



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

## *Conquering Metastatic Breast Cancer*

**2018-2019 LETTER OF INTENT ANNOUNCEMENT AND INSTRUCTIONS**

Susan G. Komen  
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## KEY DATES

Application System Opens:	July 2, 2018
Letter of Intent Due:	August 1, 2018, by 1 p.m., Eastern Standard Time
Letter of Intent Decision:	August 22, 2018
Application Due:	October 17, 2018, by 1 p.m., Eastern Standard Time
Award Notification:	On or around April 15, 2019

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.

## CAREER CATALYST RESEARCH GRANTS

Over the past 10 years, Career Catalyst Research (CCR) Grants have fostered 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.

## 2018-2019 (FY19) CAREER CATALYST RESEARCH FOCUS AREA: CONQUERING METASTATIC BREAST CANCER

**Susan G. Komen® is requesting Letters of Intent for the FY19 CCR Grant program that propose outstanding translational research into the understanding, detection, and treatment of metastatic 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 novel treatment strategies for existing metastatic disease. This could include applications that address drug resistance, research that investigates approaches to improve delivery of existing therapies to metastatic disease, as well as studies focused on the immune system and potential vaccine strategies.
- New approaches to detect recurrence and strategies to prevent or arrest metastasis. This could include studies that focus on the mechanisms of metastatic growth.
- 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 recurrence.
- Investigating disparities leading to a higher burden of metastatic disease in certain populations, including biological or social causes, and/or interventions that eliminate disparities in metastatic breast cancer patients.
- Utilizing data science methods to better understand and treat metastatic breast cancer.

Applications that fit the focus area as detailed above and include studies that address metastatic breast cancer disparities, or leverage data science to better understand and treat metastatic breast cancer are **highly encouraged**.

For these purposes, metastatic breast cancer disparities research is defined as research investigating the biologic, behavioral, social and systems contributors to late-stage (metastatic) breast cancer in population groups affected by breast cancer disparities. This may include the identification, validation and testing of biological and/or socioeconomic factors that contribute to breast cancer disparities in metastatic breast cancer. This may also include identification of health services and public health interventions that address the causes of disparities in care and outcomes across population groups in metastatic breast cancer.

Data science includes artificial intelligence and other analytical methods applied to data aggregated from multiple sources (Electronic Health Records, other clinical data, administrative databases, large data repositories, genomics and other -omics data, etc.).

***\*Basic science studies focused on the mechanisms of breast cancer cell motility and broad exploratory (i.e. “hypothesis generating”) studies are NOT appropriate for this Grant mechanism.***

Letters of Intent addressing topics other than the focus area, as described above, will be administratively withdrawn from consideration without an opportunity for appeal. Applicants/PIs may only submit ONE LOI per funding cycle.

## **KOMEN RESEARCH PROGRAM**

Susan G. Komen has sustained a strong commitment to supporting research that will identify and deliver cures for breast cancer. Komen is the world’s largest breast cancer organization outside of the federal government, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$956 million in research and provided more than \$2.1 billion in funding to screening, education, treatment, and psychosocial support programs. Komen has worked in more than 60 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.***

## **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, October 17, 2018, will be administratively withdrawn at the Letter of Intent stage and WILL NOT undergo scientific review.

***Through our research grants, we have supported over 500 clinical trials, including more than 40 trials focused on metastatic breast cancer.***



## 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 at the time of the Letter of Intent submission (August 1, 2018). It is the responsibility of the Applicant/PI to ensure that the Institutional Letter of Support clearly outlines eligibility by the Application due date (October 17, 2018).

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 full-time faculty appointment or have a formal offer letter from the Institution that confirms position and start date by the Application due date (**October 17, 2018**), documented by the Applicant/PI Biosketch and Letter of Institutional Support.
- 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 (**October 17, 2018**), documented by the Applicant/PI Biosketch and Letter of Institutional Support. 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. All faculty positions and terms must be verified by the Letter of Institutional Support.
- May only submit ONE LOI per funding cycle.
- 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, 2019**).
- 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 (**October 17, 2018**).
- 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 (**October 17, 2018**).
- 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, telephone/communication expenses, technology support, 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 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, Conquering Metastatic Breast Cancer, 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.

Additionally, applicants must indicate, using the check box provided, if their application addresses metastatic breast cancer disparities or leverages data science. If checked, the applicant must concisely justify within the Impact Statement how their research project addresses metastatic breast cancer disparities and/or includes data science. For these purposes, *metastatic breast cancer disparities* research is defined as research investigating the biologic, behavioral, social and systems contributors to late-stage (metastatic) breast cancer in population groups affected by

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breast cancer disparities. This may include the identification, validation and testing of biological and/or socioeconomic factors that contribute to breast cancer disparities in metastatic breast cancer. This may also include identification of health services and public health interventions that address the causes of disparities in care and outcomes across population groups in metastatic breast cancer. *Data science* includes artificial intelligence and other analytical methods applied to data aggregated from multiple sources (Electronic Health Records, other clinical data, administrative databases, large data repositories, genomics and other -omics data, etc.).

#### **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.

A Letter of Support from the Lead Mentor is not required at LOI submission, but must be submitted with the Application.

#### **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 at Application: 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. 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 (**October 17, 2018**). While Applicants/Pis are strongly encouraged to name a Patient Advocate Mentor in the Letter of Intent (**due August 1, 2018**), it is not a requirement for Letter of Intent submission.

Utilizing Patient Advocate Mentors during the development of your CCR LOI and Application will help to enable you, as a Komen Applicant/PI, to become more aware of what is impactful research from the patient perspective, including their emphasis on the urgency to find cures. The patient will be able to offer you feedback on the relevance of your proposed research, provide the patient perspective and insight as you describe the potential impact your proposed work could have on the patient community.

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 a Patient Advocate Mentor? Read more [here](#). In summary, those who:

- have been diagnosed with breast cancer; have a known genetic mutation; or have a strong personal connection or experience with breast cancer (i.e., family, friend, caregiver).
- can represent a collective breast cancer patient/survivor perspective (i.e., insights and experiences of other breast cancer survivors).
- have a basic understanding of the science of breast cancer and are involved in the broader breast cancer research advocacy community.
- 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 is happy to offer a previously recorded webinar that was hosted by members of [Komen Advocates in Science](#) on *How Advocates and Researchers can Work Together on Komen Funded Research*. Please [view](#) this webinar for tips on how to involve patient advocates as you develop your research proposal and plan the research objectives.

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](mailto:advocatesinscience@komen.org).

#### Required at Application: ORCID Identifier

The Principal Investigator will be required to include an ORCID (Open Researcher and Contributor ID) identifier upon Application submission (**October 17, 2018**). 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 research focus area of Conquering Metastatic Breast Cancer as defined in this announcement (page 3). 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 metastatic breast cancer, as 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, August 1, 2018**, 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 "Professional Profile" tab at the top (green tab fourth 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 second 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](mailto: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.

#### 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.

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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**. Please refer to the Letter of Intent Narrative Template for document and image formatting requirements.

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 research focus described in this LOI Announcement.

### Section C: Impact Statement

Applicants/PIs must specifically and clearly state how this proposal will address the goals outlined in this LOI Announcement, 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.**

Applicants addressing metastatic breast cancer disparities or leveraging data science (please refer to page 3 for definitions) in their proposals must complete the checkbox provided on the LOI template and concisely justify their selection within the Impact Statement.

### 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.

### Letter of Institutional Support

A signed Letter of Institutional Support must be submitted and signed by the department chair, on Institution Letterhead. If the department chair is also the Lead Mentor for the application, this letter must be submitted by the Dean. This letter may not be provided by the Lead Mentor. The Letter should describe the institution's support of the Applicant/PI's proposal, and must include all of the following information:

- Confirmation of the date and specific title of Applicant/PI's current faculty appointment, or confirmation of a pending faculty appointment.
- The total number of years the Applicant/PI has held a non-tenure or tenure track faculty appointment at the current institution and all previous institutions, if applicable. If the Applicant/PI has held a non-tenure or tenure track faculty position at institutions and/or departments other than their current appointment, the current institution should confirm these previous appointments as faculty and their duration in the Letter.

### 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. Select the "Attach Files" button.
- 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.
  - Letter of Institutional Support
    - Describe Attachment Field – Enter "*your last name\_Letter of Institutional Support*", e.g. Smith\_Letter of Institutional Support.
    - Select Appropriate Attachment Type – Letter of Institutional Support
- Only PDF attachments are permitted for this Letter of Intent submission.
- Click on the "click here to 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.
- Click on the "Upload and Continue" 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. You can view your file by clicking the download button to the left of the File Name. Open and review your uploaded file. Click the "Back" Button to take you to the Section 7 Main Screen. To Delete the file, click the Delete button to the far right, then click yes.

**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" selection in the dropdown menu next to Proposal Status under the 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 October 17, 2018.**

## QUESTIONS?

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

Type of Inquiry	Contact
All <u>programmatic inquiries</u> (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	<b>Komen Research Programs Help Desk</b> Questions?: <a href="http://www.komen.org/researchhelpdesk">www.komen.org/researchhelpdesk</a>
All <u>technical inquiries</u> related to the online application system, proposalCENTRAL (including questions related to system access, navigation, document uploads, etc.)	<b>Altum/proposalCENTRAL</b> Email: <a href="mailto:pcsupport@altum.com">pcsupport@altum.com</a> Phone: 1-800-875-2562 (Toll-free within the United States and Canada), or 1-703-964-5840 (International)