**2/6/2019**

**CAPS Visiting Professors – What to prepare for the online 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.

**Research Training**

1. How did you hear of the program?
2. Have you ever applied to the program before? (If so, when?)
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 list any programs to which you have applied and that might overlap with your participation in this six-week summer program (e.g., HPTN):

**Application Materials**

1. Title and overall goal of your program of research. (150-300 words)
2. Significance of the research, including its theoretical foundations. (200-400 words)
3. 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 minority communities. (200-400 words)
4. How do you see participating in the Visiting Professor Program fitting into your research program and attainment of long-term goals? (200-400 words)
5. Specific Aims for a NIH grant proposal (file upload)

*If accepted to the program, you will develop a NIH grant proposal the first summer 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 examples and one to guidance for aims pages.*

*Limit the Specific Aims to one page. You may include a second page for references. Please use Arial 11 font, and single spacing.*

*Be sure to include a header labeled* ***SPECIFIC AIMS*** *at the top of the page in boldface type.*

*Note that the Specific Aims must be distinct from the description of the proposed pilot study.*

1. How does this proposal relate to one or more of the high priority topics identified by the NIH Office on AIDS Research? These high priority topics may be found at this NIH webpage. We suggest a response of 3-4 sentences. Note: In addition to health disparities, please indicate which other priorities of NIH your research addresses.
2. If applicable, please describe how your research addresses the priorities of the National Institute on Drug Abuse (NIDA). The priorities of NIDA may be found at this NIDA webpage.
3. Identify the NIH grant mechanism for which you would apply. (optional)
4. Identify a Funding Opportunity Announcement suitable for the proposed grant. (optional)
5. One-page description of a pilot study (file upload)

*If accepted to the program, you will be provided with $20,000 to conduct a pilot study. The findings from the pilot study will serve as preliminary data for the NIH grant proposal that you will develop. Please describe the pilot study that you would conduct with these funds. Include a tentative project title, as well as descriptions of the issue, significance, proposed activities (including the target population, sample size, and data collection methods), primary research question(s), data analysis methods, what you anticipate learning from the pilot study data and how the data collected will inform the NIH grant proposal. In addition, be sure to describe how the preliminary data and findings from the pilot study will support and strengthen your NIH grant proposal.*

*Limit the description of the pilot study to one page. Include a header at the top of the page titled “****Proposed Pilot Study****” in boldface type. Note that the pilot study must be meaningfully distinct from the proposed Specific Aims for an NIH grant proposal. The pilot study is a small project designed to provide preliminary data for the larger grant proposal.*

1. Please describe your previous training with quantitative research methods, software, and analysis. (limit of 250 words)
2. Please describe your previous training with qualitative research methods, software, and analysis. (limit of 250 words)
3. Research Time Availability Plan: As noted above, 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 CAPS pilot study, during the three-year program. Please describe below the steps you will take to ensure adequate time to complete the pilot study and NIH grant proposal by the end of the three-year 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)
4. 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, direct cost 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.)

9/01/09-8/31/14

NIH/NIDA

STI/ HIV and Substance Use Prevention in Latino communities

$250,000 direct/yrs 1-2

Role: Co-Investigator

Innovative Grant Award (PI: John Doe, Ph.D.) 6/1/09 – 5/31/10

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.)

8/1/08 – 7/31/09

Research Grant

Emotional regulation and the impact on risk behaviors

$75,000 direct/yr

Role: Principal Investigator

R21 MH12324 (PI: John Doe, PhD)

6/1/09 – 5/31/10

Research Grant

Understanding stigma among Black MSM

Not discussed

Role: Principal Investigator