



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

*Advancing Precision Medicine and Improving  
Breast Cancer Outcomes for All*

**2022-2023 Letter of Intent Announcement and Instructions**



**Susan G. Komen®**

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Questions: [www.komen.org/researchhelpdesk](http://www.komen.org/researchhelpdesk)

Website: [www.komen.org](http://www.komen.org)

## KEY DATES

Application System Opens/Announcement:	June 13, 2022
Letter of Intent Due:	July 15, 2022, by 1 p.m., Eastern Standard Time
Letter of Intent Decision:	July 29, 2022
Application Due:	October 5, 2022, by 1 p.m., Eastern Standard Time
Award Notification:	On or around April 14, 2023

**PURPOSE OF AWARD:** For more than a decade Susan G. Komen 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. Additionally, these awards have supported basic, translational and clinical research that has unlocked new knowledge about breast cancer and helped advance patient care, improve patient outcomes and save the lives of those impacted by breast cancer. Through this grant mechanism, we seek to support those **who will emerge as the next generation of key leaders in the quest to end breast cancer.**

**GRANT TERMS:** Applicants/PIs may request funding of up to \$150,000 per year (combined direct and indirect costs) for up to three years (\$450,000).

## WHO MAY APPLY?

Early Career Investigators that 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 (**October 5, 2022**) and have not held any faculty appointment, including non-tenure and tenure track appointments combined, for more than a total of **6 years** by the Application due date (**October 5, 2022**). All positions that are considered as “Faculty” positions by the Applicant/PI’s institution (or prior institution) count towards the 6-year limit. This may include positions such as Instructor or other non-tenure track faculty positions, as appropriate.

## 2022-2023 (FY23) CAREER CATALYST RESEARCH TOPIC

### *Advancing Precision Medicine and Improving Breast Cancer Outcomes for All*

Precision medicine aims to identify the most effective and appropriate strategies to treat, detect, diagnose and prevent disease based on people’s genomic, biological, environment, economic, lifestyle and social characteristics. By taking all of these individual differences of breast cancer patients into account, precision medicine has the potential to improve breast cancer outcomes for everyone.

The goal of the FY23 CCR Grant mechanism is to support outstanding research focused on two important aspects of precision medicine: the development of next generation-targeted therapies and the development of interventions to eliminate breast cancer health disparities. These proposals should expand our understanding of the biology of breast cancer and/or the contributors to breast cancer disparities and lead to new ways to treat breast cancer and/or novel approaches to improve access to and utilization of breast cancer care. Only by developing multi-level strategies from the cell to society will the full promise of precision medicine be realized for everyone impacted by breast cancer.

Proposals that are basic, translational, clinical or population sciences and meet at least one focus area, listed in additional detail below, will be accepted for review and consideration.

#### **1. Beyond PARP inhibitors: Next generation breast cancer therapies targeting the genome and epigenome**

Appropriate studies for this mechanism include, but are not limited to:

- Novel strategies to target DNA damage response/DNA repair in breast cancer
- Therapeutic strategies to exploit chromosome instability
- Targeting epigenetics (single agent or combination therapy) to treat breast cancer

- Determining to what extent there are racial differences in DNA damage response/DNA repair (beyond BRCA1/2) or epigenome modulation that contribute to disparities in breast cancer outcomes

## 2. **Beyond T-Cells: Next generation breast cancer immunotherapy**

These studies may include T-cells as part of the proposed study, but T cells may not be the primary focus of the proposal. Non-T-cell leukocytes include myelomonocytic cells (monocytes, macrophages, dendritic cells), granulocytes (neutrophils, eosinophils, basophils, mast cells), myeloid-derived stem cells, B-cells and natural killer cells. Appropriate studies include, but are not limited to:

- Studies focused on the function of non-T-cell leukocytes in promoting and repressing neoplastic progression—including improved understanding of pro-inflammatory pathways leading to chronic inflammation and myeloid inflammation in early or late neoplasms, leukocytes and their factors impacting early immunoediting, myeloid or B cell-mediated T cell suppression, and other mechanisms of T-cell evasion including those mediated by lymphatics—and elucidation of targets for breast cancer-relevant novel immunotherapies
- Validating molecular targets driven by non-T-cell leukocytic pathways regulating tumor progression, and testing novel ways to disrupt these molecular pathways implicated in neoplastic progression to metastasis, tumor dormancy and/or late recurrence
- Identifying combination therapies (e.g., radiation, chemotherapies, targeted therapies) or other strategies that enable non-T-cell-based immunotherapies to be more effective across breast cancer, especially metastatic breast cancer (to be considered will be improved understanding of combination approaches and their sequencing and dosing in neoadjuvant and adjuvant applications)
- Understanding the effect of leukocyte neighborhoods or immune signatures (e.g., lymphoid [T and B cells], myelomonocytic, granulocytic and natural killer cells) on predicting and monitoring response to T-cell-based immunotherapies
- Understanding how the non-T-cell immune response and immune signatures in breast cancer vary across patient demographics

## 3. **Closing the Gap: New approaches to address multi-level contributors to breast cancer disparities**

This focus area aims to support studies investigating the biologic, behavioral, social and systems contributors to breast cancer in population groups (defined by race, ethnicity, age, gender identity, geographical location, disability, etc.) affected by breast cancer disparities. Appropriate studies may describe the disparities or barriers and must lead to solutions or test interventions to address the contributors to disparities. Appropriate topics may include, but are not limited to:

- Multi-level strategies (e.g., behavioral, psychological, symptom management interventions) to improve adverse effects of therapy and/or overcome barriers in compliance to therapy to increase adherence to care
- Multi-level approaches to address social determinants of health and promote timely access to breast cancer screening and treatments
- Effects of chronic exposure to racism on breast cancer risk and progression in population groups affected by breast cancer disparities
- Investigation, identification and/or validation of molecular contributors to breast cancer disparities that can refine prognosis, stratify risk, improve screening or refine therapeutic intervention(s)

Applications that leverage data science to better understand and treat breast cancer are highly encouraged. If applicable, the applicant must concisely describe within the Impact Statement how their research project utilizes data science. *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.).

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

## 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 LOI submission (**July 15, 2022**). It is the responsibility of the Applicant/ Principal Investigator (PI) to ensure that the Institutional Letter of Support clearly outlines eligibility by the Application due date (**October 5, 2022**).

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, such as 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 5, 2022**), 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 **6 years** by the Application due date (**October 5, 2022**), 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 **6-year** limit. This may include positions such as Instructor, or other non-tenure track faculty positions, as appropriate. All faculty positions and terms must be verified by the Letter of Institutional Support, which must also include information regarding a pathway to independence if the Applicant is not already leading their own research lab.
- May only submit ONE LOI per funding cycle.
- Must not simultaneously hold any other Grant awarded by Susan G. Komen.
- 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 (**on or around April 15, 2023**).
- Must conduct the proposed research and training at the Lead Mentor’s institution, which may be located anywhere in the United States.
- 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 5, 2022**).
- 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 5, 2022**).
- Is not required to be a U.S. citizen or permanent resident.

### Institution

- Must be a non-profit institution or organization in the United States.
- May not be a governmental agency (i.e., NIH, NCI, etc.)
- 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 percent 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 15 percent 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 submitted LOI Narrative must include the Research Plan and an Impact and Innovation Statement (described below) and may not exceed **one page** in total length.

### About Susan G. Komen®

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 cancers**. Since its founding in 1982, Komen has invested nearly \$1.1 billion in breast cancer research, supporting more than 2,700 research studies and more than 500 clinical trials.

We are determined to change the unacceptable reality that more than 44,000 people in the U.S. will die from breast cancer this year. We know we cannot do it alone and that it will only be accomplished through innovative research to find new ways to treat, detect and prevent metastatic and aggressive breast cancers, combined with a multifaceted approach to address the reasons why certain people and communities are more likely to die from this disease.

### Required: Title

Enter the title of the Research Project directly into the proposalCENTRAL system. The title should be lay friendly and accurately describe the focus of the proposal. The title is limited to no more than 81 characters in length (including spaces) and do not include abbreviations or all capital letters.

### Required: Research Plan

The Applicant/PI must propose a Research Plan that includes a clear and concise statement of the research question, hypothesis(es) and specific aims of the Research Project. The Research Plan must be included within the one-page limit.

### Required: Impact and Innovation Statement

The Applicant/PI must specifically state how their proposal and specific aims will directly address the goals of the CCR research topic. Indicate how the proposal will expand our understanding of the biology of breast cancer to provide for the next generation treatment options and/or the contributors to breast cancer disparities, to lead new ways to treat breast cancer and/or novel approaches to improve access to and utilization of breast cancer care. The Impact and Innovation Statement must be included within the one-page limit.

### Required: Letter of Institutional Support

A Letter of institutional Support written on Institution Letterhead must be signed by the department chair and submitted with the LOI. If the department chair is also the Lead Mentor for the application, this letter must be signed 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:

- The institutional resources and mentoring environment that will be available to the Applicant/PI.
- 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.
- The Letter of Institutional Support must also include the pathway to independence.

### 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.** Additional requirements:

- 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 permanent 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 (see below for more details on the 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 percent 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 5, 2022**). While Applicants/Pis are strongly encouraged to name a Patient Advocate Mentor in the Letter of Intent (**due July 15, 2022**), it is not a requirement for Letter of Intent submission.

Utilizing Patient Advocate Mentors during the development of your CCR LOI and Application will enable you, as a Komen Applicant/PI, to become more aware of what is impactful research from the patient perspective and gain an appreciation for their emphasis on the urgency to find cures.

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's 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, patient advocates are 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.

For more tips on how to involve patient advocates in your research, please view ***How Advocates and Researchers can Work Together on Komen Funded Research***, a webinar hosted by [Komen's Advocates in Science](#).

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 PI will be required to include an ORCID (Open Researcher and Contributor ID) identifier upon Application submission (**October 5, 2022**). 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 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 LOI 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 4**, by the Application due date, **October 5, 2022**, will be administratively withdrawn at the Letter of Intent stage and WILL NOT undergo scientific review.

## 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. All materials must be written in English and must be submitted online in the proposalCENTRAL system.**

**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 **July 15, 2022**, 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 “Need an account?” link under the login section 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.



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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

email: [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 the 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 8-10 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 Letter of Intent.

#### **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/PI information, click the green/grey “Professional Profile” tab.

#### **5. PI DEMOGRAPHIC INFORMATION**

For administrative purposes, the proposalCENTRAL demographics page is required to be updated prior to submission of the Letter of Intent. This information will not be part of the review and will only be used for internal purposes.

## 6. 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.

## 7. 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 percent).** Patient Advocate Mentors, the Lead Mentor and members of the Mentor Committee may list 0 percent effort. Other Key Personnel must list greater than 0 percent 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 percent 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.

## 8. ATTACH NARRATIVE AND SUPPORTING DOCUMENTS

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

### Letter of Intent Narrative Template

Download the Letter of Intent (LOI) Narrative template from proposalCENTRAL and fill in the following sections. The Letter of Intent Narrative (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 Narrative. 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 Plan

Address the following items:

- 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 and Innovation Statement

Applicants/PIs must specifically and clearly state how this proposal will address the goals outlined in this LOI Announcement. **Applicants/PIs who do not clearly address these goals will not be invited to submit an Application.**

### 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 Letter of Institutional Support written on Institution letterhead must be signed by the department chair and submitted with the Letter of Intent. If the department chair is also the Lead Mentor for the application, this letter must be signed 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:

- The institutional resources and mentoring environment that will be available to the Applicant/PI.
- 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.
- The Letter of Institutional Support must also include the pathway to independence.

### 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 8) Attach Narrative and Supporting Documents. Select the "Attach Files" button.
- Enter the information below for each of the required documents:
  - Letter of Intent Narrative
    - Describe Attachment Field - Enter "*your last name\_LOI*", e.g., Smith\_LOI.
    - Select Appropriate Attachment Type – LOI.
  - 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.”

**9. 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.

**10. PRINT LOI.** Before printing, please use the “Validate” option (in the navigation menu to the left) to verify you have entered all the required information.

**11. 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 will be due on October 5, 2022.**

## 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>
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