



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

### *Redefining Metastatic Breast Cancer*

**2021-2022 Letter of Intent Announcement and Instructions**



Susan G. Komen®

13770 Noel Road, Suite 801889

Dallas, TX 75380

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

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

## KEY DATES

Opt in by Institution:	July 9, 2021
Application System Opens:	July 9, 2021
Letter of Intent Due:	August 18, 2021, by 1 p.m., Eastern Standard Time
Letter of Intent Decision:	August 26, 2021
Application Due:	October 13, 2021, by 1 p.m., Eastern Standard Time
Award Notification:	On or around April 15, 2022

**PURPOSE OF AWARD:** For over 10 years, 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. We seek to support those **who will emerge as the next key leaders in the fight against 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?

- Each invited institution may submit **one nominee** to apply. **A second nominee may be submitted** (if that nominee identifies as someone from a racial or ethnic group that is underrepresented in the US biomedical research workforce as [defined by the NIH](#)). For the purposes of this application: Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians, and other Pacific Islander minorities would be eligible to submit a Letter of Intent focused on the research topic: Redefining Metastatic Breast Cancer.
- Only research institutions that received this invitation may submit nominees for consideration. Other affiliates of the institution that did not receive the email are not eligible to nominate an applicant. **Please do not distribute outside of your institution.**

## NOMINATION PROCESS

Institutions will be invited to participate and must respond to [missiongrantsadmin@komen.org](mailto:missiongrantsadmin@komen.org) by **July 9, 2021**, to indicate they will nominate a researcher(s) to apply for funding.

Institutions who have requested to participate will receive a link for 1 or 2 nominees (per requirements above) to submit the required documents including (details on page 5):

- Letter of Intent
- Applicant Biosketch
- Letter of Recommendation/Institutional Support (from Dean or equivalent)
- Lead Mentor and Mentor Committee (including a Patient Advocate)

## 2021-2022 (FY22) CAREER CATALYST RESEARCH TOPIC:

### *Redefining Metastatic Breast Cancer*

The goal of the FY22 CCR Grant is to support **innovative** approaches that seek to answer critical questions focused on conquering metastatic breast cancer. Letters of Intent that lack a significant focus on metastatic breast cancer will be administratively withdrawn.

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Komen considers innovative to be employing new thinking, new methods, new strategies to make a substantial, non-incremental step forward in our understanding of the biology of metastatic breast cancer and/or how we prevent, detect, or treat MBC. We encourage applicants to build ground-breaking paradigms, test imaginative hypotheses and investigate creative concepts that may challenge the current prevailing theories or practices.

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*There is no innovation without risk and foundations  
are the ones leading the charge for innovation.  
-Dr. Kornelia Polyak*

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Komen requests Letters of Intent for research projects that address breast cancer metastasis through one of the following focus areas. Each applicant nominated by their institution may only submit one Letter of Intent.

**1. Development of novel treatment strategies for existing metastatic disease.**

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

- Developing new therapies to address drug resistance.
- Developing approaches to improve the delivery of existing therapies to treat metastatic disease
- Identifying new strategies for combining existing and novel therapies to improve response or overcome resistance.
- Developing potential vaccine strategies or novel immunotherapies to treat MBC.
- Using liquid biopsies to improve the treatment of MBC, for example by:
  - Tracking the response to therapy, including host immune response to immunotherapy approaches, genomic responses, or resistance mechanisms.
  - Identifying and validating circulating biomarkers that will predict response to therapy and optimize therapeutic interventions for MBC.

**2. Strategies to prevent or arrest metastasis and late recurrence.**

Appropriate studies include, but are not limited to:

- Defining the mechanisms of metastatic growth and progression
- Characterizing the impact of the tumor microenvironment on the growth and metastatic potential of breast cancer cells.
- Elucidating early molecular changes in tumor cells that impact motility, survival, and establishment at distant sites contributing to recurrence.
- Determining mechanisms of tumor dormancy that may lead to late recurrence or predict metastasis.
- Identifying and validating molecular targets and testing novel ways to disrupt the molecular pathways involved in metastasis, tumor dormancy, and late recurrence.

**3. Innovative approaches to detect new or recurrent metastatic breast cancer as early as possible before symptoms may be detectable.**

Appropriate studies include but are not limited to:

- Development and testing of novel technologies and methods for early detection of MBC.
- Identification and validation of diagnostic or prognostic biomarkers for the earliest possible detection of MBC, including micro-metastases.
- Development and use of techniques to predict MBC recurrence, including methods to identify tumor dormancy or treatment-resistant cancer cells towards an effective clinical application.

#### 4. Investigating the biologic, behavioral, social, and systems contributors to a higher burden of late-stage (metastatic) breast cancer in population groups affected by breast cancer disparities.

Appropriate studies include, but are not limited to:

- Identification, validation, and testing of biological and/or socioeconomic factors that contribute to breast cancer disparities in MBC outcomes.
- Identification of health services and public health interventions that address the causes of disparities in care and outcomes across population groups affected by MBC.

Applications that address metastatic breast cancer disparities, or leverage data science to better understand and treat metastatic breast cancer are highly encouraged. If applicable, 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 breast cancer disparities whether it is race, ethnicity, or age. 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.).

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.

#### 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 funded more than \$1 billion in research in more than 2700 research grants and more than 500 clinical trials.

We are determined to change the unacceptable reality that more than 44,000 women and men 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 the disease.

#### 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 18, 2021).** 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 13, 2021).**

Grants will be awarded to a single Principal Investigator (PI). ***Co-Principal Investigators (Co-PIs) are not allowed.***

#### **Applicant/PI:**

- Must be nominated by their Cancer Center Director or similar high ranking research official at the institution.
- 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 13, 2021)**, 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 **8 years** by the Application due date **(October 13, 2021)**, 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 **8-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, 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, 2022).**
- Must conduct the proposed research and training at the Lead Mentor’s institution.
- 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 13, 2021).**
- Is not required to be a U.S. citizen or resident.

#### **Institution:**

- 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% 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% 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 AND PROCESS

Institutions will receive a link for their nominees to submit a Letter of Intent and required documents. The submitted Letter of Intent must include the Research Plan, Impact and Innovation Statement (described below) and may not exceed **one page** in total length.

### Required: Research Plan

The Applicant/PI must propose a research plan that describes the research question and how the Research Project will make a substantial, non-incremental step forward in our understanding of metastatic breast cancer and/or how we prevent, detect or treat MBC. 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 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 is innovative through new strategies or methods to lead to a substantial step forward to improve how we understand, prevent, detect and/or treat metastatic breast cancer. The Impact and Innovation Statement must be included within the one-page limit.

### Required: Letter of Recommendation/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:

- A description of the process used to identify the nominee.
- Why this nominee was selected.
- 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 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 13, 2021**). While Applicants/PIs are strongly encouraged to name a Patient Advocate Mentor in the Letter of Intent (**due August 18, 2021**), 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'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, 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's 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 13, 2021**). 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/>

### 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 with a single research grant, Komen's research investments now exceed \$1 billion, funding more than 2700 research grants and over 500 clinical trials and provided more than \$3.3 billion in grants and programs that have supported research, screening, education, treatment, and psychosocial support for breast cancer. 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.**



## 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 4, by the Application due date, **October 13, 2021**, 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 **August 18, 2021**, 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

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.

As Applicable, please check the box stating “I acknowledge that I represent an underrepresented population in Biomedical Research as defined by the NIH – “Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders”.

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

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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 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: Innovation and Impact 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.**

If applicable, applicants addressing metastatic breast cancer disparities or leveraging data science (please refer to page 4 for definitions) in their proposals must concisely describe the disparity addressed, or how data science is being leveraged, 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:

- A description of the process used to identify the nominee.
- Why this nominee was selected.
- 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 7) 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 – 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 will be due on October 13, 2021.**

## 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)