



Micro Grants Program Announcement

Purpose:

The Micro Grants Program is intended to facilitate HIV/AIDS research by providing modest, but essential, resources that will advance research objectives - but that are not readily available from other sources. Funds may be used to support existing NIH-funded research activity, or the generation of preliminary data for planned HIV/AIDS-related NIH grant applications for activities within the United States.

Scope:

Funds may be used for any HIV/AIDS research-related purpose, including salary/wages (e.g. temporary employee to assist in data collection or analysis), consultant costs, equipment, travel, supplies, or study subject incentives. Costs of up to \$2,500 per approved request will be supported.

Eligibility:

Any CFAR faculty member who is eligible to apply for NIH funding as a PI.

Interested applicants are strongly encouraged to contact [Laura Enders](mailto:lauraenders@urmc.rochester.edu) (585-273-2939), before applying, to discuss their planned proposal and its suitability for this RFP. *Restrictions – no more than 1 micro-award per PI or per project will be awarded per year. **Funding is restricted to activities within the United States.**

Application format:

Applicants should submit an NIH biosketch and an application letter, co-signed by the applicant and his/her Division Chief, Department Chair or Center Director (as appropriate), to the attention of Laura Enders. Materials may be emailed as a PDF file (Laura_Enders@urmc.rochester.edu).

The letter should include:

- Name and grant number of the research project (if already funded);
- A brief description of the (funded or unfunded) research being conducted or proposed;
- A detailed description of how the requested funds will be used;
- A justification for the request including:
 - a statement describing the barriers to funding this request through other means
 - a description of the value that approving this request will add to your research;
- The name and contact information of the applicant's grant administrator.

Added note: if this request is for fill-in funding for a larger project, the letter should include a budget that shows where this request fits in to the larger research picture and from where the remaining funds for the project are coming.

Approvals:

All requests must have appropriate departmental, center or divisional approval prior to submission, as recorded by cosignature on the request letter. Requests that will support research that requires institutional approvals (e.g. RSRB, UCAR, IBC) must be accompanied by proof of the necessary institutional approvals. **Funds cannot be released until such approvals are in place.**

Deadline:

Rolling. Submissions will be circulated for internal review and a decision made within 2 weeks of application.

Added note: we gratefully acknowledge the Emory CFAR and Dr. Kimberly Hagen for sharing their Micro Grant PA, which was used as the source document for this PA.