**Ujima Mentoring Program: What to prepare for the Application**

The application for the Ujima Mentoring Program is at <https://prevention.ucsf.edu/form/application-for-ujima>. The application will first ask whether you meet the eligibility criteria and agree to the program commitments. Next, the application collects your name, address, contact information, and demographic information.

Then you will reach the questions, listed below. We encourage you to use this list so you can prepare your responses ahead of time. When you are ready, you can begin the online application, copying and pasting your responses from this document into the online application, and uploading the required files. File uploads may be in either MS Word or Adobe PDF format.

For your application to be complete, you must also provide the following **letters and biosketches**, which should be sent by email directly to the program at: [UjimaProgram@ucsf.edu](mailto:UjimaProgram@ucsf.edu). These materials must be received by the program application due date.

- **Letter of Institutional Support** from your home institution. This letter is typically from the chair of the applicant's department, and it should be as specific as possible regarding how the applicant's institution will support the applicant (e.g., descriptions of time off for research, seed money, and administrative and/or research assistant support supplied by the home institution; This letter should explicitly explain how the applicant's 25% research requirement will be supported and its content should be consistent with the plan described by the applicant.

- **Letter of Support and biosketch** from a Local Mentor

- ​​​​​​​**Letter of Support and biosketch** from ARC Mentor (if identified)

**Questions to prepare ahead of time:**

1. **Research Training/Background**
2. How did you hear of the program?
3. Please list past research training and mentoring programs in which you have participated
4. Please list any research training and mentoring programs in which you are currently participating
5. Please describe your previous work relevant to this area, including a brief summary of your work with HIV (or a related area such as reproductive health) and with Black/African American communities. (150-200 words)
6. How do you see participating in the Ujima Program fitting into your research program and attainment of your long-term goals? (150-200 words)
7. Research Time Availability Plan: One of the program requirements is that the applicant will devote a minimum of 25% time to research during each year of the program, including completion of the proposed research, during the program. Please describe below the steps you will take to ensure adequate time to complete your proposed research and a draft NIH grant proposal by the end of the 18-month program. Please describe specific features of your plan (e.g., departmental support for release time from one or more classes). Your plan should be consistent with details included in the letter of support from your home institution. (limit of 250 words)
8. **Application Materials**
9. Title and overall goal of your program of research. (100-150 words)
10. Specific Aims for a NIH grant proposal (1 page file upload)

*If accepted to the program, you will receive funds to develop and execute the proposed research and to support protected research time, including providing salary support. The proposed research is intended to provide data to support you to develop a NIH grant proposal during the program. You may have access to a data set through your local or ARC mentors, if so please describe these. Please draft a Specific Aims page for your proposed pilot study. Include a tentative project title, as well as descriptions of the significance, proposed activities, sample(s) and methods, and relevance to public health of the study.*

*In case you are not already familiar with drafting a Specific Aims page, here is a link to guidance for aims pages.*

<https://www.niaid.nih.gov/grants-contracts/draft-specific-aims>

*Limit the Specific Aims to one page. You may include a second page for references. Please use Arial 11 font, single spacing, and half-inch margins. Include a header labeled* ***SPECIFIC AIMS*** *at the top of the page in boldface type.*

1. Significance of the research, including its theoretical foundations, and its relevance for addressing HIV-related health inequities within Black/African American communities. This is an opportunity for you to make a case for the importance of your proposed research in improving HIV-related health with Black/African American communities as well as to explain its importance to the larger field of HIV-related science. (1 page file upload)
2. Research Strategy and Approach. Please detail the methods you will use to achieve each aim listed in your Specific Aims. (1 page file upload)
3. Proposed Timeline to complete the proposed research (half-page file upload)

1. Draft Budget and Budget Justification. Ujima scholars each receive $80,000 to carry out research-related activities. Please provide a budget and budget justification, salary and course buy out may be included. (1-2 page file upload)
2. Curriculum Vitae (file upload - MS Word or Adobe PDF format)

*The CV should include the following information:*

* *​​​​​Graduate or professional schools attended, including institution name, location, years attended, major discipline(s) studied and degree(s) received*
* *Postgraduate training, including institution name, location, years attended, major discipline(s) studied and degree(s) received*
* *Previous employment, including job title, years worked in the position, and type of work performed*
* *Honors and awards, including scholarships*
* *Publications*
* *Conference presentations*
* *List of current and past grant proposals, which include title, PI name, start date, end date, funding agency, amount of award, and role on the grant (see examples below).*
* *Submitted but not awarded proposals should be listed along with awarded proposals. For submitted but not awarded proposals, please supply the same information as above, substituting “Not discussed” or the impact score for the award amount (see examples below).*

R21 DA12345 (PI: Jane Smith, Ph.D.)

9/01/14-8/31/17

NIH/NIDA

STI/ HIV and Substance Use Prevention in Latino communities

$450,000

Role: Co-Investigator

Innovative Grant Award (PI: John Doe, Ph.D.)

6/1/19 – 5/31/20

UCSF Intramural Award

Understanding adolescent risk behavior in the context of neighborhood

$25,000

Role: Principal Investigator

M.A.C. Fund (PI: Jane Doe, Ph.D.)

8/1/18 – 7/31/20

Research Grant

Emotional regulation and the impact on risk behaviors

$75,000

Role: Principal Investigator

R34 HD54321 (PI: Martin Smith, PhD)

9/1/16 - 8/31/18

Intervention to connect at-risk youth to testing

Reviewed (score = 39)

Role: Principal Investigator

R21 MH12324 (PI: John Doe, PhD)

6/1/14 – 5/31/15

Research Grant

Understanding stigma among Black MSM

Not discussed

Role: Principal Investigator