Because breast cancer is everywhere, **SO ARE WE.**

At Susan G. Komen for the Cure, we are committed to ENDING breast cancer forever by ENERGIZING SCIENCE to find the cures and ensuring QUALITY CARE for all people, everywhere.

POST-BACCALAUREATE TRAINING IN DISPARITIES RESEARCH GRANTS

2010-2011 REQUEST FOR APPLICATIONS

Susan G. Komen for the Cure
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Susan G. Komen for the Cure®

KOMEN RESEARCH PROGRAM

Komen's Research Program plays a critical role in energizing science to find the cures by funding the discoveries, individuals, and resources essential to ending breast cancer. The Program supports research and training through many different types of grants and awards, each designed to meet specific objectives and to optimize outcomes. The 2010-2011 Research Program and portfolio of Requests for Applications (RFA) continues Komen's strategic focus on reducing breast cancer incidence and/or mortality.

This RFA provides specific details about the Post-Baccalaureate Training in Disparities Research (PBT-DR) grants and what investigators need to know to apply.

POST-BACCALAUREATE TRAINING IN DISPARITIES RESEARCH GRANTS

PBT-DR grants seek to (a) attract individuals from populations affected by disparities in breast cancer outcomes into careers seeking to understand and eliminate these disparities; (b) provide the tools and environment in which students very early in their careers can begin to define meaningful career paths focused on addressing disparities in breast cancer outcomes; and (c) empower these students with the analytic, research, scientific, clinical, and public health skills critical to effectively (1) explore the basis for differences in breast cancer outcomes; and (2) translate research discoveries into clinical and public health practice to eliminate disparities in breast cancer outcomes.

This grant is intended to establish a training program headed by a mentor(s) to support qualified individuals who are dedicated to pursuing research in breast cancer disparities.

KEY DATES

RFA Released	August 20, 2010
Pre-Application Due	September 30, 2010, by 8 p.m., e.t.
Full Application Due	November 2, 2010, by 8 p.m., e.t.
Application Review	November 3, 2010 to March 24, 2011
Award Notification	Late March 2011
Anticipated Funding Start	On or after April 1, 2011

DESIGNATED RECIPIENTS

Grants will be awarded to a single mentor (Principal Investigator) or two mentors (Co-Principal Investigators) to support up to 3 trainees. Applicants are not required to identify trainees at the time of application submission, however, the number of trainees and relevant characteristics of trainees, such as academic level, race/ethnicity, career goals, etc. must be specified and evidence must be provided to demonstrate that promising young students can be successfully recruited into the training program. If specific trainees have been identified at the time of application submission, only the descriptive characteristics relevant to all potential trainees should be provided.

ELIGIBILITY

Applicants and institutions must conform to the following eligibility criteria to be considered for funding under the PBT-DR RFA. Eligibility requirements must be met by the time of full application submission.

Applicants - Mentors

(The individual(s) identified as the Principal Investigator(s) on the application must be the Mentor(s))

- Must hold a full-time faculty appointment with an accredited institution
- Must make a specific time commitment with a minimum of 10% effort to supervision of the education and advancement of trainee(s)
- Must not be the Principal Investigator (PI)/mentor on more than one Komen PBT-DR or Postdoctoral Fellowship (PDF) awarded in the same year/annual funding cycle; however, PI may serve as a mentor on one Komen PBT-DR or PDF awarded in a different year/annual funding cycle

- Must currently conduct disparities in breast cancer outcomes 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.
- Are not required to be U.S. citizens or residents

Trainees

- Must be enrolled in a masters, combined masters/doctoral, or doctoral degree program.
- Must complete core training components at the PI's/Mentor's institution, but may complete supplemental didactic, research, or public health components at another institution
- Strong preference must be given to involving trainees from populations adversely affected by disparities in breast cancer outcomes
- Are not required to be U.S. citizens or residents

Institutions

- Must be a nonprofit institution or organization in the United States or abroad
- Must agree with Komen's Policies and Procedures for Research and Training Grants for funding, including for example, regulatory assurances, ownership of equipment, intellectual property, liability and insurance, and reporting requirements. Copies of Komen policies and procedures are available at www.KomenGrantsAccess.org.

FUNDING INFORMATION

Applicants may request up to $45,000 per student, per year (direct costs only) to support 2 years of funding with a progress-based option for a 3rd year of support ($45,000) to complete an applied research, clinical, or public health training internship.

PROJECT REQUIREMENTS

Training Goals

Core training goals to be met by all trainees participating in the training program as well as associated metrics for assessing the acheivement of training goals must be clearly identified. At the time of recruitment to the program, unique training goals and achievement metrics also must be identified for individual trainees based on the unique skills, interests, and long-term career objectives of the trainee. Applicants should specify the core training goals for all trainees as well as the process for working with students at different educational levels (pre-masters, pre-doctoral) to identify their specific training goals and achievement metrics.

Training Program

Mentors must provide a clear curriculum of training that combines didactic course work and hands-on laboratory, clinical and/or public health research. A common set of training components may be defined for all participating trainees, but training components for post-masters trainees also must include unique training components relevant to the specific research interests of the trainee. The training program must ensure that students at all levels will develop the analytic, research, scientific, clinical, and public health skills critical for them to effectively explore the basis for differences in breast cancer outcomes and to develop and translate research discoveries into clinical and public health practice to eliminate these disparities.

Measures of Training Success

Measures of training success and program milestones must be defined for all trainees participating in the training program. Additionally, measures unique to each student's training goals must be defined by the end of the first year of training and a process for defining these measures must be provided. Measures might include, for example, assessments of skill development, training and/or career progression, research contributions, etc.

Annual Trainee Meeting

Trainees will be required to participate in an annual trainee meeting designed to augment their training experience with symposium-style lectures and interaction with members of Komen's Scientific Advisory Board and Scientific Advisory Council. **Costs for travel and meeting participation must be included in the application budget.** Trainees will be required to prepare presentations and other materials for these meetings.

APPLICATION REVIEW PROCESS

The application process includes two distinct steps: (1) Submission of a pre-application, followed by (2) submission of a full grant application with supporting documentation.

Pre-applications allow Komen to anticipate the number of applications that will be received, to identify appropriate review committees and to begin the process of recruiting and assigning reviewers as well as screening for conflicts of interest. Lists of collaborators and/or key personnel are used to complete an initial screen for conflicts of interest. Pre-applications addressing topics other than disparities in breast cancer outcomes research will be administratively withdrawn from consideration, and full applications will not be accepted.

Full applications proceed through a two-phase review process. The first step includes an online review and rating process by assigned reviewers who will assess the strengths and weaknesses of each application based on the defined review criteria described below. During the second step, the review committee discusses full applications during a conference call. Each application is initially assigned to a review committee and then assigned to individual reviewers within that committee. Applications are reviewed by four reviewers, including three scientists with appropriate expertise, and one highly-qualified advocate reviewer who has participated in Komen's Advocates in Science program. Scientist and advocate reviewers assess the strengths and weaknesses of each application based on the defined review criteria. Scientist reviewers assign review scores for all review criteria and advocate reviewers assign a score only for the impact criterion.

Based on initial criteria scores from assigned reviewers, applications with large score discrepancies across reviewers are identified for assigned reviewers. Reviewers also receive feedback about the distribution of their scores compared to the committee. Reviewers may then adjust scores based on review critiques and re-review of assigned applications. Applications may be triaged out of review discussion based on individual criteria score distributions within each review committee. Applications with persisting large score discrepancies are moved back into discussion to ensure appropriate resolution of disparate assessments.

All reviewers are given an opportunity to retrieve triaged applications back into discussion or recommend that an application be moved out of discussion. Triage ensures that all applications with a reasonable opportunity for funding receive a thorough discussion by the full review committee.

Following review committee discussion of each application, all committee members assign a single, overall application score. These overall scores used by Komen's Scientific Advisory Board (SAB) to make final funding recommendations that ensure strategic balance across Komen's research portfolio and reflect organizational priorities. SAB recommendations are then forwarded to Komen's Board of Directors which determines the final slate of applications for funding. After Board approval, applicants are notified by email when notifications of intent to fund and applicant review summaries are posted to their Komen Grants Access account. All applicant review summaries include un-edited reviewer critiques and mean scores for each review criteria. Applicant review summaries for applications that proceeded to review committee discussion also include a summary of the review discussion and the final overall score.

SCIENTIFIC PEER REVIEW CRITERIA

Evaluations for funding consideration are based on each of the following criteria, which are listed in general order of importance. Applicants should read the criteria questions carefully and ensure that their application addresses all aspects of each criterion.

PBT-DR APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING CRITERIA	
Training Program	Does the training program include all required components including training goals, a clear curriculum of didactic course work combined with hands-on involvement in basic, clinical, or public health research, and measures of success? Will the training program build the critical skills needed for each trainee to effectively conduct research on disparities in breast cancer outcomes? Are the training goals appropriate to a successful training experience and career addressing breast cancer disparities? Are the measures of training success rigorous and do they reflect the highest standards of best practices? Will the training program successfully position the trainee(s) for a productive research career addressing disparities in breast cancer outcomes?
Disparities Impact	Does the proposed training program focus on critical problems that contribute significantly to disparities in breast cancer outcomes? Will the training program build skills for research that effectively translate discoveries into clinical tools and applications and public health interventions? Following completion of this training program, will the trainee(s) be positioned to conduct research that will contribute to reductions in breast cancer disparities?
Mentor	Does/Do the mentor(s) have experience addressing issues relevant to disparities in breast cancer outcomes? Does/Do the mentor(s) bring appropriate expertise to meet the core training goals? Does/Do the mentor(s) have experience mentoring trainees and have they clearly committed sufficient time to actively engage in training each trainee?
Training Environment	Does the training environment provide rich opportunities for expanding trainees' knowledge and skills in research addressing disparities? Will the environment create enthusiasm for participation in the training program? Does the training program sufficiently leverage available training opportunities?

SUBMISSION PROCESS

Applicants should be aware of two important resources for submitting their application, Komen Grants Access, the online system used for managing the application process, and the Komen Grants Help Desk, which provides both email and telephone assistance with the application process.

Komen Grants Access

Komen's research application process is managed online through Komen Grants Access. All applications **must** be submitted electronically through this online system at www.KomenGrantsAccess.org. First-time users must register and create a username and password. This username and password allows users to enter Komen Grants Access to develop, modify, and submit pre-applications and applications. Once users have registered in Komen Grants Access, they do not need to reregister in order to apply for other Komen funding opportunities.

A User Guide is available after signing in to the application system to help applicants navigate through the application process.

Komen Grants Help

All inquiries regarding application submission should be directed to the Komen Grants Help Desk at helpdesk@komengrantsaccess.org or 1-866-921-9678. The Help Desk hours of operation are Monday through Friday, 9 a.m. to 5 p.m., Eastern Time. One day prior to the submission deadline, the Help Desk hours are extended to 9 a.m. to 8 p.m., Eastern Time.

STEP 1: SUBMISSION OF PRE-APPLICATIONS

- **Register/Log in to Grants Access:** Applicants should go to www.KomenGrantsAccess.org and register as a new user or log in using their existing username and password. Select "Start a New Application" to begin entering pre-application information.
- **Enter Required Information:** All information must be written in English. Four sections of information are required in the pre-application; each section corresponds to a tab at the top of the user interface on Komen Grants Access. Applicants will be able to view these tabs after they have entered and saved the initial application information entered on the Start a New Application page. Applicants and alternate submitters (described below) may edit or add application information by accessing these tabs and can save sections as draft or final at the bottom of each page.
- **Invite Applicant Signing Official and Alternate Submitter(s):** Access to the application must be provided to an Application Signing Official (ASO) who is authorized to sign on behalf of the organization. **The ASO is the only individual who can provide final approval and submit the application.** The PI also may provide permission to an alternate submitter — individual in his/her organization who may enter Komen Grants Access to assist in preparing the application. To provide access to these individuals, applicants should click the Contacts and Eligibility tab and enter the required information. An e-mail invitation will be automatically sent to each individual with instructions for registering or logging into Komen Grants Access. This information must be provided at the time of pre-application submission.
- **Final Review and Submit Pre-Application:** Once all sections of the pre-application are marked final, the applicant or alternate submitter **must submit** the pre-application before the deadline to proceed through the review process. To submit a pre-application, the applicant must click on the Final Review and Submit tab to view a checklist of all items to be included in the pre-application. Once certain that all required information has been entered or uploaded, **the applicant must click on the Final Approval and Submit button to submit the pre-application**. If an applicant fails to click the Final Approval and Submit button by the specified deadline, the pre-application will not be submitted and the applicant will no longer be eligible to submit an application under this RFA. No changes or modifications can be made to the PI name, institution, the first topic code or translational code once the pre-application has been submitted. The first topic code must accurately describe the primary focus of research submitted in the full application.
- **Retain E-mail Confirmation:** Once the pre-application has been submitted, the Applicant will receive an e-mail confirming successful submission and providing a tracking ID number for use in referencing the application. **The Applicant should retain this confirmation for his/her records.**

Susan G. Komen for the Cure®

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 for the Cure and launched the global breast cancer movement. Today, Komen for the Cure 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 nearly $1.5 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world.

INFORMATION REQUIRED FOR THE PRE-APPLICATION		
Permanent Information: No changes/modifications can be made to the PI name, institution, translational code and the first of the two selected topic codes once the pre-application has been submitted, and this information will remain the same for the full application. It is therefore imperative that this information is accurate. All other fields can be changed during the full application process.		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 1: Contacts & Eligibility	• Enter in text boxes • PI name may not be changed after submission • PI institution may not be changed after submission	**PI:** Name, institution, and contact information
	• Enter a check next to each eligibility requirement	**Eligibility:** The Applicant must certify compliance with PI eligibility requirements.
	• Enter in text boxes	**Application Signing Official (ASO):** Enter name, institution, and contact information. The ASO is the official from the applicant organization authorized to sign on behalf of the organization
Tab 2: Application Summary Information	• Enter in text boxes	**Title:** Working title of application
	• Enter in text boxes • 11,400-character limit (approximately 2 pages)	**Scientific Approach:** Provide a description of the research and training to be proposed in the application. This description should clearly describe how the project (a) addresses the RFA objectives, (b) is responsive to the research focus, and (c) incorporates each of the project requirements as appropriate.

INFORMATION REQUIRED FOR THE PRE-APPLICATION		
Permanent Information: PI name, institution, translational code and the first of the two selected topic codes cannot be changed after submission. All other fields can be changed during the full application process.		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 2: Application Summary Information	• Enter in text boxes • 17,100-character limit (approximately 3 pages)	**Training Program and Impact Statement**. Training Program: Training Plan and Impact Statement — provide a summary of the training plan, its relationship to the proposed research project, and the intended impact on the fellow as a result of the plan and the research proposed in the application. Describe the intended number of trainees and their relevant characteristics of trainees, such as academic level, race/ethnicity, career goals, etc.; the curriculum of training that combines didactic course work and hands-on laboratory, clinical and/or public health research; intended measures of training success and program milestones. Mentor: Describe the PI's experience with trainees, including a list of previous trainees and their current positions, and the commitment to training and mentoring the proposed trainees. Disparities Impact: Describe specifically how the proposed training program will focus on critical problems that contribute to disparities in breast cancer; build skills for research that translates discoveries into clinical tools and applications and public interventions; and position trainees to conduct future research that will contribute to meaningful reductions in breast cancer disparities.
	• Select from question choices or dropdown lists • First topic code and translational code may not be changed after submission	**Topic Codes:** Select up to two topic codes that best characterize the focus of the research described in your application for funding. **CSO Codes:** Select up to two Common Scientific Outline (CSO) codes that best characterize the focus of the research described in your application for funding. **Translational Codes:** Select the translational research code that best characterizes the translational focus of the research described in your application for funding.

INFORMATION REQUIRED FOR THE PRE-APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 3: Collaborators, COI & Biosketches	• Upload biographical sketches as PDF files • 4-page limit per individual's biographical sketch • Templates provided under Summary and Templates tab • **Do NOT password-protect PDF files!**	**Biographical Sketch:** Include a biographical sketch for the PI, named investigators and key personnel. Include information about education/training, previous employment, experience, experience mentoring students honors, publications, and patents. Mentor/Principal Investigator (PI) or Co-Mentor/Co-Principal Investigator (Co-PI): The individual(s) designated by the applicant organization to direct the research project and training program to be supported by the grant. The PI/Co-PI is responsible and accountable to the applicant organization officials and Komen for the proper conduct of the research project. Investigators: An individual working under the leadership of the PI in the scientific development or execution of the project and/or training program. Investigators must devote a specified percentage of time to the project, typically less than that of the PI and are considered key personnel. The Investigator may be employed by, or be affiliated with, the applicant/grantee organization or another participating organization.
	• Enter in text boxes • You must specify the Level of effort and corresponding year for each collaborator, coinvestigator, subawardee, graduate students, mentors or other personnel associated with or working on your grant.	**Collaborators & COI's:** List collaborators and/or consultants and their institutions Collaborators: An individual working with the PI in the scientific development and/or execution of the research project. Collaborators do not devote a specified percentage of time to the project and are not considered key personnel. A collaborator may be employed by, or be affiliated with, the applicant/grantee organization or another participating organization. Conflicts of Interest (COI): A conflict of interest is a situation in which a reviewer or individual involved in a funding decision about your application, a family member, a friend, or other associate is in an actual or apparent position to gain or lose personally, professionally, or financially from a decision by Komen to fund or not fund your application. You are required to identify all individuals associated with your application. This information is used to make sure that no one involved in the evaluation of your application has a conflict of interest with anyone involved in your application. This is a critical step in ensuring that your application gets a fair review.

STEP 2: SUBMISSION OF FULL APPLICATIONS

- **Access the Application:** Applicants should click on "My Applications" on the top navigation bar to access a list of all current applications. Select "View/Edit" next to the application title to modify the application.
- **Enter Required Information:** Seven sections of information are required in the full application, each corresponding to the tabs at the top of all application pages in Komen Grants Access. These application sections are:

  (1) Contacts & Eligibility;

  (2) Application Summary Information;

  (3) Collaborators, Conflicts of Interest (COI), & Biosketches;

  (4) Hypothesis and Specific Aims

  (5) Abstracts and Project Proposal;

  (6) Budget; and

  (7) Supporting & Regulatory Documents.

  The specific information to be provided in each section is detailed in each of the tables below. The Submission Status & Templates tab presents summary information about the status of each section of the application and templates for use in completing the application. **After applicants have completed all information in a section, they must mark the section as final by clicking the "Finalize" button at the bottom of the page.** The Final Review & Submit tab is accessed only by the ASO after all application sections have been marked final to allow the ASO to certify institutional eligibility requirements and submit the application. **Only the ASO can submit an application**; thus it is important that applicants allow sufficient time for ASO review, certification and final submission.
- **Verify Format Requirements:** Uploaded documentation must follow the formats specified below. Templates are available for download in the Submission Status & Templates tab. Applications will be rejected if they are not in English, are not uploaded properly (non-password protected PDF and predefined fields, where appropriate), or exceed the page limit requirements. Komen recommends the following formatting guidelines:

  (1) Font size—12 point in Times New Roman

  (2) Line spacing—single space (not 'at least' or 'exactly' line spacing)

  (3) Margins—no smaller than 0.5 inch on all sides

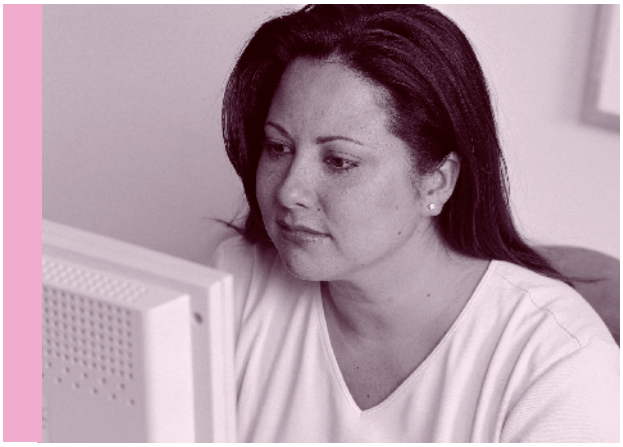
  (4) Page size—no larger than 8.5 by 11 inches

  (5) Page numbers—included in the main body of the PDF document

  The recommended formatting guidelines are provided to ensure readability. **Any application that is determined to be unreadable or overly burdensome for reviewers may be administratively rejected** and will not be considered for further review or funding. It is strongly suggested that applicants keep this in mind when formatting documents.
- **Review Application Checklist:** A checklist summary of each application section and current status is presented in the Submission Status & Templates tab. Each section will be noted as Draft, Pending ASO Approval, or ASO Approved & Submitted. Bullet point draft sections either require additional information or have not been finalized by the Applicant or Alternate Submitter. Bullet point Pending ASO Approval sections have been marked final by the applicant but have not been approved and submitted by the ASO. Once all sections of the application have been marked final and their status is Pending ASO Approval, an e-mail notification will automatically be sent to the ASO assigned to the application so that they can approve and submit the application. Bullet point. ASO Approved & Submitted section have been fully reviewed, approved and submitted by the ASO. Once all sections are approved and eligibility verified, the ASO must provide password approval for the entire application and click the "Final Approval & Submit" button at the bottom of the Final Review & Submit page.

- **Retain E-mail Confirmation:** Once the application has been submitted by the ASO, the applicant and ASO will receive an e-mail confirming successful submission of the application. **The Applicant should retain this confirmation for his/her records.**

INFORMATION REQUIRED FOR THE FULL APPLICATION		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 1: Contacts and Eligibility	• Enter in text boxes	**Contact Information:** E-mail and phone information is required for each of the following institutional personnel: Alternate Submitter: An individual designated by the PI to assist him/her with the application process Application Signing Official (ASO): The official from the applicant organization authorized to sign on behalf of the organization Grants Contract Official: The official from the applicant organization authorized to negotiate the terms and conditions of any grant contract administered by Komen Financial Official: The official from the grantee organization authorized to sign financial reports, supervise financial administration of a grant, and receive check payments from Komen upon award of the grant Media Contact: The official from the grantee organization authorized to provide or request press release information pertaining to an awarded grant application Technology Transfer Official: The official from the grantee organization who answers questions relating to copyrights, patents, or disclosures resulting from an awarded research project
	• Enter in a check next to each eligibility requirement	**Applicant Eligibility:** The PI must certify compliance with all individual eligibility requirements. Eligibility requirements related to faculty appointments and years since completion of academic degrees and/or training programs must be substantiated by supporting documents uploaded in the **Supporting & Regulatory Documents** Tab.



INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
	• Select from question choices or dropdown lists • The first topic code and translational code cannot be revised	**Topic Codes:** Select up to two topic codes that best characterize the focus of the research described in your application for funding. **CSO Codes:** Select up to two CSO codes that best characterize the focus of the research described in your application for funding. **Translational Codes:** Select the translational research code that best characterizes the translational focus of the research described in your application for funding. **Animal Subjects:** Answer questions about use of animal subjects in the research described in your application for funding. **Biological/Anatomical Substances:** Answer questions about the use of biological and/or anatomical substances in the research described in your application for funding. **Human Subjects:** Answer questions about the use of human subjects in the research described in your application for funding. **Clinical Trials:** If you are conducting a clinical trial, answer a question about the type of clinical trial described in your application for research funding. Note that applications proposing research involving clinical trials must include a copy of the proposed clinical protocol, uploaded under Tab 7, Supporting and Regulatory Documents.

INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 3: Collaborators, COI, and Biosketches	• Upload biosketches as PDF files • 4-page limit per individual's biographical sketch • Templates provided under Summary and Templates tab • **Do NOT password-protect PDF files!**	**Biographical Sketches:** Biographical sketches must be included for the PI and all supporting scientists, technicians, fellows, or graduate students involved in the proposed research. Provide education/training information, previous employment, experience, honors, and publications relevant to this research. Mentor(s)/Principal Investigator (PI) or Co-Mentor/Co-Principal Investigator (Co-PI): The individual(s) designated by the applicant organization to direct the research project and training program to be supported by the grant. The PI/Co-PI is responsible and accountable to the applicant organization officials and Komen for the proper conduct of the research project. Investigators: An individual working under the leadership of the PI and Co-PI(s) in the scientific development or execution of the project and/or training program. Investigators must devote a specified percentage of time to the project, typically less than that of the PI and are considered key personnel. The Investigator may be employed by, or be affiliated with, the applicant/grantee organization or another participating organization.
	• Enter in text boxes and identify relationship to application • You must specify the % effort and corresponding year for each PI, co-PI collaborator, coinvestigator, subawardee, graduate students, mentors or other personnel associated with or working on the proje ct.	**Collaborators & COI's:** List collaborators and/or consultants and their institutions Collaborators: An individual working with the PI in the scientific development and/or execution of the research project. Collaborators do not devote a specified percentage of time to the project and are not considered key personnel. A collaborator may be employed by, or be affiliated with, the applicant/grantee organization or another participating organization. Conflicts of Interest (COI): A conflict of interest is a situation in which a reviewer or individual involved in a funding decision about your application, a family member, a friend, or other associate is in an actual or apparent position to gain or lose personally, professionally, or financially from a decision by Komen to fund or not fund your application. You are required to identify all individuals associated with your application. This information is used to make sure that no one involved in the evaluation of your application has a conflict of interest with anyone involved in your application. This is a critical step in ensuring that your application gets a fair review.

INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 4: Hypothesis & Specific Aims	• Enter in text boxes • Text formatting (e.g., **bold**, *italics*, underlining) is NOT retained in text box entries	**Hypothesis:** State the hypothesis of the proposed research. **Specific Aims & Tasks:** Concisely state the specific aims of the study. For each specific aim describe the work to be accomplished indicating measurable milestones.
Tab 5: Abstracts & Project Proposal	• Enter in text box • 5,700-character limit (approximately 1 page)	**Scientific Abstract:** Provide a concise description of the proposed training program and associated research written for scientific audiences. The scientific abstract must include descriptions of (1) the training goals and program; (2) the scientific rationale supporting the proposed research; (3) the specific hypothesis or hypotheses to be tested and the expected results; (4) the research aims and design; and (5) the significance of the research in understanding and reducing disparities in breast cancer incidence and/or mortality.
	• Enter in text box • 5,700-character limit (approximately 1 page)	**Public Abstract:** Provide a concise description of the proposed training program and associated research written to be understandable by nonscientist audiences. The public abstract must include research descriptions of (1) the training goals and program; (2) the study hypothesis and how it will be tested; and (3) the importance of the research to patients with breast cancer, particularly those disparately affected by the disease. Jargon should not be used, and complex terminology relevant to the research should be explained or defined. The public abstract should not be a duplicate of the scientific abstract.

INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 5: Abstracts and Project Proposal	**All research proposal sections must be included in the application and must be presented in the order listed below.**	
	• Upload as a PDF file • 7-page limit, including figures, graphs, tables, and diagrams • **Do NOT password-protect PDF files!**	**Background:** Present the ideas and reasoning behind the proposed training program and associated research, citing relevant literature. Preliminary data are permitted, but are not required.
		Objective: State the objective(s) of the proposed research and training program, including any supporting rationale.
		Study Design: Provide details about the experimental design, methods, and analysis for the proposed research. Describe the statistical plan. Include a detailed plan for the recruitment of human subjects or the acquisition of samples as appropriate.
	• Populates from pre-application (editable) • 17,100-character limit (approximately 3 pages)	**Training Program and Impact Statement**. Training Program: Training Plan and Impact Statement — provide a summary of the training plan, its relationship to the proposed research project, and the intended impact on the fellow as a result of the plan and the research proposed in the application. Describe the intended number of trainees and their relevant characteristics of trainees, such as academic level, race/ethnicity, career goals, etc.; the curriculum of training that combines didactic course work and hands-on laboratory, clinical and/or public health research; intended measures of training success and program milestones. Mentor: Describe the PI's experience with trainees, including a list of previous trainees and their current positions, and the commitment to training and mentoring the proposed trainees. Disparities Impact: Describe specifically how the proposed training program will focus on critical problems that contribute to disparities in breast cancer; build skills for research that translates discoveries into clinical tools and applications and public interventions; and position trainees to conduct future research that will contribute to meaningful reductions in breast cancer disparities.
	• Upload as a separate PDF file • **Do NOT password-protect PDF files!**	**References:** List references cited in the project proposal. **Do NOT include references in the same PDF as your project proposal. This could affect the number of pages in the proposal and may disqualify your application during automated compliance checks of page limits.**

INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 6: Budget	• Enter budget information in data entry fields. • No personnel on the grant may have a base salary above $199,700 per year. • Equipment cannot exceed 30 percent of direct costs. • Budget justifications are required for - Salaries & Wages - Supplies - Equipment - Patient care costs - Travel - Other expenses - Indirect costs are not provided	**Budget and Justifications:** Budget information and justifications must include each of the following: Personnel costs: All costs associated with personnel on the grant and to be paid by the grant. Salaries and wages: The salaries of the PI, Co-PI's and key personnel on the project. Percent effort must be provided for the PI, Co-PI (s), and all key personnel even if they are not being compensated. Percent effort for each should be included in the Salaries and Wages section under Budget Justification. If a collaborating investigator is considered key personnel, they should be included in the personnel costs and the associated budget justification. Fringe benefits: Employee compensation other than wages and salaries, such as health insurance, life insurance, and pension plans. Supplies: Costs for any supplies needed for the execution of the project that will be funded through the grant (i.e. lab supplies, etc.) Equipment: Costs for any equipment needed for the execution of the project that will be funded through the grant (i.e. cryostats, centrifuges, etc). Patient care costs: Costs associated with the care of any patients (i.e. human subjects) proposed and to be supported by the grant. Travel: Any travel to be funded through the grant (i.e. scientific meetings, grantee meetings, etc.) The costs for travel and meeting participation in the Komen Annual Trainee Meeting should be included in the travel budget. Other expenses: Expenses that will be funded through the grant not captured in any of the other budget line items Consortium/contractual cost: Costs associated with subcontractor or consortium (awards made to other organizations or institutions). Costs should be presented using the same budget categories listed above (Personnel, Salaries and Wages, Fringe Benefits, Supplies, etc.) Indirect costs are not provided. Subtotal direct costs: Total of all direct costs which include, personnel, fringe benefits, supplies, equipment, patient care costs, travel, expenses and consortium/contractual costs.

INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 7: Supporting & Regulatory Documents	• Upload letters of resource support, documentation of eligibility, letters of training support and/or commitments of involvement, and clinical protocols as PDF files. • **Do NOT password-protect PDF files!**	**Letters of Resource Support:** Provide letters of resource support confirming the laboratory space, equipment, and other resources available to the investigator for this project.
		Documentation of Eligibility: Eligibility requirements related to faculty appointments and years since completion of academic degrees and/or training programs must be substantiated by supporting documentation. Documentation may include for example, official transcripts, signed institutional letters, and/or signed Mentor letters. **Eligibility requirements must be met by the time of full applications submission.**
		Letters of Training Support: Applications involving training and/or mentor support should provide letters of commitment from mentors and other investigators as appropriate to program requirements and the proposed training program.
		Clinical Protocols: Applications proposing research involving clinical trials must include a copy of the proposed clinical protocol.
	• Upload existing and pending support as PDF files. • Templates provided under Summary and Templates tab. • **Do NOT password-protect PDF files!**	**Existing and Pending Grant Support:** Provide the following information for all current and/or pending research grants held by the applicant: • Title • Supporting agency • Name and address of funding agency's grants officer • Performance period • Amount of funding • Percentage of applicant's time • Brief description of the project's goals • List of the specific aims
	• Upload regulatory assurances as PDF files, if available. • Regulatory Assurances are NOT required to submit an application. • **Do NOT password-protect PDF files!**	**Regulatory Assurances** • Disclosure of human subjects/animal use • Disclosure of human biological/anatomical materials use • Disclosure of recombinant DNA or biohazardous materials use **Submission of final IRB, IACUC and/or HIPAA approvals is not required until after the grant has been awarded.**

INFORMATION REQUIRED FOR THE FULL APPLICATION *continued*		
Tab	**Data Entry and Format Requirements**	**Information Requirements**
Tab 8: Final Review & Submit	• Verify that all required information is included. • Approve and submit application before the deadline. • Applicant will receive e-mail verification of successful submission.	**Submission:** The Applicant or Alternate Submitter may submit the pre-application. The Applicant or Alternate Submitter must click on the "Final Approval and Submit" button to submit their pre-application. If an Applicant fails to click the Final Approval and Submit button by the specified deadline, the pre-application will not be submitted and the Applicant will no longer be eligible to submit an application under this RFA.