	My Role	LOI Deadline Date	FA Deadline Date	Status
1	T29IR0228	STOY Test 2	High Impact Research Project	Jane Doe	Principal Investigator	08/16/2018	09/27/2018	Invited to Full Application <input type="button" value="Open"/>


1. Click on “In Progress Applications.”
2. Locate the row for your submitted **CHRP LOI**. Confirm approval of your LOI under the “**Status**” Column. Click “**Open**” to begin full application and access instructions and templates.

Application Submission

Instructions can always be downloaded at the top of each page.


Type: Hormone in Well Water Initiative
Deadline: 12/05/2019 12:00:00

Templates and Instructions:

 [CBCRP_Submission_Instructions_by_Award_Type.pdf](#)
20.6 KB - 08/27/2019 12:49pm

Total Files: 1

Complete each section of the application. (“Save Draft” frequently to save entered information; review & edit as needed.)

 Preview

TITLE PAGE | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | PROJECT CONTACTS | BUDGET | ASSURANCES | DOCUMENTATION | SIGNATURE PAGE

Application ID: B26PW1210

* Project Title:
72 characters left

* Project Duration (year):

Download templates and upload required attachments in the Documentation section.

* Pn
* P
When finished, click “Submit to Signing Official.”

Budget tab

Templates and Instructions:

Click the Budget tab

Click "Open" to start entering information

INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS **BUDGET** ASSI >

Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
Open	Jane Doe 2 - MERCY HOUSING CALIFORNIA	\$141,750	\$42,225	\$183,975
Total		\$141,750	\$42,225	\$183,975

< BACK NEXT >

Save Draft Withdraw Submit to Signing Official

Budget tab - Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates.

If you cannot find their name in the list, click “Can’t find Signing Official.” Then click “Add Signing Official.”

INSTITUTION CONTACTS BUDGET SUMMARY BUDGET DETAILS SUBCONTRA

* Signing Official

This should identify the individual who is authorized to act for the Applicant Organization, and conditions for any grant, including the applicable grantor regulations.

Search and select ?

* Fiscal Contact

This should identify the individual at the Applicant Organization who will serve as the authorized

Search and select ?

* Contracts and Grants Contact

This should identify the individual in the Applicant Organization’s Contracts and Grants Office, or an award be made, and who will serve as the liaison to the grantor on official grant administrati

Search and select ?

Can't find the contact you're looking for?

- Can't find Signing Official
- Can't find Fiscal Contact
- Can't find Contracts and Grants Contact

Add Signing Official

Budget tab - Editing the budget

Translational Research Award Application » **Budget**

[↑ Back to Application](#)



Budget Instructions:

Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and user is required to adjust the numbers.

[INSTITUTION CONTACTS](#)

[BUDGET SUMMARY](#)

[BUDGET DETAILS](#)

[SUBCONTRACT BUDGET DETAILS](#)

Please click the Edit Budget button below to enter your budget information.

[✎ Edit Budget](#)

Jane Doe 1 - MERCY HOUSING

Budget Summary

Do not click “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.

[Save Draft](#)

[Budget Complete](#)



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Budget tab - Editing the budget

Budget Detail Justification

The budget table on the top of this page is generated from expenses entered in the budget categories below. Please scroll down to the budget categories and click "+" to enter your expenses. Please note you must manually calculate and enter any indirect costs in the budget category section at the bottom of this page. For each budget category, provide all necessary justification. There is no character limit on the budget justification, though it should be concise.

The per year direct cost maximum is: \$250,000.00

The total direct cost maximum is: \$750,000.00

Scroll down to "Personnel Costs." Click "+" to add a new row.

Entries will populate in the budget summary at the top of the page.

Enter budget justification.

Repeat for all budget categories.

	Year 1	Total
Personnel Costs	\$2,000	\$2,000
Student Tuition Fees, Graduate Student Stipends	\$0	\$0
Other Project Expenses	\$0	\$0
Equipment	\$0	\$0
Travel Expenses	\$0	\$0
Subcontracts	\$0	\$0
Service Contracts and Consultants	\$0	\$0
Direct Costs	\$2,000	\$2,000
Modified Total Direct Costs (MTDC)	\$2,000	\$2,000
Indirect Costs (IDC)Total	\$0	\$0
Total Expenses	\$2,000	\$2,000

1. Personnel Costs (Salary and Fringe)

Salaries and Fringe Benefits	Year1	Total
Salary 1	\$2,000	\$2,000
	\$2,000	\$2,000
+		

For each person supported by this grant, describe their contribution to the project.

Justification

Save Clear Close

Submit to Signing Official

Main

Notes

Invite Personnel

Call for Application Details
Name: TRDRP 2019A - High Impact Pilot Award
Type: High Impact Pilot Award
Deadline: 09/27/2018 12:00:00

Templates and Instructions:

[IP_Application_Instructions.pdf](#)
1,916 KB - 07/18/2018 6:32pm

Total Files: 1

Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION INSTITUTION CONTACTS BUDGET ASSURANCES DOCUMENTATION **SIGNATURE PAGE**

* Applicant Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

* Applicant Electronic Signature (Type in your full legal name)

Jane Doe

* Date

07/19/2018

Save Draft

Withdraw

Submit to Signing Official

Questions?

For programmatic questions:

- **Economic Justice Interventions to Combat HIV and HIV Syndemic Factors in California**
 - Lisa Loeb Stanga, lisa.loeb.stanga@ucop.edu
- **Low Barrier Technology Interventions for HIV Prevention and Care**
 - Shoshanna Nakelsky, Shoshanna.Nakelsky@ucop.edu

For questions about *Smart Simple*, technical issues, or application instructions and forms, contact

- Research Grants Program Office, Contracts and Grants Unit
 - RGPOgrants@ucop.edu