

## RESEARCH PROGRAMS



## POSTDOCTORAL FELLOWSHIP GRANTS Basic / Translational and Clinical Research

2016-2017  
LETTER OF INTENT ANNOUNCEMENT AND INSTRUCTIONS

**BECAUSE BREAST CANCER IS EVERYWHERE, SO ARE WE.**

At Susan G. Komen, we are committed to ending breast cancer forever by energizing science to find the cures and ensuring quality care for all people, everywhere.



Susan G. Komen  
5005 LBJ Freeway, Suite 250  
Dallas, Texas 75244

Questions: [komen.org/researchhelpdesk](http://komen.org/researchhelpdesk)  
Website: [komen.org](http://komen.org)

---

## TABLE OF CONTENTS

<a href="#">KEY DATES</a>	3
<a href="#">LETTER OF INTENT REVIEW PROCESS</a>	3
<a href="#">KOMEN RESEARCH PROGRAM</a>	3
<a href="#">POST DOCTORAL FELLOWSHIP GRANTS-BASIC/TRANSLATIONAL and CLINICAL</a>	4
<a href="#">Basic/Translational</a>	4
<a href="#">Clinical</a>	4
<a href="#">ELIGIBILITY REQUIREMENTS</a>	5
<a href="#">FUNDING INFORMATION AND GRANT TERM</a>	6
<a href="#">LETTER OF INTENT REQUIREMENTS</a>	7
<a href="#">OPTIONAL COMPONENTS</a>	9
<a href="#">LETTER OF INTENT REVIEW CRITERIA</a>	9
<a href="#">LETTER OF INTENT SUBMISSION INSTRUCTIONS</a>	10
<a href="#">Administrative Requirements</a>	10
<a href="#">Getting started in proposalCENTRAL</a>	10
<a href="#">Letter of Intent Sections</a>	11
<a href="#">APPLICATION SUBMISSION</a>	16
<a href="#">QUESTIONS</a>	16

## KEY DATES

Application System Opens:	May 18, 2016
Letter of Intent Due:	July 14, 2016, by 1 p.m., Eastern Standard Time
Letter of Intent Decision:	September 30, 2016
Application Due:	November 22, 2016, by 1 p.m., Eastern Standard Time
Award Notification:	On or around April 15, 2017

## LETTER OF INTENT REVIEW PROCESS

Susan G. Komen® utilizes a multi-step approach to grant application and review that first requires submission of a Letter of Intent and upon invitation only, to those individuals whose Letter of Intent have been deemed highly meritorious, an Application. It is anticipated that Applications will be invited from approximately 20-25% of Letter of Intent submissions.

The Letter of Intent is first administratively reviewed for eligibility, compliance with submission guidelines and responsiveness to the research focus specified in this announcement. Each Letter of Intent that does not meet eligibility, submission, or responsiveness requirements will be administratively withdrawn and WILL NOT undergo scientific review.

Each qualified Letter of Intent is reviewed by a panel of three scientists with appropriate expertise and a patient advocate. Scientist and patient advocate reviewers assess the strengths and weaknesses of each application based on defined review criteria contained within this Announcement.

Applicants/PIs will be notified of Letter of Intent review decisions via email, and be granted access to reviewer comments. Applicants/PIs invited to submit an Application will then be granted access to the Application site. Any Applicant who does not meet ALL eligibility criteria as listed on page 5 by the Application due date, November 22, 2016, will be administratively withdrawn and WILL NOT undergo scientific review.

## KOMEN RESEARCH PROGRAM

At Susan G. Komen®, we are committed to **ending** breast cancer forever by **empowering people, energizing science** to find the cures, and **ensuring quality care** for all people, everywhere. Our Research Program is an essential driving force for achieving this mission.

Komen has sustained a strong commitment to **supporting research** that will identify and deliver cures for breast cancer. This commitment has resulted in important progress that has contributed to many significant advances in breast cancer over the past 30 years. Since its founding in 1982, Komen has funded more than \$889 million in research, provided \$1.95 billion in funding to screening, education, treatment, and psychosocial support programs, and has served millions of people in more than 30 countries worldwide.

Our research focus has evolved over the years. In the beginning we focused on understanding the basic biology of breast cancer. As we learn more about the factors that make cancer cells grow and spread, we are able to invest more in the translation of this knowledge into treatment, early detection and prevention, **with the goal of supporting work that has significant potential to lead to reductions in breast cancer incidence and mortality within the next decade.**

---

## POSTDOCTORAL FELLOWSHIP GRANTS – BASIC/TRANSLATIONAL and CLINICAL

Postdoctoral Fellowship (PDF) Grants are intended to attract and support promising scientists and clinician/scientists who are embarking on careers dedicated to breast cancer research. By providing funding to outstanding postdoctoral/postgraduate fellows under the guidance of a mentor, Komen seeks to ensure that a diverse pool of highly trained scientists will emerge as the next generation of leaders in the field of breast cancer research. These leaders will play key roles in reducing breast cancer incidence and mortality within in the next decade, with the ultimate goal of ending breast cancer forever.

The Letter of Intent must propose research that directly relates to breast cancer and clearly describes the significant potential to lead to reductions in breast cancer incidence and/or mortality within the next decade, or otherwise will be administratively withdrawn from consideration and will not be reviewed or scored.

### 1. Basic/Translational

**PDF-Basic/Translational Research Grants** provide support for hypothesis-driven research projects that are laboratory-or field-based and do not meet Komen’s definition of clinical research. Studies focusing on quality of life or survivorship issues are not appropriate for this research focus area. A project involving clinical trial samples for a study in conjunction with a clinician that does not involve the Applicant having direct patient interaction would also be appropriate for the Basic/Translational Focus area.

### 2. Clinical:

**PDF-Clinical Research Grants** provide support for either M.D. or Ph.D. Applicants for hypothesis driven, patient-oriented research for which an **investigator directly interacts with human subjects/patients**. Such studies may be conducted in conjunction with laboratory-based research, as appropriate. This includes studies such as therapeutic interventions or clinical trials. \*Clinical trials are research studies that involve people and explore whether a *medical strategy, treatment, or device* is safe and effective for humans. A clinical trial may also be *observational, where individuals are only observed and the outcomes measured by researchers*.

**\*Note:** Clinical trials require that all subjects provide informed consent. If a project is not consenting patients, but rather using patient samples collected previously, then it is not considered a clinical trial.

***Letters of Intent that relate to mitigating post-treatment effects (i.e., Quality of Life applications) could be seen as contributing to the reduction of mortality, such as those projects focused on cardiotoxicity, etc. In addition, some applications may deal with encouraging segments of the population to be screened, and thus overcome barriers to early detection – again, this is seen as directly related to Komen’s mission to reduce mortality.***

## ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants/Pis (Fellows), Mentors, and Institutions must conform to the following eligibility criteria to apply for a PDF Grant. **Eligibility requirements must be met at the time of Application submission (November 22, 2016).**

Grants are awarded to the Fellow (designated as the Applicant/Principal Investigator (PI) on the application), Lead Mentor and Co-Mentor, if applicable.

RESTRICTIONS: Changes to the Fellow/Lead Mentor are not permitted after the Letter of Intent has been submitted or during the Grant term. A mentor may participate as Lead Mentor on ONE Postdoctoral Fellowship application per Grant cycle, but may serve on multiple Mentor Committees or serve as a Co-Mentor on multiple PDF applications.

### Applicant/PI (Fellow)

- Must have a doctoral degree, including M.D., Ph.D., Dr.P.H., D.O., D.V.M. or equivalent by the date of Application submission, **November 22, 2016:**
  - For physician applicants with an M.D., D.O., M.D./Ph.D. or equivalent: if a clinical fellowship has been completed, the Applicant/PI must be no more than 3 years post-completion of his/her most recent clinical fellowship as verified by the Letter of Support from the Mentor. If no clinical fellowship has been completed, the Applicant/PI must be no more than 4 years post-completion of his/her most recent medical residency as listed on the Applicant/PI Biosketch and Letter of Commitment.
  - For applicants with a Ph.D. or equivalent: Applicant/PI must be no more than 4 years post-completion of his/her Ph.D., as determined by date of degree confirmation listed on the Applicant/PI Biosketch and Letter of Commitment.
- May not hold any appointment designated as faculty
- May not currently be, or have formerly been, a fellow on a Komen Postdoctoral Fellowship (PDF) Grant.
- Is not required to be a U.S. citizen or resident
- May only submit ONE Application to each focus area (Basic/Translational or Clinical) per funding cycle but may accept only ONE Grant if awarded
- Must conduct the proposed research and training at the Lead Mentor's institution, which may be located anywhere in the world
- Applicant/PI must be designated as a member/employee of the Lead Mentor's laboratory by the date of Application Submission, **November 22, 2016**

### Institution

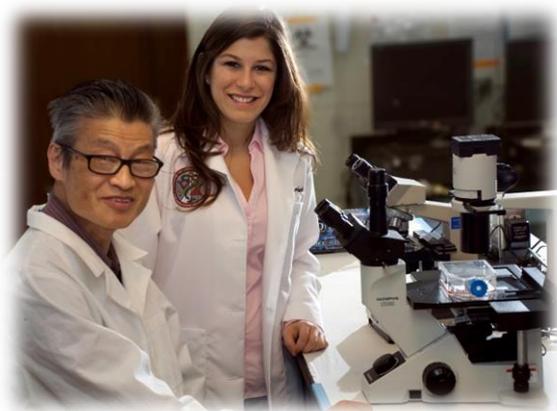
- Must be a non-profit institution or organization anywhere in the world
- May not be a governmental agency (i.e. NIH, NCI etc.) within any country
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants, available at <http://ww5.komen.org/ResearchGrants/FundingOpportunities.html>

## FUNDING INFORMATION AND GRANT TERM

Applicants/PIs may request funding of up to \$60,000 per year (direct costs only) for a minimum of two years (\$120,000) and maximum of three years (\$180,000).

Budgets are not required to be submitted with the Letter of Intent. However, Applicants/PIs should take note of the following budget guidelines:

- Applicant/PI salary may be supplemented by Mentor's funding.
- Level of effort committed to the proposed project does not determine salary level; salary levels are determined by the applicant's institutional policies.
- Reasonable compensation of advocates is allowed when advocates perform services that would otherwise be a contracted expense. Compensation may be in the form of per-hour compensation, or honoraria.
- Reasonable coursework and training expenses (i.e., laboratory management course, trans-disciplinary training, etc.) related to the career and professional development of the Applicant/PI ARE allowed; tuition towards a degree-granting program is NOT allowed.
- Travel costs ARE allowed for the Applicant/PI for purposes specifically related to the proposed Research Project, and must be in line with the Applicant/PI's Institution travel policies. Members of the Mentor Committee may not use travel funds.
- Equipment costs are limited to no more than 25% of total direct costs.
- Professional membership dues or subscription dues are NOT allowed.
- Publication costs and meeting-related poster printing costs ARE allowed for purposes specifically related to the proposed Research Project.
- Visa costs are NOT allowed.
- Indirect costs are NOT allowed. Indirect costs include all expenses not directly related to the conduct of the Research Project, including, but not limited to, allocated costs such as facilities, technology support, communication expenses, administrative support, etc.



***Susan G. Komen has funded over \$135 million in research grants for early career/young investigators***

---

## LETTER OF INTENT REQUIREMENTS

### Required: Mentor

The Applicant/PI (the Fellow) must propose ONE Lead Mentor and may propose ONE Co-Mentor. The primary purpose of the Lead Mentor and Co-Mentor (if applicable) is to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and the successful development of the proposed research project. The Lead Mentor or Co-Mentor should be active in the field of breast cancer and the Mentor(s) should be committed both to the research training of the Applicant/PI and to the direct supervision of the Applicant/PI's research.

### Lead Mentor

- Must hold a full-time faculty appointment with an accredited institution
- The Lead Mentor must be at the same institution as the Applicant/PI
- Must currently conduct breast cancer research, or the Co-Mentor must have breast cancer research experience
- Can be a Lead Mentor on only ONE Komen Postdoctoral Fellowship Grant application submitted in this cycle
- Must ensure that all past and current Komen-funded Grants or awards are up to date and in compliance with all Komen requirements; e.g., progress report submissions, IRB approvals, etc. at the time of Application submission, **November 22, 2016**
- Is not required to be a U.S. citizen or resident

### Co-Mentor (if applicable)

- Must hold a full-time faculty appointment with an accredited institution
- May be a Co-Mentor on multiple PDF applications and a Lead Mentor on ONE separate PDF application
- Is not required to currently conduct breast cancer research, unless the Lead Mentor does not currently conduct breast cancer research
- Must ensure that all past and current Komen-funded Grants or awards are up to date and in compliance with all Komen requirements; e.g., progress report submissions, IRB approvals, etc. at the time of Application submission, **November 22, 2016**
- Is not required to be a U.S. citizen or resident

### Required: Applicant Career Development Plan

The Applicant/PI must submit a career development plan illustrating the Applicant/PI's training and career goals; how the Applicant/PI intends to develop the skills and experience necessary to achieve career advancement during the Grant term; and how the Applicant/PI plans to transition to research independence beyond the Grant term. The applicant may also address their long term goals, i.e., anticipated timeline for publications, future Grant applications, and career milestones.

### Required: Research Plan

The Applicant/PI (the Fellow) must propose a research plan that describes the research question and its significant potential to lead to reductions in breast cancer incidence and/or mortality within the next decade and move us toward the goal of a world without breast cancer. A clear and concise outline of the hypothesis(es), specific aims, and the scientific approach that will be taken to address each specific aim must be included, along with statement of the importance and potential impact of the research to breast cancer patients, if successful.

### **Required: Patient Advocate Mentor**

Susan G. Komen® has a strong commitment to including breast cancer patient advocates to provide the patient perspective in the design and implementation of both research projects and Applicant Career Development Plan. A Patient Advocate Mentor may be included and named in the Letter of Intent (**due July 14, 2016**) or later when the Application is submitted (**invitation only, due November 22, 2016**).

If an applicant is invited to submit an Application they will be required to submit a proposed Patient Advocate Involvement Plan as a section of the Application Proposal Narrative. Applicants are not required to name a specific Patient Advocate Mentor in the Letter of Intent or Application, but if a Patient Advocate Mentor is not named in the Application, Komen will assign a Patient Advocate Mentor to all funded Postdoctoral Fellowships to engage as per their proposed Patient Advocate Plan. Patient Advocate Mentors involved in the research project must be designated as a Key Person.

There are many ways to engage advocates in your research project. The following are several examples:

- Patient Advocate Mentors can be involved early in the development of the project to provide input about its relevance and impact to patients.
- During Letter of Intent submission, they can assist by reviewing the Research Question section to help articulate the importance of the project to breast cancer patients.
- Patient Advocate Mentors may be invited to attend grantee lab meetings or give presentations to provide the patient point of view and a different perspective to the project.
- They can be included in clinical trial development, provide input on potential barriers to accrual, and help develop patient education materials.
- Patient Advocate Mentors can assist in communicating the importance of the results of the research project to the public using lay language that will be better understood by the general public.

Komen will hold a webinar hosted by members of [Komen Advocates in Science](#) on **Involving Patient Advocates in Research** before the Application due date. All applicants who have submitted a Letter of Intent in proposalCENTRAL will receive an invitation to join.

Komen Advocates in Science has developed a detailed guide with suggestions for the inclusion of advocates in research which can be found [here](#) in the [Komen Grant Writing Resources for Young Investigators](#) page.

**Who can serve as an advocate? Read more [here](#).** In summary, those who:

- Have a strong personal connection to breast cancer
- Have a basic understanding of the science of breast cancer
- Can provide a broad patient perspective
- Do not have a conflict of interest or present any likelihood of bias in their ability to represent the patient perspective. Patient Advocate Mentors may be employed by your institution so long as the above are not an issue.

A guide for how to become a Patient Advocate and the attributes appropriate for that role can be found [here](#).

For assistance in identifying trained advocates for your application or to discuss including advocates in the proposed research project, contact [advocatesinscience@komen.org](mailto:advocatesinscience@komen.org).



***Patient Advocates bring the patient voice to research***

## OPTIONAL COMPONENTS

### Optional: Mentor Committee

The Applicant/PI may propose a Mentor Committee in addition to the Lead Mentor and Co-Mentor, if additional expertise and support is required. The primary purpose of the Mentor Committee is to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and assist in the successful development of the proposed research project. If included, Patient Advocate Mentors must be designated as members of the Mentor Committee. Members of the Mentor Committee are not required to currently conduct breast cancer research but should provide expertise, leadership or support to the Applicant/PI and proposed research project. Members of the Mentor Committee are not required to include % effort.

### Optional: Use of Komen Tissue Bank

The Susan G. Komen Tissue Bank at the Indiana University Simon Cancer Center (KTB) is the only repository in the world for normal breast tissue and matched serum, plasma and DNA. It is a goal of the KTB to acquire biomolecules and tissue specimens from the entire continuum of breast development from puberty to menopause. The KTB collects the following types of samples: fresh frozen tissue; formalin-fixed paraffin-embedded (FFPE) tissue; blood products including whole blood, plasma, serum; and DNA from lymphocytes. These samples are available to investigators to conduct research which will provide insight into breast oncogenesis. Additionally, the KTB has created a virtual tissue bank which will be populated with data derived from research completed with KTB samples; other researchers from around the world will be able to access this data. The KTB invites researchers to take advantage of the available normal breast tissue to understand the biology of breast cancer. Komen is encouraging the use of this unique resource by inviting Applicants/Pis to include plans for utilizing tissues from the KTB in their Grant applications. For more information, visit <http://komentissuebank.iu.edu>.

## LETTER OF INTENT REVIEW CRITERIA

The Letter of Intent will be reviewed using the following criteria:

<b>Applicant and Career Development Potential</b>	<ul style="list-style-type: none"> <li>• Does the Applicant/PI demonstrate the scientific potential through their past accomplishments and Statement of Commitment to effectively continue or embark on a career in breast cancer research?</li> <li>• Does the Applicant/PI present a clear, convincing, and feasible plan for developing the necessary research, scientific, clinical, management, and leadership skills to achieve career advancement during the Grant term?</li> <li>• Does (Do) the Mentor(s) have the research, mentorship, leadership and other relevant experience necessary to effectively mentor the Applicant/PI to help the Applicant/PI attain their stated career goals?</li> <li>• Is the Letter of Intent well written with attention to grantsmanship, detail, clear presentation of information, and careful adherence to Letter of Intent requirements?</li> </ul>
<b>Research Question: Significance and Patient Impact</b>	<ul style="list-style-type: none"> <li>• Does the proposed research question represent an innovative approach, a challenge to current paradigms, address an understudied and/or vital area of research, or add in a significant and measureable way to what is currently known about breast cancer?</li> <li>• Does the proposed research question have significant potential to advance the understanding of breast cancer and lead to reductions in breast cancer incidence and/or mortality within the next decade?</li> <li>• Is (Are) the research question(s) important to the breast cancer patient and survivor community?</li> <li>• Does the Applicant/PI indicate how a Patient Advocate Mentor will contribute to the project?</li> </ul>

---

## LETTER OF INTENT SUBMISSION INSTRUCTIONS

### Administrative Requirements

Applicants/PIs must follow the Letter of Intent submission instructions, including page limitations, submission of required application materials, and format guidelines such as the prescribed font and margin size. All application materials must be written in English and must be submitted online in the proposalCENTRAL system. No paper applications or applications sent by email will be accepted.

**Failure to adhere to these instructions will result in any Letter of Intent being administratively withdrawn from consideration prior to peer review, without appeal.**

### Letter of Intent Submission Deadline

Letters of Intent must be completed by 1pm, EST (U.S.) on Thursday, **July 14, 2016**, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

Applicants are strongly encouraged to complete, review and submit their Letter of Intent with sufficient time to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc.

Extensions to the Letter of Intent submission deadline will not be granted to allow for lateness, corrections, or submissions of missing information, with the rare exception made for severe extenuating circumstances at the sole discretion of Komen.

### Getting started in proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the “REGISTER” link and complete the registration process. After you register, complete your Professional Profile (green tab second from the left) before starting a Letter of Intent.

If you are already registered with proposalCENTRAL, access the site and log in with your username and password. If you have forgotten your password, click on the “Forgot your password?” link. Provide your e-mail address in the space provided; your username and password will be sent to you by email.

To start a Letter of Intent, select the “Grant Opportunities” tab (gray tab furthest to the right). A list of applications will be displayed. Find **“Susan G. Komen PDF Basic/Translational and Clinical”** and click the “Apply Now” link (second to last column) to create your Letter of Intent.

Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF). Uploaded documents must be converted to PDF prior to submission in the proposalCENTRAL system and should not be password protected or they may not convert properly. See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.

If you have difficulties registering, logging in, or creating your Letter of Intent, contact proposalCENTRAL Customer Support immediately:

Phone: (800) 875-2562 or (703) 964-5840 E-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)

*Through our research grants, we have supported more than 450 clinical trials.*



### **Letter of Intent Sections**

The following information is required to submit a complete Letter of Intent. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

#### **1. TITLE PAGE**

Enter the title of the research project directly into the proposalCENTRAL system. The title is limited to no more than 81 characters in length (including spaces). Do not use abbreviations or all capital letters. A project title must be entered and saved before additional sections may be accessed.

#### **Research Focus Area**

Please select the appropriate focus area for the research proposed from the dropdown menu:

- PDF Basic/Translational
- PDF Clinical

Please refer to page 4 for definitions of Basic/Translational and Clinical research focus areas.

#### **2. DOWNLOAD TEMPLATES & INSTRUCTIONS**

The Letter of Intent and Instructions document, the Policies and Procedures and all templates can be downloaded from this page.

You must download and complete the following templates: Letter of Intent Narrative Template, Biosketch Template, and Cited Publication Template. See Section 7 for instructions on how to complete each template.

Click the “Download” link to save each of the templates to your computer.

Use your word processing software (e.g., MS Word, WordPerfect) to complete the Letter of Intent Narrative Template, Biosketch Template, and Cited Publication Template on your computer and then convert templates to PDF format. You do not need to be connected to the internet or to the proposalCENTRAL system while working on the templates. Upload the completed template files to your online Letter of Intent. See page 15 for instructions on how to complete and upload the templates.

#### **3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.**

Optional.

#### **4. APPLICANT/PRINCIPAL INVESTIGATOR (PI)**

Enter contact information **for the Applicant/PI** directly into the proposalCENTRAL system. When entering contact information, do not use personal addresses.

## 5. INSTITUTION & CONTACTS

Enter information regarding the lead institution, financial officer, and signing official directly into the proposalCENTRAL system.

## 6. KEY PERSONNEL

**Do not list the Applicant/PI as Key Personnel in this section.**

Key Personnel include the Lead Mentor, Co-Mentor (if applicable), major Collaborators, and any Patient Advocate Mentors (if applicable) who are integral to the execution of the research plan.

Komen defines Key Personnel as an individual who contributes to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the Grant. Typically, these individuals devote a defined percentage of effort to the project, and have doctoral or other professional degrees. Collaborators/Consultants at the postdoctoral or graduate student level may be considered Key Personnel if their involvement meets this definition. Patient Advocate Mentors must be listed as Key Personnel.

**Each Key Person must have a level of effort listed in proposalCENTRAL, even if 0%. Patient Advocate Mentors, the Lead Mentor, and members of the Mentor Committee may list 0% effort. Other Key Personnel must list greater than 0% effort.**

Add new contacts by entering the email address of the key person you wish to add. Click 'Add'. Add Key Personnel information for the person selected. Select the appropriate Role from the dropdown. Enter the percent effort proposed for this Key Person on this project. When entering contact information, do not use personal addresses for the Key Person.

### **Non-Key Personnel**

Non-Key Personnel may include Collaborators who can easily be replaced without affecting the functionality of the Grant or significantly impacting the execution of the proposed project (ex. a biostatistician or research technician who manages a mouse colony). A Non-Key Person may have 0% effort.

Add new contacts by entering the email address of the Key Person you wish to add. Click 'Add'. Add Non-Key Personnel information for the person selected. Select the Non-Key Personnel Role from the dropdown. Enter the percent effort proposed for this Non-Key Person on this project. When entering contact information, do not use personal addresses for the Non-Key Person.

Please see **Appendix A** for a detailed list of definitions and allowed Personnel for each Grant mechanism.

## 7. ATTACH NARRATIVE AND SUPPORTING DOCUMENTS

### **Letter of Intent Template**

Download the template from proposalCENTRAL and fill in the following sections. The Letter of Intent Narrative (Sections A-C) is limited to 2 pages in total. Page lengths for each section of the Narrative are recommended below.

## Document Format

Please follow the formatting requirements below. Letters of Intent not adhering to these format requirements will be administratively withdrawn prior to review.

- Must be in Portable Document Format (.pdf)
- Font Size: 12 point or larger. Figure Legends may be 9 point or larger.
- Font Type: Times New Roman. Biosketches using the provided NIH template can use Arial.
- Spacing: No more than six lines of type within a vertical inch (2.54 cm).
- Page Size: No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- Margins: At least 0.5 inch (1.27 cm) in all directions.
- Headers or Footers may only be used for page numbers on Supporting Documents, but margins must remain at least 0.5 inches with the header or footer. Formatting of the header and footer on the Letter of Intent Narrative template must not be altered and **MUST BE INCLUDED.**
- Recommended lengths for each Narrative section of the application are provided. The complete Letter of Intent Narrative must not exceed 2 pages in length.

## Guidelines for Images

- Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”)
- Insert only PNG, GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
- Do not insert Quick Time or TIFF objects into your document.
- Anchor the images you embed in your document. Once you have anchored the “inserted” image, you can format text to wrap around the image.
- Do not edit your images in Word. Use a graphics program.
- Do not embed your images in tables, text boxes, and other form elements.
- Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

## The following elements are required components of the Letter of Intent: Letter of Intent Narrative and Supporting Documents

### Letter of Intent Narrative (2 page limit)

Applicants may exceed the recommended page length for a given section as described below provided that the total Narrative is no more than 2 pages, including figures and tables. Cited Publications and Letter of Intent Supporting Documents (Biosketches, etc.) are not included in this page number limit.

### Section A: Title (81 Character limit):

Applicants/PIs should enter the title of their proposal exactly as it is entered in proposalCENTRAL.

### Section B: Applicant and Career Development Potential:

- Convey how the Applicant is well positioned to pursue a career in breast cancer research and discuss their potential for making an impact in the field.
- Present a clear, convincing, and feasible career development plan for developing the necessary research, scientific, clinical, management, and leadership skills to achieve career advancement during the Grant term.
- Describe the relationship of the project to the breast cancer research career goals of the Applicant/PI and how the Applicant/PI plans to capitalize on the training provided through the Komen PDF.

### Section C: Research Question: Significance and Patient Impact:

- Describe the research question, the hypothesis and specific aims for the proposed study and how the question represents a novel approach, a challenge to current paradigms, or adds to what is currently known about breast cancer in a significant and measurable way. Indicate how the research question will have the potential to lead to reductions in breast cancer incidence and/or mortality within the next decade.
- Include the hypothesis and specific aims for the proposed study.
- Describe how a Patient Advocate Mentor will contribute to the project.

### Letter of Intent Supporting Documents

The following documentation is required to support the Letter of Intent Narrative:

1. Cited publications
2. Statement of Commitment from Applicant/PI
3. Biosketches for designated Key Personnel

Please note: any additional documents that are uploaded to the Letter of Intent and are not listed above will be deleted from the Letter of Intent file and will not undergo review.

#### 1. Cited Publications

No more than 10 references to relevant publications may be listed. References must be numbered and follow the formatting example on the Cited Publications template and below. References are not included in the Letter of Intent Narrative 2 page limit.

#### Example (Journal Article):

1. Warrell RP Jr, Frankel SR, Miller WH Jr, Scheinberg DA, Itri LM, Hittelman WN. Differentiation therapy of acute promyelocytic 584 leukemia with tretinoin (all-trans-retinoic acid). *N Engl J Med* 324:1385–93, 1991.

#### 2. Statement of Commitment from Applicant/PI

A signed Statement of Commitment must be submitted by the Applicant/PI, on Institution Letterhead, including:

- How the Applicant/PI demonstrates the potential, expertise, and commitment to capitalize on the PDF Grant and how it will further the Applicant/PI's career development.
- How the Applicant/PI has worked with Patient Advocate Mentors in the past and how they will work with Patient Advocate Mentors in the proposed project.
- How is the Applicant/PI's prior training and research experience appropriate for this Grant.
- How the PDF Grant will help the Applicant/PI in becoming a future leader in breast cancer research.

### 3. Biosketches

Required for the following Key Personnel:

- Applicant/PI
- Lead Mentor
- Co-Mentor (if applicable)
- Patient Advocate Mentor(s) (if applicable)

Biosketches should not be included for Other Key Personnel, Members of the Mentor Committee, Non-Key Personnel, Collaborators, etc.

Please submit each biosketch as a separate and named document. A single PDF for all biosketches will not be accepted. For each biosketch, use the naming convention: [Name]\_[Role] Biosketch.

Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website. Patient Advocate Mentor biosketches may be submitted in any format.

Biosketches are not included in the Letter of Intent Narrative 2-page limit.

#### Uploading the attachments into your Letter of Intent

Once you have converted your attachments to PDF files, the next step is to upload the files to your online Letter of Intent.

- Make certain that the converted PDF files are closed on your computer
- Open your application and go to the section for attaching files
- Enter “your last name\_ description of the file” in the “Describe Attachment” field, e.g. “Smith\_PI Biosketch” or “Smith\_Proposal Narrative”
- Select the appropriate type of attachment from the drop-down list. NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this Letter of Intent submission
- Click on the “Browse” button to select the file from your computer
- The “Choose File” dialog box opens for you to search for the template file on your computer’s hard disk or local area network
- Select the file and click “Open”
- The file location and name will display in the window adjacent to the “Browse” button
- Click on the “Upload Attachment” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the “Uploaded Attachment” section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. “DEL” allows you to delete the file, if necessary, and “SHOW” opens the uploaded file. Open and review your uploaded file.

**8. VALIDATE.** Validate the Letter of Intent on proposalCENTRAL. This is an essential step. A Letter of Intent that has not been validated cannot be submitted. “Validate” checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

**9. SUBMIT.** After successfully passing the validate check and printing your documents, click the “Submit” link. An email will be sent to you confirming your submission.

Once your Letter of Intent is submitted you may view it by accessing the “Submitted” link under the Manage Proposals tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the Letter of Intent to see the updated status.

## APPLICATION SUBMISSION

Only Applicants/PIs with LOIs deemed most meritorious and aligned with Komen’s research mission will be invited to submit Applications. Instructions on how to submit an Application will be provided on the Letter of Intent decision date listed above under ‘KEY DATES’. **Applications are due on November 22, 2016.**

1. The Principal Investigator will be required to include an ORCID identifier. **ORCID (Open Researcher and Contributor ID)** is a non-proprietary alphanumeric code to uniquely identify scientific and other academic authors. You can register for an ORCID at any time: <http://orcid.org/>.
2. A Patient Advocate Mentor is required for all funded Komen Grants. The Patient Advocate Mentor may be included in the Application (due **November 22, 2016**) as a Key Person and member of the Mentor Committee. The Patient Advocate Involvement Plan section must be completed in the Application Proposal Narrative. **If a specific named Patient Advocate Mentor is not included in the Application, Komen WILL assign a Patient Advocate Mentor to all funded Postdoctoral Fellowships.** For assistance in identifying trained advocates for your application or to discuss including advocates in the proposed research project, contact [advocatesinscience@komen.org](mailto:advocatesinscience@komen.org).
3. Adherence to Eligibility guidelines (listed on page 5) will be confirmed upon Application submission including verification of the date of degree confirmation.

## QUESTIONS?

Contact information for all inquiries regarding application submission is provided below.

Type of Inquiry	Contact
All <u>programmatic inquiries</u> (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	<p><b>Komen Research Programs Help Desk</b></p> <p>Questions: <a href="http://www.komen.org/researchhelpdesk">www.komen.org/researchhelpdesk</a></p> <p>(Toll-free within the United States and Canada)</p>
All <u>technical inquiries</u> related to the online application system, proposalCENTRAL (including questions related to system access, navigation, document uploads, etc.)	<p><b>Altum/proposalCENTRAL</b></p> <p>Email: <a href="mailto:pcsupport@altum.com">pcsupport@altum.com</a></p> <p>Phone: 1-800-875-2562 (Toll-free within the United States and Canada), or 1-703-964-5840 (International)</p>



***1.7 million new cases of breast cancer were diagnosed in 2012 worldwide.***



## Appendix A: Application Definitions of Personnel

Applicants should designate personnel on their proposed Application as follows: (Please note: roles may be limited by grant mechanism as listed. Only roles applicable to a specific grant mechanism will be listed in the application drop-down menu in proposalCENTRAL.)

### I. Applicant/Principal Investigator (PI):

The individual designated by the Applicant's organization to direct the research project and/or Training Program (GTDR only) to be supported by the grant. The PI is responsible and accountable to the Applicant organization officials and Susan G. Komen® for the proper conduct of the research project.

ROLE	Role limited to applicable grant mechanism:
Principal Investigator (PI)/Applicant	Required: All Grants (only 1 PI per application)

### II. Key Personnel:

Komen defines Key Personnel as an individual who contributes to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the Grant. Typically, these individuals devote a defined percentage of effort to the project, and have doctoral or other professional degrees. Collaborators/Consultants at the postdoctoral or graduate student level may be considered Key Personnel if their involvement meets this definition. **Each Key Person must have a level of effort listed in proposalCENTRAL (0-100%).** Patient Advocate Mentor(s), the Lead Mentor, and members of the Mentoring Committee may list 0% effort. Other Key Personnel must list greater than 0% effort. Level of effort committed to the proposed project does not determine salary level. Salary levels are determined by the Applicant/PI's institutional policies. Salary support is not required for Key Personnel. For Postdoctoral Fellowships, salary/stipend support is allowed ONLY for the Applicant/PI.

KEY PERSONNEL ROLE	Role limited to applicable grant mechanism:		
	<u>CCR</u>	<u>PDF</u>	<u>GTDR</u>
Patient Advocate Mentor/Patient Advocate	Optional at LOI; Required at App	Optional at LOI; Required at App	Optional
Collaborator (Key)	Optional	Optional	Optional
Co-Mentor	<i>Not allowed</i>	Optional (1 per grant)	<i>Not allowed</i>
Committee Member	Required	Optional	<i>Not allowed</i>
Co-PI	<i>Not allowed</i>	<i>Not allowed</i>	Optional (1 per grant)
Lead Mentor	Required (1 per grant)	Required (1 per grant)	<i>Not allowed</i>

*Patient Advocate Mentors/Patient Advocates (Required for CCR and PDF; Optional for GTDR):*

Komen has a strong commitment to including breast cancer patient advocates to provide patient perspective in the design and implementation of both research projects and Career Development Plans. Patient Advocates can be involved early in the development of the project to provide input and ensure that the proposed work has impact for patients. During Letter of Intent (LOI) submission, they can assist by reviewing the scientific and patient impact section to help communicate the importance of the project to breast cancer patients. Advocates must be included on Mentoring Committees and invited to project presentations to provide the patient point of view and a different perspective to the project. They can be included in clinical trial development, providing input on potential barriers to accrual and help develop patient education materials. Patient Advocates can also help communicate the importance of the results of the project to the public using lay language that everyone can understand. If a Patient Advocate is involved in the proposed research project, they are required to be listed as a Key Person and member of the Mentor Committee.

An identified Patient Advocate Mentor(s) will be required for CCR applications at Application and are strongly encouraged for all applications at all stages. Postdoctoral Fellowship Applications will not be required to name a Patient Advocate but will be required to submit a Patient Advocate Involvement Plan. Awarded PDFs will be assigned a Patient Advocate if one is not named on the application.

*Collaborators (Key Person):*

An individual that is working with the PI, who benefits or strengthens the proposed research as a result of their expertise in the research area, provides an essential resource or equipment contribution, or offers the skills needed to efficiently execute the proposed research supported by the grant. Collaborators who are considered Key Personnel must contribute to the scientific development or execution of a project in a substantive, measurable way (ex. a researcher provides 13 unique cell lines that are critical to the completion of the project.) A collaborator may be employed by, or be affiliated with, the Applicant's organization or another participating organization.

*Co-Mentor (PDF):*

An individual designated to assist the Lead Mentor to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and research project development. Only 1 Co-Mentor is allowed per application. The Co-Mentor may provide needed expertise to the proposed project.

*Co-PI (GTDR):*

An individual designated to assist the Applicant/PI in directing the training program and/or research project to be supported by the grant. The Co-PI may provide additional mentoring, expertise and/or experience relevant and necessary for the success of a multidisciplinary training program. The Co-PI is also responsible and accountable to the Applicant organization officials and Komen for the proper conduct of the research project. Only a single Co-PI can be named on GTDR grants. PDF and CCR grants may NOT include a Co-PI.

*Lead Mentor (PDF):*

An individual designated to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and the successful development of the proposed research project. Only 1 Lead Mentor is allowed per application. The Lead Mentor must be at the same institution as the Applicant/PI. The Lead Mentor should be active in the field of breast cancer, or alternatively the Co-Mentor must have breast cancer research experience, and should be committed both to the research training of the Applicant/PI and to the direct supervision of the Applicant/PI's research. A Mentor may only be designated as a Lead Mentor on ONE Komen Postdoctoral Fellowship Grant Application submitted in this cycle.

**Lead Mentor (CCR):**

An individual designated to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI’s career advancement and assist in the development of the proposed research project. The Lead Mentor must currently conduct breast cancer research, or alternatively at least one member of the Mentor Committee must have breast cancer research experience. Only 1 Lead Mentor is allowed per application. The Lead Mentor must be at the same institution as the PI and serve as the onsite representative for the entire Mentor Committee.

**Mentor: Committee Member (CCR and PDF):**

An individual designated to assist in providing research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI’s career advancement and assist in the development and patient impact of the proposed research project.

**III. Non-Key Personnel:**

Non-Key Personnel may include graduate students, postdoctoral fellows (except for postdoctoral fellows submitting a PDF grant), research technicians, and/or collaborators who can easily be replaced without impacting the functionality of the grant or significantly impacting the execution of the proposed project (ex. a biostatistician or research technician who manages a mouse colony). A Non-Key Person may have 0% effort. If a Non-Key Person draws a salary from the grant budget, a level of effort must be listed. For GTDR grants, Non-Key Personnel may ONLY include designated Mentors for the Training Program.

NON-KEY PERSONNEL ROLE	Role limited to applicable grant mechanism:		
	<u>CCR</u>	<u>PDF</u>	<u>GTDR</u>
<b>Collaborator (Non-Key)</b>	Optional	Optional	<i>Not Allowed</i>
<b>Graduate Student</b>	Optional	<i>Not Allowed</i>	<i>Not Allowed</i>
<b>Mentor (GTDR)</b>	<i>Not Allowed</i>	<i>Not Allowed</i>	Optional
<b>Postdoctoral Fellow</b>	Optional	<i>Not Allowed</i>	<i>Not Allowed</i>
<b>Research Technician</b>	Optional	<i>Not Allowed</i>	<i>Not Allowed</i>

**Collaborators:**

An individual working with the Applicant/PI in the scientific development and/or execution of the research project. Collaborators should be listed as Key Personnel if their contribution is essential to the grant and if their role cannot be fulfilled by another Collaborator or individual. Collaborators may be listed as Non-Key Personnel if they do not meet the definition of Key Personnel, but will still be responsible for proposed work on the research project (ex. a biostatistician or technician who maintains a mouse colony). A collaborator may be employed by, or be affiliated with, the Applicant/PI’s organization or another participating organization.

**Graduate Student:**

Komen does not utilize this category for Key Personnel. Graduate students may be listed as a Non-Key Person for CCR Grants. Graduate students participating in Komen’s Graduate Training in Disparities Research Program may not be listed as Non-Key Personnel (please see Non-Key Personnel definition above). For GTDR grants, Non-Key Personnel can only include designated Mentors.

*Mentor (GTDR):*

An individual designated to assist in providing mentoring, teaching, research, scientific, clinical, and/or leadership guidance necessary to foster the Applicant/PI's development and management of their training program in breast cancer disparities and assist in the development of the proposed research project. Mentors should have a strong track record in breast cancer disparities research and successful mentoring of graduate-level students. Multiple Mentors may be involved in the program with each focusing on specific aspects of the training. For GTDR applications, the only Non-Key Personnel permitted are Mentors.

*Postdoctoral Fellow:*

Komen does not utilize this category. For Postdoctoral Fellowship Grant applications, the Fellow should always be listed as the Applicant/PI. Postdoctoral Fellows (CCR) may be listed as a Collaborator (either Key or Non-Key), if their role fits Komen's definition of either Key or Non-Key Personnel (see definitions above).

*Research Technician:*

Research technicians aid scientists in their experiments by monitoring and recording their findings and managing day to day activities of the lab. Research technicians are not considered Key Personnel and should be included as Non-Key Personnel. A Research Technician may be employed by, or be affiliated with, the Applicant's laboratory, organization or another participating organization.