



CALIFORNIA BREAST CANCER PROGRAM CONFERENCE AWARD Cycle 25 – 2019 Application Instructions

Key Dates:

Deadline for submission of the CBCRP Conference Award application is **November 1, 2018**.

The deadline for submitting the **application face page with authorized signatures** is **November 8, 2018**.

Funding decision will be announced in December, 2018. Funded awards may take up to three months to disburse funds.

Please contact Katherine McKenzie at conferenceaward@cabreastcancer.org or (888) 313-BCRP(2277) for questions.

Community-Led Award Conference Award Offered

The Community-Led Conference Award is offered to support grassroots community organizations that need more time or resources to develop and execute a successful event. Applicants for this award must submit a letter of intent describing the event by November 1, 2018. The CBCRP council will provide feedback that may be used in preparing the full application, due on February 28, 2019. If you, or your organization, require feedback prior to applying for a Conference Award, consider submitting an application through this mechanism. See www.cabreastcancer.org/funding-opportunities/conference-awards/community-led-conference-award/index.html for additional instructions.

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Award Description:

The purpose of the California Breast Cancer Research Program Conference Award is to inform, stimulate ideas and foster research specific to breast cancer. The Standard award is open to all applicants who have the capacity to host an event that satisfies the criteria below.

Successful events will be designed to address one or more of the following goals:

- highlight resources particular to California
- encourage new collaborations
- recruit high quality researchers to the field
- examine and create solutions for disparities/inequities
- inspire paradigm-shifting research
- inform policy
- promote translational and/or outcome driven research that will impact public health outcomes
- create tools for educating members of the public about breast cancer

At least one major objective of the conference or event must focus on breast cancer and at least 50% of the event must be devoted to accomplishing the breast cancer objective(s). Funding preference will be given to events that bring together people with different perspectives who do not usually meet and exchange views, and to events that are more likely to lead to new research projects and new collaborations.

Some format options for the Conference Award include: (1) a symposium with formal presentations and targeted breakout sessions, (2) a retreat that emphasizes less formal interactions, or (3) a conference style ‘roundtable’ discussion of pertinent issues without pre-existing leadership roles established. It is expected that researchers and, breast cancer advocates/activists, and the general public will be included in the meeting planning, organization and participation.

The event organizers must designate a specific use of CBCRP funds (e.g. scholarships, a specific session or activity) and give CBCRP name recognition for it in event materials. The requested budget can exceed the cost of the particular session or activity, but the additional items must

also be distinguished from the overall budget. An awards banquet or reception is not appropriate for sponsorship.

The event must deliver a product that will further breast cancer research, education and/or policy development. Examples of products include, but are not limited to:

- A description of new breast cancer research aims/priorities identified by meeting attendees
- New cutting edge technology, instruments, communication tools
- A list and description of new investigators/potential researchers/advocates that have been introduced to the field
- Syllabus of presented papers and any planned papers
- Action plan for supporting new collaborations

It is strongly recommended that event organizers include a plan for video recording the key presentations for potential distribution on the organization's and the CBCRP web site.

Advocates must be involved each phase of the event, including planning, implementation, participation in the program and attendance. CBCRP staff involvement in the event planning and implementation, and attendance by members of CBCRP staff and Council must be permitted.

CBCRP will require a written report upon the completion of event activities within 60 days of the final meeting, and a fiscal report is due within 90 days.

Budget: Up to **\$25,000 in direct costs** will be awarded per successful application. F&A (indirect) costs are not allowed. CBCRP intends to fund at least one standard award and one community-led award and will distribute up to \$50,000 in Conference Awards each year.

Eligibility: Any individual or organization in California may submit an application. The event must be held in California. We welcome investigators from community organizations, public or privately-owned corporations and other businesses, volunteer health organizations, health maintenance organizations, hospitals, laboratories, research institutions, colleges, and universities.

Evaluation and Funding

Applications will consist of a conference plan (seven page limit with two additional pages for references) and supplementary forms. Applicants must list the major event objectives in the conference plan, identify the objectives that focus on breast cancer and describe how the event will accomplish the breast cancer objectives. The application will be evaluated based on the following criteria:

- Portion of the event that is focused on breast cancer (at least 50% of the event must be devoted to breast cancer objective(s) to be eligible for the award)
- Relevance of the major event objectives to the Conference Award goals

- Relevance of the event topic(s) to CBCRP research priority issues
- Strength of outreach to ensure representation from new disciplines, especially for disciplines not now integrated into breast cancer research
- Potential of the event to generate new ideas and facilitate collaboration
- The usefulness of any tools or products that will be generated by the event
- The degree to which information exchanged at the event has the potential to impact public health outcomes
- The strength of the plans for post-event dissemination and outreach
- The extent to which the activities that would be covered by CBCRP funds are integral to the success of accomplishing the breast cancer objectives
- Qualifications and background of the applicants/event organizers
- Involvement of advocates

CBCRP's council will evaluate applications for eligibility and appropriateness of the budget and score each of the following criteria: 1) the relevance of the event topic(s) to CBCRP priorities; 2) the outreach to research disciplines and organizations not currently integrated into breast cancer; 3) the potential of the event to generate new ideas and facilitate collaborations; and 4) the qualifications of the conference organizers. The council will make the funding decision based on the combined scores of these criteria.

If an award is made, then it can take up to three months to disburse funds.

Application Process

The deadline for electronic submission of the Standard CBCRP Conference Award application is **November 1, 2018**.

Registering on proposalCENTRAL

- Before starting an application, the principal investigator and applicant organization must be registered with proposalCENTRAL (<https://proposalcentral.altum.com/>).
- You must select an institution with a tax ID (EIN) number in the Proposal Section called "Institution & Contacts." In addition, the "signing official", "contracts & grants official", and "fiscal contact" must be selected from the pull down menu for that institution *or* they must register with proposalCENTRAL prior to submission.
 - Work with your signing and contracts officials to identify your institution (duplicates might be present in proposalCENTRAL's list).

Portions of the application use pre-formatted Web pages in proposalCENTRAL. For other portions, you must complete CBCRP forms and then upload them as PDF files to your application (see below).

proposalCENTRAL Forms

- **Title Page.** Enter the project title in 60 characters or less.
- **Enable Other Users to Access this Proposal.** Use this page to allow additional people to access your application.

- **Applicant/PI.** Complete all the required information on this page including the percent effort on the project.
- **Institution & Contacts.** When you first register with proposalCENTRAL, select an institution with a valid IRS tax ID number (EIN) from the pull-down menu. If done correctly, then you can directly add your institution’s “Signing Official”, “Contracts & Grants Official”, and the “Fiscal Contact,” who will handle budget and fiscal reports. If these individuals are not present on the pull-down menu, then you need to contact them and have them register with proposalCENTRAL. The “Signing Official” will need to sign the Face Page, which you print out and send to CBCRP.
- **Abstracts.** Copy the Lay abstract for your project from the downloaded templates (refer to the detailed instructions below). Then select the **one** CBCRP priority issue that best matches your project from the menu.
- **Budget Summary.** The direct costs cap is \$25,000. Enter the same numbers as those in the CBCRP budget summary form described below.
- **Research Plan and Other Attachments.** These forms are provided as Word templates that can be downloaded from the CBCRP website (www.cabreastcancer.org/funding-opportunities/application-process/application-materials.html)

To submit the CBCRP forms below: read all instructions (included in the “CBCRP Form Instructions” section of this document and embedded in each form) carefully; complete the forms; convert them to PDFs; upload the PDF files as attachments to your proposal under the link in proposalCENTRAL called “Research Plan and Other Attachments”.

Lay Abstract.

Additional Criteria. (addressing needs of the underserved and advocacy involvement)

Distinction from Other Funding

PI Biographical Sketch & Other Support

Budget Justification and Facilities

Budget Summary

Key Personnel

Conference Plan (7 page limit and 2 additional pages for references)

Appendix List

Appendix items (overall conference budget, advocate letter of support, etc.)

- **Validate.** This function allows a check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the Face Page and Submit sections.
- **Print your application’s face page** from proposalCENTRAL and obtain the necessary signatures (PI and institutional signing official are required). E-mail as a PDF attachment a scanned copy **with signatures** to: facepage@cabreastcancer.org before 5 pm (PST) by **November 8, 2018.**

CBCRP Form Instructions

LAY ABSTRACT

Summarize the topic of the proposed conference, relevance to breast cancer, aims of the conference program, background information, involvement of advocates, and potential research and public health outcomes and planned follow-up. **Do not use symbols or other special text**, as these will not transfer to the box in the “abstracts” page.

The abstract should be written using a style and language comprehensible to the general public. The scientific level should be comparable to either a local newspaper or magazine article, such as might appear in *Time* or *Newsweek*. Avoid the use of technical terms and jargon not a part of general usage. Ask a family member or friend who is not a scientist to read the abstract and tell you what they don't understand.

Examples advocacy concerns/human issues can be sourced through web sites, such as:

- www.abcdbreastcancersupport.org/ After Breast Cancer Diagnosis
- betweenwomen.net Between Women (Brawley)
- www.bcaction.org/ Breast Cancer Action (San Francisco)
- www.bcconnections.org/ Bay Area Cancer Connections (Palo Alto)
- www.breastcancerfund.org The Breast Cancer Fund (San Francisco)
- www.labca.org/ Los Angeles Breast Cancer Alliance
- www.breastcancerdeadline2020.org/ National Breast Cancer Coalition
- www.sistersnetworkinc.org Sister's Network (San Francisco and American Canyon)
- www.komen.org Susan G. Komen for the Cure® (there are local affiliates throughout CA)
- www.youngsurvival.org Young Survival Coalition (e.g., Bay Area affiliate)
- www.zerobreastcancer.org Zero Breast Cancer (San Rafael)

ADDITIONAL CRITERIA

Limit the text to one page.

Address the project's (i) focus on underserved populations, and (ii) advocacy involvement in the research and sensitivity to advocacy concerns. **Do not address these issues with “n/a.”** Take the time to study the human issues of breast cancer and the extra burden the disease places on different communities, and consider how your event might address the needs of the underserved (including those that are underserved due to factors related to race, ethnicity, socioeconomic status, geographic location, sexual orientation, physical or cognitive limitations, age, occupation and/or other factors) in prevention, detection, prognosis, and treatment. Indicate your intentions to interact with advocates and advocacy organizations and involve them in planning and carrying out the conference. The advocates involved should provide a letter of support for the conference.

DISTINCTION FROM OTHER FUNDING

Limit the text to one page.

Discuss the relationship and overlap between the proposed conference and other current and past grant/conference funding to the PI. Examine the CBCRP grant portfolio (<http://www.cabreastcancer.org/>) and funding by other agencies on the International Cancer Research Portfolio (ICRP) Web site: <https://www.icrpartnership.org/> and discuss how the proposed conference would explore new topics.

CONFERENCE PLAN

Page limit, exclusive of references, is **7 pages**

An additional 2 pages is allowed for References.

Format issues:

Begin this section of the application using the download template. Subsequent pages of the Conference Plan and References should include the principal investigator's name (last, first, middle initial) placed in the upper right corner of each continuation page.

The Conference Plan and all continuation pages must conform to the following four format requirements:

1. The height of the letters must **not** be smaller than 11 point; Times New Roman or Arial are the suggested fonts.
2. Type density, including characters and spaces, must be no more than 15 characters per inch (cpi).
3. No more than 6 lines of type within a vertical inch;
4. Page margins, in all directions, must be at least ½ inch.

Use the appendix to supplement information in the Research Plan, not as a way to circumvent the page limit.

Suggested content:

Introduction: Provide an introduction to the central topic of the conference and the issues to be addressed. Describe the major objective(s) of the meeting and highlight the ones that focus on breast cancer. Describe what you expect the participants to gain by attending.

Background and Significance: Describe relevance of the conference objectives to the CBCRP priority issues. Provide the PI's/organization's background in breast cancer and for the topics to be covered. Make a case for the importance of the conference in terms of current knowledge and needs in these areas.

Preliminary Work: Describe the recent work relevant to the proposed conference. This section should illustrate the capabilities of the PI and conference to conduct the meetings and develop significant new information in breast cancer. Describe any outreach activities, especially to increase diversity and participation by advocate and community groups.

Conference structure: Provide an overview of planned schedule and speakers. Describe the activities that are specifically devoted to the breast cancer objectives and illustrate how they make up at a least 50% of the conference activities. Describe the role of advocates in the planning phase as well as their role in the conference events. Indicate plans for publication or dissemination of conference results.

Outcomes: Describe the products that will be generated by the event. Explain the expected benefits of this event to the breast cancer field and/or to public health and indicate your future plans to continue discussion and follow-up activities for the topics to be covered.

BIOGRAPHICAL SKETCH & RESEARCH SUPPORT

Limit the length of each biosketch to *no more than five (5) pages*.

The information provided is evaluated to assess the expertise, training, and background relative to the methods employed in the project.

Use the current [NIH Form 398](http://grants.nih.gov/grants/forms/biosketch.htm) provided (<http://grants.nih.gov/grants/forms/biosketch.htm>) for biosketch and include the requested information:

- Name
- Education. Include steps from baccalaureate through postdoctoral training.
- Personal Statement.
- Research and professional experience. List positions in chronological order.
- Publications. List the relevant publications for this application first, then list others as space permits. Do not include items 'submitted' or 'in preparation.'
- Research grant support. List all items of current and pending grant support with the grant title, agency, role in project, a brief summary of aims, and overlap/resolution with the present application.

BUDGET SUMMARY

Enter the beginning and ending dates of the conference in the first row of the table and the beginning in ending dates of the conference budget in the second. The budget begins January 15, 2019 and ends one month after the conference ends.

The direct costs cap is \$25,000. Provide a breakdown of the personnel, supplies, and travel items that CBCRP is being requested to cover. (Note: The overall budget for the conference should be included as an item in the appendix.)

BUDGET JUSTIFICATION & FACILITIES

Limit the text to two pages

Provide a justification of the requested personnel, supplies, and travel items. Explain the relationship of CBCRP funding to the overall budget.

APPENDIX LIST

Follow the instructions and items listed on the template.

The appendix may *not* be more than 30 pages in length.

Note that the conference plan must be self-contained and understandable without having to refer to the appendix.

If the overall budget for the conference is greater than the CBCRP portion of the budget, include a budget for the entire conference as an appendix item.

General Funding Policies

Eligibility and Award Limits

1. Any individual or organization in California may submit an application. The research must be conducted primarily in California. We welcome investigators from community organizations, public or privately-owned corporations and other businesses, volunteer health organizations, health maintenance organizations, hospitals, laboratories, research institutions, colleges, and universities.
2. We encourage researchers new to breast cancer to apply. Applicants who have limited experience in breast cancer research should collaborate with established breast cancer researchers.
3. PIs who have previously been funded by CBCRP are welcome to apply, but the research aims must be distinct from their previous CBCRP grants.
4. Multiple applications and grant limits for PIs. A PI may submit more than one application, but each must have unique specific aims. For Cycle 25 applicants are limited to a maximum of two (2) grants either as PI or co-PI, and these must be in different award types. The Research Initiative grants are not included in this limit. A PI may have more than one Research Initiative grant in a year.

Policy on Applications from PIs with Delinquent CBCRP Grant Reports

PIs with current CBCRP grant support will not be eligible to apply for additional funding unless the required scientific and fiscal reports on their existing grants are up-to-date. This means that Progress/Final Scientific Reports or Fiscal Reports that are more than one month overdue may subject a Cycle 25 application to possible disqualification unless the issue is either, (i) addressed by the PI and Institution within one month of notification, or (ii) the PI and Institution have received written permission from the CBCRP to allow an extension of any report deadlines.

Confidentiality

The CBCRP maintains confidentiality for all submitted applications with respect to the identity of applicants and applicant organizations, all contents of every application, and the outcome of reviews. For those applications that are funded the CBCRP makes public, (i) the title, principal investigator(s), the name of the organization, and award amount in a "Compendium of Awards" for each funding cycle, (ii) the costs (both direct and indirect) in the CBCRP's annual report, (iii) the project abstract and progress report abstracts on the CBCRP Web site. If the Program receives a request for additional information on a funded grant, the principal investigator and institution will be notified prior to the Program's response to the request. Any sensitive or proprietary intellectual property in a grant will be edited and approved by the PI(s) and institution prior to release of the requested information.

No information will be released without prior approval from the PI for any application that is not funded.

Human Subjects and Vertebrate Animal Use

If a project proposes activities that pose unacceptable potential for human and animal subject risks, then a recommendation either not to fund or to delay funding until the issue is resolved may result.

IRB approval, human subject “exemption” approval, or animal assurance documentation must be provided prior to funding, but is not needed for application review. Applicants are encouraged to apply to the appropriate board or committee as soon as possible in order to expedite the start of the project, and you must do so before or within 21 days of notification that an award has been offered. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects.

Award Decisions

Applicants will be notified of their funding status by December 31, 2018. The written application critique is provided at a later time. Some applications could be placed on a ‘waiting list’ for possible later funding.

Appeals of Funding Decisions

An appeal regarding the funding decision of a grant application may be made only on the basis of an alleged error in or deviation from, a stated procedure (e.g., undeclared reviewer conflict of interest or mishandling of an application). Details concerning the appeals procedure may be obtained from the appropriate Research Administrator (with whom the applicant is encouraged to discuss his/her concerns), the CBCRP Director, or by contacting us through the CBCRP Web site: www.cabreastcancer.org/. The period open for the appeal process is within 30 days of receipt of the application evaluation from the Program office. Contact the CBCRP to obtain full information on the appeals process.

Final decisions on application funding appeals will be made by the UCOP Research Grant Program Office (RGPO) Executive Director Bart Aoki. Applicants who disagree with the scientific review evaluation are invited to submit revised applications in a subsequent grant cycle with a detailed response to the review.

Pre-funding Requirements

Following notification by the CBCRP of an offer of funding, the PI and applicant organization must accept and satisfy normal funding requirements in a timely manner. Common pre-funding items include:

- Verification of Principal Investigator status from an appropriate institutional official.
- Documentation of 501(c)(3) non-profit organization status for the organizations.
- Documentation of the DHHS-negotiated (or equivalent) indirect cost rate for non-U.C. institutions.
- Supply up-to-date documentation for approved indirect rate (F&A costs) agreements as of the grant’s start date and any derived calculations, if applicable.
- Supply any missing application forms or materials, including detailed budgets and justifications for any subcontract(s).
- IRB applications or approvals pertaining to the award.
- Resolution of any scientific overlap issues with other grants or pending applications.
- Resolution of any Review Committee and Program recommendations, including specific aims, award budget, or duration.
- Modify the title and lay abstract, if requested.

Open Access Policy

As a recipient of a California Breast Cancer Research Program (CBCRP) grant award, you will be required to make all resulting research findings publicly available in accordance with the terms of the Open Access Policy of the Research Grants Program Office (RGPO) of the University of California, Office of the President (UCOP). This policy, which went into effect on April 22, 2014, is available below:

RGPO Open Access Policy

The UCOP Research Grants Program Office (RGPO) is committed to disseminating research as widely as possible to promote the public benefit. To that end, all RGPO grantee institutions and researchers grant RGPO a nonexclusive, irrevocable, worldwide license to exercise any and all rights under copyright and in any medium for all scholarly articles and similar works generated as a result of an RGPO grant award, and agree to authorize others to do the same, for the purpose of making their articles widely and freely available in an open access repository. This policy does not transfer copyright ownership, which remains with the author(s) or copyright owners.

Scope and Waiver (Opt-Out)

The policy applies to all scholarly articles and similar works authored or co-authored as a result of research sponsored by an RGPO grant, except for any articles published before the adoption of this policy and any articles for which the grantee institution and/or researchers entered into an incompatible licensing or assignment agreement before the adoption of this policy. Upon express written request of the institutional grantee and/or researcher, RGPO will waive the license for a particular article or delay “open access” to the article for a specified period of time.

Deposit of Articles

To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers to the grant award will commit to helping the RGPO to obtain copies of the articles that are published as a result of an RGPO sponsored grant award. Specifically, each author will provide an electronic copy of his or her final version of the article to the RGPO by the date of its publication for inclusion in an open access repository, subject to any applicable waiver or delay referenced above. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication.

Grant Management Procedures and Policies

Details concerning the requirements for grant recipients are available in a separate publication, the University of California, Office of the President, “RGPO Grant Administration Manual.” The latest version of the Manual and programmatic updates can be obtained from the Program’s office or viewed on our Web site: <http://www.ucop.edu/research-grants-program/grant-administration/index.html>.