



**LOI INSTRUCTIONS:**  
**TRANSLATIONAL RESEARCH  
 AWARD**

**The Translational Award LOI submission** deadline is Tuesday, **October 24, 2017**, 12 noon Pacific Daylight Time, which is 3 pm Eastern Standard Time as shown on proposalCENTRAL's (<https://proposalcentral.altum.com/>) website. CBCRP will not extend the submission deadline!

**Step #1:** Upload your **project outline, biosketch and advocate letter** in PDF format.

**Step #2:** Validate and submit.

For LOIs that result in an invitation to submit an application, the deadline for submission of the complete application is Thursday, **March 1, 2018**, 12 noon Pacific Daylight Time.

**Overview:**

The translational projects described in the LOI should:

- represent a significant leap from incremental knowledge-gathering to a practical application (a translational endpoint)
- involve the study of human subjects or enable a follow-up study in human subjects
- not be fully supported by other funding

**LOI Content:**

**In Section 1 (Title Page), please add the following information:**

- **Project Title**
- **Priority Issue** – select the CBCRP priority issue that the research addresses (Community Impact of Breast Cancer; Etiology and Prevention; Biology of the Breast Cell; or Detection, Prognosis and Treatment).

**In addition, three separate uploads must be submitted to complete the LOI:**

**1. Project Summary** (2-page maximum length) must include the following categories and discussion points:

- **Project title**
- **Translational goal** (10-20 sentences) – describe the translational leap to be achieved with this award. Identify the specific item of practical value to be produced by the end of this project. What are the barriers to translation, and how will this effort succeed where others might have failed previously? What innovative strategy will be employed to overcome barriers?
- **Impact on breast cancer** (10-20 sentences) – describe the need for this product, service, intervention, or policy that is specific for breast cancer with respect to risk, prevention,

detection, diagnosis, prognosis, treatment, or survivorship. Estimate impact at the individual patient level and for overall disease burden, if successful? What population/community will it help? Will it address disparities or the needs of underserved women? What is the expected timeframe for availability of the product/service/ intervention/policy outside the research setting?

- **Background and PI qualifications** (8-12 sentences) – describe both the general and specific topic underlying this research. Detail the previous research accomplishments and clinical trial experience by the PI and collaborators that makes the successful pursuit of this topic more realistic. Identify other sources of support and collaboration to increase the likelihood of success.
- **Specific Aims** – list the proposed aims of the project.
- Describe the involvement of **Human Subjects** in the project. How will you gain access to human subjects?
- **Involvement of advocates** (4-6 sentences) – name the advocacy organization that you plan to work with on the full application, why the organization is appropriate for your proposed research project, and who you have communicated with at that organization. Describe the role of advocate(s) in the project design, implementation, interpretation, and dissemination of results. If you need assistance identifying an appropriate organization, contact the CBCRP staff.

Health and medical research projects greatly benefit from being directly informed by the experiences and knowledge of those affected: those who have or had the disease, those who care for people with the disease, or those who represent a specific community impacted by the disease. Therefore, CBCRP requires breast cancer or other appropriate community advocates be actively involved in the research we fund. Applicants are expected to work with advocate(s) affiliated with an advocacy organization. LOIs and applications are evaluated on the extent to which advocates are substantively involved in the project.

2. **PI biosketch (5-pg maximum)** Include the biosketch for the PI only. It should include a list of the most recent, relevant publications and of current grant support. Identify any existing grants on the proposed research topic, and discuss any overlap issues. Please use the current NIH form.

3. **Advocate Documentation (1-pg maximum)** an email or letter from the advocate or representative of the advocacy organization demonstrating their willingness to explore participation in the research application, should the LOI be approved.

**Translational Award LOIs will be evaluated by CBCRP Council on the following criteria:**

- **Translational potential:** The quality of the PI's description of the translational leap and its relationship to the underlying topic of the research. Is it translational? The distinction between the proposed project from a more exploratory, developmental, or other non-translational type research. The degree to which it "bridges" prior knowledge gained to practical applications. The description of barriers and a strategy to overcome them

- **Impact on breast cancer:** Will the proposed project make a difference with respect to the prevention, detection, diagnosis, or treatment of breast cancer; improved quality of life for survivors; and/or reduction in the community and social burden caused by the disease in California? Is the translational timeframe (relative to practical endpoints and barriers) realistic?
- **PI quality, background, and experience in translational research.**
- **Extent of other funding** (enough to support the overall research program, but no direct overlap)
- **Extent to which human subjects are well-integrated and central to the project.**
- **Involvement of advocates.** Has the PI contacted an appropriate advocacy organization about the proposed research question? Are advocates adequately involved in the design, implementation, and dissemination of the results?
- **Focus on underserved populations.**

LOIs that lead to invited applications score well on all of the criteria. If an LOI is turned down the most common reason are:

- The project is described in technical language. It is critical to describe your project in a way that makes its relevance and potential impact clear to anyone regardless of whether they are experts in your field of research.
- Project is too early on the critical path.

You will receive an email of whether the LOI is accepted in December 2017. If invited to submit, you will have access to the full set of application forms and instructions.

Minimal feedback will be provided to PIs who have not been invited to submit a full application.