

Module 6:
What are expectations
for advocacy
involvement in CBCRP
letters of intent (LOIs)?

Technical Assistance
Materials for Investigators

California Breast Cancer Research
Program

A complete LOI includes:

IDEA Awards

- Title Page (1 page maximum)
 - Project Title
 - Priority Issue
- Project summary (2 pages maximum)
 - Project Title
 - Project Summary
 - Innovative Elements
 - Critical Path
 - Investigative Team
 - **Involvement of advocates**
- **Advocate Documentation**
(1 page maximum)
- PI Biosketch
(4 pages maximum)

Translational Awards

- Title Page (1 page maximum)
 - Project Title
 - Priority Issue
- Project summary (2 pages maximum)
 - Project Title
 - Translational Goal
 - Impact on Breast Cancer
 - Background and PI Qualifications
 - Specific Aims
 - Human Subjects Involvement
 - **Involvement of advocates**
- **Advocate Documentation**
(1 page maximum)
- PI Biosketch
(4 pages maximum)

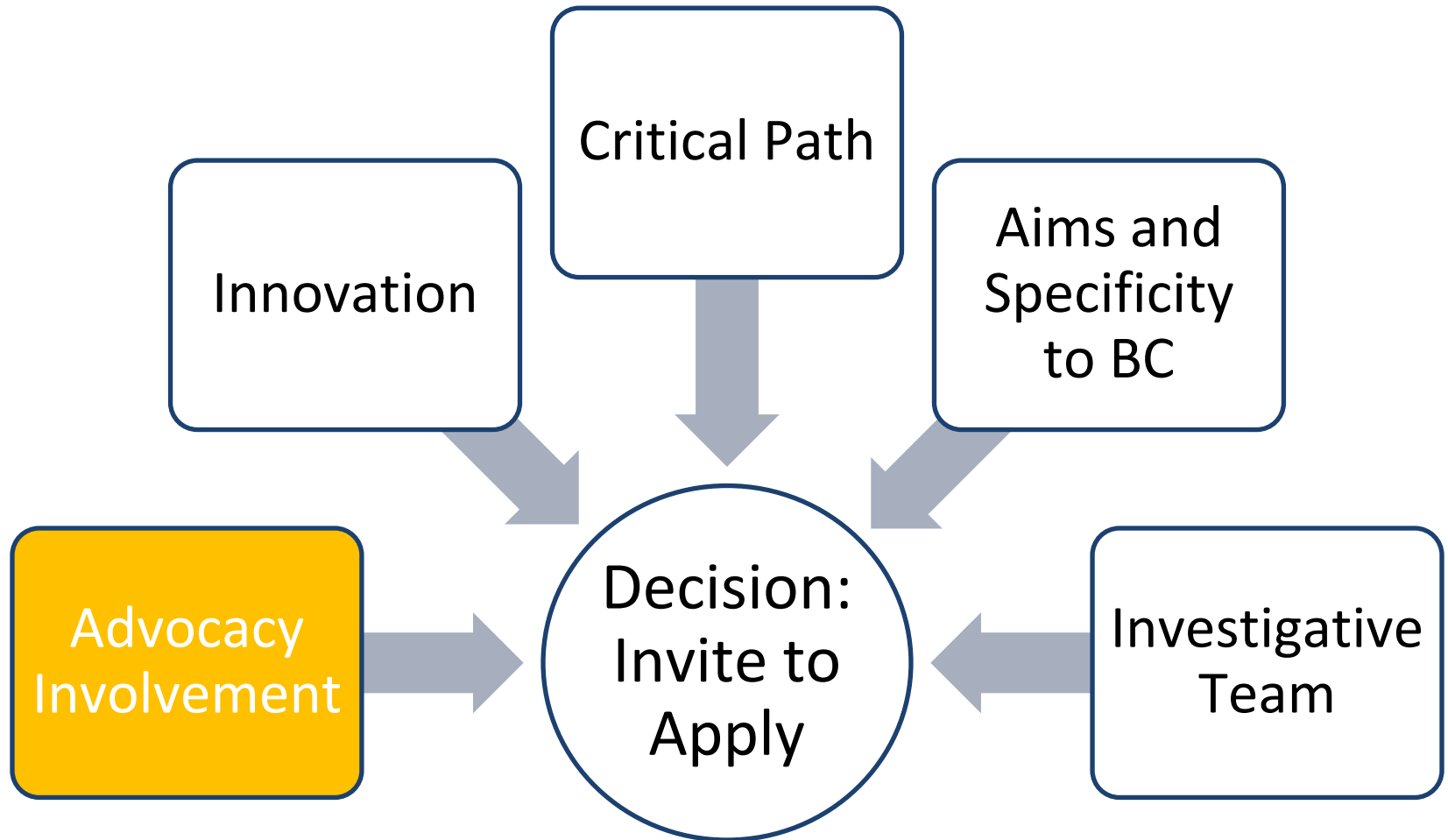
Involvement of advocates

- 4-6 sentences
- Name the advocacy organization.
- Why is the organization appropriate for your project?
- With whom have you communicated at the organization?
- What is the role of the advocate in the project
 - Design
 - Implementation
 - Interpretation
 - Dissemination

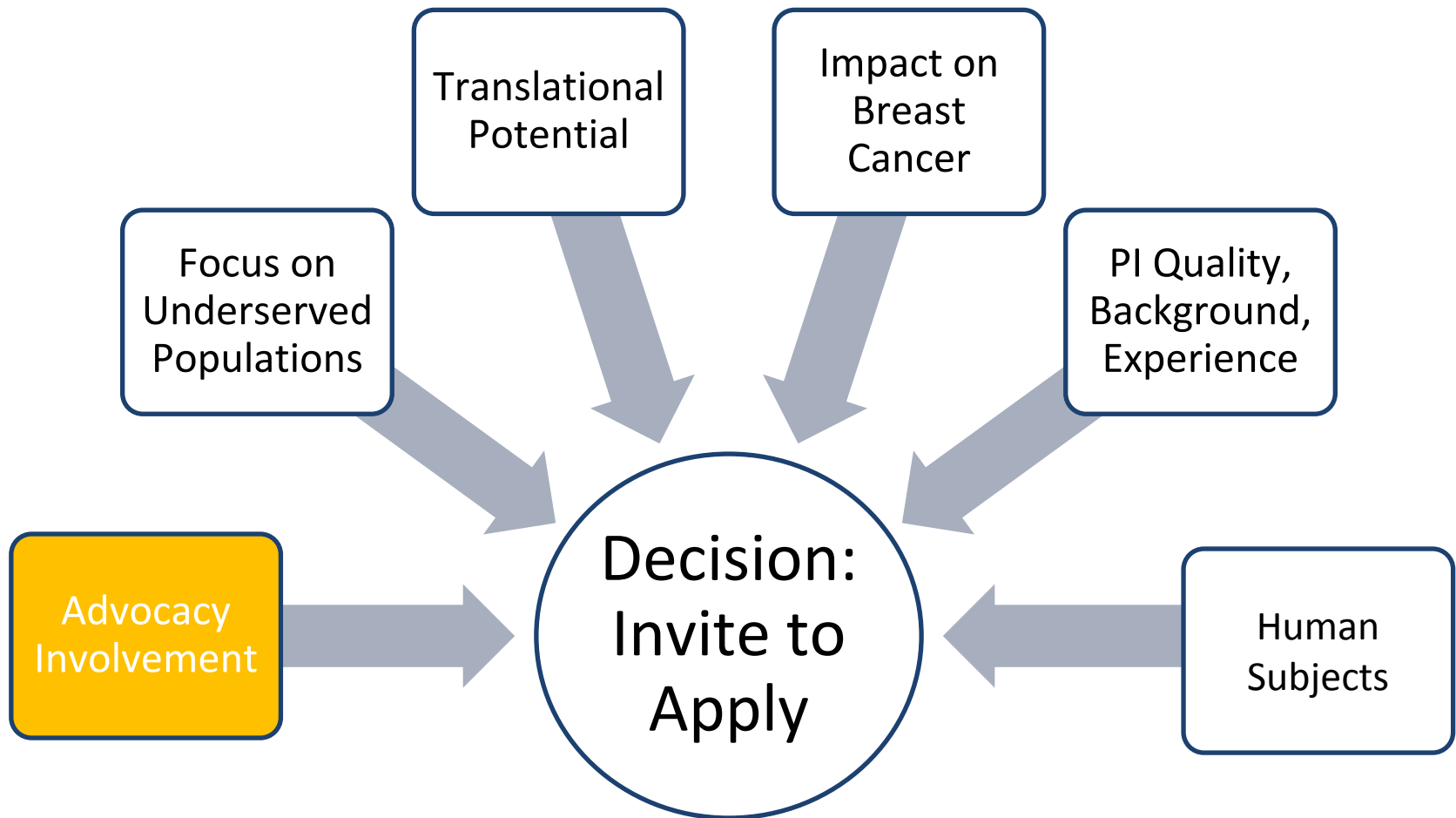
Advocate Documentation

- Email or letter
- From advocate or representative from the advocacy organization
- Documents their willingness to explore participation in the research application

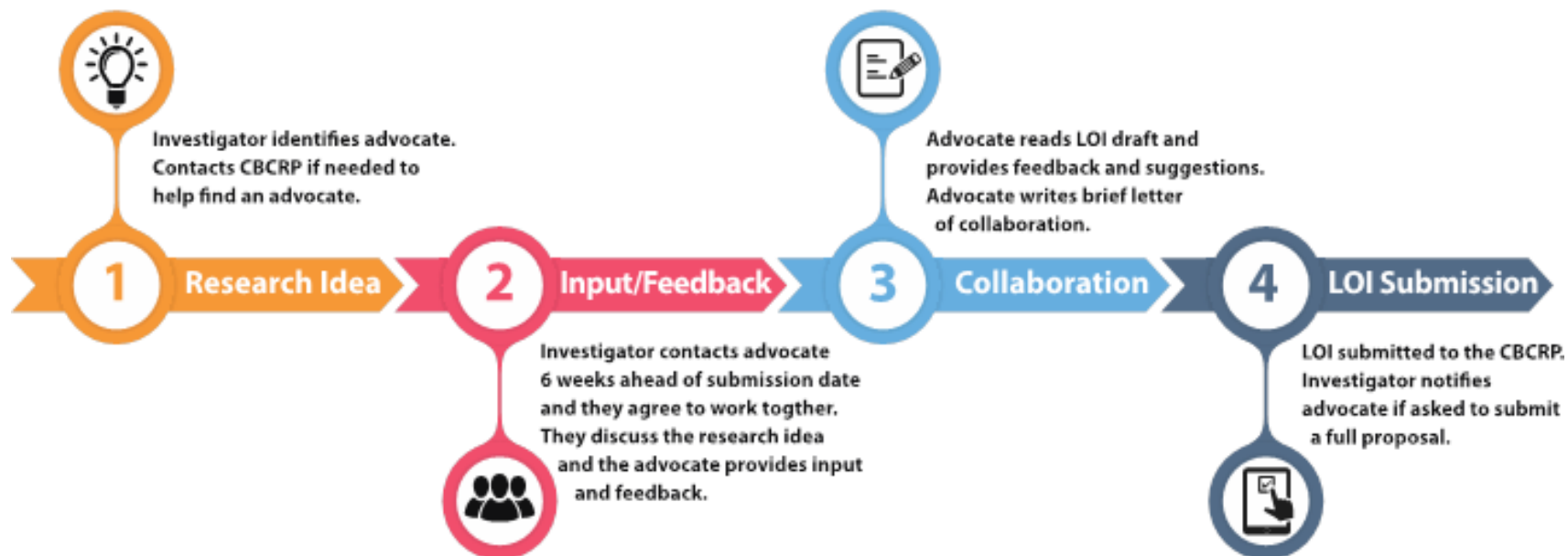
IDEA LOI Review Criteria (programmatic)



Translational LOI Review Criteria (programmatic)



Steps for a Successful LOI Submission:



Suggested Timeline

- For the LOI we recommend a minimum of a 6-week timeline
 - **Week 1:** Investigator identifies Advocate. They discuss the research idea and the Advocate provides input and feedback.
 - **Week 2-3:** Investigator sends the Advocate the LOI draft. The Advocate provides feedback and suggestions.
 - **Week 4-6:** Investigator and Advocate work on final proposal and writes the letter of commitment (or email).
 - **Week 6:** Investigator sends advocate final LOI and submits to the CBCRP.
 - **Follow-up:** Investigators informs Advocate if invited to submit an application.

Reach out to CBCRP

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