



## Basic Research Grant Programs Request for Proposals:

The American Foundation for AIDS Research (amfAR) is pleased to announce the availability of support for research projects in biomedical science relevant to HIV/AIDS. You and your colleagues are invited to submit pre-application Letters of Intent for the following programs:

### 1. Basic Research Grants: \$90,000 for one year

New and renewal proposals • U.S. \$75,000 for direct costs • plus no more than 20% for indirect costs • performance period of 12 months starting no earlier than September 1, 2002, and no later than October 1, 2002

### 2. amfAR Fellowships: \$99,000 over two years

New proposals • U.S. \$35,000 a year for salary and fringe benefits • U.S. \$10,000 a year for supplies • plus no more than 10% for indirect costs • performance period of 24 months starting no earlier than September 1, 2002, and no later than October 1, 2002

### 3. Short-Term Travel Grants: \$5,000 for one year

New proposals • up to U.S. \$5,000 for short-term research, training, or study at another national or international institution • performance period up to 12 months starting no earlier than September 1, 2002, and concluding no later than September 30, 2003  
• indirect costs up to 10% may be included in the \$5,000 grant

The American Foundation for AIDS Research (amfAR) is the nation's leading nonprofit organization dedicated to the support of AIDS research, AIDS prevention, and treatment education, and to the advocacy of sound AIDS-related public policy. Since 1985, amfAR has invested over \$190 million in support for its programs and has awarded grants to over 1,900 research teams worldwide.

The American Foundation for AIDS Research, hereinafter referred to as "amfAR" or the "Foundation," is a New York Not-for-Profit Corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and exempt from state franchise or income tax under Section 23701(d) of the New York Revenue and Taxation Code.

## **BASIC RESEARCH PROGRAM**

The mission of amfAR's Basic Research Program is to identify, fund, and advance innovative, creative, and timely research and research education projects in the basic science of HIV/AIDS. This goal is predicated on the belief that an understanding of the biology of HIV is the best means by which effective treatments and primary prevention measures, and an eventual cure, will be achieved.

### **RESEARCH GRANTS**

In general, a research grant is applied to direct costs of salaries for professional and technical personnel, laboratory supplies and equipment, travel, and the publication of findings. Support for indirect institutional costs, i.e., overhead, is limited to a maximum of 20% of total direct costs. Principal investigators for research grants must be faculty-level researchers affiliated with a nonprofit institution.

### **amfAR FELLOWSHIPS**

An amfAR fellowship is a grant that encourages the postdoctoral investigator with limited experience in the field of HIV/AIDS to redirect or to embark on a career in HIV/AIDS research. amfAR fellows and sponsors must be affiliated with a not-for-profit institution. The applicant's interest in a career in HIV/AIDS will be demonstrated by previous relevant work at the postdoctoral-fellow or instructor level and will be carefully evaluated. The fellow must be sponsored by an experienced investigator who: (a) is qualified to oversee the proposed research; (b) has successfully supervised postdoctoral fellows; and (c) is typically at the associate professor level or higher. An amfAR fellowship is applied to the direct costs of the fellow's salary and supplies. Indirect costs are limited to a maximum of 10% of the total direct costs.

### **SHORT-TERM TRAVEL GRANTS**

An amfAR short-term travel grant supports postdoctoral (M.D., Ph.D., or equivalent) investigators affiliated with nonprofit organizations worldwide with up to U.S. \$5,000 for travel to and study or specialized training at another institution. Funds may be applied to the costs of transportation, housing, per-diem expenses, and payments to host institutions. Up to 10% for direct costs may be included in the \$5,000 budget. Travel and study or training must be initiated and completed between September 1, 2002, and September 30, 2003.

### **COLLABORATION**

In special circumstances, where collaboration between two principal investigators (PIs) working on distinct areas of a single research topic might be critical, the scope of work may fall outside the \$75,000 budget of a single grant. For example, a basic research grant supported by strong preliminary data might benefit from and be accelerated by *in vivo* studies or access to specialized reagents. This might include pilot animal or Phase I clinical investigations or access to combinatorial libraries. In such instances, two PIs could submit two LOIs, each describing how their basic project would stand on its own, and how it would greatly benefit from the funding of an additional component such as *in vivo* studies. The budgets for each component could be up to U.S. \$75,000 plus not more than 20% for indirect costs.

## PREPARING A LETTER OF INTENT

To be eligible to be considered for solicitation of a full application, investigators must first submit a Letter of Intent (10 collated sets – an original and nine copies). A Letter of Intent consists of the following documents in the order listed:

1. **Face Sheet** – The face sheet is the last page of this RFP. The face sheet must be filled out completely and signed by the investigator or fellow (and sponsor, if applicable). A topic code must be indicated; topic codes are listed on the back of the face sheet. The type of submission (e.g., grant, renewal grant, fellowship) should be marked with an X in the appropriate box. The title of the proposal may not exceed a total of 52 characters and spaces.
2. **Abstract** – A peer-language description of no more than 200 words describing the proposed research plan.
3. **Research Plan/Description** – A maximum of three single-spaced pages (1 inch margins, in a font no smaller than 12 points) must include the following: background and rationale, preliminary studies, specific aims, experimental design, procedures and data analysis to be used. It must relate specific aims to long-term objectives and should discuss new methodologies, if any. One additional page of references may be attached. For short-term travel grant proposals, provide thorough descriptions of the unique expertise and/or facilities, etc., available at the host institution, the training to be accomplished, and the travel costs to be supported.
4. **Relevance Description** – One page or less addressing the direct relevance of the proposal to priorities in HIV/AIDS research.
5. **Biographical Sketch(es)** –
  - A. Principal investigator / fellowship applicant: The biographical sketch should be no more than two pages in standard NIH format.
  - B. Fellowship sponsor: The biographical sketch should be no more than two pages in standard NIH format with a third page listing the names, degrees, and original university affiliations of all fellows supervised over the past 10 years, together with their current positions and research areas.

**Use a paper clip to fasten the original • Staple the (9) copies**  
**Do not attach a cover letter to either the original or the copies**

Letters of Intent must be received no later than 5:00 PM EST, May 7, 2002.

American Foundation for AIDS Research (amfAR)  
Grants Administration Office  
120 Wall Street, 13th Floor • New York, NY 10005-3902 USA

**Letters of Intent that arrive late, are unsigned, lack sufficient copies, are incomplete, or exceed page limitations will not be reviewed. Faxed copies or e-mail submissions will not be accepted.**

Submission of a Letter of Intent (LOI) is not a guarantee of eligibility to submit a full application. The LOI pre-application process is highly competitive. Only a limited number of LOIs will be approved for solicitation of a full application.

Further information on the scope of this RFP may be obtained by contacting:

American Foundation for AIDS Research

Grants Administration Office, 120 Wall Street, 13th Floor, New York, NY 10005-3902

tel: 212-806-1696, fax: 212-806-1601, e-mail: [grants@amfar.org](mailto:grants@amfar.org)

## **SPECIAL NOTES**

**Duplication of Support** – When a request for project support is submitted to the Foundation and also to other grant-making agencies, accepted support from the Foundation and from another agency cannot be in duplication.

**Authority for Making Grants** – Grants and fellowships are awarded by the Foundation's Board of Governing Directors, acting upon the recommendations of the relevant Board committee and the Foundation's Scientific Advisory Committee.

**Review of Applications and Letters of Intent** – amfAR intends to encourage and promote HIV/AIDS research of the highest quality. Therefore, every properly prepared and submitted Letter of Intent or application received in response to an amfAR Request for Proposals is peer-reviewed by the Foundation's Scientific Advisory Committee (SAC). The Committee, a volunteer body of scientists who are experts in various fields of AIDS research, evaluates:

- the scientific merit of the proposal
- the relevance of the research to the control of the epidemic or to the benefit of patients with AIDS or AIDS-related conditions
- the qualifications, experience, and productivity of the investigator(s)
- the facilities available
- the likelihood of success

**Confidentiality of Information** – Throughout the evaluation and award process, the Foundation respects the privacy of the applicant and endeavors to protect from disclosure any confidential or proprietary information contained in a submitted proposal. However, the Foundation has in place no mechanisms to maintain or guarantee confidentiality and, as a not-for-profit corporation, lacks the financial resources (1) to institute such mechanisms, or (2) to accept liability for the disclosure of information. Submission of a Letter of Intent or application for funding is deemed acceptance of these provisions.



**Sources of Funds** – Funds available to the Foundation are obtained principally from private donations.

**To Whom Grants Are Made** – Grants and fellowships are awarded to not-for-profit institutions; they are not awarded to individual investigators. Accordingly, applications must bear the signature of an official authorized to sign for the institution and, if requested, the applicant institution must submit proof of its not-for-profit status. An institution officer's signature is not required on the Letter of Intent. Applications are neither requested nor accepted from for-profit entities. If two or more institutions are collaborating on a single grant application, one institution should be designated as the lead institution.

By accepting an amfAR grant or fellowship, the grantee institution also accepts full responsibility for the conduct of the investigation and for the acts of the investigator. Both are under the direction and control of the grantee institution and are subject to its medical and scientific policies. Similarly, project personnel, compensated in full or in part with funds awarded by the Foundation, are employees of the grantee institution; they are not amfAR employees.

Applicants need not be U.S. citizens, and there are no restrictions as to age, color, creed, gender, medical condition, handicap, national origin, parental status, political affiliation, race, religion, marital status, or sexual orientation.

Members of amfAR's Board of Directors are not eligible as investigators in Foundation-supported research. Members of the Scientific Advisory Committee are eligible, provided they comply with the Foundation's policies regarding the avoidance of conflicts of interest.

**Human and Animal Subjects / Biohazards** – Applicants are required to submit documentation of institutional approvals for research involving human or animal subjects, or the use or production of biohazards. Research activity may not begin, nor may expenditures be made, until such approvals are received and forwarded to amfAR. Although these approvals are not required at the Letter of Intent stage, investigators should anticipate and prepare to submit them with full applications.

IMPORTANT DATES	
May 7, 2002	Letters of Intent Due
June 17, 2002	Applications Solicited (tentative)
July 23, 2002	Applications Due (tentative)
October 2002	Grants Announced (tentative)

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Requests for information about amfAR's grant programs, for inclusion on the mailing list for future RFPs, or for additional copies of this RFP and LOI face sheet may be sent in writing to:

## American Foundation for AIDS Research (amfAR)

### Grants Administration Office

120 Wall Street, 13th Floor

New York, NY 10005-3902 USA

fax: 212-806-1601 e-mail: [grant@amfar.org](mailto:grant@amfar.org)

issued: April 2, 2002





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RESEARCH GRANT   
 amfAR FELLOWSHIP   
 TRAVEL GRANT

RENEWAL GRANT   
 CURRENT GRANT ID

**BASIC RESEARCH  
GRANT**

TOPIC ASSIGNMENT CODE   
 (see list on reverse)

**TITLE OF APPLICATION:** do not exceed 52 typewriter spaces

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**APPLICATION ORGANIZATION**

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<b>P R I N C I P A L I N V E S T I G A T O R</b>	<input type="text"/>	<input type="text"/>
	name	degree
	<input type="text"/>	<input type="text"/>
	position title	telephone number      fax number
	<input type="text"/>	<input type="text"/>
	department	street, building, room
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subdivision	city, state, zip	
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signature, date	e-mail	

**SPONSOR/HOST** (sponsor information is required for all fellowship applications; host information is required for travel grants)

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<b>S P O N S O R / H O S T</b>	<input type="text"/>	<input type="text"/>
	name	degree
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	position title	telephone number      fax number
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	department	street, building, room
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subdivision	city, state, zip	
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signature, date	e-mail	

\*\*\* VERY IMPORTANT: Please provide the requested information for all amfAR grants you have ever received, regardless of the type of support received or its relationship to the current research proposal (attach additional page if necessary).

amfAR Grant #	Project Title	Award Amount

## TOPIC ASSIGNMENT CODES

- ON30 Oncology of HIV/AIDS
- IM30 Immunology of HIV/AIDS: General
- IM31 Immunology of HIV/AIDS: Immune Reconstitution
- ID30 Infectious Diseases Associated with HIV/AIDS
- MB30 Molecular Biology of HIV/AIDS
- HP30 HIV Pathogenesis
- HV35 HIV Therapeutics, Antivirals, Cellular Targets
- VC30 HIV Vaccines
- HV30 HIV Virology

**Letters of Intent under this initiative are due no later than  
5:00 PM EST, Tuesday, May 7, 2002, to:**

**American Foundation for AIDS Research  
Grants Administration Office  
120 Wall Street, 13th Floor  
New York, NY 10005-3902 USA**

Late submissions are not accepted.  
Fax copies and e-mail submissions are not accepted.

due date for your letters of intent

