

University of Washington / Fred Hutch Center for AIDS Research (CFAR)

2025 Request for Applications (RFA) New Investigator Award

	DEADLINES
RFA Release Date	July 1, 2025
<u>Key Pre-Submission Items:</u>	
REQUIRED Non-Binding Letter of Intent Form Due	August 27, 2025
Requests for Consultation Appointments Due: <ul style="list-style-type: none"> ○ REQUIRED: Biostatistics, Office of Community Engagement ○ OPTIONAL: Other Core/Scientific Working Group 	September 4, 2025
Request for Budget Compliance & Allowability Review Due: <ul style="list-style-type: none"> ○ REQUIRED: Draft Budget & Budget Justification Sent for Written Feedback 	September 11, 2025
Biostatistics, Office of Community Engagement, & Budget Feedback Window Ends	October 1, 2025
Application Deadline	October 20, 2025
Review Date	January 2026
Estimated Earliest Award Date	January 2025
Estimated Award Period	February 2026 – January 2028

Please read the entire RFA for detailed instructions.

New Investigator Awards (NIAs)

NOTICE (7/1/2025): Please note that CFAR is awaiting notice of award for our next non-competing year of NIH funding. Acknowledging the uncertain federal funding landscape, applicants will be notified promptly should we receive any updates impacting the availability of award funding or award competition schedules. Please do not hesitate to contact cfardev@uw.edu with any questions.

1) OVERVIEW

Purpose

The purpose of the UW/Fred Hutch Center for AIDS Research (CFAR) [New Investigator Awards \(NIA\)](#) is to encourage early-stage investigators (at a senior stage of training or recently independent) to conduct independent research, acquire preliminary data to use for subsequent grant submissions, publish, receive mentorship, and write one or more grants to obtain funding to continue their HIV research careers. The application process is designed to help you formulate a research proposal consistent with National Institute of Health (NIH) requirements for your future grant applications and includes opportunities to consult with experts to strengthen the study design and public health reach of your work.

We seek submissions reflecting the breadth of scientific disciplines, and are partnering with the [UW Behavioral Research Center for HIV \(BIRCH\)](#) to encourage applications related to mental health and/or behavioral science topics.

Examples of successful NIA proposals are accessible via the online CFAR [Developmental Core Resources Repository](#). Please contact us with any questions throughout the process at cfardev@uw.edu.

Applicant Eligibility

Applicants must:

1. Have an MD or PhD or equivalent terminal degree (includes an MBChB).
2. Have not had a NIH R01 [or equivalent](#) grant in HIV.
3. Have an appropriate appointment, as follows:
 - a. Early-stage faculty (including acting positions) at a US-based CFAR affiliate*, **OR**
 - b. A scientist completing a fellowship at a US-based CFAR affiliate*, **OR**
 - c. A senior post-doctoral fellow at a US-based CFAR affiliate* initiating a new area of HIV-related research that will form a basis for their independent program.
4. Be a UW/Fred Hutch CFAR [member](#), or have [applied for membership](#) at the time of proposal submission.

**US-based CFAR affiliates include the University of Washington, Fred Hutch, Seattle Children's, and University of Hawai'i at Mānoa.*

Applicants may submit only one application to this program per cycle. Only individual Principal Investigators (PIs) are eligible to apply; we do not allow Co-PIs to apply.

NIH K awards do not impact program eligibility as long as the requested funds support different items; the research can be on the same topic.

Successful applicants usually have some preliminary data to support their application but preliminary data is not a requirement.

We accept applicant resubmissions of prior-year NIA proposals that have been revised to address previous NIA reviewer critiques.

Contact cfardev@uw.edu if you have questions about eligibility.

Types of Projects

HIV-related research is defined broadly and includes basic science, clinical, epidemiological, behavioral, and implementation science research.

We can only accept applications aligned with [NIH HIV/AIDS research priorities](#). Click [here](#) to view examples of aligned and unaligned topics. Though published NIH HIV Research Priorities have not changed, we recognize that the new federal administration has begun shifting research priorities through actions on existing and pending NIH awards and applications. If you have any questions or concerns about the scientific area of interest you wish to focus on, please contact us at cfardev@uw.edu.

Given recent NIH foreign subaward policy updates ([NOT-OD-25-104](#)), please note that for this cycle we can only accept applications without foreign subawards and only from US-based investigators – acceptable options include international data analyses or specimen use. To inquire about whether your proposal may qualify for an exception, please contact cfardev@uw.edu by **August 18, 2025**, though sooner is recommended.

Please refer to the following [CFAR Clinical Clearance guidelines](#), which are also available for download from the [Developmental Core Resources Repository](#).

- 1. Studies that cannot be funded through the CFAR**
 - a. Any clinical trial ([NIH definition of a clinical trial](#))
 - b. Studies involving new drugs, treatments, or devices
- 2. Studies that can be funded via CFAR but require additional NIH review if selected for an award**
 - a. Studies involving **new ways of using known drugs, treatments, or devices** (allowed on a case-by-case basis)
 - b. Studies that are deemed **above minimal risk** by the Institutional IRB
 - c. Studies involving [vulnerable populations](#)
 - d. Studies with populations with additional considerations for **confidentiality and safety** (sex workers, refugees, etc.)
 - e. Studies involving **behavioral interventions** (above minimal risk)

No human participant work may be initiated until clinical approval is received.

- 3. Studies that do not require additional NIH review**

Research activities that do not include vulnerable populations (see Category 2.c. above) and present **no more than minimal risk** to human participants as described in the [OHRP Expedited Review Categories](#). Examples include but are not limited to the following:

 - a. Routine blood draws
 - b. Non-invasive procedures routinely employed in clinical practice (e.g. ultrasound, MRI)
 - c. Surveys, focus groups

Mentoring

Each NIA submission must include a letter of support from the applicant's primary project mentor. However, *only the **primary** project mentor is required to provide a letter of support stating that they have read and discussed the proposal with the applicant as part of the full application.* If needed, please contact Grace John-Stewart, Developmental Core Director, (gjohn@uw.edu, cc: cfardev@uw.edu) to provide suggestions for possible mentors. Successful NIA applicants will form a Mentoring Committee to provide guidance for their career development and to assess NIA project progress at least annually.

Funding Available

Awards will be up to \$70,000 total (direct costs) for 2-year non-interdisciplinary projects, or \$80,000 total (direct costs) for 2-year interdisciplinary projects. **To qualify for interdisciplinary level funding, successful applicants must demonstrate that the research work itself incorporates methods from multiple disciplines (e.g., behavioral science, implementation science, laboratory sciences).**

Budget Development Guidelines and Restrictions

1. Please note the following regarding institutional indirect (Facilities & Administrative, or "F&A") costs. Applicants who are appointed at the University of Washington should not include indirect costs in their project budget, unless there is a domestic subcontract with an institution that does not have a UW/Fred Hutch CFAR indirect cost waiver. Applicants who are not appointed at the University of Washington should include indirect costs in their project budget, unless there is a subcontract with an institution that has a UW/Fred Hutch CFAR indirect cost waiver. **Indirect cost waivers apply to subcontracts with Fred Hutch and Seattle Children's. Therefore, proposals with subcontracts to these institutions should not include indirect costs.**
2. Requested support for project collaborators who are NOT at the same institution as the awardee should be listed as consultant costs. If the collaborator cannot accept consultancy fees, a subcontract must be issued to their institution. These costs must be listed in the detailed budget as consortium costs with applicable indirect costs included, which will count towards the direct costs limit. Please note that the CFAR has negotiated indirect cost waivers with several local partner institutions (See guideline 1 above).
3. Requested support for equipment and technology, including computers, must be fully justified in the budget justification with a clear connection to the scientific aspects of the project and not for general office use. Be sure to read our [Computer Policy](#) if you would like to budget for a computer. General office supplies are not allowed.
4. Tuition, fees and stipends for graduate students are allowable within the following NIH guidelines for total compensation: [NOT-OD-23-076](#)
5. Costs associated with Institutional Review Board (IRB) review of human research protocols, or Institutional Animal Care and Use Committee (IACUC) review of animal research protocols, are not allowable as direct charges.
6. All costs must conform to the NIH Grants Policy Statement (GPS) and applicable U.S. Office of Management and Budget OMB circulars for necessity and reasonability, allocability, conformance and consistency, as well as allowability. Please follow the link below to section 7.2 cost principles section of the [NIH Grants Policy Statement](#) for more information.

UW-based applicants do not need to submit an eGC-1 and institutional signature on their NIA application.

Non-UW applicants are required to submit a PHS 398 Form - page 1 with institutional signature as part of their NIA application.

Other Information

Interdisciplinary Proposals: Multidisciplinary projects are encouraged and *are defined as projects where the research work itself incorporates methods from multiple disciplines (e.g., behavioral science, implementation science, laboratory sciences)*. The applicant must provide a rationale during the online submission process as to why the applicant considers the project to be interdisciplinary.

Human Participants and Animal Subjects IRB Approvals: A copy of all Institutional Biohazard, Human Participants, Animal Subjects and Institutional Review Board (IRB) approvals (if applicable) are not required before submitting an NIA application, but they must be forwarded to Linh Newcomb, CFAR Grant and Finance Manager (lt128@uw.edu), prior to receipt of award funding.

2) PRE-SUBMISSION PROCESS

Required Items (4)

- a) **Online NIA Letter of Intent Form:** Complete the non-binding [2025 CFAR New Investigator Award Letter of Intent Submission Form](#) by **August 27, 2025**. You will be prompted to provide the following details:

- Name of Principal Investigator, Degrees, Academic Title, and Contact Details
- Draft Project Title
- Topic Key Words (5-10 words)
- Draft Project Summary in Plain Language (1-2 sentences)
- Scientific Category (e.g., Basic Science, Clinical Epidemiology, Implementation Science, Mixed Methods)
- Name(s)/Institution(s) of Project Mentor(s)
- Name(s)/Institution(s) of Project Collaborator(s)/Consultants
- [NIH Clinical Trial Screening Questions](#)
 - Does the study involve human participants?
 - Are the participants prospectively assigned to an intervention?
 - Is the study designed to evaluate the effect of the intervention on the participants?
 - Is the effect being evaluated a health-related biomedical or behavioral outcome?

Note: All applicants are strongly encouraged to review our Applicant Eligibility requirements closely. Ineligible applicants are disqualified automatically. Please await confirmation of your NIA eligibility from the CFAR Developmental Core prior to requesting pre-submission consultation slots reserved for NIA applicants. (NOTE: CFAR Members may request Core/SWG consultation services at any time by contacting the Cores directly. See [Appendix A](#) for details.)

- b) **Biostatistical Consultation:** All applicants are required to discuss their proposal with a CFAR Data Science and Methods Core biostatistician during the preparation of their proposal. Biostatistical consultations are best done early in the pre-submission process. Feedback may include recommendations to confer with additional CFAR Core and Scientific Working Group (SWG) experts, and timely CFAR consultation appointment slots are limited.

Fill out the [consultation request form](#) by **September 4, 2025**, to schedule your virtual biostatistics consultation appointment, or to request a waiver. *You must also forward your draft Aims and Methods to your assigned biostatistician at least 48 hours prior to your scheduled consultation.*

Exceptions may apply to applicants with biostatistical expertise, or with prior biostatistical project involvement or review. **Waiver requests should include justifications based on project details and/or applicant expertise, including biosketch content when relevant.**

- c) **Office of Community Engagement (OCE) Consultation:** The [Office of Community Engagement](#) (OCE) helps to link our researchers with our communities with the **goal of ensuring that all people can benefit from scientific advances in prevention, treatment, and cure of HIV**. The OCE utilizes a Community Consultative Group (CCG) of experts to provide constructive feedback and technical assistance to investigators on research proposals, grant applications, grant implementation, and research dissemination in order to effectively impact and engage communities affected by HIV. The value added by OCE consultations may include:
- Access to perspectives from populations affected by HIV
 - Improved feasibility and acceptability of research design, methods, and results
 - Improved application review scoring

All applicants are required to discuss their proposal with the OCE. Please complete the following steps to request OCE consultation.

1. **Complete an [OCE Consultation Form](#).** In part #5 “Brief Summary of Proposed Study” of the OCE Consultation Form, include the following:
 - a summarization of your project
 - your project’s significance
 - community engagement opportunities, including how you will engage the communities in research.

2. **Forward your completed OCE Consultation Form** to cfaroce@uw.edu (cc: cfardev@uw.edu) at your *soonest opportunity* and no later than **September 4, 2025**.

- **In the same email, you must request a *required* synchronous 30-minute consultation meeting***. Feedback for all applicants will be provided during your synchronous consultation meeting. Written feedback will be provided on a rolling basis in the order of which your application has been received.

**Please note that missed OCE consultation appointments or cancellations within 48 hours will not be rescheduled, except in extenuating circumstances. If you have a concern or conflict with your appointment time, please contact cfaroce@uw.edu at your earliest opportunity.*

See [Appendix B](#) for tips to optimize your OCE consultation feedback.

- d) **Budget Compliance & Allowability Review:** All applicants are required to e-mail their draft budget and budget justification to Linh Newcomb, CFAR Grant and Finance Manager, at LTN128@uw.edu (cc: cfardev@uw.edu), by **September 11, 2025**, in order to clarify related issues.

OPTIONAL: Budget Review Appointment: In addition to sending your draft budget items for written feedback, you may request a synchronous consultation meeting. To request an appointment, contact Linh Newcomb at LTN128@uw.edu (cc: cfardev@uw.edu) at your *soonest opportunity* and no later than September 4, 2025. Availability is limited. (NOTE: In some instances, the CFAR Developmental Core may initiate a request to meet with an applicant to clarify budget issues as needed.)

Strongly Encouraged Items

- **Qualitative Methods Consultation:** Applicants proposing a study involving qualitative research are **strongly encouraged** to obtain a consultation from the Data Sciences and Methods Core regarding methods and study design. To request a consultation for qualitative methods review, please complete the [Qualitative Methods Consultation Request Form](#) on the DSMC webpage and indicate that you are requesting a review of your qualitative methods plan. Please also email Dr. Kristin Beima-Sofie (beimak@uw.edu) to flag your NIA-related request within the DSMC Core's queue. *Be prepared to send your draft Aims and Methods upon request to your assigned Core advisor.* Requests for NIA consultations should be made no later than **September 4, 2025**, to allow time for completion and integration of feedback into your proposal prior to the October 20, 2025, application deadline.
- **Behavioral Innovation Consultation:** Applicants proposing a study involving behavioral innovation research (i.e. use of structural and multilevel models; digital data capture and intervention: behavioral outcomes measurement (including geospatial and social networking data); telePrEP and other telehealth services; health access and policy) are **strongly encouraged** to obtain a consultation from the Behavioral Innovations Core (BIC) with regard to methods and study design. To arrange for a behavioral methods consultation, please complete the [Behavioral Innovations Research Consultation Form](#) and email Dr. David Katz (dkatz7@uw.edu), BIC Faculty, and Morgan Aurelio (mca1@uw.edu), BIC Research Coordinator, to flag your NIA-related request within the Core's queue. *Be prepared to send your draft Aims and Methods upon request to your assigned Core advisor.* Requests for NIA consultations should be made no later than **September 4, 2025**, to allow time for completion and integration of feedback into your proposal prior to the October 20, 2025, application deadline.
- **Additional CFAR Core/SWG Consultations:** We strongly encourage you to utilize services from additional CFAR Cores and Scientific Working Groups (SWGs) early in the pre-submission process. See the consultation services descriptions in [Appendix A: UW/Fred Hutch CFAR Core/SWG Consultation Services](#) below for more details and/or visit the CFAR website to [search available services](#). Requests for NIA consultations should be made no later than **September 4, 2025**, to allow time for completion and integration of feedback into your proposal prior to the October 20, 2025, application deadline.

3) APPLICATION SUBMISSION

Submit your application using the [2025 NIA Application Submission Form](#) by **October 20, 2025, 11:59pm PDT**. Please refer to [Appendix C](#) for detailed instructions and application requirements.

4) POST-AWARD REQUIREMENTS (if funded)

The following approvals (human participants or animal subjects, international sites, vulnerable populations) are required prior to funding, submitted to Linh Newcomb, CFAR Grant and Finance Manager, LTN128@uw.edu:

- (If applicable) a copy of all Institutional Biohazard, Animal Subject and Institutional Review Board (IRB) approvals
- If the project involves international sites, the awardee must submit an International Study Checklist for NIH international clearance approval and provide human participants training certification for all key personnel
- If the project involves human participants and falls under a vulnerable population category that requires additional NIH review, the awardee must submit their protocol and consent forms for NIH clinical clearance approval

Please note that NIH international clearance and/or clinical clearance take several months to obtain all required approvals and therefore applicants should incorporate this into their study timeline.

Mentoring Committee and Agreement: The Awardee will work with their NIA project mentor(s) to develop a brief written agreement identifying members of a Mentoring Committee and setting terms and expectations for the mentoring process. The Mentoring Committee serves to provide career development guidance and progress assessments at least annually.

Reporting and Presentation Requirements: Awardees will be required to submit yearly progress reports to the CFAR and, after their project is finished, make an oral presentation at the annual UW/Fred Hutch CFAR and UW Center for AIDS Research (CFAS) STI & HIV Research Symposium or another appropriate CFAR-sponsored event. The chair of the mentoring committee will also be required to submit a brief progress report annually before Year 2 funding can be received. Additionally, *awardees are expected to disseminate the results from NIA projects to the communities relevant to the research, ideally both through scientific and community forums, and where appropriate, shared with public health decision makers.*

CFAR Professional Development Activities: Awardees are strongly encouraged to participate in periodic professional development and networking events with other CFAR honorees, to consider collaboration and peer mentoring inquiries from CFAR members, and to pursue CFAR leadership roles.

CFAR Support: CFAR support (P30 AI027757) must be acknowledged in all publications and presentations derived from CFAR funding (see: <http://depts.washington.edu/cfar/discover-cfar/acknowledge-cfar>). Publications supported by this award must have PMCID numbers in order to comply with the NIH Public Access Policy.

Other Support: In the event that pending other support is funded which overlaps with or reduces your effort on this CFAR project, you must notify the Linh Newcomb, CFAR Grant and Finance Manager (LTN128@uw.edu). Your application aims and budget will be reviewed and if it is determined that you are unable to meet the specific aims of your CFAR proposal, the CFAR award will be revoked.

4) REVIEW CRITERIA

Final Office of Community Engagement Review: NIA applications will undergo final review by the Office of Community Engagement (OCE) and **must receive a passing score to be eligible for funding. As such,**

applicants are strongly encouraged to directly respond to recommendations and concerns highlighted by consultants during OCE pre-submission consultations in their final submissions.

Scored Review Criteria:

- Impact and Scientific Merit of the proposal and the likelihood of the project to exert a sustained powerful influence on the field. Will this proposal be likely to provide information that can significantly advance our understanding of HIV and/or provide preliminary data that is likely to lead towards independent research grant funding? Does the proposal reflect a community-sourced research priority?
- Significance – Does the study address an important problem consistent with the objective to advance our understanding of HIV? If the aims are achieved, how will scientific knowledge be advanced? What will be the effect of these studies on the concepts or methods that drive the field of HIV research? How will impacted communities benefit directly via advancement of HIV prevention, treatment and/or cure?
- Investigator – Are the PI, mentor(s), collaborators, and other researchers well suited to the project? Does this person have appropriate experience and training? If the project is collaborative, do the investigators/mentors have complementary expertise? Will the project team include community-based advisors?
- Approach – Are the conceptual framework, design methods, and analyses adequately developed, well integrated and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternatives? How is community engaged and empowered?
- Innovation – Does the project employ novel concepts, approaches, or methods? Are the aims original and innovative? Does the project challenge existing paradigms or develop new methodologies or technologies? How does the innovation reflect the needs and preferences of impacted communities?
- Community and Stakeholder Participation – Is there active participation from the community? From those living with HIV? Has effort been made to extend the project benefits to impacted communities? How is community engaged and empowered? Is the project aimed at reaching and benefiting affected populations? Does the project design reflect active input from affected individuals and groups? Does the proposal reflect a community-sourced priority? For basic/bench science proposals, are there any considerations or plans to educate communities on the project's scientific concepts and how the project moves the science forward? If the proposal utilizes stored specimens, are there any considerations or plans to return to areas where specimens may have been collected to provide insight to communities on how specimen contributions are advancing the science?
- Impact of Project on Pathway to Independence and Mentorship Plan – Will the project help prepare the applicant for a career as an independent HIV researcher (**we recommend that this be described in section A of the applicant's biosketch**)? Does the project take the NIH guidelines on rigor and reproducibility into consideration? (Please also refer to the [NIH's Rigor and Reproducibility Guidelines](#)). Will the proposed mentorship aid in the investigator's career development? Does the mentoring plan consider community-based participatory research methods as a core PI competency?

Appendix A: UW/Fred Hutch CFAR Core/SWG Consultation Services

- [Administrative Core – Office of Community Engagement \(OCE\)](#): Facilitates community-engaged research with the goal of ensuring that all people can benefit from scientific advances in prevention, treatment, and cure of HIV. The OCE utilizes a Community Consultative Group (CCG) of experts to provide constructive feedback and technical assistance to investigators on research proposals, grant applications, grant implementation, and research to effectively impact and engage communities affected by HIV. To arrange for an OCE consultation, please refer to the detailed instructions above (page 5).
- [Behavioral Innovations Core](#): Provides support, knowledge, and skills in diverse contexts at the intersection of behavioral science and digital health to further HIV prevention and care research while addressing health access, ethics, and policy. Applicants proposing a study involving behavioral innovation research should refer to the detailed consult request instructions above (page 6) to have an expert consult with them regarding their study.
- [Biomarkers, Prevention and Interventions for HIV-associated Malignancies & NCDs Core](#): Provides assays and data instruments to enable studies of HIV-associated malignancies and other non-communicable disease. Applicants proposing a clinical or translational study involving HIV-associated malignancies or other non-communicable disease may contact Manoj Menon (mmenon@fredhutch.org) to have a consultation regarding their study.
- [Clinical and Comorbidity Research Core](#): Provides a central resource for high-quality HIV clinical data, ready access to eligible study participants and biologic specimens, and consultation for investigators conducting clinical, translational, and basic research. Core scientists with expertise in epidemiology, data science, health informatics, biostatistics, clinical medicine, socio-behavioral, basic and translational research provide assistance with study feasibility, design, methods (qualitative, quantitative), statistical analysis, grant preparation, and analytic datasets including adjudicated outcomes (e.g., myocardial infarction, stroke, cancer) and patient-reported outcomes (e.g., current substance use, mental health). We lead and facilitate participation in national (CNICS) and international (NA-ACCORD) HIV Cohort Collaborations. To request Core services, please visit our [core webpage](#) and use the link below 'Services'.
- [Data Sciences and Methods Core](#): Provides a central resource for biostatistical and qualitative research expertise to improve the conception, design, and analysis of HIV/AIDS-related studies. Any CFAR investigator can consult with quantitative or qualitative Core scientists for assistance with study planning and design for grant applications (e.g., study design, sample size, and development of analytical plans for NIA, K, or R01 grants), study implementation (e.g., data management, data analysis), and research communication (e.g., drafting of abstracts, posters, or articles). To request a methods consultation for a NIA application, please refer to the instructions under "Biostatistical Consultation" on page 5. For non-NIA application requests, please visit our core webpage and complete the [Quantitative](#) or [Qualitative](#) Methods Consultation Request Form.
- [Developmental Core](#): Provides career development services for UW/Fred Hutch CFAR members with a special focus on funding opportunities, skills training and mentoring support services. In tandem with its sponsored award programs, the Developmental Core offers pre-submission budget consultations to help position applicants for efficient proposal reviews and award releases if funded. To request a budgetary consultation, please refer to the detailed instructions above (page 6).
- [Health Access SWG](#): Aims to catalyze efforts to investigate and understand the complex social and structural contributors to health differences and to promote innovative research to attain health access and remove sources of unfair health differences among all populations. Applicants proposing a study relevant to health access should contact Dr. Roberto Orellana (popolvuh@uw.edu) to have a consult with them regarding their study.
- [Immunology, Retrovirology, and Cure Core](#): We encourage applicants to contact the IRC Core manager, Claire Levy (clairel@uw.edu), for projects in any way related to humoral and cellular responses to HIV infection, virology, sequencing assays/analysis, animal/tissue models of HIV infection, HIV cure. Mr. Andrus will facilitate communication with the relevant IRC Core faculty.
- [Implementation Science Core](#): Provides resources to develop implementation science expertise within the CFAR community. Applicants proposing a study in the field of implementation science should request an expert consult

regarding their study by completing the Core's online [Request for Consultation](#) form. Contact uwhivishub@uw.edu (cc: cfar@uw.edu) for assistance completing the form as needed. NIA applicants should also email uwhivishub@uw.edu (cc: cfar@uw.edu) in order to flag their NIA-related requests within the Core's queue.

- [Substance Use SWG](#): Supports a multi-disciplinary network of researchers to develop substance use research, receive critical feedback on projects and grants, and cultivate new skills and knowledge related to substance use. To arrange for a consultation for substance used-related proposals, contact Judith Tsui (tsuij@uw.edu) and Sara Glick (snglick@uw.edu).
- [Translational Research Subcore](#): The Translational Research Subcore helps investigators perform clinical studies by supporting enrollment of people living with HIV, prospective collections of samples, facilitating use of repository specimens, and assisting with overall study logistics and implementation. Applicants proposing clinical, translational, sociobehavioral or basic research projects that require access to research space, local research participants, and/or clinical specimens/procedures should contact Jordan Graff (jggraff@uw.edu) to have a professional consult with them regarding their study.

Appendix B: Tips for Optimizing Your OCE Consultation Feedback

- Review our [OCE Community Engagement Considerations for Research Proposals](#).
- Consider the [NIEHS Framework for Community-Engaged Research and Citizen Science](#).
- Draft a project summary for the OCE Consultation Form and Zoom Presentation: Your project summary should include the following information in plain language:
 - Key research questions and why they are important
 - Anticipated key findings
 - How is this related to HIV prevention/treatment/cure?
 - Why should community be excited about this project?
- Prepare questions for your OCE consultation: Refer to the table below for examples of topics on which you may request specific feedback.

Phase of Research	Suggested OCE Consultation Topics
Research Question Development	Research question consultation: discuss appropriateness and relatedness to the community
Proposal Development	Methods consultation: discuss feasibility, acceptability, consent process, recruitment and retention, dissemination
Project Implementation	Implementation consultation: discuss the development of protocols, educational materials, recruitment and retention, dissemination; Optional: Implementation solutions consultation

Appendix C: Application Instructions

After fulfilling all pre-submission requirements, please complete the [CFAR NIA Application Submission Form](#) by **October 20, 2025, at 11:59pm PDT**. The form will request the following information:

1. *Required:* Attach your proposal as a single **PDF (preferred)** or **MS Word file**.
2. *Required:* Complete the **NIA Application Addendum** section. The addendum fields are listed below so you can prepare your answers in advance.

- ☐ The proposal should be written in English on [PHS 398 forms](#) and should follow a modified NIH investigator-initiated grant application (R01) format.
- ☐ Bibliography and References Cited do not count toward the 5-page limit for the Research Plan (Specific Aims through Approach). Please see details below.
- ☐ No appendices are allowed.
- ☐ Do not submit Targeted/Planned Enrollment Tables.
- ☐ Submit a detailed budget, and not a modular budget.

REQUIRED: The Proposal must include:

- ☐ 1. First Page (PHS 398 Form page 1). Download: [MS Word](#) or [PDF](#).
 - ☐ **Institutional sign-off for non-UW applicants is required.**
- ☐ 2. Project Summary Page: (PHS 398 Form page 2 - Download: [MS Word](#) or [PDF](#))
- ☐ 3. Detailed budget for first 12 month period: (PHS 398 Form page 4 - Download: [MS Word](#) or [PDF](#))
- ☐ 4. Complete 2-year budget and justification: (PHS 398 Form page 5 - Download: [MS Word](#) or [PDF](#))
- ☐ 5. Resources page (PHS 398 Format - Download: [MS Word](#) or [PDF](#); maximum length 1 page)
- ☐ 6. Biographical Sketch for the NIA applicant ([NIH instructions](#); Download: [MS Word](#))
 - ☐ **In section A, include an answer the question: *How will the CFAR NIA prepare you for a career as an independent HIV investigator?***
- ☐ 7. Biographical Sketch for only the primary NIA mentor and any mentors who are located at institutions that are outside of the UW/Fred Hutch CFAR consortium [University of Washington, Fred Hutch, Seattle Children's, and University of Hawai'i at Mānoa].
- ☐ 8. Resubmission Information (if applicable; maximum **1** page) Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).
 - ☐ Previous application title and date submitted
 - ☐ Major changes from the prior application
 - ☐ Your response to the reviewers' comments from your prior submission
 - ☐ Any other information relevant to the submission
- ☐ 9. Research Plan (**Maximum 5 pages for sections a-d below**). Use PHS 398 Continuation Format pages (Download: [MS Word](#) or [PDF](#)).
 - ☐ Specific Aims (suggested length ½ page)
 - ☐ Significance (suggested length 1½ pages)
 - ☐ Innovation (suggested length ½ page)
 - ☐ Approach (suggested length 2½ pages)
 - ☐ Community Engagement Plan (suggested length ½ page)
- ☐ 10. Bibliography and References cited (as needed)
- ☐ 11. Plan for Protection of Human Participants (if applicable; maximum **1** page)

- ☐ 12. Plan for Care and Ethical Treatment of Animal Subjects (if applicable; maximum 1 page)
- ☐ 13. Mentor's Letter of Support (should include the statement, "**I have read and discussed this application with [applicant name] and am supportive of its submission.**")
- ☐ 14. Letters of support (restricted to **mentor(s)** and any **community-based collaborators** for the proposed project).

REQUIRED: The [CFAR NIA Application Submission Form](#) will request the following information under the "NIA Application Addendum" section.

- ☐ PI contact details
- ☐ Primary project mentor name, institution and email address
- ☐ Any additions/deletions to project mentors as listed in the Letter of Intent, including names/institutions
- ☐ Any additions/deletions to project collaborators/consultants as listed in the Letter of Intent, including names/institutions
- ☐ Final project title
- ☐ Are you submitting an interdisciplinary proposal? (YES/NO)
 - ☐ If yes, provide an interdisciplinary justification: *Explain how the research work itself incorporates methods from multiple disciplines (e.g., behavioral science, implementation science, laboratory sciences).*
- ☐ Please briefly describe how you integrated feedback from your consultation with the CFAR Office of Community Engagement (OCE) into your final proposal.
- ☐ Annual Budget Amounts: Year 1 Direct/Total Costs, Year 2 Direct/Total Costs
- ☐ Suggested external reviewer names/institutions/email addresses (Required: 2 non-Seattle-based, non-conflicted senior investigators)
- ☐ Any additional suggested external reviewers
- ☐ Regulatory Information:
 - ☐ Will any research or other work be conducted in a foreign country? (YES/NO)
 - ☐ Does this study involve animals? (YES, live animals/YES, stored specimens/NO)
 - ☐ Does this study involve human participants? (YES, involves human participants/YES, but is human participants exempt/NO, does not involve human participants)
 - ☐ If yes, does your study involve procedures or behavioral interventions deemed above minimal risk? (YES/NO)
 - ☐ If yes, does your study include vulnerable populations? (Please specify below)
 - ☐ Prisoners
 - ☐ Refugees
 - ☐ Children (up to age 18 years)
 - ☐ Pregnant women, neonates, fetuses
 - ☐ Other (please specify): _____