


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.

GRADUATE TRAINING IN DISPARITIES RESEARCH GRANTS

2013-2014 REQUEST FOR APPLICATIONS

Susan G. Komen
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Email: helpdesk@komengrantsaccess.org
Website: www.komen.org

susan g. komen®

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.***

GRADUATE TRAINING IN DISPARITIES RESEARCH GRANTS

Graduate Training in Disparities Research (GTDR) Grants (formerly known as Post-Baccalaureate Training in Disparities Research Grants (PBTDR)) are intended to establish and/or to sustain a training program for graduate students who are seeking careers dedicated to understanding and eliminating disparities in breast cancer outcomes across population groups.

By providing funding to outstanding training programs, 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 focused on disparities in breast cancer outcomes. These leaders will play key roles in reducing breast cancer incidence and mortality, and move us toward the goal of a world without breast cancer.

The research training program should be designed to meet the following goals:

- Attract graduate students, specifically those from populations affected by disparities in breast cancer outcomes, into research careers that will emphasize understanding and elimination of these disparities; and
- Empower these students with the skills and knowledge necessary to effectively explore the causes of differential breast cancer outcomes and interventions to reduce and eliminate such disparities.

ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants/PIs, Co-PIs, Trainees, and Institutions must conform to the following eligibility criteria to apply for a GTDR Grant. Eligibility requirements must be met at the time of full application submission.

GTDR Grants will be awarded to a single Mentor/Principal Investigator (PI) or a Mentor/PI and Co-Mentor/Co-Principal Investigator (Co-PI) to support a minimum of 3 graduate students/trainees (those in a masters and/or doctoral program) per year. The PI and Co-PIs must serve as the primary mentors for the trainees, but additional mentors may be specified in the application.

Applicants/PIs are not required to specifically name trainees at the time of pre- or full application submission. However, the number of trainees and desired characteristics of trainees, such as academic level, race/ethnicity, career goals, etc., must be specified in the pre-application and evidence should be provided to demonstrate that such students can be recruited into the training program. If specific trainees have been identified at the time of pre- or full application submission, only the descriptive characteristics relevant to all potential trainees should be provided. Specific trainees may change over the course of the grant term and trainee stipends may be partially or fully supported by the grant.

Applicant/PI, Co-PI (if applicable)

- Must have a doctoral degree, including MD, PhD, DrPH, DO, or equivalent
- Must currently hold a full time faculty appointment with an accredited institution
- Must currently conduct breast cancer disparities research
- Must make a specific time commitment, with a minimum of 10% effort, to supervise the education and advancement of trainee(s)
- Cannot be the Principal Investigator (PI) or co-Principal Investigator (co-PI) on more than one Komen GTDR grant at a time. If a PBTDR or GTDR grant is currently held, the grant term must expire or be relinquished before the start of the new GTDR, if funded.
- 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

Trainees

- A minimum of 3 trainees must be supported by the grant each year; specific trainees can change as students graduate or are admitted to the program, etc.
- Must be enrolled in a masters, combined masters/doctoral, or doctoral degree program at time of support by the Grant
- Those from populations affected by disparities in breast cancer outcomes are strongly preferred
- Are NOT required to be U.S. citizens or residents

Institutions

- Must be a nonprofit institution 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

FUNDING INFORMATION AND GRANT TERM

Applicants/PIs may request funding of up to $135,000 per year (direct cost only) 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:

- Allowable costs include trainee stipends, mentors' salaries, training materials, travel to annual trainee meeting, and other associated training costs
- Personnel on the project are limited to a base salary at or below $250,000 per year
- Equipment costs are limited to no more than 30% of total direct costs
- Indirect costs are NOT allowed under this mechanism
- 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.

Partial Grant funding may be awarded based on review recommendations. In the event that multiple applications are submitted from a single institution, the total number of Grants being made to a single institution may be considered in making final funding decisions.

APPLICATION REQUIREMENTS

Required: Training Program

The proposed research training program should leverage the current training and research activities available at the applicant institution while also providing new training opportunities that are not currently offered. The program should provide a combination of didactic coursework and hands-on laboratory, clinical and/or public health research experience. An overall common set of training components may be defined for all participating trainees, but a process for working with students at different educational levels (pre-masters, pre-doctoral) to identify their individualized training needs should be described.

Mentoring plans and processes for monitoring progress should be discussed. The program should include faculty experienced in breast cancer disparities research and demonstrate that they are willing and available to work with trainees. Applicants/PIs will be expected to define the core training objectives for all trainees in their program.

If the pre-application is for the continuation of a PBTDR/GTDR program currently funded by Komen, the successes and challenges of the existing program should be briefly described in the pre-application.

Applications proposing training programs that are not clearly designed to meet the GTDR goals as outlined in this RFA will be administratively withdrawn from consideration and will not be reviewed or scored.

Required: Measures of Training Success

Applicants/PIs will be expected to define general program milestones and measures of training success for all trainees. Additionally, applicants will be expected to define a process for identifying individualized measures of training success. Metrics may include, but are not limited to: assessments of skill development; measures of training and/or career progression, research contributions, etc. Examples of success may include courses completed, honors and awards, research publications or presentations, and evidence of continued work in the field of breast cancer disparities research after completion of the program.

Required: Mentors

Applicants/PI(s) and program faculty should have a strong track record in breast cancer disparities research and successful mentoring of graduate-level students. Examples of success may include the research training record of the program faculty (e.g., productive scientific careers of former trainees). Multiple Mentors may be involved in the program with each focusing on specific aspects of the training. For such collaborations, these roles should be briefly defined in the pre-application.

Required: Trainees

Strong preference will be given to programs that provide a solid plan for recruiting trainees from populations affected by disparities in breast cancer outcomes. Applicants should outline the sources, availability, demographics and qualifications of prospective trainees, including the criteria for trainee selection.

Required: Annual Trainee Meeting

Trainees will be required to participate in one annual trainee meeting organized by Susan G. Komen designed to augment their training experience with symposium-style lectures and interaction with other GTDR trainees and mentors, as well as experts in the field. Costs for travel and meeting participation may be included in the application budget. Trainees will be required to prepare presentations and other materials for these meetings.

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 training programs.

There are many ways to engage advocates in your training program. 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 research projects. 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:

Training Plan	• Will the overall objectives of the training program and the combined research and didactic training provide the knowledge and research skills necessary to subsequently make a difference in disparities in breast cancer outcomes? • If the application is for the continuation of a PBTDR/GTDR program currently funded by Komen, have the development, successes, and challenges of the existing program been adequately described?
Training Environment and Feasibility	• Is there an adequate description of the research institution as well as the department (if applicable) in which the GTDR training program will be integrated? • Is there adequate institutional support for the proposed training program's goals and objectives to ensure successful implementation and trainee recruitment and training?
Mentors	• Does the proposed mentoring team possess the research and training expertise and the time needed to develop and successfully implement this training program?
Prospective Trainees and Recruitment	• Is the pool of potential trainees that will be targeted for recruitment appropriate and adequate? • Is the number of trainees proposed for support by the grant described (a minimum of 3 trainees each year)?
Scientific and Patient Impact	• Do the objectives, design and focus of the proposed training program address critical and timely issues in breast cancer disparities research?

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 GTDR"** 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 to 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 directly into proposalCENTRAL system.

6. **KEY PERSONNEL**
   Do not list the PI as Key Personnel in this section.
   Key Personnel includes Co-PIs, Mentors, major contributors, collaborators, and any advocates (if applicable) who are integral to the execution of the training program.

   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. 'Zero percent' effort or 'as needed' is not an acceptable level of involvement for Key Personnel, although salary support is not required for Key Personnel.

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

For GTDR Grants, Non-Key Personnel includes only the additional Mentors described in the pool of mentors in the grant application. 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 prior 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-F) is limited to 3 pages. Applicants/PIs 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, 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 format.
- 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-F 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 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 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: Training Program (1 page recommended):

Describe the proposed training program, paying particular attention to the following:

- Describe the overall objectives of the training program and how the combined research and didactic training will provide the knowledge and research skills necessary to study disparities in breast cancer outcomes
- If the application is for the continuation of a PBTDR/GTDR program currently funded by Komen, successes, and challenges of the existing program should be briefly described.

Section C: Training Environment and Feasibility (0.5 page recommended):

Describe the training environment, paying particular attention to the following:

- Briefly describe the research institution
- Briefly describe the department (if applicable) in which the GTDR training program will be integrated
- Describe the institutional support for the proposed training program's goals and objectives and how this support will ensure successful implementation and trainee recruitment and training.
- Describe the availability of necessary institutional resources to support the training program and ensure its success.

Section D: Mentors (0.5 pages recommended):

Describe the mentor(s), paying particular attention to the following:

- Explain how the proposed mentoring team possesses research and training expertise necessary to develop and successfully implement this training program.

Section E: Prospective Trainees and Recruitment (0.5 Page recommended):

Describe the prospective trainee pool and ability to recruit, paying particular attention to the following:

- Identify the number of trainees that will be supported each year (a minimum of 3 trainees must be supported each year of the grant).
- Describe the pool of potential and appropriate trainees from which the program can recruit, including the qualifications, demographics, and academic level of the prospective trainees.

Section F: Significance and Disparities Impact (0.5 Page recommended):

This section will be reviewed by advocate and scientific reviewers. Clearly and concisely answer the following questions:

- Describe how the objectives, design and focus of the proposed training program address critical issues in breast cancer disparities research.
- Describe how the trainee(s) will be well positioned to conduct research that will contribute to reductions in breast cancer disparities following completion of this training program.

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
- Co-PI (if applicable)
- 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 Letter of Commitment must be submitted by the Applicant/PI and the Co-PI (if applicable), on Institution Letterhead, describing how the PI and Co-PI (if applicable) will be able to commit the level of effort required to implement the training program and their strong track record of mentoring successful research scientists. In this letter, describe the Applicant/PI's experience in breast cancer disparities training and research.

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 PI, Co-PI, or mentor for the application, this letter must be submitted by the Dean – this letter may not be provided by the PI, Co-PI, or mentor. The letter must include the following information:

- Describe the institutional support for the proposed training program's goals and objectives and how this support will ensure successful implementation and trainee recruitment and training. Include any institutional measures that will be taken to help establish and ensure success of the training program
- Describe the availability of necessary institutional resources to support the training program and ensure its success. This includes financial resources and other support that will be provided to implement and ensure success of the program.

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 to your online application.

- 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 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 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 fil .**

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 your 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)