**10/22/2019 – 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*

<https://accelerate.ucsf.edu/files/TICR_GrantWritingPt3Examples.pdf>

*and one 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. 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:

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-137.html>. We suggest a response of 3-4 sentences. Note: In addition to health disparities, please indicate which other priorities of NIH your research addresses.

1. If applicable, please describe how your research addresses the priorities of the National Institute of Mental Health (NIMH). The priorities of NIMH may be found at this webpage: <https://www.nimh.nih.gov/about/organization/dar/index.shtml>
2. Identify the NIH grant mechanism for which you would apply. (optional)
3. Identify a Funding Opportunity Announcement suitable for the proposed grant. (optional)

For information about specific Funding Opportunity Announcements (FOA’s), see this NIH webpage <https://grants.nih.gov/funding/index.htm> .

1. Applied Research Experience. The VP program will fund an individually-tailored “Applied Research Experience” (ARE) in the amount of $20,000 per participant. The overall goal of the ARE is to facilitate completion of an R-level grant via the analysis of data and research skills acquisition.

The ARE will be awarded after the VP completes their first summer institute, and VPs will initiate the activities of the ARE between the first and second summer in the VP program. 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.

**Please note: collection of primary human subjects data *cannot* be supported with these funds.**

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.

**Describe some potential activities that might be included in your Applied Research Experience (ARE) and how the overall experience will inform and support your subsequent grant proposal (limit of 250 words).**

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 Applied Research Experience, during the three-year program. Please describe below the steps you will take to ensure adequate time to complete the ARE 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, 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