



CALIFORNIA BREAST CANCER PROGRAM CONFERENCE AWARD Cycle 24 – 2018 Application Instructions

Key Dates:

Deadline for submission of the CBCRP Conference Award application is **November 2, 2017**.

The deadline for submitting the **application face page with authorized signatures** is **November 9, 2017**.

Funding decision will be announced in December, 2017. 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.

New This Year: 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 2, 2017. The CBCRP council will provide feedback that may be used in preparing the full application, due on February 28, 2018. 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 2, 2017**.

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 9, 2017.**

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, 2017 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.