

The mission of Susan G. Komen® is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer

CAREER CATALYST RESEARCH GRANTS

2017-2018 LETTER OF INTENT ANNOUNCEMENT AND INSTRUCTIONS

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KEY DATES

Application System Opens:	May 19, 2017
Letter of Intent Due:	June 7, 2017, by 1 p.m., Eastern Standard Time
Letter of Intent Decision:	July 19, 2017
Application Due:	September 6, 2017, by 1 p.m., Eastern Standard Time
Award Notification:	On or around April 15, 2018

LETTER OF INTENT REVIEW PROCESS

Susan G. Komen® utilizes a multi-step approach to Grant application and review that first requires submission of a Letter of Intent (LOI), and upon invitation only, submission of an Application.

Each Letter of Intent is administratively reviewed for eligibility, compliance with submission guidelines, and responsiveness to the research focus specified in this announcement. Applicants/PIs whose Letters of Intent are appropriately responsive to the goals of this announcement will be invited to submit Applications. Each Letter of Intent that does not meet eligibility, submission, or responsiveness requirements will be administratively withdrawn with no opportunity for appeal.

Applicants/PIs will be notified of Letter of Intent review decisions via email. Applicants/PIs invited to submit an Application will then be granted access to the Application site in proposalCENTRAL. Any Applicant/PI who will not meet ALL eligibility criteria including faculty term limits, as listed on page 5, by the Application due date, September 6, 2017, will be administratively withdrawn at the Letter of Intent stage (based on the submitted Applicant/PI Biosketch) and WILL NOT undergo scientific review.

KOMEN RESEARCH PROGRAM

At Susan G. Komen®, we are committed to saving lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer. Our Research Program is an essential driving force for achieving this mission.

Komen has sustained a strong commitment to **supporting research** that will identify and deliver cures for breast cancer. This commitment has resulted in important progress that has contributed to many significant advances in breast cancer over the past 30 years. Since its founding in 1982, Komen has funded more than $920 million in research, provided more than $2 billion in funding to screening, education, treatment, and psychosocial support programs, and has served millions of people in more than 30 countries worldwide.

Our research focus has evolved over the years. In the beginning, we focused on understanding the basic biology of breast cancer. As we learn more about the factors that make cancer cells grow and spread, we are able to invest more in the translation of this knowledge into better approaches for early detection and diagnosis, understanding metastasis and recurrence, and developing novel therapies for all stages of breast cancer, ***with the goal of supporting work that has significant potential to lead to new treatments and technologies that will reduce the number of breast cancer deaths in the U.S. by 50 percent by 2026.***

CAREER CATALYST RESEARCH GRANTS

Career Catalyst Research (CCR) Grants are intended to foster promising breast cancer researchers who are in the early stages of their faculty careers by providing support for up to three years of "protected time" for research career development under the guidance of a Mentor Committee. It is expected that following the successful completion of a CCR Grant, awardees will launch independent research careers, successfully compete for subsequent research project funding, and emerge as key leaders in the fight against breast cancer.

2017-2018 (FY18) Career Catalyst Research Focus Areas

The goal of the FY18 CCR Grant is to support outstanding translational research focused on those breast cancers that do not currently respond well to standard of care therapies including triple negative breast cancer (TNBC), ER+ breast cancer with acquired resistance, and metastatic breast cancer of all sub-types.

Letters of Intent addressing topics other than those described below will be administratively withdrawn from consideration without an opportunity for appeal. Applicants/PIs may only submit ONE LOI per funding cycle. Submission to multiple focus areas or Grant mechanisms is not permitted.

New Treatments for Drug-Resistant Breast Cancers

The goal of this focus area is to support studies on new treatments for ER+ breast cancer and TNBC that have developed resistance to standard therapy, *which will lead to a reduction in breast cancer deaths by 2026*. Appropriate studies for this mechanism include, but are not limited to:

- The understanding of the mechanisms that contribute to acquired resistance in ER+ breast cancer and TNBC.
- Pre-clinical validation of novel molecular targets to overcome resistance to current therapies.
- Development of new therapies and/or new drug combinations, including new combinations of existing drugs.

Proposals must focus directly on either ER+ breast cancer or TNBC. Proposals that address other tumor types, are broadly focused, or considered "hypothesis generating" are NOT appropriate for this Grant mechanism.

New Approaches to Combat Metastatic Breast Cancer

The goal of this focus area is to support translational research into the understanding, detection, and treatment of metastatic (Stage IV) breast cancer *which will lead to a reduction in breast cancer deaths by 2026.* Appropriate studies for this mechanism include, but are not limited to:

- Development of treatment strategies based on the mechanisms of metastatic growth and survival, incorporating the contribution of the tumor microenvironment to disease progression (including the immune system and potential vaccine strategies).
- New methods to detect early molecular recurrence and/or treat metastatic disease, including novel, metastasis-specific therapeutic targets and improved delivery of therapies to metastases.
- Correlative studies of existing clinical trials for metastatic breast cancer, including analysis of biopsies and other patient samples. Such studies should leverage existing clinical trials to advance the understanding and treatment of metastatic breast cancer, including early molecular recurrence.

Basic science studies focused on the mechanisms of breast cancer cell motility and broad exploratory studies are NOT appropriate for this Grant mechanism.

Through our research grants, we have supported over 480 clinical trials.

ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants/PIs, Mentors, and Institutions must conform to the following eligibility criteria to apply for a CCR Grant. Eligibility must be confirmed in writing by the Institution by the Application due date (September 6, 2017). It is the responsibility of the Applicant/PI to ensure that the Institutional Letter of Support clearly outlines eligibility at the time of Application submission.

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 M.D., Ph.D., Dr.P.H., D.O., or equivalent.
- Must currently hold a faculty appointment or have a formal offer letter from the Institution that confirms position and start date by the Application due date **(September 6, 2017),** documented by the Applicant/PI Biosketch. The Institution will be asked to verify this appointment in writing at the time of the Application due date.
- Must not have held any faculty appointment, including non-tenure and tenure track appointments combined, for more than a total of 5 years by the Application due date **(September 6, 2017)**, documented by the Applicant/PI Biosketch. All positions that are considered as "Faculty" positions by the Applicant/PI's institution (or prior institution) count towards the 5-year limit. This may include positions such as Instructor, Research Fellow, or other non-tenure track faculty positions as appropriate. For the Letter of Intent phase, each Applicant/PI is responsible for accurately reporting all prior faculty positions. The Applicant/PI's current Institution will be asked to verify the current and any previous appointments in writing at the time of the Application due date.
- May only submit ONE LOI per funding cycle. Submission to multiple focus areas or Grant mechanisms is not permitted.
- Must not simultaneously hold any other Grant awarded by Susan G. Komen. Such Grants must end within 3 months of receiving a Notification of Intent to Fund or the funding will be withdrawn.
- Must not currently be or have been a Principal Investigator on an existing NIH R01 grant or their equivalent as of the date of Award Notification **(April 15, 2018)**.
- 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 and facilities to conduct the proposed research and protected time for research, as verified by the Letter of Institutional Support by the Application due date.
- 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. by the Application due date **(September 6, 2017).**
- Is not required to be a U.S. citizen or resident.
- Applicants/PIs located outside of the U.S. or proposing research to be conducted outside of the U.S. will also be considered eligible if they clearly state in the Letter of Intent how the proposed research will lead to a reduction in breast cancer deaths.

Institution

- Must be a non-profit institution or organization anywhere in the world.
- May not be a governmental agency (i.e., NIH, NCI, etc.) within any country.
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants, which may be downloaded along with the Letter of Intent Templates in proposalCENTRAL.

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 ($450,000).

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

- Personnel on the Research Project are limited to a base salary at or below $250,000 per year.
- Level of effort committed to the proposed Research Project does not determine salary level; salary levels are determined by the Applicant/PI's institutional policies.
- Reasonable compensation of advocates is allowed when advocates perform services that would otherwise be a contracted expense.
- Research Technicians may be included as salaried personnel on the Research Project.
- Reasonable travel costs ARE allowed for purposes specifically related to the proposed Research Project for the PI and Key Personnel conducting the research (e.g. Postdoctoral Fellow or Graduate Student).
- Publication costs and meeting-related poster printing costs ARE allowed for purposes specifically related to the proposed Research Project.
- Reasonable coursework and training expenses (i.e., laboratory management courses, trans-disciplinary training, etc.) related to the career and professional development of the Applicant/PI ARE allowed; tuition towards a degree-granting program is NOT allowed.
- Equipment costs are limited to no more than 25% of total direct costs.
- Professional membership dues or subscription dues are NOT allowed.
- Graduate Students and Postdoctoral Fellow tuition costs are NOT allowed; stipends and salaries to Graduate Students and Postdoctoral Fellows are permitted.
- Visa costs are NOT allowed.
- Indirect costs cannot exceed 25% of total direct costs (including any indirect costs paid through subcontracts or consortia). Indirect costs include all expenses not directly related to the conduct of the Research Project, including, but not limited to, allocated costs such as facilities, technology support, telephone/communication expenses, computer usage fees, administrative support, etc.

LETTER OF INTENT REQUIREMENTS

The Letter of Intent Research Plan and Impact Statement (described below) may not exceed **one page** in total length. Please refer to page 11 for detailed document and format requirements.

Required: Research Plan

The Applicant/PI must propose a research plan that describes the research question and how the Research Project will lead to a reduction in breast cancer deaths by 2026. A clear and concise statement of the research question, hypothesis(es), and specific aims of the Research Project must be included. The Research Plan must be included within the one page limit.

Required: Impact Statement

The Applicant/PI must specifically state how their proposal and specific aims will directly address the goals of the CCR research focus area, as stated above. The statement must also describe how this Research Project will lead to a reduction in breast cancer deaths by 2026. The Impact Statement must be included within the one page limit.

Required: Lead Mentor

The Lead Mentor must be at the same institution as the Applicant/PI, and serve as the onsite representative for the entire Mentor Committee. Only one mentor may serve as the Lead Mentor for an Applicant/PI.

- Must hold a full-time faculty appointment with an accredited institution (at the same institution as the Applicant/PI).
- 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 be a U.S. Citizen or resident.

Required: Mentor Committee

The Applicant/PI must propose a Mentor Committee, typically consisting of 3-5 mentors, including the Lead Mentor and a Patient Advocate 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 and assist in the successful development of the proposed Research Project. All members of the Mentor Committee are not required to currently conduct breast cancer research but should provide expertise, leadership or support to the Applicant/PI and proposed Research Project. It is strongly encouraged that the Lead Mentor be considered an expert in breast cancer research, but in the absence of this expertise at least one member of the Mentor Committee must fulfill this requirement. Members of the Mentor Committee are not required to include % effort.

Required: Patient Advocate Mentor

Susan G. Komen® has a strong commitment to including breast cancer Patient Advocate Mentors to provide the patient perspective in the design and implementation of both Research Projects and Career Development Plans. While Applicants/PIs are strongly encouraged to name a Patient Advocate Mentor in the Letter of Intent **(due June 7, 2017)**, it is not a requirement for Letter of Intent submission. If an Applicant/PI is invited to submit an Application, a Patient Advocate Mentor must be named as Key Personnel and a member of the Mentor Committee for submission of the Application **(due September 6, 2017)**.

Utilizing Patient Advocate Mentors during the development of their CCR LOI and Application will enable Komen Applicants/PIs to become more aware of how their research is relevant to patients, to emphasize the urgent need to find cures, and to learn from patients' perspectives. This is an important aspect of Komen's commitment to training early investigators for an impactful career in breast cancer research.

There are many ways to engage advocates in your Research Project, from the development of an LOI or Application to the dissemination of results.

Patient Advocate Mentors can:

- be involved early in the development of the Research Project to provide input about its relevance and impact to patients.
- review the Letter of Intent to help articulate the importance of the Research Project to breast cancer patients.
- be invited to attend lab meetings or give presentations to provide the patient point of view and a different perspective to the Research Project.
- be included in clinical trial development, provide input on potential barriers to accrual, and help develop patient education materials.
- assist in disseminating the importance of the results of the Research Project using lay language that will be better understood by the general public.

Who can serve as an Patient Advocate Mentor? Read more here. In summary, those who:

- Have a strong personal connection to breast cancer; Patient Advocate Mentors do not have to be breast cancer survivors.
- Have a basic understanding of the science of breast cancer.
- Can provide a broad patient perspective.
- Do not have a conflict of interest (i.e. a financial or personal relationship) that may bias their patient perspective. Patient Advocate Mentors may be employed by your institution so long as the above is not an issue.

Komen will hold a webinar hosted by members of Komen Advocates in Science on **Involving Patient Advocates in Research** before the Application due date. All Applicants/PIs who have submitted a Letter of Intent in proposalCENTRAL will receive an invitation to join.

A guide for how to become a Patient Advocate Mentor and the attributes appropriate for that role can be found here. For assistance in identifying trained advocates for your LOI or Application or to discuss including a Patient Advocate Mentor in the proposed Research Project, contact advocatesinscience@komen.org.

Required: ORCID Identifier

The Principal Investigator will be required to include an ORCID (Open Researcher and Contributor ID) identifier upon Application submission **(due September 6, 2017).** ORCID is a non-proprietary alphanumeric code to uniquely identify scientific and other academic authors. You can register for an ORCID at any time: http://orcid.org/.

LETTER OF INTENT RESEARCH FOCUS ADHERENCE

The Letter of Intent must adhere to the selected research focus area as defined in this announcement. Letters of Intent that do not satisfy the requirements below will be administratively withdrawn without opportunity for appeal.

- The proposed research question and specific aims must clearly and directly address one of the focus areas described in this announcement.
- The proposal narrative must clearly denote how the Research Project will lead to a reduction in breast cancer deaths by 2026.

LETTER OF INTENT SUBMISSION INSTRUCTIONS

Administrative Requirements

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

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

Letter of Intent Submission Deadline

Letters of Intent must be completed by 1pm, EST (U.S.) on **Wednesday, June 7, 2017**, using the proposalCENTRAL website at https://proposalcentral.altum.com.

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

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

Getting started in proposalCENTRAL

To start a LOI, go to https://proposalcentral.altum.com/default.asp. If you are a new user of proposalCENTRAL, follow the "CREATE ONE NOW!" link under "Need an account?" and complete the registration process.

If you are already registered with proposalCENTRAL, login at https://proposalcentral.altum.com/default.asp with your username and password. If you have forgotten your password, click on the "Forgot your password?" link. Provide your email address in the space provided; your username and password will be sent to you by email.

Once you are logged in, please click the green "Professional Profile" tab at the top (second from left). Please complete steps 1-9 or update with current information. Your name, degrees, title, and institution for the LOI will be pulled from this page in proposalCENTRAL.

To start a Letter of Intent, select the "Grant Opportunities" tab (gray tab furthest to the right). A list of applications will be displayed. Find "**Susan G. Komen Career Catalyst Research**" and click the "Apply Now" link (second to last column) to create your Letter of Intent.

Complete all fields in the LOI and all templates that are provided. Upload all requested documents in portable document format (PDF). Uploaded documents must be converted to PDF prior to submission in the

proposalCENTRAL system and should not be password protected or they may not convert properly. See the proposalCENTRAL FAQ section, https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp, for more information.

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

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

Letter of Intent Sections

The following information is required to submit a complete Letter of Intent. Numbers correspond to the 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 title must be entered and saved before additional sections may be accessed.

   Research Focus Area
   Please select the ONE appropriate focus area for the research proposed from the dropdown menu:

   - Drug Resistance
   - Metastasis

   Please refer to page 4 for definitions of the Drug Resistance and Metastasis research focus areas.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS**
   The CCR Letter of Intent Announcement and Instructions document, the Policies and Procedures, and all templates can be downloaded from this page.

   You must download and complete the Letter of Intent Template and Biosketch Template. See Section 7 for instructions on how to complete each template.

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

   Use your word processing software (e.g., MS Word, WordPerfect) to complete the Letter of Intent Template and Biosketch Template, on your computer and then convert templates to PDF format. You do not need to be connected to the internet or the proposalCENTRAL system while working on the templates.

   Upload the completed template files to your online Letter of Intent.

   See pages 11-12 for instructions on how to complete and upload the templates.

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.**
   This is optional for the Letter of Intent. If a person is added in this section, they must be a registered user in proposalCENTRAL before you can grant access to your LOI.

4. **APPLICANT/PRINCIPAL INVESTIGATOR (PI)**
   This information will pre-populate from the Professional Profile Page. If any changes need to be made to the Applicant/Principal Investigator (PI) information, click the green Professional Profile tab.

5. **INSTITUTION & CONTACTS**

Enter information regarding the lead institution, signing official, and financial officer directly into the proposalCENTRAL system. If institutional information is incorrect, contact the person listed on the page or proposalCENTRAL.

6. KEY PERSONNEL

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

Key personnel include the Lead Mentor, Committee Members, major Collaborators, and Patient Advocate Mentor(s) who are integral to the execution of the research plan.

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

Each Key Person must have a level of effort listed in proposalCENTRAL (0-100%). Patient Advocate Mentors, the Lead Mentor, and members of the Mentor Committee may list 0% effort. Other Key Personnel must list greater than 0% effort. Salary support is not required for Key Personnel.

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

NON-KEY PERSONNEL

Non-Key Personnel may include Graduate Students, Postdoctoral Fellows, Research Technicians, and/or Collaborators who can easily be replaced without affecting the functionality of the Research Project or significantly impacting the execution of the proposed Research Project (ex. a biostatistician or research technician who manages a mouse colony). A Non-Key Person may have 0% effort. If a Non-Key Person draws a salary from the grant budget, a level of effort must be listed.

Add new contacts by entering the email address of the Non-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 Research Project. When entering contact information, do not use personal addresses for the Non-Key Person.

Please see Appendix A for a detailed list of definitions and allowed Personnel.

7. ATTACH NARRATIVE AND SUPPORTING DOCUMENTS

Please read this entire section for complete instructions on naming and uploading attachments.

Letter of Intent Template

Download the template from proposalCENTRAL and fill in the following sections. The Letter of Intent (Sections A-C) is limited to **one page in total**.

Applicants/PIs may not exceed the one page limit for the Letter of Intent. References and biosketches are not included in this page number limit.

Section A: Title (81 Character limit):

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

Section B: Research Question and Specific Aims

Address the following questions using non-scientific language appropriate for a lay audience:

- Describe the proposed research question and hypothesis
- State the specific aims of the study to address the stated hypothesis
- Describe how the proposed study aligns with the selected focus area.

Section C: Impact Statement

Applicants/PIs must specifically and clearly state how this proposal will address the goal of the selected focus area, leading to a reduction in breast cancer deaths by 2026. **Applicants/PIs who do not clearly address these goals will not be invited to submit an Application.**

Document Format

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

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

Guidelines for Images

- Figures and images are not required for the Letter of Intent.
- **All images must be included in the one page limit.**
- 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.

Applicant/PI Biosketch

The Applicant/PI must submit a biosketch to confirm all current and past academic positions. Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website.

Biosketches should not be included for the Lead Mentor, Patient Advocate Mentor, Members of the Mentor Committee, other Key Personnel, Non-Key Personnel, Collaborators, Research Technicians, etc.

The Applicant/PI biosketch is not included in the Letter of Intent one page limit.

Uploading the attachments into your Letter of Intent

Once you have converted your documents (Letter of Intent and Applicant/PI Biosketch) to PDF files, the next step is to upload the files to your online Letter of Intent.

- Make certain that the converted PDF files are closed on your computer.
- Select Section 7) Attach Narrative and Supporting Documents
- Enter the information below for each of the required documents:
  - Letter of Intent
    - Describe Attachment Field - Enter "*your last name*_LOI", e.g. Smith_LOI.
    - Select Appropriate Attachment Type – Letter of Intent
  - Applicant/PI Biosketch
    - Describe Attachment Field – Enter "*your last name*_Biosketch", e.g. Smith_Biosketch
    - Select Appropriate Attachment Type – Applicant/PI Biosketch
- Only PDF attachments are permitted for this Letter of Intent submission.
- Click on the "Browse" button to select the file from your computer.
- The "Choose File" dialog box opens for you to search for the template file on your computer's hard disk or local area network.
- Select the file and click "Open."
- The file location and name will display in the window adjacent to the "Browse" button.
- Click on the "Upload Attachment" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the "Uploaded Attachment" section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. "DEL" allows you to delete the file, if necessary, and "SHOW" opens the uploaded file. Open and review your uploaded file.

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

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

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

APPLICATION SUBMISSION

Only Applicants/PIs with a Letter of Intent deemed appropriately aligned with Komen's annual research focus areas will be invited to submit an Application. Instructions on how to submit an Application will be provided on the Letter of Intent decision date listed above under 'KEY DATES'. **Applications are due on September 6, 2017**.

QUESTIONS?

Contact information for all inquiries regarding LOI 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 Questions?: www.komen.org/researchhelpdesk
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 within the United States and Canada), or 1-703-964-5840 (International)

Appendix A: LOI Definitions of Personnel

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

I. Applicant/Principal Investigator (PI):

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

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

II. Key Personnel:

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

KEY PERSONNEL ROLE	CCR
Patient Advocate Mentor/Patient Advocate	Optional at LOI; Required at App
Collaborator (Key)	Optional
Co-Mentor	*Not allowed*
Committee Member	Required
Co-PI	*Not allowed*
Lead Mentor	Required (1 per grant)

Lead Mentor:

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

Patient Advocate Mentors (Optional at LOI, Required at Application):

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

An identified Patient Advocate Mentor(s) will be required for CCR applications at Application and are strongly encouraged for all applications at all stages.

Mentor Committee Member:

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

Collaborators (Key Person):

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

III. Non-Key Personnel:

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

NON-KEY PERSONNEL ROLE	
	CCR
Collaborator (Non-Key)	Optional
Graduate Student	Optional
Mentor	*Not Allowed*
Postdoctoral Fellow	Optional
Research Technician	Optional

Collaborators:

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

Graduate Student:

Komen does not utilize this category for Key Personnel. Graduate students may be listed as a Non-Key Person for CCR Grants.

Postdoctoral Fellow:

Komen does not utilize this category. Postdoctoral Fellows (CCR) may be listed as a Collaborator (either Key or Non-Key), if their role fits Komen's definition of either Key or Non-Key Personnel (see definitions above).

Research Technician:

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