



AIDS RESEARCH
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LETTER OF INTENT INSTRUCTIONS

Social/Behavioral Research Grants and Fellowships

Applying social networking information technologies to the prevention of HIV infection

These are step-by-step instructions for the proper preparation and submission of a letter of intent (LOI). Because the LOI forms are used for the collection of data it is important that they be completed correctly.

Please read the instructions and request for proposals (RFP) carefully. LOIs not completed: (1) in conformance to the instructions, (2) timely, (3) by qualified candidates and mentors from nonprofit research institutions or (4) are not relevant to the targeted RFP will not be accepted for review.

The RFP and sample LOI forms are available online at www.amfar.org/rfp.

Preliminary Information Form

Researchers who are considering the submission of a LOI are required to complete the **preliminary information** form and email it as a word processing document attachment as early as possible, but no later than July 23, 2008. Submitting this form does not obligate you to submit a LOI. LOI will not be accepted from applicants who have not submitted a preliminary information form. **Download the preliminary information form and instructions at www.amfar.org**. It is estimated that it will take 10–15 minutes to complete and submit the form. Email the completed form to grantapps@amfar.org.

Deadlines

Components (all required)

- Preliminary information form (see above)
- E-mailed copy of LOI (forms and research plan)
- 1 signed hard copy of LOI (forms and research plan)

Deadline

- July 23, 2008, 5:00 PM EST**
- August 12, 2008, 5:00 PM EST**
- August 14, 2008, 5:00 PM EST**

E-mailed and hard copies of the LOI must be identical in content (other than the required signatures), and both must be received in a timely manner in order for an LOI to be accepted.

If you have any questions about the instructions or difficulty with the forms, please contact the grants administration department by telephone at 212.806.1752 or by e-mail to grantapps@amfar.org.

How to save and name the forms

Blank LOI forms and instructions will be e-mailed to applicants who submit a preliminary information form. Before you start completing an LOI, use “save as” (under the file menu) to save a set of blank forms to your hard drive. When the **LOI and research plan** are ready for submission, and before you print or send the final copies, please follow these instructions carefully. The LOI forms and research plan are to be submitted as separate word documents attached to the same e-mail. The systems for data collection, document retrieval, assignment and distribution to reviewers require a uniform file-naming convention. It is very important that the electronic copies you send be named in accordance with these instructions. Use “save as” and **create file names using this format:**

(file name format)	Cycle number-	First 4 letters of PI last name	First 2 letters of PI first name.	File extension
	45T-	Vonb	Em	.doc
Correct File Names:	LOI forms: 45T-Vonbem.doc		Research Plan: 45T-Vonbem-plan.doc	

Face Sheet

The face sheet must be filled out completely, and the hard copy signed by the investigator and fellowship mentor. amfAR does not require institution approvals on the LOI.

- Please use the check boxes to provide information about the proposal. **New** proposals are projects that have not been previously submitted to amfAR as an LOI or application; please see page 3 for details on collaborations.

Check here if this is new submission	<input type="checkbox"/>
Check here if this is resubmission	<input type="checkbox"/>
Check here if this is a collaboration	<input type="checkbox"/>

- Last Name: Type the first 4 letters of the principal investigator's last name (surname) in the first shaded area.

- First Name: Type the first 2 letters of the first name (given name) in the second shaded area.

First 4 letters of last name	
First 2 letters of first name	
Cycle	45
Review Panel	Social Behavioral

- Cycle: is pre-set.

- Research Panel: is pre-set.

- Funding Type: Please indicate whether you will be applying for a research grant or fellowship.

- Topic: Select the topic (from the corresponding drop-down list) that most closely corresponds to the research you propose. Please see page 3 of the LOI, *Relevance* Description for details. Do not leave this section blank; your responses will be used to facilitate the assignment of reviewers to the LOI.

Funding Type	Click Here>
Topic	Click Here>
Topic Area	Click Here>

- Topic Area: Please indicate whether your research will focus on prevention or treatment.

On the face sheet, please observe the following:

- Provide the requested information in the highlighted field entry areas (); move from one field to the next by pointing with the mouse or using the tab key.
- First names are given names (e.g., Jonas); last names are surnames or family names (e.g., Salk).
- Enter only doctoral-level degrees.
- State (two-letter abbreviation) should be entered for U.S. and Canadian addresses only.
- Zip code (5 or 5+4) should be entered for U.S. addresses only.
- Country and Province should be entered only for countries other than the U.S.
- Zone or district codes for countries other than the U.S. should be entered in the "postal code" field. Provinces and states for countries other than the U.S. or Canada that are properly part of the mailing address should be entered in the "province" field.
- Signatures are required on hard copies only. You will not be able to enter information or graphics in the signature cells.

Note on use of tables in these forms

The tables used to create these forms will expand onto subsequent pages. Where page limits are indicated, please ensure that tables do not expand beyond those limits. Please note that minimum font sizes for these forms are pre-set.

Do not change font type or-size.

Do not type in table cells that already contain text.

Please do not complete any section or fill-in any field using all uppercase letters.

Enter the **Project Title**, which may be no longer than 75 characters, including spaces.

Enter the full legal name and principal location of the applicant institution. Note that amfAR grants are awarded to nonprofit institutions, not to individual investigators. Individual investigators not affiliated with a nonprofit institution need not apply. Proposals are neither requested nor accepted from for-profit entities. Identification of nonprofit status may be required on all proposals solicited for submission of a complete application.

Proposal title			
Institution (full legal name)			
Institution location	City	State (U.S./Canada)	
	Country	Province (non-U.S.)	

For the principal investigator and mentor, provide the information requested in the corresponding fields: Please see page seven (Policies and Conditions) for investigator, fellow, and mentor qualifications.

Principal Investigator			
Name: First/ Last	/	Degree / Title	/
Institution		Department	
Street, Building, Room		E-Mail	
City / State / Zip	/ /	Province / Postal code	/
Country		Phone	Fax
Signature:			Date:

All LOI hard copies must be signed by the principal investigator and mentor. These signatures represent acceptance of the guidelines and conditions (see pages 7-9) and attest to the accuracy of the information provided in the letter of intent.

In circumstances where collaborations between two principal investigators (PI) working on distinct areas of a single research project might result in enhanced research productivity or significance, the combined scope of work may fall outside the \$100,000 of a single research grant. In such instances, collaborating PIs may each submit an LOI describing how their project would merit independent funding, and the potential added value of funding both projects. The budget for each component could be up to \$100,000 direct costs plus not more than 20% for indirect costs. Collaborative proposals are NOT accepted from fellowship applicants.

If the LOI is submitted in conjunction with a collaborator's proposal (see "collaboration" above), please provide the collaborators name in the space provided.

Name of PI submitting a related LOI for a collaborative project (if applicable; see instructions, page 3):	
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Use this section of the form to provide the requested information about previous amfAR funding. If additional space is needed please contact grants administration for assistance.

Please list below all amfAR grants previously received, regardless of the type of support or its relationship to the current research proposal.			
amfAR Grant #	Year	Project Title	Amount

Keywords and Abstract

KEYWORDS

Below the shaded area please list 10 key words or phrases separated by semicolons; please do NOT use comas or use the enter key to create a columnar list. Please do not use "enter" to create a columnar list.

Type here; keywords; short phrases; just like this;

PLEASE DO NOT

Do
This

Please; Do; This

Place your cursor in the area below the instructions and either type or copy and paste a 200-word peer-language abstract describing the proposed research.

ABSTRACT

In the space below, provide an abstract of the proposal. Do not exceed 200 words. Use 12 point Times New Roman

Relevance Description

Place an "X" in the box next to the RFP subtopic to which the proposed research is most relevant. Mark only one subtopic.

In 200 words or less (12-point Times New Roman), discuss the direct relevance of the proposed research to selected subtopic.

From this point forward, do not use the tab key to move from cell to cell in the form

Biographical Sketches

Biographical sketches must be completed for the principal investigator, and the mentor. Place your cursor in the box next to **Name** and enter the principal investigator's name and doctoral-level degree(s). Similarly, enter the individual's current position title in the box next to **Title**. Research grant applicants are to leave the mentor's biographical sketch forms blank.

Biographical Sketch

Do not exceed a total of two pages for the biographical sketch. Except where indicated, use 11 point Times New Roman.

Name Degree	Title (current position)

Enter the requested educational information in the appropriate columns.

Section A: Education

Begin with baccalaureate or other initial professional education and include postdoctoral training.

Institution / Location	Degree	Year	Field of Study

In standard NIH format, enter the information requested below using 11 point Times New Roman. The space will expand as you type and will continue onto a second page.

Section B: Positions and Honors

Below this box, list positions held in chronological order concluding with current position. Following, list any honors.

Enter information below the section title/instruction boxes. Use 11 point Times New Roman

Section C: Selected Peer-Reviewed Publications

Below this box, in Times New Roman, no smaller than 11 points, list in chronological order starting with most recent. Do not include publications submitted or in preparation.

Please take care that the entire biographical sketch (sections A, B and C) does not exceed two pages total. Please use the subsequent biosketch form for the mentor's biosketch.

Information on other support is not requested, and should not be provided at the LOI stage.

Mentor's List of Fellows

In the area below the instructions, provide the information requested, a table may be used to organize the information.

Mentor's List of Fellows Supervised – Fellowship LOIs Only

Please list the following information for post-doctoral fellows supervised by the mentor in the past 10 years:
Name, Degrees, Institution where doctoral-level degree conferred, Current Position, Research Area.

Research Plan

Prepare the research plan in a separate word processing document with margins, font and font size set as indicated below.

Formatting Requirements

Maximum of three single-spaced pages including figures

Additional pages are allowed for references only

One-inch margins (top, bottom, left, and right), paper size: 8.5 x 11 inches (U.S. letter)

Use 12 point Times New Roman (do not condense)

The Research Plan must include the following:

- Background and rationale
- Preliminary studies
- Specific aims
- Experimental design
- Procedures and data analysis to be used.

Relate specific aims to long-term objectives and discuss new methodologies, if any. The research plan must represent original research and must be authored by the applicant fellow. The proposed research must be relevant to the identified target.

Pay close attention to the formatting requirements and page count; if research plan is not properly formatted or exceeds the page limit, the LOI will not be accepted. Appendices and addenda are not allowed for LOIs and will not be sent to reviewers.

The Research Plan is to be submitted as a separate word processing (preferred) or PDF file named in the following format:

45-vonbem-plan.doc or 45-vonbem-plan.pdf

LOI Submission

Make sure the LOI forms have been completed correctly and saved as a word processing document named in accordance with the instructions on page one.

Make sure the research plan (word processing or pdf file) has been named in the manner described above.

Send both files attached to one e-mail to grantapps@amfar.org. Use the message subject line to identify the submission in the following manner:

LOI – Von Behring – 45-vonbem

Make sure that the body of the e-mail includes the investigator's name and contact information.

The timely submission of both electronic and hard copies is required.

The e-mailed LOI (forms and research plan) is due no later than 5:00 PM (EDT), August 12, 2008.

Print one copy of the complete LOI (forms and research plan) and staple together in the upper left corner. The hard copy must be signed by the investigator/fellow and the fellowship mentor. amfAR does not require an institution sign-off on the LOI. Applicants outside of the United States may print and submit hard copies on A4-sized paper.

Send the signed hard copy to:

**amfAR Grants Administration, attention Russell Ramm
120 Wall Street, 13th Floor
New York, NY 10005-3908 USA**

The hard copy must be received no later than 5:00 P.M. (EST), August 14, 2008.

Please do not include a cover letter. Cover letters are neither provided to reviewers nor retained for files. If you would like immediate notification that the hard copies were received, use a courier service that provides tracking and delivery verification, or paperclip a self-addressed, stamped postcard to the first page of the original LOI. **LOIs that are: (1) received late, (2) incomplete or improperly completed, (3) lack the required signatures, (4) submitted by unqualified investigators, or propose research that is not relevant to the prevention, treatment or eradication of HIV infection or is not basic research will not be accepted for review.**

Policies and Conditions

Description

Research grants satisfy various financial obligations incurred in the course of an HIV/AIDS-related investigation. 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 institutional costs is limited to a maximum of 20% of total direct costs.

Fellowships are grants that encourage the postdoctoral investigator with limited experience in the field of HIV/AIDS to embark on or redirect a career in HIV/AIDS research. The applicant's interest in a career in HIV/AIDS will be demonstrated by previous relevant work at the post-doctoral fellow or instructor level and will be carefully evaluated. An amfAR fellow must be mentored by an experienced investigator who: (a) is qualified to oversee the proposed research; (b) has successfully supervised postdoctoral fellows; and (c) is at the associate professor level or higher.

An amfAR fellowship is applied to direct costs of the fellow's supplies and salary and to transportation and lodging costs (pursuant to amfAR policies) for participation in amfAR-approved professional development activities (no additional travel costs may be included in a fellowship budget). Salary supported by the fellowship must represent at least 85% effort and be consistent with institution policy for other personnel of similar position and rank; requests for salary support in excess of the current stipend levels set by the U.S. National Institutes of Health for the Kirchstein National Research Service Awards will be carefully evaluated for adherence to the effort and

consistency requirements and are subject to peer review and administrative approval. Support for indirect institutional costs is limited to a maximum of 10% of total direct costs.

To Whom Grants Are Made

Grants and fellowships are awarded to nonprofit institutions; they are not awarded to individual investigators. Accordingly, an application, if solicited, must bear the signature of an official authorized to sign for the institution and, if requested, the applicant institution must submit proof of its nonprofit status. Applications are neither requested nor accepted from for-profit entities. Institution endorsement is not required for Letters of Intent.

By accepting an amfAR grant or fellowship, the recipient institution will accept full responsibility for the conduct of the investigation and for the acts of the investigator(s). Both are under the direction of the 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 recipient institution; they are not amfAR employees.

Applicants need not be US 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 the Foundation's board of trustees are not eligible as investigators in Foundation-supported research. They may, however, sponsor fellowship applicants. Members of the Scientific Advisory Committee (SAC) are eligible. Members of the board of trustees and SAC must comply with the Foundation's policies regarding the avoidance of conflicts of interest.

Amount of Available Funding

Research Grants - The amount to be granted under this funding initiative is a maximum of \$100,000 in direct costs. Indirect costs may not exceed 20% of direct costs for a maximum total award of \$120,000.

Fellowship Grants - The amount to be granted for fellowships is a maximum of \$110,000 for personnel and other research-related direct costs subject to guidelines set forth in the RFP and application instructions, and \$3,636 for professional development activities approved in advance by amfAR (no additional travel costs may be included in a fellowship budget), for a direct cost maximum of \$113,636. Indirect costs may not exceed 10% of direct costs. The maximum total award is \$125,000.

Restrictions

Funds are not awarded for the following:

- Major construction or the remodeling of facilities (minor alterations are allowed with adequate justification);
- The direct cost of support services normally available at a sponsoring institution (e.g., telephone, office furniture, and supplies) except when directly allocable and essential to carrying out the proposed research;
- The purchase, lease, rental, or servicing of office equipment;
- Funding for dissertation research;
- Indirect costs in excess of 20% for research grants or 10% for fellowships.

Foundation grants and fellowships are not meant to cover the total cost of a proposed research project. A grantee institution is expected to provide the necessary physical facilities and administrative services, as well as other supporting services normally available at a sponsoring institution. Expenses generally considered to be indirect costs may be budgeted as direct costs only when required for the operation of remote sites deemed necessary and leased or rented exclusively for conduct of the funded research. Such requests will be carefully assessed for appropriateness and are subject to peer review and administrative approval. Because indirect costs are a function of direct costs, the budget for indirect costs may not be modified, and in no case will the Foundation reimburse any indirect costs beyond the stated 20% of direct cost expenditures for research grants and 10% for fellowships.

When an application for project support is submitted to amfAR and also to other grant making agencies, accepted support from the Foundation and from another agency cannot be in duplication.

Recipient institutions agree not to promote or engage in violence, terrorism, or the destruction of any state, and to take prudent measures to insure that they do not provide support through sub-grants or other financing to any entity that engages in those activities.

Restrictions on the Use of Funds Awarded to Foreign Organizations

Unless written authority is obtained in advance from amfAR, funds from grants awarded to organizations outside of the United States (US) may not be used to support (a) services performed in the US, or (b) travel to or from the US. Authorization to use funds for such purposes may be obtained by providing either of the following sets of documentation: (1) a copy of US Internal Revenue Service (IRS) form W-8EXP bearing a valid International Taxpayer Identification Number or Employer Identification Number and either (a) an IRS determination letter or (b) written opinion of US counsel that the organization is described in IRS Code section 501(c)(3); (2) alternatively, an applicant organization in a country that benefits from an exemption under a tax treaty with the US should provide (a) a completed copy of IRS form W-8BEN and (b) an affidavit stating the treaty provision under which benefits are claimed and asserting facts pertinent to the treaty provision (e.g., facts to establish that the organization would qualify under IRS code section 501(c)(3)).

Although these documents are not required for LOIs, applicants should anticipate and prepare for their submission as part of the application or award process.

Source of Funds

Funds available to the Foundation are obtained principally from private donations.

Period of Performance

Grants: Twelve months starting January 1, 2009 Fellowships: Fellowships: Twenty-four months starting January 1, 2009.

Review and Approval Process

amfAR intends to encourage and support HIV/AIDS research of the highest quality. Therefore, every properly prepared and submitted LOI or application received in response to an amfAR solicitation is peer-reviewed by members of the Foundation's Scientific Advisory Committee (SAC). Each is subject to an overall conformance review by the Foundation staff, in consultation as necessary with the members of the program board. Those found to be inconsistent with the guidelines and instructions are eliminated at that time, and the investigator and the applicant institution's grants official are notified. The SAC, a volunteer body of scientists who are experts in various fields of HIV/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 HIV/AIDS-related conditions; the qualifications, experience, and productivity of the investigator/sponsor; the facilities available; and the likelihood of success. The SAC's determinations are considered by the amfAR board of trustees, which holds the sole authority to approve project funding.

Applications are solicited from investigators and fellows whose letters of intent have been recommended by the Foundation's Scientific Advisory Committee. Unsolicited applications are not accepted for consideration.

Submission of an LOI does not guarantee invitation to submit a complete application. The LOI process is very competitive and only a limited number of proposals are approved for additional review.

Written critiques are not available for LOIs.

Confidentiality

Throughout the review 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, amfAR has in place no mechanisms to maintain or guarantee confidentiality and, as a not-for-profit corporation, lacks the financial resources to (1) institute such mechanisms or (2) to accept liability for the disclosure of information. At the same time the Foundation does not consider information on an application's project description form (lay-language summary) to be confidential. That information may be made public as a description of the project being funded by amfAR. Submission of an application or LOI is deemed acceptance of these provisions.

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 LOI stage, investigators should prepare to submit them with full applications.



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**Letter of Intent
 Social/Behavioral Research Grants and
 Fellowships**

**Applying social networking information
 technologies to the prevention of HIV
 infection**

**Please read the instructions before
 completing these forms**

Check here if this is new submission	<input type="checkbox"/>
Check here if this is resubmission	<input type="checkbox"/>
Check here if this is a collaboration	<input type="checkbox"/>

First 4 letters of last name	
First 2 letters of first name	
Cycle	45
Review Panel	Social Behavioral

Funding Type	<CLICK HERE>
Topic	<CLICK HERE>
Topic Area	Prevention

Proposal title			
Institution (full legal name)			
Institution location	City	State (U.S./Canada)	
	Country	Province (non-U.S.)	

PRINCIPAL INVESTIGATOR / FELLOW			
Name: First /Last	/	Degree / Title	/
Institution		Department	
Street, Building, Room		E-Mail	
City / State / Zip	/ /	Province / Postal code	/
Country		Phone	Fax
Signature:		Date:	

Mentor			
Name: First/ Last	/	Degree / Title	/
Institution		Department	
Street, Building, Room		E-Mail	
City / State / Zip	/ /	Province / Postal code	/
Country		Phone	Fax
Signature:		Date:	

Name of PI submitting a related LOI for a collaborative project (If applicable; see instructions, page 3):	
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Please list below all amfAR grants previously received, regardless of the type of support or its relationship to the current research proposal.			
amfAR Grant #	Year	Project Title	Amount

KEYWORDS

Please list 10 key words separated by semicolons in the space provided; please do NOT use comas or use the enter key to create a columnar list.

ABSTRACT

In the space below, provide an abstract of the proposal. Do not exceed 200 words. Use 12 point Times New Roman.

Sample Forms

Relevance Description

Place an "X" in the box next to the sub-topic of this RFP to which this proposal is relevant. Mark only one sub-topic.

Disseminating HIV prevention information: To what extent can social networking technologies be used to disseminate HIV prevention information that is conducive to beneficial behavior change?

Adapting existing programs to prevention intervention: Are there existing programs using these technologies to change behaviors relevant to other public health domains that could be adapted for use in preventing HIV infection?

Implementing known prevention interventions: Can social networking technologies be used to implement known HIV prevention interventions?

New HIV prevention interventions: Can new HIV prevention interventions be designed for optimal implementation using these technologies?

Comparing efficacy of new technologies: Is there evidence that using these technologies may provide superior (or at least equal) efficacy compared to traditional methods for implementing HIV prevention interventions?

Challenges in high-risk populations: What challenges do these technologies present in delivering prevention interventions to those at highest risk of HIV infection, including minorities?

Mobilizing virtual peer networks: Is there a way to mobilize virtual peer networks to effectively promote HIV prevention?

Adapting network mobilization: Can the same factors that lead to mobilization of virtual social networks in other settings, such as in political activism, be applied to HIV prevention efforts?

In the space, below, discuss in 200 words or less the direct relevance of the proposed research to the above-identified RFP sub-topic. (12-point Times New Roman)

Sample

Principal Investigator's / Fellow's Biographical Sketch

Do not exceed a total of **two pages** for the entire biographical sketch. **Use 11 point** Times New Roman in all sections.

Name		Title (current position)	
Degree			

Section A: Education

Begin with baccalaureate or other initial professional education and include postdoctoral training.

Institution / Location	Degree	Year	Field of Study

Section B: Positions and Honors

Below this box, list positions held in chronological order concluding with current position. Following, list any honors. Use 11 point Times New Roman

Section C: Selected Peer-Reviewed Publications

Below this box, in Times New Roman, no smaller than **11 points**, list in chronological order starting with most recent. Do not include publications submitted or in preparation.

Sample

Mentor's Biographical Sketch

Do not exceed a total of **two pages** for the biographical sketch. **Use 11 point** Times New Roman in all sections. To avoid any confusion we ask that investigators not submitting fellowship proposals please delete the following two sections from your LOI submission: *Mentors Biographical Sketch* and *Mentors list of fellows supervised*.

Name		Title (current position)	
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Section A: Education

Begin with baccalaureate or other initial professional education and include postdoctoral training.

Institution / Location	Degree	Year	Field of Study

Section B: Positions and Honors

Below this box, list positions held in chronological order concluding with current position. Following, list any honors.

Section C: Selected Peer-Reviewed Publications

Below this box, in Times New Roman, no smaller than **11 points**, list in chronological order starting with most recent. Do not include publications submitted or in preparation. The maximum length for the entire biographical sketch is two pages

Sample

Mentor's List of Fellows Supervised

Please list the following information for post-doctoral fellows supervised by the sponsor in the past 10 years: name, degrees, institution where doctoral-level degree was conferred, current Position, research area. **Use 11 point Times New Roman.**

Sample Forms