Thank you for your interest in applying for a Center for AIDS Research (CFAR) Ending the HIV Epidemic (EHE) Supplement opportunity. Below are a few guidelines to help you compose your letter of intent (LOI).

Preferred length: Two pages. Please be as succinct as possible. References may be placed on a separate page.

Preferred format: Use at least half-inch margins on all sides, and 11-point type or larger in the body of your letter. Headers and footers may have smaller type if it is legible. No tables or figures, please.

Basic information:
1. Supplement PI name, academic title, email address, and SD CFAR institution
2. List of other proposed Senior/Key Personnel
3. EHE Topic
4. Project Title
5. Primary Pillar and Other pillars
6. EHE geographic priority area(s) (name of the county, territory, or state)
7. Implementing Partner (organization name and collaborator name)
8. Community Partner (organization name and collaborator name)
9. Project/Performance Site location(s)

Preferred content:
State and define the following:
- **Problem/research question:** What do you wish to study and why? Provide background information and list previous research in this area if possible.
- **Objectives:** What will the proposed research accomplish?
- **Specific Aims:** State each Aim using active verbs, then define how you propose to achieve it. Please also state your hypothesis/hypotheses for each Aim.
    - Indicate how the proposed activities outlined in the supplement announcement are expected to support your Specific Aims.
- **Implementation Science Framework:** Provide a brief description of the implementation science framework or model you plan to utilize**.**
- **Inter-CFAR Synergy:** Include a statement of how you plan to utilize existing SD CFAR resources (including Cores and the EHE SWG) and/or develop unique expertise, technology, and resources at SD CFAR institutions.
- **Human or animal subjects' involvement**: Describe any research to be done in enrolled participants. If using stored specimens, how were they obtained and where are they stored? Do you need or have IRB or IACUC approval? If your study does not involve human or animal subjects, skip to Next Steps.
- **Next steps:** How will you use the data resulting from this proposed research?

Timeline:
Please note there is a tight turnaround time to submit final applications. Also, SD CFAR will be organizing optional, internal reviews for the final applicants.

Friday, February 11 @ 12pm PST	LOIs due for FY2021 EHE Topics 1 – 5
Wednesday, February 16	Notifications to applicants re: finalists
Wednesday, March 9*	Solid draft of applications due for internal reviews
Wednesday, March 16 - Friday, March 18*	Internal review panels/mock-study sections
Tuesday, March 22	**Final applications due to the SD CFAR Admin Core**
Monday, March 28	After review by the Admin Core, Admin Core submits final applications for UCSD institutional review (HSSPPO)
Monday, April 4	Applications due @ NIH

*Optional

Questions? Email cfar@ucsd.edu.