

CFAR Adelante Program
Cohort V (6/1/2023 – 5/31/2025)
Request for Applications

<u>I. Basic Information</u>	2
<u>I.1. Purpose</u>	2
<u>I.2. Overview</u>	2
<u>I.3. Funding</u>	3
<u>I.4. Eligibility</u>	3
<u>I.5. Project Scope</u>	4
<u>I.6. Program Benefits</u>	4
<u>II. Application Instructions</u>	5
<u>II.1. Timeline / Deadlines</u>	5
<u>II.2. Concept Proposals</u>	5
<u>II.3. Invited Applications</u>	5
<u>III. Award Requirements</u>	8
<u>IV. CFAR Adelante Contacts</u>	9

I. **Basic Information**

I.1. **Purpose**

As confirmed by the National [Ending the HIV Epidemic in the U.S. \(EHE\) Initiative](#)^{*}, there has been a dearth of culturally responsive research specific to the needs and concerns of Hispanic and/or Latina/x/o people even as these populations in the United States continue to bear a disproportionate burden of the HIV/AIDS epidemic.

Adelante — which means forward or onward in Spanish — is funded by the NIH to help respond to that need.

Through the CFAR Adelante Program, the NIH-funded [Centers for AIDS Research \(CFARs\)](#) are working to advance HIV research in Latina/x/o communities by providing mentored development to early-career investigators whose research focuses on decreasing HIV-related health disparities among Hispanic and/or Latina/x/o people.

* EHE, announced in 2019, is a bold plan that aims to end the HIV epidemic in the United States by 2030. The EHE initiative focuses on 57 priority jurisdictions, including 48 counties, Washington, DC, and San Juan, Puerto Rico, where more than 50 percent of new HIV diagnoses occurred in 2016 and 2017, and seven states with a disproportionate occurrence of HIV in rural areas. The EHE initiative focuses on four key strategies that, implemented together, can end the HIV epidemic in the U.S.: **Diagnose, Treat, Prevent, and Respond**. Achieving EHE's goals will require a whole-of-society effort. In addition to the coordination across HHS agencies, the success of this initiative will also depend on dedicated partners from all sectors of society working together, including people with HIV or at risk for HIV; city, county, tribal, and state health departments and other agencies; local clinics and healthcare facilities; healthcare providers; providers of medication-assisted treatment for opioid use disorder; professional associations; advocates; community- and faith-based organizations; and academic and research institutions, among others. Engagement of community in developing and implementing jurisdictional EHE plans as well as in the planning, design, and delivery of local HIV prevention and care services is vital to the initiative's success. The EHE initiative is closely aligned with the goals and objectives of the CFAR Adelante program.

I.2. **Overview**

The CFAR Adelante Program is funded by the NIH/NIMHD and administered through two NIH-funded CFARs: **District of Columbia** and **Emory University**.

Collectively, the DC and Emory CFARs provide oversight for **three-member Adelante Teams** who conduct two-year mentored community-based research projects that focus on reducing HIV health disparities among Hispanic and/or Latina/x/o populations.

CFAR Adelante Teams should be supportive, diverse, and interdisciplinary. Each Team consists of:

- **Scholar:** An [early-stage investigator](#) in HIV. **It is not required that Scholars be affiliated with an NIH-funded CFAR.** The Scholar will:
 - Take the lead to develop and implement their CFAR Adelante mentoring plan;
 - Take the lead to develop and implement the Team's research plan;
 - Communicate with Team members, study staff, and study subjects;
 - Disseminate study findings to the lay and academic communities;
 - Develop applications for further funding from NIH.
- **Collaborating Partner:** A community-based organization (CBO) that serves Hispanic and/or Latina/x/o populations. It is expected that the Collaborating Partner, in conjunction with the Scholar, will identify an individual who will serve on the Adelante team.
 - The individual will:
 - Represent the Collaborating Partner while contributing to the design and implementation of the Team's research plan;

- Implement study-related activities as outlined in the research plan;
 - Translate and disseminate study findings through the Collaborating Partner and other organizations and institutions that work with Latina/x/o populations;
 - Contribute to peer-reviewed publications and research applications that are based on project findings, for further funding through the NIH.
- **CFAR Mentor:** An NIH-funded independent investigator in HIV who is affiliated with one of the NIH-funded CFARs. The Mentor will:
 - Participate in design, implementation, oversight, and evaluation of the Scholar's mentoring plan activities;
 - Participate in design, implementation, and scientific oversight of the Team's research plan;
 - Guide the use of study findings to develop peer-reviewed publications and research applications for further funding through the NIH.

Applicants may request assistance in identifying a potential CFAR Mentor by contacting Allison O'Rourke, the Adelante Pre-award Project Coordinator (orourkea@gwu.edu).

Adelante projects are single Principal Investigator (PI) awards, with a Team's **Scholar** serving as PI.

CFAR Adelante awards are funded for a **two-year period** that includes a Research Preparation Period of 4 months followed by a Research Implementation Period of approximately 20 months.

The 4-month **Research Preparation Period** is used to **secure all needed regulatory approvals** (IRB, CFAR clinical, CFAR international) and **implement the Scholar's mentoring plan**. The mentoring plan, which is collectively designed by all three Team members, should include training, skills-building, mentoring, and educational activities that help prepare the Scholar to answer the project's research question in a scientifically rigorous and culturally responsive manner.

The 20-month **Research Implementation Period** is used by all three Team members to engage in study activities, to disseminate project findings through organizations and institutions that work with Latina/x/o populations, and to develop peer-reviewed publications and research applications for further funding through the NIH.

I.3. **Funding**

Funding for the CFAR Adelante Program is provided by the US National Institutes of Health as a supplement to the District of Columbia CFAR (P30AI117970) and the Emory University CFAR (P30AI050409). Adelante awards are contingent on the availability of funds from these sources.

Funding permitting, we anticipate making up to four awards in this round (Cohort V; 6/1/2023-5/31/2025). Awards are funded for two years and are non-renewable.

Applicants may request up to **\$100,000 in direct costs per year** (\$200,000 over two years) plus applicable indirect costs that do not exceed 100% of direct costs.

Funding may be used for salaries, technical support, laboratory supplies, equipment, and for research- or training-related activities including but not limited to enrollment in training classes or workshops, travel to the CFAR Mentor's institution, and travel to the research field site.

I.4. **Eligibility**

Scholar Eligibility

Individuals who are members of racial and ethnic groups that are historically underrepresented among National Institutes of Health (NIH)-funded research scientists are strongly encouraged to apply.

The Scholar on a CFAR Adelante Team is not required to be affiliated with an NIH-funded CFAR.

All Scholars must meet the following criteria:

- United States citizen or permanent resident;

- A strong interest in research related to prevention, care, and treatment of HIV in Latina/x/o populations;
- Committed to professional development;
- Available to participate for the full two years;
- Appointed as faculty or equivalent at an institution or organization that can directly receive NIH research funding;
 - Post-doctoral fellows are eligible to apply if they have a faculty appointment in place at the time the CFAR Adelante Cohort V project funding begins (June 1, 2023). A letter from the applicant's department chair, verifying their faculty position and start date, must be included in the application package.
- Meet the NIH definition of an [Early-Stage Investigator](#) at the time that funding begins.

Collaborating Partner Eligibility

The Collaborating Partner on a CFAR Adelante Team must be a 501(c)(3) designated community-based organization that serves Hispanic and/or Latina/x/o people. The project designee must be an employee of the organization.

According to 20 USCS § 7801(6), the term “community-based organization” (CBO) means “a public or private nonprofit organization of demonstrated effectiveness that is: (A) representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community.”

CFAR Mentor Eligibility

The CFAR Mentor on an Adelante team must have membership in an NIH-funded CFAR, be a senior investigator at one of the CFAR's affiliated institutions, have a history of NIH independent funding in HIV/AIDS, have significant mentorship experience, and be committed to participating for the full two years.

Applicants who would like assistance in identifying an eligible CFAR Mentor may contact Allison O'Rourke, the Adelante Pre-award Project Coordinator (orourkea@gwu.edu).

Additional Team Member Eligibility

Applicants have the option of including additional Team members. At a minimum, additional Team members must have relevant expertise in the project's proposed area of research.

I.5. Project Scope

Proposed research projects must be aligned with NIH [NOT-OD-20-018: UPDATE: NIH HIV/AIDS Research Priorities and Guidelines for Determining HIV/AIDS Funding](#) (the Priorities) and should address Latina/x/o-population needs in the United States. Proposed research projects also aligned with the EHE Initiative, located in [EHE priority jurisdictions](#), and addressing Latina/x/o population needs in the United States, will also be considered. International research may be allowed if it is a small subset of a larger domestic study. For more information about international research see the [“FAQ” page](#) on the CFAR Adelante [website](#).

The proposed research project should be achievable within a 20-month research implementation period.

Eligible research topics may include but are not limited to:

1. Developing, testing, and implementing strategies to improve HIV testing and entry into prevention services by Hispanic and/or Latina/x/o people.
2. Long-term prevention strategies specific to Hispanic and/or Latina/x/o populations for HIV-relevant coinfections and comorbid conditions across the lifespan

3. Effective socio-behavioral interventions to achieve uptake of HIV prevention and treatment strategies by Hispanic and/or Latina/x/o people and reduce health disparities among the population.
4. Implementation research tailored specifically for Hispanic and/or Latina/x/o populations that are designed to ensure that biomedical and other prevention and treatment strategies are initiated as soon as possible, that retention and engagement in treatment services is increased, and/or that maintenance of optimal prevention and treatment responses are achieved.
5. Research that examines HIV-related health and social issues in Hispanic and/or Latina/x/o populations, such as other infectious or non-infectious conditions and substance use or mental health disorders that are clearly linked with HIV (transmission/acquisition, pathogenesis, morbidity and mortality, stigma) in sub-populations or settings with high HIV prevalence or incidence.

Clinical trials, as defined in [NOT-OD-15-015](#), cannot be funded. This includes any research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. If you are unsure if your approach meets the NIH clinical trial definition, use the [NIH decision tool for determining if a study meets the definition of a clinical trial](#).

Some clinical research will require [additional NIH review](#). See the CFAR Adelante "[FAQ](#)" page for more information. If an applicant is unsure if their proposed approach qualifies as clinical research or a clinical trial, or if it will require additional NIH CFAR clinical review, please contact Jenny Anderson, the CFAR Adelante Post-Award Project Coordinator (jenny.anderson@emory.edu).

I.6. **Program Benefits**

In addition to providing funding for research projects, the CFAR Adelante program will also provide:

- Three in-person workshops (Orientation, Midcycle, Close-Out);
- Quarterly continuing education/skills-building webinars;
- Monthly Cohort V virtual gatherings, hosted by CFAR Adelante program staff;
- Supplemental funding for the Scholar to attend trainings, professional development, and/or domestic or international research conferences for the purpose of continuing education or presentation of data;
- Supplemental funding for the Collaborating Partner and/or their designated representative, and/or CFAR Mentor to: a) attend research conferences for the purpose of continuing education or presentation of data, b) provide professional development and/or otherwise build research capacity within the Collaborating Partner organization, or c) provide project-related training for the Collaborating Partner designee or staff. If the Team agrees that funds are not needed for support of the Collaborating Partner, with prior approval, they may be used to extend a Team's project activities that were not originally planned and to overcome unexpected barriers to research productivity
- EHE-aligned projects: Proposals addressing topics aligned with the goals and objectives of the EHE Initiative in EHE priority jurisdictions (e.g., topics 1 and 4 above) will have access to implementation science training, support, and other relevant services through the Implementation Science Hub at the Emory CFAR.

II. **Application Instructions**

CFAR Adelante projects are selected through a two-stage process:

- 1) Submitted concept proposals are competitively reviewed,
- 2) A subset of reviewed concept proposals are invited to submit full applications.

II.1. **Timeline / Deadlines**

Our anticipated timeline is:

- **Concept Proposal due: Thursday, November 10, 2022 (5:00pm EST)**
Notification of Outcome: Friday, December 16, 2022
- **Invited Applications due: Tuesday, February 21, 2023 (5:00pm EST)**
Notification of Outcome: Monday, May 1, 2023
- **Project Period: June 1, 2023 – May 31, 2025**

II.2. **Concept Proposals**

Preparation:

Concept Proposal forms and instructions are available on the “[How to Apply](#)” Page of the Adelante website. Questions about proposal content or format should be directed to CFAR Adelante Pre-award Project Coordinator, Allison O’Rourke (orourkea@gwu.edu).

Submission

Submit concept proposals by uploading a completed form packet as a single PDF document to: bit.ly/CP-CohortV

Review

A Review Committee composed of CFAR members and others with relevant expertise in research with Hispanic and/or Latina/x/o populations will convene to review submitted concept proposals and select a subset to be invited to go forward as full applications. Only applicants invited to submit a full application will receive feedback on their proposal.

Criteria for review will include:

1. How well the proposal addresses the primary aims of the Adelante program;
2. Likelihood that findings from the proposed project will support a successful NIH R-level application in HIV research;
3. Feasibility that the proposed project can be executed within the time period and with the available budget;
4. Team members’ eligibility and experience.

II.3. **Invited Applications**

Preparation:

Full applications will only be accepted from applicants who have been invited to go forward after competitive Concept Proposal review.

Adelante applications should be prepared as if the Scholar is submitting an NIH R03 application, using the Forms G form-set associated with [PA-20-200](#), the NIH Parent R03 FOA.

Page Limits:

All page limits are as standard for an NIH R03. For specific information on page limitations for each section of the application, see [this NIH website](#).

Adelante-Specific Modifications

- **Budget:**
 - Use the detailed, not modular budget. Separate budgets should be created for the a) 4-month research preparation period (June 2023 – September 2023), b) 8-month implementation period (October 2023 – May 2024) in project year 1, and for c) project year 2 (June 2024 – May 2025).

- Subaward indirect costs must be included in the total project direct costs.
- Requested support for project collaborators who are not at the same institution as the Scholar must be listed as **consultant costs**.
 - If a collaborator not at the PI's institution *cannot* accept consultancy fees, a subcontract will be issued to his or her institution. Subcontract costs must be listed in the budget as "**consortium costs**" with applicable indirect costs included.
- Tuition, fees, and stipends for graduate students are *not* allowable.

- **Attachments:**

- A. Mentoring Plan. (maximum 2 pages)

Content of the Mentoring Plan should include, at a minimum:

- Separate lists of the Scholar's **professional development goals** for:
 - The 4-month research preparation period
 - The 20-month research implementation period
- For each professional development goal on the list, a two-column table that includes:
 - Proposed **mentoring, education, and/or training activity(s)** that will support progress in achieving the goal;
 - One or more **SMAART outcome objectives** that will allow periodic evaluation of progress toward achieving the goal.
 - Go to the ["How to Apply" page](#) on the CFAR Adelante website, for instructions on creating SMAART outcome objectives).
- A **communication plan** that describes:
 - The method(s) that members of the CFAR Adelante Team (Scholar, Collaborating Partner, CFAR Mentor) will use to meet (e.g., in person, online, by phone, email, etc.);
 - The frequency that members of the Team intend to meet in pairs or as a group;
 - The circumstances under which members of the Team will be in contact with each other between regularly scheduled meetings.

- B. CFAR Adelante Team Agreement.

- Download a blank MS Word copy of the CFAR Adelante Team Agreement from the ["How to Apply" page](#) on the Adelante website.

- C. Future Plans for NIH Funding. (maximum 1 page)

CFAR Adelante grants are intended to lead directly or indirectly to NIH R01 applications in HIV research. The Future Plans for NIH Funding attachment should describe:

- a) How the proposed project aligns with the current NIH HIV/AIDS Research Priorities and Guidelines for Determining HIV/AIDS Funding ([NOT-OD-20-018](#));
- b) The applicant's desired long-term program of HIV research and the role that the proposed project would play in implementing that program;
- c) The remaining work, if any, that will need to take place between the end of the CFAR Adelante project and submission of the first follow-on NIH application;
- d) How the proposed project will create a lasting partnership with the Team's Collaborating Partner and plans for inclusion of the Collaborating Partner in future work.

- **Letters:**

In addition to any other Letters of Support (LOS) included in the application, applicants should include letters from:

- Each non-Scholar member of the proposed CFAR Adelante Team:
 - Expressing support for the project and describing their role in it.
- The Scholar's Department Chair:
 - Verifying the Scholar's faculty status and – if the applicant is still a post-doc at the time of application – starting date of faculty appointment.
- The Director of the CFAR Mentor's home CFAR:
 - Verifying that the Mentor is a member of that CFAR.
- The Collaborating Partner's Executive Director/President:
 - Verifying the Collaborating Partner's involvement in the project and confirming the named individual who will represent the organization is an employee.
- The Director of CFAR Core(s), if any, that will be providing services for the project:
 - Describing the resources (services / expertise / materials / equipment / space) that will be provided for the project and the cost, if any, for those resources that should be included in the project budget.

Submission

Applications must be submitted on behalf of the applicant by a signing official in the PI's institutional Office of Sponsored Programs or organizational equivalent. The application package should be submitted as a single .pdf document via a link that will be provided by email when a Team is invited to submit a full application.

Review

Each application will be assigned a minimum of two reviewers.

The evaluation criteria will be standard for an NIH R03 application with the addition of the following Adelante-specific criteria:

Community Partnership:

- Does the proposed project clearly demonstrate how the Scholar and Collaborating Partner will work together to achieve specific goals?
- Is the role of the Collaborating Partner well defined and equitable?
- Is there a research dissemination plan, both academic and local, which includes the Collaborating Partner?

Future Plans for NIH Funding:

- Does the proposed project have a high potential of contributing to a future NIH R-level application?

Mentoring Plan:

- Are the PI's professional development goals for the project period identified?
- Is the proposed list of mentoring, education, and/or training activities appropriate for meeting the stated professional development goals?
- Is the proposed list of SMAART outcome objectives appropriate for assessing progress in meeting the stated professional development goals?

- Is a communication plan provided that describes the frequency, under what circumstances, and how members of the CFAR Adelante Team will be in formal and informal contact with each other?
 - Does the proposed communication plan and accompanying CFAR Adelante Team meeting schedule demonstrate a commitment to meeting the goals and objectives described in the mentoring plan?

Budget:

- Is the budget fully justified?
- Is it reasonable in relation to the proposed research?
- Does it meet the constraints of the Adelante program?

III. Award Requirements

- **Regulatory Approvals**

- Copies of all required regulatory approvals must be on file with the CFAR Adelante post-award project coordinator prior to the initiation of the research implementation period.
- As appropriate, these may include NIH CFAR clinical research approval and NIH CFAR international research approval. Learn more [here](#).
 - Applicants who anticipate conducting clinical and/or international research, or research that fits any of the sub-bullets below, should contact Jenny Anderson, the CFAR Adelante Post-Award Project Coordinator (jenny.anderson@emory.edu) prior to applying in order to discuss the NIH CFAR's rules and regulations regarding your project.
 - Studies that are deemed **above minimal risk** by the Institutional IRB
 - Studies involving **vulnerable populations** (children, pregnant women, prisoners, individuals who are unable to provide informed consent, etc.)
 - Studies with populations with additional considerations for **confidentiality and safety** (transgender, sex workers, refugees, etc.)
 - Studies involving **behavioral interventions** (above minimal risk)
- Reliance Agreement between the Scholar's institution that issues IRB approval and Emory University that fiscally manages the CFAR Adelante Program. Please direct any questions regarding this process to Jenny Anderson, the CFAR Adelante Post-Award Project Coordinator (jenny.anderson@emory.edu),

- **Meeting Attendance:**

- All **Scholars** will be required to attend monthly virtual meetings hosted by program staff and quarterly continuing education/skills-building webinars.
- All **CFAR Mentors** will be invited to attend periodic conference calls hosted by program staff to discuss upcoming events and expectations relevant to their mentee (Scholar).
- **All Collaborating Partner employees** will be invited to join the **Scholars** in attending quarterly continuing education/skills-building webinars.
- **All CFAR Adelante Team members** will attend CFAR Adelante workshops that will be held at three points in the program cycle: Orientation, Mid-cycle, and Close-Out.
Note: Travel expenses for attendance by the Team's Scholar, CFAR Mentor, and Collaborating Partner named individual at all required meetings are covered by the Adelante program and should not be included in applicant budgets.

- **Presentations:**
 - Each CFAR Adelante Team will be required to make a joint presentation of their final research findings during the Close Out workshop.
- **Reporting:**
 - Four-month Report: Toward the end of the four-month research preparation period, each Team's CFAR Mentor is expected to submit a brief report describing whether their mentee (the Team's Scholar) has made sufficient progress in achieving the professional development goals described in their Mentoring Plan to justify the release of funding for the proposed research implementation period.
 - Annual Progress Reports: Awardees (Scholars) will be required to submit annual progress reports while the project is active and for five years following its conclusion.
- **Overlap:**
 - In the event that other pending support is funded which overlaps with or reduces a Scholar's effort on the Adelante project, the Scholar must notify Jenny Anderson, the CFAR Adelante Post-Award Project Coordinator (jenny.anderson@emory.edu). The Scholar's funding status will be reviewed and if it is determined that they are unable to meet the specific aims of the proposal, or if the Adelante aims overlap substantively with other NIH-funded research, the CFAR Adelante award may be revoked.

IV. CFAR Adelante Contacts

Program Officer

Kimberly Sessions (Kimbi) Hagen, EdD
Emory CFAR
Department of Behavioral, Social, and Health Education Sciences
Rollins School of Public Health
Atlanta, GA
Phone: 404-727-8855
Email: kbs.hagen@emory.edu

Science Officer

Maria Cecilia Zea, PhD
District of Columbia CFAR
Department of Psychological and Brain Science
George Washington University
Washington, DC
Phone: 202-994-6321
Email: zea@gwu.edu

Pre-Award Project Coordinator

Allison O'Rourke, MPH
Research Manager
District of Columbia CFAR
George Washington University
Washington, DC
Email: orourkea@gwu.edu

Post-Award Project Coordinator

Jenny Anderson, MPA
Assistant Director for Programs
Emory CFAR
Emory University
Atlanta, GA
Phone: 404-727-2924
Email: jenny.anderson@emory.edu

Finance Manager

Galina Terbova, DPA, MBA
Emory CFAR
Emory University
Atlanta, GA
Phone: 470-259-1491
Email: galina.terbova@emory.edu