Community Centered Pilot AIDS Research Center (C-PARC) Pilot Award
2023 Request for Applications (RFA)

Mental and substance use disorders are leading causes of morbidity and excess mortality among people living with or at risk for HIV. Optimal responses to the needs of people living with these conditions require an understanding of the determinants of mental health (psychological, sociocultural, economic, environmental and biological), knowing how and where to intervene, and identifying critical periods across the life course for effective intervention.

The University of Washington Behavioral Research Center for HIV (UW BIRCH) invites pilot study applications that support its mission to catalyze research that integrates mental health and HIV prevention and care, guided by communities and practitioners seeking to end the epidemic. UW BIRCH aims to support and apply the science of dissemination and implementation to bring integrated care for HIV and mental health to scale. We envision an end to the HIV epidemic by addressing the determinants and symptoms of mental illness and HIV, through holistic person-centered prevention and care. Pilot grants will support activities in the US and internationally.

> Learn more about **UW BIRCH** at https://depts.washington.edu/uwbirch/

Through this request for applications, UW BIRCH seeks to support researchers in laying the foundation for a future interdisciplinary research project focused on the mental health of individuals or groups vulnerable to HIV infection or living with HIV. Specifically, this award opportunity aims to

1) Expand existing or build new collaborations with community-based organizations or other non-academic partners (healthcare organizations, government agencies or NGO) that spark creativity and innovation;
2) Center the end-users of the research in the development and/or conduct of research activities.

Responsive applications will focus on one or more of the **UW BIRCH research priorities**, which align with the 2025 UNAIDS Targets (https://aidstargets2025.unaids.org) and emphasize actions to reduce inequalities that prolong the AIDS epidemic:

- **Identify and address barriers to effective mental health care among people at risk for or living with HIV**;
- **Build workforce skills to integrate mental health services in HIV prevention and care settings;**
- **Develop innovative strategies to support HIV and mental health care integration.**

Examples of responsive applications include, but are not limited to:
- Completing a needs assessment (e.g., surveys, in-depth interviews, focus groups) to identify gaps and priorities for a program, community-based organization or community;
- Preparatory work for a grant application (e.g., convenings to identify community partners, partnership building, co-development of research agenda or aims with community partner;
- Capacity-building with a community partner to prepare for a grant application;
- Completion of a research project (secondary data analysis, literature review, evidence synthesis) to position the team to pursue a research grant

Applications should address **UW BIRCH priority populations and/ or problems:**

.

Populations	Problems

• UNAIDS Key Populations
   o   Men who have sex with men
   o   People who inject drugs
   o   People in prisons
   o   Sex workers
   o   Transgender people
• Adolescents & young adults
• BIPOC communities
	• HIV care/treatment disparities
	• Stigma/discrimination
	• Poor access to mental health care
	• Co-occurring mental and substance use disorders

ELIGIBILITY REQUIREMENTS

- Applicants must be a current member of the UW faculty or a PI-eligible research scientist at UW.
- Eligible proposals must demonstrate that viewpoints of the end-users of the research have been integrated into the proposed activities (e.g. members of key populations, community-based HIV service providers, clinicians, etc.)

APPLICATION GUIDELINES

The application should identify the relevant UW BIRCH research priority that it addresses. Applications may explore new directions for an existing project or team, but should not be merely an extension of well-established, ongoing or recently funded studies or projects. Pilot grant applications should not be used to bridge funding for existing work. Applications should incorporate measures from the Common Data Elements for HIV-Funded Research at the National Institute of Mental Health (see NOT-MH-23-105 for further information).

Key Deadlines	Date Due:
RFA Released	May 3, 2023
Applications Due	June 30, 2023 at 11:59 PM
Notification	July 21, 2023
Period of Performance	August 1, 2023-July 31, 2024

- An Office of Sponsored Programs review is not needed prior to submitting an application.
- All applicants must become a UW BIRCH member.

BUDGET

One award of up to $25,000 in direct costs per project is available from the UW BIRCH C-PARC Program. A project budget may exceed $25,000 only if the investigators have secured the additional funding as a match from their school/college/department (as indicated in a letter or email from the department chair). All allowable expenses must adhere to applicable University of Washington policies. Allowable and unallowable expenses are listed in the table below. Please contact your department's finance lead with any budgetary questions.

Allowed expenses include:	Unallowable expenses include:
• **Personnel (i.e., salaries and benefits for faculty, staff and students)** • **Equipment, materials, and supplies** • **Travel, including air fare, transportation, and per diem lodging, meals and expenses** • **Tuition for graduate students** • **Other direct costs related to the project (must detail the expense and include rationale)**	• Indirect/overhead costs • Patent costs • Office supplies • Administrative support • Hosting expenses (e.g., receptions, alcohol) • Marketing efforts • Direct care or services • Medication costs

APPLICATION FORMAT

Applications must meet the following standards:

- Submitted as a single PDF file
- Paper size no larger than standard letter (i.e., 8 ½" x 11")
- Margins of at least 0.5 inch (top, bottom, left and right)
- Single-spaced
- Eleven-point font or larger using either Arial or Times New Roman
- Smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%
- No specific citation format required

Each application must contain the following sections:

1. Completed cover sheet (see page 4: project title, total budget, applicant names)
2. Research Plan (three pages maximum, excluding references)
   a. Specific Aims – 0.5 page
   b. Background and Significance – 1 page
   c. Description of Community Partnership – 0.5 page
   d. Methods – 1 page
3. Research team, timeline and plans for future research– 1 page
4. Budget, budget justification– 1 page
5. If a cost share is proposed, please provide verification of matching funds (a .pdf of an email from the individual making the commitment is sufficient).
6. Letters of Support are not required, but will be accepted. Limit of two.

REVIEW CRITERIA

Successful pilot grant applications will demonstrate the following:

- Clinical or public heath significance
- Expands existing or builds new collaboration with community-based organization or other community partner
- Addresses a UW BIRCH research priority,
- Focus on UW BIRCH priority population, and/ or problem
- Clear description of community partnership and collaboration activities
- Potential for future research funding
- Appropriate and rigorous methods and approach that correspond to the aims and time constraints of the project

POST-AWARD REQUIREMENTS

- Acknowledgement of UW BIRCH support in publications, presentations or other outputs resulting from the award.
- Presentation of the study findings in the collaborating schools/departments and to communities of interest
- Annual and final progress reports, including a two-three sentence narrative summary of the project and a two paragraph, lay-friendly description of the project's impact on ending the epidemic
- Visual documentation of before/after award (photos or videos)
- Permission to use photos and data on UW BIRCH website and promotional materials

CONTACT US

Please contact us with any questions regarding this pilot research grant or the application process:

Sherly Herrera, UW BIRCH Program Manager

uwbirch@uw.edu

Please submit all application materials *as one PDF file* to uwbirch@uw.edu by 11:59 PM PDT on June 30, 2023

1. Project Information

Submission date	
Title of Project	
Total amount requested	
Human subjects research (Y/N)?	

Note: clinical trials are not allowed for this pilot award

2. Applicant Information

Principal Investigator	
Name	
Title	
Department	
Contact Information	
Email	
Phone	

Principal Investigator signature:

_____

3. Research Plan

Please provide a narrative description of your proposed project. Your description must include your project aims, description of the problem to be addressed, and your proposed plan, design, and methods. <u>Limit of three pages, including tables and visuals, but excluding references.</u> References, if needed, should be included as an appendix to the three-page research plan.

4. Research team, timeline, and future plans

Describe the qualifications of each team member and roles of the research team. Illustrate how each investigator's experience will contribute to the overall collaborative effort. Provide a timeline for the proposed work, and describe how the work will support a grant application to federal or foundation funders.

5. Project budget

	Requested from Initiative	Funding Match by:	Funding Match by:	Funding Match by:
Salaries Faculty Staff Student				
Benefits Fringe Benefits Based on Payroll Load Rate In Effect				
Supplies and Materials Supplies, Equipment Under $2,000, etc.				
Equipment Equipment Over $2,000				
Travel Per Diem Lodging/Meals/Expenses, Air Fare, Mileage, Car Rental				
Tuition For graduate students				
Other				
Total Direct Costs (cannot exceed $25,000)				

6. Budget Justification

Detail expenses listed above and explain how funds will be used. For example, please describe how faculty salary is being allocated, purposes and types of supplies, each piece of proposed equipment over $2,000, the number of proposed trips, travel destinations and purpose, total travelers, "other" expenses, and so forth. If other sources of funding are being combined with this award to carry out the proposed research, it is critical to address the ways in which the other funding will be used to complete the study or complement the population health pilot award. Limit your description to one page.

5

7. Statement of Support

If a funding match is proposed, you must submit a statement of support from the school/college/department. Signatures are required from the department chair (or dean, if the school/college does not have departments). Electronic signatures or an email confirmation of support (attached as a .pdf) are acceptable.

Funding match for: _____	
School/College/Department	
Chair (or Dean)	
Chair (or Dean) Email	
Faculty Applicant	
School/College/Dept. Cost Responsibility (if applicable)	
I acknowledge and support this application. If successful, my school/college/department will also contribute the amount listed above and will be responsible for administering all requested funds.	
Chair (or Dean) Signature	
Date	