

Thank you for your interest in applying for a Center for AIDS Research (CFAR) Administrative Supplement opportunity as described in the announcement. Below are a few guidelines to help you compose your letter of intent (LOI).

Topics:

1. **Formative, intervention, and implementation research to explore delivery of long-acting PrEP in populations who may benefit** - max funding of up to \$150,000 Direct Costs
2. **HIV and co-morbidities: Identification of mechanisms and strategies for optimal care that also reduce disparities** - max funding of up to \$150,000 Direct Costs
3. **Community-led research topic** - max funding of up to \$150,000 Direct Costs

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 (not included in 2-page limit):

1. Supplement PI name, academic title, email address, and SD CFAR institution
2. List of other proposed Senior/Key Personnel
3. Supplement Topic
4. Project Title
5. 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.
- **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?



*FY2023 CFAR Administrative Supplement
Letter of Intent Guidelines*

Timeline:

Please note there is a tight turnaround time to submit final applications.

Friday, March 10 @ 12pm PT	LOIs due to cfar@ucsd.edu for Topics 1 - 3
Thursday, March 16	Notifications to applicants re: finalists
Thursday, April 6	Final applications due to the SD CFAR Admin Core
Monday, April 10	After review by the Admin Core, Admin Core submits final applications for UCSD institutional review (HSSPPO)
Monday, April 17	Applications due @ NIH

Questions? Email cfar@ucsd.edu.