



HIV Policy Research Center Awards Call for Applications 2020

Key Dates and Deadlines

April 8, 2020	Call for Applications Released
April 28, 2020	Applicant Webinar
May 20, 2020	Letters of Intent Due
July 22, 2020	Full Applications Due
November 13, 2020	Notification of Peer Review Outcome
February 1, 2021	Award Start Date

****Given the evolving COVID-19 situation, timelines may shift. We will communicate any updates via email and on our website. ****

Award Overview

The California HIV/AIDS Research Program (CHRP) aims to fund two statewide HIV Policy Research Centers. These multi-disciplinary, academic teams should work in partnership with providers, consumers, advocates, and policymakers to conduct HIV policy research. The goal of the Centers is to support timely and impactful policy analyses that are responsive to policy maker and other stakeholder needs in California and that strengthen local, state and national capacity to enact HIV-relevant policies informed by objective and rigorous research. The Centers will focus on rapid response research completed within a 6-month timeframe on policy issues that arise during the active grant period and through stakeholder engagement processes. CHRP anticipates providing up to \$4 million in total funding for these Centers. Each applicant can request up to \$500,000 total (direct and indirect cost) per year for a four-year period.

Requirements

All applicant institutions and research activities must be located in California. Applicants are required to propose a mechanism that will support rapid response research on emerging HIV policy questions. This mechanism should facilitate the completion of relevant analyses within a six-month timeframe, exclusive of the time for any needed IRB approvals.

Centers are required to obtain stakeholder input and share research findings to the broader community throughout each award year. Two stakeholder engagement events (in-person or virtual) should take place per award year. The format and strategy for these stakeholder engagement and information sharing events is at the discretion of the Centers. Centers should disseminate the findings from their

policy briefs and other work products from the rapid response research in multiple ways, including, but not limited to: online, community-based meetings, and legislative or other briefings with policymakers.

Collaborations

Centers will be comprised of partnerships between academic institutions and community-based organizations. To ensure a statewide focus, each Center must engage researchers from two academic institutions located in different California counties. Additionally, each Center is required to include a partnership with at least one community-based organization serving or representing those at highest risk for HIV infection. Additional community partners may include organizations focused on housing, mental health, criminal justice, food insecurity, or other structural factors that affect individuals at risk for and living with HIV infection. At least one of the collaborating organizations should be located in an under-resourced area with elevated HIV infection rates (Examples: Alameda, Riverside, San Bernardino, and Sacramento counties, etc.). Applicants will be required to provide data justifying how the selected institution meets these criteria. Applicants will also be required to demonstrate how the community-based organization partners will actively participate in the generation, conduct, and dissemination of the findings produced by the Center. Applicants will be required to demonstrate how the proposed partnership will contribute to the development and sustainability of policy research capacity at the non-academic, partnering institutions.

Awarded Centers will be required to work together collaboratively.

Supplemental Award

One of the Centers selected for funding will also manage the HIV Policy Research Center website and will be provided supplemental funding up to \$40,000 annually for its maintenance and oversight. CHRP will make this determination during the award process.

Eligibility

Principal Investigators from non-profit research, academic, or community-based institutions located in California are eligible to apply. Principal Investigators must commit a minimum of 1.2 person-months (10% FTE) effort per year to the Center. US citizenship is not a requirement. Current recipients of CHRP research funding are eligible to apply for funding under this initiative.

Applicants who do not yet hold “principal investigator” status at their institution may apply for this funding mechanism as a principal investigator if they include assurance from their institution that such status would be granted if the application is selected for funding. Investigators may submit only one application as principal investigator to this Call for Applications; failure to comply with this requirement will result in the rejection of all of their applications before review.

In accordance with UC policy, principal investigators 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 principal investigator is employed.

Although collaboration is an essential part of the Centers, each application must identify one principal investigator to serve as lead on submitting the application materials. If selected for funding, each collaborating institution on a proposal will be funded directly, with a designated principal investigator.

In order to foster new leadership opportunities for policy researchers, Center directors (i.e. the lead, academic principal investigator submitting the application) will be permitted to serve no more than two terms as principal investigator, retroactively. Those with two or more terms are welcome to serve other roles in their Centers.

Budget

Total award budgets for this mechanism cannot exceed \$500,000 per year (direct and indirect costs) or \$2 million over four years. Center budgets may include direct costs to support the proposed research activities only. Institutions are eligible for additional indirect costs of up to 30% of total eligible direct project costs or at the rate established for the institution through a U.S. Department of Health and Human Services negotiated indirect cost rate agreement (or other similarly established rate), whichever is lower. Both University of California (UC) and non-UC institutions are eligible for indirect costs.

How to Apply

A **Letter of Intent (LOI)** will be required for all applications. The LOI will be reviewed by CHRP staff for responsiveness to the Call for Applications and satisfaction of all eligibility criteria.

LOI submissions will be required to include:

- 1.) Proposal title and total estimated budget
- 2.) The names of the collaborating co-principal investigators and their affiliations;
- 3.) If applicable, the name and affiliation of any subcontractor(s);
- 4.) Specific Aims of the Center (2400 characters max)
- 5.) An abstract providing an overview of the Center structure and capabilities to conduct rapid response HIV policy research (2400 characters max)
- 6.) Answers to the following prompts:
 - a. Briefly describe the approach the Center will utilize to identify and conduct rapid response HIV policy research. (1300 characters)
 - b. Briefly describe how the academic and community-based partners will work together in the generation, conduct, and dissemination of the rapid response research. (1300 characters max)

LOIs will be due by **May 20, 2020**. Applicants with an approved LOI will be notified via SmartSimple by May 22, 2020 and gain access to the full application materials. No application may move forward without an approved LOI. Full applications will be due on **July 22, 2020** by noon, Pacific Time.

Applicants are responsible for following the policies, procedures, and timelines required by their institutions and to confirm that any collaborators have secured institutional approval, if required, in advance of application submission.

Use SmartSimple (ucop.smartsimple.com) to submit your LOI and application. Instructions on how to use SmartSimple are available in a separate document, accessible online here: [SmartSimple Submission Instructions](#)

Prospective Applicant Webinar

CHRP will hold a webinar on **April 28, 2020** to provide an overview of the intent of the award and the application process. The webinar will also allow prospective applicants the opportunity to ask questions about the application and review process. Information on how to access the applicant webinar and the exact timing of the webinar will be posted on the CHRP website:

<http://www.californiaaidsresearch.org/funding-opportunities/index.html>.

Application Review Criteria

All submitted full applications will undergo a peer review. The criteria to assess the merit of applications will be:

Rapid Response Research Methods (50% scoring weight): Does the proposed Center outline a robust mechanism to identify, conduct, and disseminate HIV policy research within a rapid (6-month) timeline? Is there a structure outlined to keep the Center accountable to the six-month (max) timeframe for each project? Does the rapid response research mechanism seem feasible? Does the proposed mechanism outline how the research will have an overall statewide focus and will not focus primarily on a single California jurisdiction or county? Are the proposed methods appropriate for effectively informing local and State policy?

Collaboration (20% scoring weight): Does the proposal demonstrate that the community-based organization partners will be integral members in the generation, conduct, and dissemination of the work produced by the center? Do the proposed collaborations have the potential to contribute to the development and sustainability of policy research capacity at the partnering institutions?

Stakeholder Input and Dissemination Plan (20% scoring weight): Does the proposal outline a robust community/stakeholder engagement plan that will allow for multiple points of engagement during the research process (i.e. idea generation to results dissemination)? How effective will the proposed dissemination plan be for informing policies within California and potentially beyond? Is there a strategy for determining the impacts of the various research outputs?

Expertise and Capacity (10% scoring weight): Are the investigators well suited to carry out rapid response HIV policy research? Does the proposed team bring complementary and integrated expertise to the Center? Has the applicant provided sufficient evidence that the participating institutions have the ability to administer the award and the relevant research and dissemination activities?

Other considerations: Reviewers will evaluate but not score the following items:

- Budget: Appropriateness of the budget request for the project.
- Protection of Human Subjects from Research Risk: Rapid response policy research can be a challenge when a timely IRB review is required. If appropriate, applicants should describe how they would seek human subject approval.
- Inclusion of Women, Minorities and Children in Research: If human subjects are involved, the adequacy of plans to include subjects of all genders, all racial and ethnic groups (and subgroups), and children as appropriate for the scientific goals of the research will be assessed.

Stipulations

Funding: Awards are contingent upon availability of funding, as well as compliance with all research and reporting requirements. Grantees will be subject to funding renewal on an annual basis.

Human or animal subjects: Approvals or exemptions for use of human or animal subjects are not required before the time of LOI submission or review, but will be required before any funded work commences. Principal Investigators are encouraged to apply to the appropriate board or committee as soon as possible after submitting a full application in order to expedite the start of the project.

Grants management procedures and policies: Details concerning the requirements for grant recipients are available in the “RGPO Grant Administration Manual.” The latest version of the Manual is accessible online at: <https://www.ucop.edu/research-grants-program/grant-administration/index.html>

Appeals of review decisions: Final funding decisions are at the discretion of the CHRP Director, and are subject to oversight from the CHRP Advisory Council and the Research Grants Program Office. Decisions may not be appealed, but declined proposals may be submitted to future funding competitions without prejudice.

Open Access

Recipients of all CHRP grant awards are required to make all resulting research findings publicly available in accordance with the terms of the Open Access Policy of the Research Grants Program Office (RGPO) of the University of California, Office of the President (UCOP), effective April 22, 2014.

RGPO Open Access Policy: The UCOP Research Grants Program Office (RGPO) is committed to disseminating research as widely as possible to promote the public benefit. To that end, all RGPO grantee institutions and researchers grant RGPO a nonexclusive, irrevocable, worldwide license to exercise any and all rights under copyright and in any medium for all scholarly articles and similar works generated as a result of an RGPO grant award, and agree to authorize others to do the same, for the purpose of making their articles widely and freely available in an open access repository. This policy does not transfer copyright ownership, which remains with the author(s) or copyright owners.

Scope and Waiver (Opt-Out): The policy applies to all scholarly articles and similar works authored or coauthored as a result of research sponsored by an RGPO grant, except for any articles published before the adoption of this policy and any articles for which the grantee institution and/or researchers entered into an incompatible licensing or assignment agreement before the adoption of this policy. Upon express written request of the institutional grantee and/or researcher, RGPO will waive the license for a particular article or delay “open access” to the article for a specified period of time.

Deposit of Articles: To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers to the grant award will commit to helping the RGPO to obtain copies of the articles that are published as a result of an RGPO sponsored grant award. Specifically, each author will provide an electronic copy of his or her final version of the article to the RGPO by the date of its publication for inclusion in an open access repository, subject to any applicable waiver or delay referenced above. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication.

Contact Information

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 questions regarding the suitability or content of an application, please contact Tyler Martz (Tyler.Martz@ucop.edu), the Program Officer for these awards.