

## Special CFAR Voucher for CFAR Awarded PI's Program Announcement Effective Date 2/1/19

### Purpose:

The Special Vouchers Program is intended to facilitate HIV/AIDS research by providing modest, but essential, resources that will advance 1) the writing and submissions of publications resulting from CFAR projects or 2) advance the writing and submission of NIH funding applications (targeting HIV related funding) resulting from CFAR funded projects. Funds may be used to pay for writing services to assist in the writing of publications or NIH funding applications and/or the fees related to publications of manuscripts in peer reviewed journals.

### Scope:

Funds may be used for any HIV/AIDS purpose related to those activities described above, including salary/wages for writers (e.g. internal salary for writers, contracted services for consultants for writers), or fees for publication. Costs of up to \$3,000 per approved request will be supported.

### Eligibility:

**Any CFAR faculty member who has received CFAR funding as the CFAR PI or Co-PI for a CFR pilot, project, supplement, or voucher.** Interested applicants are strongly encouraged to contact [Laura Enders](#) (585-273-2939), before applying, to discuss their planned proposal and its suitability for this RFP. \*Restrictions: No more than 2 vouchers per PI or per project will be awarded. **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 (funded by CFAR);
- A brief description of the CFAR funded project (with funded title and GR number);
- A brief description of the findings from the CFAR funded project;
- Timeline for submission (maximum 3 months for requests related to publications, May 7<sup>th</sup> HIV deadline for assistance for NIH applications);
- Target for Journal (for publication request) or target FOA number for NOH grant application;
- A detailed description of how the requested funds will be used (itemized budget and justification);
- A justification for the request including:
  - a statement describing the specific barrier(s) to writing (either a publication or grant application);
  - a description of the value that approving this request will add to your efforts to submit publications and/or finding applications to NIH;
- The name and contact information of the applicant's grant administrator.

*Added note: Additional information may be requested at time of receipt of request to facilitate review by the CFAR Leadership.*

### 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.*