**Pilot Study Funding Program Concept Submission**

**Submission Deadline: January 06, 2022, 11:59 pm Eastern**

**Instructions**

Applicants are invited to submit a PDF version of this form by the date/time listed above to [submissions@hivnet.ubc.ca](mailto:submissions@hivnet.ubc.ca) for review and triage by the Core Co-leads.

Please review the following instructions prior to submission:

* Read the Pilot Study Funding Program Guidance Document before completing the Submission Form as failure to adhere to the Program requirements will disqualify you from this Funding Program. Email [submissions@hivnet.ubc.ca](mailto:submissions@hivnet.ubc.ca) if you have questions about the Program.
* Applicants must discuss their pilot concept with the applicable Core Co-leads prior to completing this submission form. Note the CTN Cores are:

1. Clinical Care & Management (CCM)
2. Co-Infections & Related Conditions (CRC)
3. Vaccines & Immunotherapies (VIT)
4. Prevention (PREV)

Please email [submissions@hivnet.ubc.ca](mailto:submissions@hivnet.ubc.ca) if you require an introduction to the applicable Core Co-leads. The name of the Core Co-lead who has reviewed the Form must be included on the Form in the designated space.

* The Program is only open to studies that have no other direct sources of funding (the $50,000 funds must be the only cash resource for the study). You may receive in-kind services from your home institution. Please review Appendix A of the Pilot Study Funding Program Guidance Document for a definition of in-kind services and use the [submissions@hivnet.ubc.ca](mailto:submissions@hivnet.ubc.ca) email address if you have additional questions. Successful applicants will receive the financial award in two separate payments as outlined in the Pilot Study Funding Program Guidance Document.
* Applicants that have questions about the CTN National Centre services that may be provided (a maximum of $50,000 in-kind services may be awarded in addition to a maximum of $50,000 financial contribution), please email questions to the [submission@hivnet.ubc.ca](mailto:submission@hivnet.ubc.ca) and a telephone call will be scheduled with you if necessary.
* The Program is only open to CTN Investigators who are within ten years of their first university appointment or professional position or fellows who are supervised by a CTN Investigator (the supervising CTN Investigator must meet the criteria to hold funds at their home institution). Please note that current CTN Postdoctoral Fellows who receive financial support from the CTN Postdoctoral Fellowship Awards program are eligible to apply, however, their funds must be held by the CTN Investigator who is their supervisor. Previous CTN Postdoctoral Fellows who have subsequently become CTN Investigators may be eligible to apply if they meet the Program criteria. Your CV must be emailed along with this form. Non-CTN postdoctoral fellows must provide proof that they are currently enrolled in a formal academic program. The CTN Investigator who is supervising the fellow is required to sign the form.
* The 500 word abstract (500 words is the maximum allowed, if the abstract exceeds this word count it will be disqualified) should clearly address the objectives and rationale of the pilot/feasibility study and explain how this study will contribute to a larger study in the future. In addition, the

abstract should include an explanation as to how the study aligns to the CTN’s scientific priorities, if it does not, provide justification as to how this study is innovative and contributes to new or emerging HIV research fields. Note that the CTN’s current scientific priorities are:

1. Inflammation and immune activation
2. HCV and other sexually transmitted blood born infections (STBBI) co-infections
3. Indigenous people, men who have sex with men (MSM) and people who use drugs (PWUD)/addiction
4. Mental health
5. Prevention and management of aging co-morbidities
6. **NEW: pilot projects for COVID-19 that involve people living with HIV/HCV/STBBIs are eligible** for submission this year.

* The 500 word abstract must include evidence of the feasibility of the proposed study and the ability of the team to conduct this study, including evidence that the study will be initiated within 12 months of receiving the initial funding contribution (in addition to writing the protocol, the applicant must have completed ethics review, contract negotiation and additional internal approvals, if applicable to initiate the study and be open to recruiting participants within 12 months, or 18 months if an extension has been granted) or the funds must be returned to the CTN.

**Pilot Study Funding Program Concept Submission Form**

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| **Are you a CTN Investigator?** | Yes  No If no, list the name of the CTN Investigator who is your supervisor: |
| **Supervising CTN Investigator (only applicable for fellows)** | *I have read and understand the criteria of this Program and my responsibilities as a supervisor:*  Yes  No  Signature: Date:  (day/month/year)  Printed Name: |
| **Study lead name, affiliation and contact information (mailing address, email address and phone number):** |  |
| **Is your CV appended to the submission email?** | Yes  No  **For non-CTN Postdoctoral Fellows only, is proof of enrolment in a formal academic program appended?**  Yes  No |
| **Study team members (names, affiliations & role within the study):** |  |
| **Which Core is this study affiliated with?** | CCM  VIT  PREV  CRC  Which Core Co-Lead has reviewed this submission? |
| **Aligns to the following CTN scientific priority:** | Inflammation and immune activation  HCV and other STBBI co-infections  Indigenous people, MSM, PWUD/Addictions  Mental health  Aging co-morbidities, prevention and management  Other (add a brief explanation here): |

|  |  |
| --- | --- |
| **Study title:** |  |

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| --- | --- |
| **Study hypothesis:** |  |
| **Brief description of proposal (500 word maximum):** |  |
| **Signature of study lead:** | Signature: Date:  (day/month/year)  Printed Name: |