**10/22/2021 – 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 spoken with a VP program mentor about the VP program (if so, who?)
3. Have you spoken with a former or current program participant 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. 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 13-Friday July 22, 2022.

**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 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, single spacing, and half-inch margins. Include a header labeled* ***SPECIFIC AIMS*** *at the top of the page in boldface type.*

1. Identify the NIH grant mechanism 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.

This year, we are offering three different tracks. Select which track (or tracks) you wish to be considered for and explain how your proposed area of study aligns with the priorities of that track.

1. Do you wish to be considered for the NIAID track? If so, how would your proposal align with the Strategic Plan of the NIH Office of AIDS Research and the Mission of the National Institute of Allergy and Infectious Disease (NIAID)? We suggest a response of 3-4 sentences.
2. Do you wish to be considered for the NIDA track? If so, how would your proposal align with the Strategic Plan of the NIH Office of AIDS Research and the Funding Strategy of the National Institute on Drug Abuse (NIDA)? We suggest a response of 3-4 sentences.
3. Do you wish to be considered for the NIMH track? If so, how would your proposal align with the Strategic Plan of the NIH Office of AIDS Research and the program priorities of the Division of AIDS Research of the National Institute of Mental Health (NIMH)? We suggest a response of 3-4 sentences.
4. Thinking about your program of research, please rank order your preference for each of the three VP program tracks: (NIAID, NIDA, NIMH)
5. Applied Research Experience/Pilot Study. The VP program will fund an individually-tailored “Applied Research Experience” (ARE) or Pilot Study in the amount of $20,000 per participant. (An ARE is similar to a pilot study, except that it does not allow for collection of primary human subjects data; see descriptions below for further details). The ARE/Pilot Study 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/Pilot Study. Because of this process, a detailed spending plan is not requested at this time.
   1. NIAID- or NIDA-funded Pilot Study. Because you elected to apply for the NIAID- and/or NIDA-funded track, we request that you describe some potential activities that might be included in your Pilot Study. Pilot studies may propose analyses of existing data or collection and analyses of new data. 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, and what you anticipate learning from the pilot study data. In addition, be sure to describe how the preliminary data and findings from the pilot study will support and strengthen your NIH grant proposal. **To illustrate how you would spend the $20,000, describe some potential activities that might be included in your Pilot Study/Applied Research Experience (ARE). Explain how the overall experience will inform and support your subsequent grant proposal (limit of 250 words).**
   2. NIMH-funded Applied Research Experience. Because you elected to apply to the NIMH Track, 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. **Please note: collection of primary human subjects data cannot be supported with these funds**. 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 Applied Research Experience (ARE). Explain how the overall experience will inform and support your subsequent grant proposal (limit of 250 words).**
6. 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 or 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)
7. 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.)

9/01/16-8/31/18

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