Template instructions

Throughout this template, instructions are in **red** text and can be replaced with the requested information (font color should be changed to black) or deleted.

Formatting requirements

Applications must be in English.

All currency values must be in US dollars.

This application must be written in 11-point font or larger in a standard font (e.g., Arial, Calibri, Times New Roman).

Tables and charts can be in 10-point font.

Pages must be on US letter-sized paper (8.5 x 11 inches or 22 x 28 cm) with 1-inch (2.54 cm) margins.

Pages must be numbered using an X of Y format in the lower left-hand corner (e.g., 3 of 5).

This file must be submitted as a single PDF.

If confidential data or information is contained in the application, the phrase “Confidential—do not disseminate” must be placed in the footer of each page.

This file must be labeled *RFA2024-016\_main narrative\_Mentee name*.

Delete this page.

V1.0

Graphical user interface

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Request for Applications RFA2024-016

Main Narrative

|  |  |
| --- | --- |
| Fellow name: |  |
| Title: |  |
| Organization: |  |
| Department: |  |
| Country: |  |
| Email address: |  |
| Project name: |  |

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This project is made possible by the generous support of the American people through the United States Agency for International Development (USAID) through the United States President’s Emergency Plan for AIDS Relief (PEPFAR), under the terms of Cooperative Agreement #AID-OAA-A-17-00015. The contents are the responsibility of PATH and do not necessarily reflect the views of MATRIX, USAID, PEPFAR, or the United States government.

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1 Project overview

Section 1 should be no more than one page.

Provide a brief overview of your project and how your application addresses the objectives of the request for applications (RFA)—specifically, how your project:

Addresses a challenge for the HIV pre-exposure prophylaxis field in the form of a novel drug, drug delivery system, diagnostic tool, or laboratory method, or enhances the field’s understanding of a key topic.

Is designed, through a mentoring process, to support development of independent African research scientists.

Succinctly summarize the technical and mentoring components of the application. Describe how your project and innovation are important/novel, and define your goals, objectives, and strategies for the research and mentoring plan. List one to three specific research aims. Specific aims should be descriptive of the proposed research and describe how they relate to your projected final result. List your mentoring objectives and describe how the specific aims support your mentoring objectives.

2 Technical narrative

Section 2 should be no more than three pages total.

Technical applications that exceed this length will be returned without review.

2.1 Significance and innovation

Section 2.1 should be no more than one-half page.

Describe the significance of the proposed work and how it addresses the research challenge you have selected to respond to. This description should provide a narrative of the expected principal research outcomes and how these results relate to the HIV prevention objectives of the RFA. Address how the proposed project will address a critical need for HIV prevention.

2.2 Technical approach

Section 2.2 should be approximately two pages.

For each proposed specific aim, describe your study design and methods. Describe how you will analyze the data and, if appropriate, discuss the statistical power of the proposed research. For each proposed specific aim, discuss how achieving its objectives will impact the proposed research outcomes. If you are proposing a deliverable for a specific aim, e.g., development of a formulation with a specific release rate, discuss how and when the deliverable will be obtained and reported.

2.3 Anticipated problems and solutions

Section 2.3 should be no more than one-half page.

Describe any anticipated research problems and solutions or risks to the project and how you plan to overcome or mitigate them.

2.4 Major internal and external resources

Section 2.4 should be no more than one-half page.

Identify any internal or external resources that can be leveraged in aid of the project. You can include factors such as facilities and equipment.

3 Mentorship plan

Section 3 should be no more than five pages.

Mentorship plans that exceed this length will be returned without review.

**3.1 Brief personal biosketch**

Provide a brief personal biosketch/description of yourself that describes your motivations to become a scientist and have a career in science. Note any life events or challenges that have contributed to your motivation for a career in science. Note any previous mentor(s) and their role in setting you on your current career path. Describe how your past experiences will contribute to and strengthen the outcomes of this research opportunity and its projected role in furthering your career objectives.

**3.2 Research and career goals**

Outline the specific research and career goals and what you expect to gain from this research/mentoring opportunity. Describe how these goals will translate into your career goals and future contribution to the field of HIV prevention. Where appropriate, describe specifically how the expertise of your mentor or the mentoring team will contribute to your career goals.

3.3 Mentoring approach

|  |  |  |
| --- | --- | --- |
| **Skill to be gained** | **Key activity(ies) to strengthen the skill** | **Mentor(s) involved** |
| Add rows as needed for each proposed skill |  |  |
|  |  |  |
|  |  |  |

In both the table above and in a narrative form, describe your proposed mentoring plan and the mentor/mentoring team you have identified to support your application and its objectives. If you have assembled a mentoring team, describe each mentor and the expertise they bring to the team. Describe how you will interact with the mentor or mentoring team and any planned interactions, such as meetings, course work, seminars, etc., that will be used to support your mentoring plan.Discuss how the overall mentoring plan fits into your proposed research outcomes. Describe how the skills gained will enable you, as the mentee, to become an independent research scientist. Specific skills may include gaining specific technical expertise(s), communication/presentation skills, proposal/grant writing, etc. Be sure to identify where and how specific activities in the mentoring plan will strengthen the outcomes of the proposed research.

Describe any alternative approaches should roadblocks be encountered.

**3.4 Mentor’s experience and role**

Describe your mentor’s or mentors’ previous experience in mentoring individuals in research and career advancement. List the types of mentoring done and the outcomes of the mentoring (tabular format preferred). Describe how their mentoring advanced or facilitated the career of their mentees. Summarize how each mentor will apply their experience and expertise to the training necessary for you to pursue a career in HIV prevention science.

**3.5 Mentor commitment**

Describe the time and resources that the mentor(s) will provide. Describe how your institution supports mentoring and the institution’s commitment to supporting the careers of emerging scientists. Describe the specific resources that will be provided to you by the mentor and institution, e.g., planned mentoring sessions, frequency of mentoring activities, opportunities to disseminate or describe your research, etc.

3.6 Metrics

Describe the metrics that will be used to monitor mentoring plan progress during the award. Metrics should be specific to the mentoring plan. Detail when and how metrics will be determined. Metrics may include “graded” outcomes, such as testing, and less quantifiable outcomes, such as gaining specific technical, writing, communication, and/or presentation skills.

4 Timeline to meet deliverables

Section 4 should be no more than one page.

Create a timeline with projected completion dates for research and key mentoring activities. The timeline must include a table or graphic demonstrating the relationships between the achievement of research and training objectives and the duration of the award. Ensure that dates align with any stipulations in the RFA instructions. At minimum, you should include one or more milestones at the halfway point of the award and at the end of your project describing the outcomes of your mentoring and research plans.

The timeline should be a chronological arrangement of critical activities, milestones, and metrics for both the research and mentoring plan. It is preferred that the timeline is depicted as a graphical representation (e.g., Gantt chart), although timelines in a table format will also be accepted.

Note these key definitions:

**Activity:** A discrete event that will be performed to achieve a specific goal or milestone. An activity must begin with an active verb.

**Milestone:** A measure of progress. Milestones identify critical junctures/steps in the research process that must be accomplished/completed in order to successfully complete the research.

***Examples***

*Activity: Obtain necessary approvals and conduct a safety and rat pharmacokinetic study.*

*Milestone: Complete safety and rat pharmacokinetic study.*

*Activity: Perform stability testing on product.*

*Milestone: Product meets stability specifications.*

The examples are provided for clarity purposes only and are not meant to be required wording for describing these critical application components.