**CAPS Visiting Professors Program– What to prepare for the online application**

**For the January 2025 application**

We encourage you to use this list of questions to prepare your application 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. The online application should be completed in its entirety in one session.

**Research Training**

1. How did you hear of the program?
2. We require interested scholars to speak with a VP faculty mentor before applying. Have you spoken with a VP program mentor about the VP program? (If so, who?)
3. Have you spoken with a former or current program participant (Visiting Professor) about the program (if so, who?)
4. Have you ever applied to the program before? (If so, when?)
5. Please list past research training and mentoring programs in which you have participated.
6. Please list any research training and mentoring programs in which you are currently participating.
7. We expect that you are fully available to participate during each of the summer programs. Please list any programs to which you have applied (e.g., HPTN) that might overlap with your participation in this six-week summer program, scheduled for Monday, June 2 – Thursday, July 10, 2025 (and how you propose to reconcile any scheduling conflicts).

**Application Materials**

1. Title and overall goal of your program of research. (100-150 words)
2. Significance and innovation of the research, including its theoretical foundations. (200-300 words)
3. Your previous research relevant to this area, including a brief summary of your work with HIV (or a related area such as substance use or reproductive health) and minority communities. (150-200 words)
4. How do you see participating in the Visiting Professor Program fitting into your research program and attainment of long-term goals? (150-200 words)
5. Specific Aims for a NIH grant proposal (file upload)

If accepted to the program, during the first summer you will develop a NIH grant proposal that contributes to your program of research. Please draft a Specific Aims page for the NIH grant proposal that you would propose to write. 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 and single spacing. Include a header labeled **SPECIFIC AIMS** at the top of the page in boldface type.

1. Identify the NIH grant mechanism (e.g., R03, R21, R34, R01) for which you would apply. (optional)
2. To be funded, NIH grant proposals must relate to NIH priorities. Health disparities research is a cross-cutting NIH priority area and we expect all program applicants to have research interests with relevance to addressing health disparities in their proposed area of study. Your application must also explain what other NIH priority areas your research addresses in addition to health disparities.

**How would your proposal align with the Strategic Plan of the NIH Office of AIDS Research and the program priorities of the NIMH Division of AIDS Research? We suggest a response of 3-4 sentences.**

1. The VP program will fund an individually-tailored “Applied Research Experience” (ARE) or Pilot Study in the amount of $20,000 per participant. We use the term “Applied Research Experience” (ARE) to refer to a study in the same scope as a pilot study, but, due to funder requirements, does not allow for primary human subjects data collection with study funds.

The ARE will be awarded after the VP completes their first summer institute, and VPs will initiate the activities between the first and second summer in the VP program. During the first summer with the program, VPs will attend seminars on developing a detailed plan for implementing the ARE. Because of this process, a detailed spending plan is not requested at this time.

We request that you describe some potential activities that might be included in your ARE. Explain how the overall experience will inform and support your subsequent grant proposal. Examples of activities that can be included are conducting analyses on one’s own existing data or a publicly available dataset; obtaining access to specialized expertise from a statistician; and attending classes and workshops.

**To illustrate how you would spend the $20,000, describe some potential activities that might be included in your ARE. Explain how the overall experience will inform and support your subsequent grant proposal (limit of 250 words).**

1. 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.)

9/01/20-8/31/22

NIH/NIDA

STI/ HIV and Substance Use Prevention in Latino communities

$450,000 direct/yrs 1-2

Role: Co-Investigator

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

6/1/22 – 5/31/23

UCSF Intramural Award

Understanding adolescent risk behavior in the context of neighborhood

$25,000 direct/yr 1

Role: Principal Investigator

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

8/1/21 – 7/31/23

Research Grant

Emotional regulation and the impact on risk behaviors

$75,000 /yr

Role: Principal Investigator

R34 HD54321 (PI: Martin Smith, PhD)

9/1/21 - 8/31/23

Intervention to connect at-risk youth to testing

Reviewed (score = 39)

Role: Principal Investigator

R21 MH12324 (PI: John Doe, PhD)

6/1/19 – 5/31/21

Research Grant

Understanding stigma among Black MSM

Not discussed

Role: Principal Investigator