


KOMEN RESEARCH PROGRAMS

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.

CAREER CATALYST RESEARCH GRANTS – CLINICAL RESEARCH

2013-2014 REQUEST FOR APPLICATIONS

Susan G. Komen
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Dallas, Texas 75244
Research Programs Help Desk: 1-866-921-9678
Email: helpdesk@komengrantsaccess.org
Website: www.komen.org

Updated 08.13.13

KEY DATES

Application System Opens	July 25, 2013
Pre-Application Due	September 5, 2013, by 12 p.m., Eastern Time
Pre-Application Decision	October 28, 2013
Full Application Due	December 5, 2013 by 12 p.m., Eastern Time
Award Notification	On or around May 1, 2014

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. We began with a single grant for $28,000 in 1982. With increasing investments over time, now totaling over $750 million, Komen is the largest non-government funder of breast cancer research.

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 incidence and mortality within the decade.***

CAREER CATALYST RESEARCH GRANTS – CLINICAL RESEARCH

Career Catalyst Research Grants – Clinical Research (CCR-Clinical) are intended to foster promising breast cancer clinician-scientists who are in the early stages of their faculty careers by providing support for up to three years of "protected time" for clinical research career development under the guidance of a mentor committee. It is expected that awardees will launch independent clinical research careers and successfully compete for subsequent clinical research project funding in breast cancer following the successful completion of a CCR Grant.

CCR-Clinical Research Grants provide support to clinician-scientists for hypothesis-driven clinical research projects that have significant potential to advance our understanding of breast cancer, lead to reductions in breast cancer incidence and/or mortality, and move us toward the goal of a world without breast cancer.

Komen defines clinical research as hypothesis driven, patient-oriented research for which an investigator directly interacts with human subjects/patients, in conjunction with laboratory-based research, as appropriate. This includes studies such as therapeutic interventions or clinical trials. Appropriate research projects include, but are not limited to, the following areas:

- Novel approaches that enhance understanding of the breast cancer disease process;
- Etiology;
- Prevention;
- Detection;

- Biomarkers of risk, disease burden, and/or treatment response or resistance;
- Novel therapeutics;
- Lifestyle interventions with the potential to affect disease outcomes (e.g., incidence and/or mortality);
- Research seeking to understand the biologic, behavioral, and social causes of disparities in breast cancer outcomes across population groups or identify, validate and test health services and public health interventions that address the causes of disparities in care and outcomes; and
- Studies focusing on quality of life or survivorship issues.

Applications proposing research that does not directly relate to breast cancer will be administratively withdrawn from consideration and will not be reviewed or scored.

A separate CCR-Basic and Translational Research RFA is available for biomedical breast cancer research projects that do not meet Komen's definition of clinical research.

ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants/PIs and Institutions must conform to the following eligibility criteria to apply for a CCR Grant. Eligibility requirements must be met at the time of full application submission (December 5, 2013).

Grants will be awarded to a single Principal Investigator (PI). Co-Principal Investigators (Co-PIs) are not allowed.

Applicant/PI

- Must have a doctoral degree, including MD, PhD, DrPH, DO, or equivalent
- Must currently hold a faculty appointment or have a formal offer letter at the time of application, verified by the Letter of Support from Institution
- Must not have held any faculty appointment, including non-tenure and tenure track appointments combined, for more than a total of 6 years at the time of application, verified by the Letter of Support from Institution
- Must NOT currently hold or simultaneously apply for a Komen Investigator-Initiated Research Grant
- Must NOT simultaneously hold a Komen Postdoctoral Fellowship (PDF) Grant. If a PDF grant is currently held, the PDF grant term must expire before the start of the CCR, if funded.
- Must NOT currently be a Principal Investigator on an existing R01 research grant
- Must conduct the proposed research and training at the Lead Mentor's institution, which may be located anywhere in the world
- Must have adequate space for research, verified by the Letter of Support from Institution
- Must be able to commit at least 60% of full-time effort to research during each year of the grant period, verified by the Letter of Support from Institution
- Must ensure that all past and current Komen-funded grants are up to date and in compliance with all Komen requirements; e.g., progress report submissions, IRB approvals, etc.
- Is NOT required to be a U.S. citizen or resident

Institutions

- Must be a nonprofit in titution or organization anywhere in the world
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants, available at http://ww5.komen.org/ResearchGrants/FundingOpportunities.html

MENTOR AND MENTOR COMMITTEE REQUIREMENTS

Lead Mentor

- Must hold a full-time faculty appointment with an accredited institution
- Must currently conduct breast cancer research, or alternately at least one member of the Mentor Committee must have breast cancer research experience
- Is not required to include % effort but must clearly delineate their mentoring role in the Letter of Support from Mentor
- Is NOT required to be a U.S. citizen or resident

Mentor Committee Members

- Is NOT required to include % effort
- Is NOT required to currently conduct breast cancer research; at least one member of the mentoring committee must currently conduct breast cancer research if the Lead Mentor does not currently conduct breast cancer research

FUNDING INFORMATION AND GRANT TERM

Applicants/PIs may request funding of up to $150,000 per year (combined direct and indirect costs) for up to three years. Note, final funding decisions and amounts rest with the Komen Board of Directors.

Budgets are not required to be submitted with pre-applications. However, Applicants should take note of the following budget guidelines:

- Personnel on the project are limited to a base salary at or below $250,000 per year; salary support for the Lead Mentor or members of the mentoring committee is NOT allowed
- Equipment costs are limited to no more than 30% of total direct costs
- Indirect costs cannot exceed 25% of total direct costs (including any indirect costs paid through subcontracts or consortia)
- Travel costs ARE allowed for purposes specifically related to the proposed Research Project
- Publication costs and meeting-related poster printing costs ARE allowed for purposes specifically related to the proposed Research Project
- Reasonable coursework and training expenses related to the career and professional development of the Applicant/PI ARE allowed
- Graduate and postdoctoral fellow stipend and tuition costs are NOT allowed
- Visa costs are NOT allowed
- Professional membership dues are NOT allowed
- Advocate Involvement: Reasonable compensation of advocates is allowed when advocates perform services that would otherwise be a contracted expense. Compensation may be in the form of salary, per-hour compensation, or honoraria. Additionally, grant funds can be used for advocate participation in scientific conferences that would enhance their knowledge and skills related to the research project.

APPLICATION REQUIREMENTS

Required: Research Plan

Applicants/PIs must propose a research plan that describes the research question and its significant potential to advance our understanding of breast cancer, 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 a statement of the importance of the research to breast cancer patients and the potential impact of the research project, if successful.

Required: Mentor Committee

Applicants/PIs must propose a mentor committee and designate one Lead Mentor. 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. At least one mentor must be at the same institution as the PI and serve as the onsite representative for the entire mentor committee, designated as the Lead Mentor in application materials. A letter from the Lead Mentor describing their role and commitment to advancing the career independence of the Applicant/PI is required. Letters from all members of the mentor committee are required only at the time of full application submission.

Required: Career Development Plan

Applicants/PIs must submit a Career Development Plan (CDP) illustrating the Applicant/PI's 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 will sustain research independence beyond the Grant term. The Career Development Plan should include items such as coursework conducive to the Applicant/PI's career development and opportunities for interaction with other groups and scientists such as presentations, journal clubs, seminars, lab meetings, collaborative interactions, and attendance at scientific meetings. Training in career skills, e.g., grant-writing and laboratory management are strongly encouraged. The applicant could also address their long term goals, i.e., anticipated timeline for publications, future grant applications and career milestones.

Susan G. Komen has been dedicated to funding breast cancer research since inception in 1982. At the local level in the U.S., Komen works through a grassroots network of 120 Affiliates who serve as the face and voice of the Komen organization in 48 states across the country. All of the Affiliates actively participate in generating the funds that are used to sponsor the Komen research grants. Twenty five percent of all the money raised locally is pooled at the national level and invested in Research and Training Grants.

Optional: Patient Advocate Involvement

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.

There are many ways to engage advocates in your research project. For example, patient advocates can be involved early in the development of your project to provide input about its impact to patients. During pre-application submission, they can assist by reviewing the scientific and patient impact section to help communicate the importance of your project to breast cancer patients. Advocates can be included on mentoring committees and invited to project presentations to provide the patient point of view and a different perspective to your project. They can be included in clinical trial development, providing input on potential barriers to accrual and help develop patient education materials. Advocates can help communicate the importance of the results of your project to the public using lay language that everyone can understand.

At the time of full application, Susan G. Komen® Advocates in Science will provide a more detailed guide with suggestions for the inclusion of advocates. For assistance in identifying trained advocates or to discuss including advocates in the proposed research project, contact advocatesinscience@komen.org.

Optional: Use of Komen Tissue Bank

The Susan G. Komen Tissue Bank at the IU 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.

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure®, we have invested more than $1.9 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world.

PRE-APPLICATION REVIEW PROCESS AND REVIEW CRITERIA

Susan G. Komen® utilizes a multi-step approach to application and review that requires submission of a pre-application and full application upon invitation only. Pre-applications are first administratively reviewed for eligibility, submission of required application materials, adherence to formatting requirements, and responsiveness to the research focus specified in this RFA. Applications that do not meet eligibility, submission, formatting, or responsiveness requirements will be administratively withdrawn and WILL NOT undergo scientific review.

Each qualified pre-application is reviewed by a panel of three scientists with appropriate expertise and a patient advocate. Scientist and advocate reviewers assess the strengths and weaknesses of each application based on the defined review criteria described below.

Only Applicants/PIs with pre-applications deemed most meritorious and aligned with Komen's research mission will be invited to submit full applications. It is anticipated that full applications will be invited from approximately 20-25% of pre-application submitters.

Applicants/PIs will be notified of pre-application review decisions via email. Once notifications are sent, Applicants/PIs will be granted access to reviewer comments. Applicants/PIs invited to submit a full application will then be granted access to the full application site.

Pre-application - Review Criteria

The pre-application will be reviewed using the following criteria:

Career Development Potential	• Does the Applicant/PI present a clear, convincing, and feasible plan for developing the necessary research, scientific, clinical, management, and leadership skills to establish and maintain an independent program of research excellence and productivity? • Does the Applicant/PI have an adequate academic, clinical (if relevant), and research record to successfully complete the research project? • Will the mentor committee members be effectively utilized to guide the Applicant/PI toward research excellence and independence? • Does the mentorship team contain all of the key expertise that is necessary to provide leadership and research guidance throughout the project? • Is the institutional support the Applicant/PI is receiving sufficient for successfully conducting the proposed research and implementing the proposed Career Development Plan?
Research Question and Significance	• Does the research question that will be addressed in the application have significant potential to advance our understanding of breast cancer and lead to reductions in breast cancer incidence and/or mortality within the next decade?
Scientific Approach and Feasibility	• Does the proposed study hypothesis(es) comprehensively address the overarching research question(s)?
Scientific and Patient Impact	• Is (Are) the research question(s) important to the breast cancer patient and survivor community?

PRE-APPLICATION SUBMISSION INSTRUCTIONS

Administrative Requirements

Applicants/PIs must follow the pre-application 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 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 applications being administratively withdrawn from consideration prior to peer review, without appeal.

Pre-Application Submission Deadline

Pre-Applications must be completed by 12pm, EST (U.S.) on **Thursday, September 5, 2013**, using the proposalCENTRAL website at https://proposalcentral.altum.com.

Applicants are strongly encouraged to complete, review and submit their applications with sufficient time to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc. Applicants may review their submissions for accuracy until the application submission deadline.

Extensions to the pre-application 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 an application.

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 e-mail.

To start a pre-application, select the "Grant Opportunities" tab (gray tab furthest to the right). A list of applications will be displayed. Find **"Susan G. Komen CCR Clinical"** and click the "Apply Now" link (second to last column) to create your pre-application.

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 application, contact proposalCENTRAL Customer Support immediately:

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

Pre-Application Sections

The following information is required to submit a complete pre-application. 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.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS**
   The Request for Application (RFA) Guidelines and Application Instructions document, the Policies and Procedures, CSO Codes & Topic Codes Guidelines and all templates can be downloaded from this page.

   You must download and complete the following templates: Pre-Application Narrative Template, Biosketch Template, and Pre-Application Submission Checklist. See Section 8 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 Pre-Application Narrative Template, Biosketch Template, and Pre-Application Submission Checklist on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.

   Upload the completed template files o your online application.

   See page 11 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 proposalCENTRAL system. When entering contact information, do not use personal addresses.

5. **INSTITUTION & CONTACTS**
   Enter information regarding the lead institution and signing official d ectly into proposalCENTRAL system.

6. **KEY PERSONNEL**
   Do not list the PI as Key Personnel in this section.
   Key personnel include the Lead Mentor, mentors, major contributors, collaborators, Co-Investigators, and any advocates (if applicable) who are integral to the execution of the research plan.

   Komen defines Key Personnel as individuals who contribute 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 specific percentage of effort to the project, and have doctoral or other professional degrees. Consultants and individuals at the postdoctoral, masters or baccalaureate level may be considered Key Personnel if their involvement meets this definition. Key Personnel must have a percent of effort indicated, with the exception of advocates, the Lead Mentor, and members of the mentoring committee for whom 0% effort is allowable. 'Zero percent' effort or 'as needed' is not an acceptable level of involvement for all other Key Personnel, although salary support is not required for Key Personnel. Please note: Salary support is not allowed for the Lead Mentor or members of the mentoring committee.

Add new contacts by entering the e-mail 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 includes graduate students, postdoctoral fellows, research technicians, and collaborators who can easily be replaced without affecting the functionality of the grant. Add new contacts by entering the e-mail 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. A Non-Key Person may have 0% effort. When entering contact information, do not use personal addresses for the Non-Key Person.

7. CSO AND TOPIC CODES

Please see the Download Templates & Instructions section to view the CSO and Topic code definitions prio to selecting the CSO and Topic codes for the proposed research. Select the proper code from the 'Available Codes' and use the double arrows to move your selection into the 'Selected Code' category. Save after your selection has been made.

8. ATTACH NARRATIVE AND SUPPORTING DOCUMENTS

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.

Pre-Application Template

Download the Template from proposalCENTRAL and fill in the following sections. The Pre-Application Narrative (Sections A-E) is limited to 3 pages. Applicants may exceed the recommended page length for a given section as described below provided that the total narrative is no more than 3 pages, including figures and tables. Cited Publications and Pre-Application Supporting Documents (Biosketches, Letter of Support from Institution, Letter of Support from Lead Mentor, and Letter of Commitment from Applicant/PI) are not included in this page number limit.

Document Format

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

- Must be in PDF file ormat.
- Font Size: 12 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.
- Print Area: 7.5 inches x 10.0 inches (19.05 cm x 25.40 cm).
- 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 pre-application template must not be altered.
- Recommended lengths for each narrative section of the application are provided. The complete pre-application narrative (Sections A-E of the Template) must not exceed 3 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 our Word document. Other graphical file ormats are either very large or difficult o 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 pre-application:

Pre-Application Narrative - 3 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 3 pages, including figures and tables. References and biosketches are not included in this page number limit.

Section A: Title (81 Character limit):

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

Section B: Research Question and Significance (0.5 page recommended):

Describe the research question and its significance in having significant potential to advance our understanding of breast cancer and lead to reductions in breast cancer incidence and/or mortality within the next decade. "Within the next decade" is not a required timeframe but instead conveys the interest of Komen in supporting research that has the potential to *quickly* translate to clinical application and move us toward the goal of a world without breast cancer.

Section C: Hypothesis(es) and Specific Aims (0.5 page recommended):

Clearly and concisely outline the hypothesis(es), specific aims, and the scientific approach that will be taken to address each specific aim. Clearly and concisely answer the following questions:

- Describe how the proposed study hypothesis(es) comprehensively addresses the overarching research question(s).
- Describe how the proposed specific aims fully an wer the study hypothesis(es).

Section D: Scientific and Patient Impact (1 page recommended):

This section will be reviewed by advocate and scientific eviewers. Clearly and concisely answer the following questions using non-scientific language appropriate for a lay audience:

- Describe your project and your project's impact as you would explain to a non-scientist, such as your sister, neighbor, friend, etc. in 3-5 sentences. Include how the research question(s) as outlined in Section B have significant po ential to lead to a reduction in breast cancer incidence and/or mortality within the next decade.
- Why is (are) the research question(s) important to the breast cancer patient and survivor community?
- Have you consulted breast cancer survivors/advocates in the development of the research project? If so, how?

Section E: Career Development Plan (1 Page recommended):

Describe your career goals and how you intend to develop the skills and experience necessary to achieve career advancement during the Grant term. The Plan should address the following:

- Present a clear, convincing, and feasible plan for developing the necessary research, scientific, clinical, management, and leadership skills to establish and maintain an independent program of research excellence and productivity.

- Explain how the mentor committee members will be utilized to guide the Applicant/PI toward research excellence and independence.

Cited Publications

No more than 10 references to relevant publications may be listed. References must be numbered and follow the formatting example on the Pre-Application Template. Cited Publications are not included in the Pre-Application Narrative 3-page limit.

Pre-Application Supporting Documents

The following documentation is required to support the pre-application:

Biosketches

Required for each of the following Key Personnel :

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

Biosketches must be no more than 4 pages each and in NIH format. A template is available for download on the proposalCENTRAL website. Advocate biosketches are required for ALL Advocates. Such biosketches may be submitted in any format. Biosketches are not required for Non-Key Personnel.

Biosketches are not included in the Pre-Application Narrative 3-page limit.

Statement of Commitment from Applicant/PI

A Statement of Commitment must be submitted by the Applicant/PI, on Institution Letterhead, describing how the Applicant/PI demonstrates the potential, expertise, and commitment to capitalize on the CCR Grant and how it will further the Applicant/PI's career development. In this statement, describe how the Applicant/PI's prior training and research experience are appropriate for this grant.

Letter of Support from Lead Mentor

A Letter of Support must be submitted by the Lead Mentor, on Institution Letterhead, describing their role and commitment to advancing the career independence of the Applicant/PI. For the pre-application, only the required letter from the Lead Mentor should be submitted. All members of the mentor committee must provide a letter of support only at the time of full application submission. The letter should address the following:

- Explain the Mentor(s)'s commitment to mentoring the Applicant/PI and plan to support the career development of the Applicant/PI during the grant term.
- Describe the research, mentorship, leadership and other relevant experience the Mentor possesses to effectively mentor the Applicant/PI and help the Applicant/PI attain their stated career goals.
- The Mentor's experience mentoring junior faculty level researchers, including evidence of successful mentoring outcomes as demonstrated by examples of previously mentored postdoctoral trainees and/or young investigators and their current titles/positions.
- The potential and commitment of the Applicant/PI to capitalize on the training to be provided through the Komen CCR.

Letter of Support from Institution

A Letter of Support must be submitted by the department chair, on Institution Letterhead. If the department chair is also the lead mentor for the application, this letter must be submitted by the Dean – this letter may not be provided by the Lead Mentor. The letter must include the following information: confirmation of the date and specific title of Applicant/PI's faculty appointment, the total number of years the Applicant/PI has held a non-tenure or tenure track faculty appointment, the Applicant/PI's own research space (for bench scientists), start up package, protected time for research, and the additional institutional support the Applicant/PI is receiving to successfully conduct the proposed research and implement the proposed Career Development Plan. Letters that do not include all the required information stated above will be administratively withdrawn and WILL NOT undergo scientific review.

Pre-Application Submission Checklist

Download the Submission Checklist from proposalCENTRAL and indicate all tasks that have been completed and reviewed. Sign the Pre-Application Submission Checklist, indicating that all instructions have been followed before uploading the checklist into proposalCENTRAL.

Uploading the attachments into your application. Once you have converted your attachments to PDF files, the next step is to upload the files o your online application.

- Make certain that the converted PDF files a e closed on your computer.
- Open your application and go to the section for attaching files
- Enter your own 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 application submission.*
- Click on the "Browse" button to select the file f om your computer.
  - The "Choose File" dialog box opens for you to search for the template file on our computer's hard disk or local area network.
  - Select the file and click "Open"
  - The file loc tion and name will display in the window adjacent to the "Browse" button.
- Click on the "Upload Attachment" button. You will get a confirm tion message on your screen that the fil was uploaded successfully. You will also see that your file is n w 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.**

9. VALIDATE

Validate the application on proposalCENTRAL. This is an essential step. An application 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.

10. SUBMIT

After successfully passing the validate check and printing your documents, click the **"Submit"** link. An e-mail will be sent to you confirming our submission.

Once your application 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 application to see the updated status.

FULL APPLICATION SUBMISSION

Only Applicants/PIs with pre-applications deemed most meritorious and aligned with Komen's research mission will be invited to submit full applications. Instructions on how to submit a full application will be provided on the pre-application decision date listed above under 'KEY DATES'.

QUESTIONS?

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

Type of Inquiry	**Contact**
All programmatic inquiries (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	**Komen Research Programs Help Desk** Email: helpdesk@komengrantsaccess.org Phone: 1-866-921-9678 (Toll-free within the United States and Canada)
All technical inquiries related to the online application system, proposalCENTRAL (including questions related to system access, navigation, document uploads, etc.)	**Altum/proposalCENTRAL** Email: pcsupport@altum.com Phone: 1-800-875-2562 (Toll-free U.S. and Canada), or 1-703-964-5840 (International)