



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

## 2011-2012 REQUEST FOR APPLICATIONS

Susan G. Komen for the Cure  
5005 LBJ Freeway, Suite 250  
Dallas, Texas 75244  
Research Programs Help Desk: 1-866-921-9678  
Email: [helpdesk@komengrantsaccess.org](mailto:helpdesk@komengrantsaccess.org)  
Website: [www.komen.org](http://www.komen.org)



## KEY DATES

<b>Application System Opens</b>	July 15, 2011
<b>Pre-Application Due</b>	August 30, 2011, by 8 p.m., ET
<b>Pre-Application Decision</b>	September 20, 2011
<b>Full Application Due</b>	November 15, 2011, by 8 p.m., ET
<b>Award Notification</b>	March 31, 2012

## KOMEN RESEARCH PROGRAM

Susan G. Komen for the Cure's Research Programs play a critical role in energizing science to find the cures by funding the discoveries, individuals, and resources essential to ending breast cancer. The Programs support research and training through many different types of grants and awards, each designed to meet specific objectives and optimize outcomes. The 2011-2012 Request for Applications (RFAs) continues Komen's strategic focus on reducing breast cancer incidence and mortality within the decade.

## POST-BACCALAUREATE TRAINING IN DISPARITIES RESEARCH GRANT MECHANISM

This Grant is intended to establish or to sustain a training program, led by one or more Mentors, for graduate students who are seeking careers dedicated to understanding and eliminating disparities in breast cancer outcomes across population groups.

The goals of the PBTDR Grants Program are to (a) attract graduate students, specifically those from populations affected by disparities in breast cancer outcomes, into research careers seeking to understand and eliminate these disparities; (b) provide the tools, mentoring, and environment through which the students can define meaningful and successful career paths; and (c) empower these students with the skills and knowledge necessary to effectively explore the basis for differences in breast cancer outcomes, and ultimately translate research discoveries into clinical and public health practice to eliminate disparities in breast cancer.

## DESIGNATED RECIPIENTS

PBTDR 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 up to 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 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.

## FUNDING INFORMATION

Applicants may request up to \$45,000 per trainee per year, for up to 3 trainees and up to 3 years for a maximum of \$135,000 per year (\$405,000 Grant total). Note the following funding 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 direct costs
- Indirect costs are not allowed under this mechanism
- Professional membership dues are not allowable expenses

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.

## ELIGIBILITY

Principal Investigators, Trainees, and Institutions must conform to the following eligibility criteria. Eligibility requirements must be met in order to submit a pre-application and must remain current at the time of full application submission.

### Principal Investigators

- 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) on more than one Komen PBTDR grant at a time
- 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 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
- May be located anywhere in the world
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants including, for example, regulatory assurances, ownership of equipment, intellectual property, liability and insurance and reporting requirements. Copies of these Policies and Procedures are available at <http://ww5.komen.org/ResearchGrants/FundingOpportunities.html>

## TRAINING AND RESEARCH PROGRAM REQUIREMENTS

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

1. Attract individuals from populations affected by disparities in breast cancer outcomes into careers seeking to understand and eliminate these disparities;
2. 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
3. Empower these students with the skills and knowledge necessary to (a) effectively explore the basis for differences in breast cancer outcomes; and (b) ultimately translate research discoveries into clinical and public health practice to eliminate disparities in breast cancer outcomes.

### Training and Research Program

Applicants will be expected to define the core training objectives for all trainees in their 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 and achievement metrics 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.

If the application is for the continuation of a PBTDR program currently funded by Komen, the development, successes, and challenges of the existing program should be described. This should include items such as the curricula of didactic classes and the research projects available to trainees, the number of presentations and publications generated, background on the students that were trained and what they have done since completing the program.

### Measures of Training Success

Applicants 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.



#### 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 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.

## **Mentors**

The PI(s) 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, the role and expertise of each Mentor should be defined.

## **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.

## **Annual Trainee Meeting**

Trainees will be required to participate in one annual trainee meeting organized by Susan G. Komen for the Cure® designed to augment their training experience with symposium-style lectures and interaction with other PBTDR 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.

## **REVIEW PROCESS**

Susan G. Komen for the Cure® utilizes a multi-step approach to application submission and review that requires submission of a pre-application and submission of a full application upon invitation only. Pre-applications are administratively reviewed for eligibility, adherence to formatting requirements, and responsiveness to the program requirements specified in this RFA. Only applicants with pre-applications deemed to meet these criteria will be invited to submit full applications.

Applications must be submitted online through proposalCENTRAL at <https://proposalcentral.altum.com/>. Details regarding pre-application formatting, content and supporting documents are provided below. Applicants are encouraged to draft application content using Word or other word-processing software prior to the opening of the application system. Pre-Application Narratives must be converted to PDF prior to submission.

## **Pre-Application Narrative**

Below is a description of the narrative content that must be included in the pre-application, including the recommended page length for each section. Applicants may exceed the recommended page length for a given section provided that the total narrative is no more than 4 pages, including figures and tables. References and biosketches are not included in this page number limit.

### **Training Program (2 pages recommended)**

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

- The overall objectives of the training program
- The current and anticipated research projects that will be made available to trainees
- The current and anticipated coursework, seminars, and other training components that will be made available to trainees
- How the combined research and didactic training will provide the knowledge and research skills necessary to study disparities in breast cancer outcomes
- Measures that will be used to determine the success of the program
- If this is a renewal application, describe current program here

### **Mentor(s) (1 page recommended)**

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

- Research qualifications of the mentor(s), including their areas of research expertise
- Mentoring track record of the mentor(s), including the number and types of students mentored, and the mentoring outcomes for these students

### **Prospective Trainees and Recruitment Plan (1 page recommended)**

Describe the prospective trainee pool and plan for recruitment, paying particular attention to the following:

- The sources and availability of trainees
- The qualifications, demographics, and academic level of prospective trainees
- The criteria by which trainees will be selected
- How prospective trainees will be recruited to the program

## **Pre-Application Supporting Documents**

### **Biosketches**

Required for all mentors. Biosketches must be no more than 4 pages each and in NIH format. A template will be available for download on the application website.

Biosketches are not included in the overall page limit.

### **Letter of Institutional Support**

A letter of institutional support is required and should address the following:

- Brief description of the research institution
- Brief description of the department (if applicable) in which the PBTDR training program will be integrated
- Financial, Resources and other support that will be provided to implement and ensure success of the program
- Any other institutional measures that will be taken to help establish and ensure success of the training program

The Letter of Institutional Support is not included in the overall page limit.

## Document Format

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

- Must be in PDF file format
- Font Size: 12 point or larger
- Font Type: Times New Roman
- 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)
- Use of headers and footers is not permitted
- Recommended lengths for each narrative section of the application are provided. The complete application narrative must not exceed 4 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.



Susan G. Komen for the Cure 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. In 2011, Susan G. Komen for the Cure is funding 161 research grants, totaling \$63 million. Of that, over \$32 million came directly from the Komen Affiliate Network. More than just numbers, these statistics emphasize that local Komen Affiliates — and through them communities all over the country — are committed to supporting the scientific community at large by raising money and breast cancer awareness.

## FULL APPLICATION SUBMISSION

Only Applicants 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.

## QUESTIONS?

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

<b>Type of Inquiry</b>	<b>Contact</b>
All programmatic inquiries (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	Komen Research Programs Help Desk Email: <a href="mailto:helpdesk@komengrantsaccess.org">helpdesk@komengrantsaccess.org</a> 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: <a href="mailto:pcsupport@altum.com">pcsupport@altum.com</a> Phone: 1-800-875-2562 (Toll-free U.S. and Canada), or +1-703-964-5840 (Direct Dial International)