



AIDS Research Institute

Center for AIDS Prevention Studies

Training Program for Scientists Conducting Research to Reduce HIV/STI Health Disparities

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February 25, 2015

Matt G. Mutchler
3114 Raintree Circle
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Dear Dr. Mutchler,

Congratulations! This letter is to officially inform you of your acceptance in the Center for AIDS Prevention Studies (CAPS), University of California, San Francisco, Training Program for Scientists Conducting Research to Reduce HIV/STI Health Disparities. The review committee was enthusiastic about your application and we are very much looking forward to working with you this summer.

The program dates for this year's summer program are Monday, June 8 to Thursday, July 16, with a day off on Friday, July 3. All participants are expected to be in residence in San Francisco continuously for the duration of the summer program. As part of your participation in our program, you will be appointed as a visiting professor at UCSF and receive a monthly gross stipend of \$6,500 for the two months that you are in San Francisco, which totals \$13,000 for the summer. Next month, you will receive information about the hiring process, and we will ask you to submit some information and complete some forms.

The programmatic activities of the summer residency at CAPS are designed to help all visiting professors develop increasing clarity about their long-term programs of research with the ultimate goal being to submit a grant proposal to NIH. There are two key products that we will work on with you during the first summer.

- 1) Development of a mentoring plan and protocol for a pilot study that will be funded at \$20,000. We refer to this product as a *concept document*, and in many cases these must be approved by our NIH project officers in order for pilot study funds to be released.
- 2) An NIH grant proposal draft for a larger research study. The pilot study will provide the preliminary data for the larger NIH grant that you develop. The goal would be for you to submit this NIH proposal after your second summer in the program.

For the concept document, you will need to develop the following components during the summer program:

- Aims and methods of the pilot study (including plan for respondent recruitment)
- Data collection instrument(s)
- IRB protocol
- Budget, budget justification, and scope of work

For the grant proposal draft, you will be drafting the following components for the summer program:

- Specific aims page
- Significance and innovation
- Approach

The grant proposal will be peer-reviewed at the end of the summer program by your fellow visiting professor colleagues and CAPS faculty mentors in a supportive and collegial peer review meeting format.

Science Chats

We will be conducting science chats during the first week of the program. The science chats will provide you with an opportunity to informally summarize your program of research, description of your NIH grant proposal, and talk about your proposed pilot study with all of the faculty mentors and other program participants. You are welcome to use presentation slides (e.g., PowerPoint), although presentation slides are optional. The amount of time allocated to each science chat is approximately 50 minutes. A breakdown of time and topics is as follows:

- 5 minutes: Overview of your academic background and program of research. This will bring the CAPS mentors and your VP colleagues up to speed on your background and program of research to date
- 15 minutes: Where you plan to ultimately take your program of research, concluding with a description of the NIH grant proposal you plan to draft while participating in the CAPS program
- 10 minutes: A description of your proposed CAPS pilot study and how it will support the NIH grant proposal you will be drafting
- 20 minutes: Questions and answers and an interactive discussion.

Information about travel, housing, and shipping will be included with a welcome packet that will be sent to you in March. In the meantime, if you have questions, please do not hesitate to get in touch with Dale or with me.

Again, congratulations! We look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Torsten B. Neilands', with a stylized, flowing script.

Torsten B. Neilands, Ph.D.
Program Director

cc: Dale Danley, Program Coordinator
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