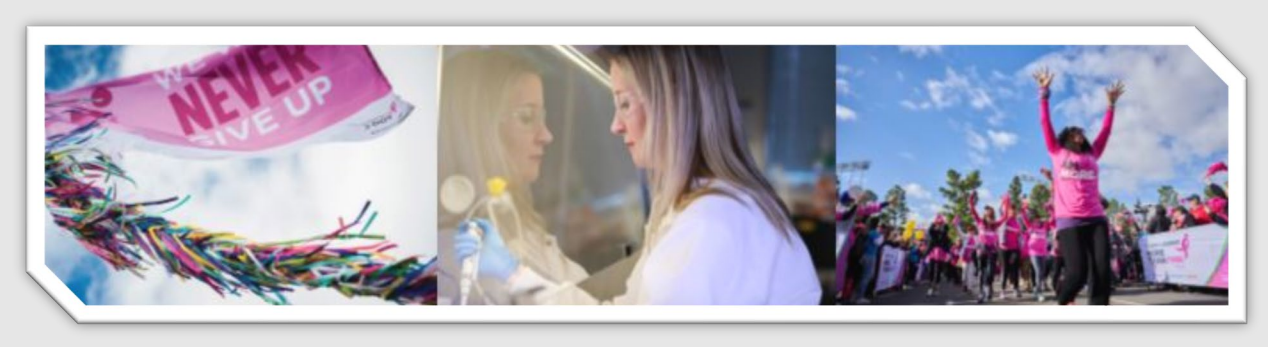

ASPIRE GRANTS

A Supplement to Promote Inclusion for Research Excellence

2024-2025 Application Instructions

Susan G. Komen®
13770 Noel Road, PO Box 801889
Dallas, TX 75380
Questions: www.komen.org/researchhelpdesk
Website: www.komen.org

KEY DATES

Application System Opens:	September 5, 2024
Applications Due:	November 04, 2024, by 1 p.m., Eastern Time
Award Notification:	On or around April 15, 2025

PURPOSE OF AWARD:

This Susan G. Komen grant mechanism is intended to enhance the diversity of the breast cancer research workforce by providing established breast cancer scientists with supplemental funding to support research trainees from communities historically minoritized and marginalized in research. By supporting these promising trainees early in their research careers, Komen seeks to ensure that a diverse group of highly trained scientists who reflect the communities we serve will emerge as the next generation of leaders in breast cancer research and end breast cancer forever.

ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants/PIs/Lead Mentors, Trainees and Institutions must conform to the following eligibility criteria to apply for a Grant Supplement. **Eligibility requirements must be met at the time of Application submission (November 04, 2024).**

Applicant/PI/Lead Mentor

The Applicant/PI will serve as the Lead Mentor for the Trainee supported by this grant supplement. The primary purpose of the Lead Mentor is to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Trainee's career advancement and the successful development of the proposed research project. The Lead Mentor should be active in the field of breast cancer and committed both to the training and career development of the trainee and to the direct supervision of the Trainee's research.

- Must have a currently funded breast cancer research project that has undergone a rigorous peer review by Susan G. Komen, the Department of Defense, the National Institutes of Health (NIH) or the National Science Foundation (NSF) or comparable.
- Funded project must have at least one year of grant funds remaining at the time of announcement of award (on or around April 15, 2025).
- Must hold a tenure-track faculty position at an institution in the United States with adequate spacing for an additional trainee.
- Is not required to be a U.S. citizen or permanent resident.
- May only submit ONE Application per funding cycle, i.e., may not be PI/lead Mentor on another grant application in that funding cycle. The mentor may be a PI/Lead Mentor on a previously funded ASPIRE grant, but the new application must be for another trainee on another breast cancer-focused project supported by a different research grant.
- 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 (November 04, 2024).

Trainee supported by supplement grant:

- Trainees supported with this supplement are from groups shown to be historically minoritized and marginalized in biomedical research from National Science Foundation data, including Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders, and individuals with disabilities, as well as individuals from disadvantaged backgrounds according to the criteria used by the NIH (https://extramural-diversity.nih.gov/diversity-matters/get-the-facts).
- Must be at the same institution as the Lead Mentor

- Must be able to devote at least 75% of full-time effort to breast cancer research and activities, i.e., protected research time.
- **Predoctoral and health professional students**:
    - Must be a full-time student working towards their degree and enrolled in a Ph.D., M.D./Ph.D., or any other research-intensive graduate degree.
    - At time of award activation must have completed qualifying exams and be in a research portion of their training programs (Ph.D., M.D./Ph.D., and any other research-intensive graduate degrees are eligible) where they can devote full-time effort to research activities and development as a breast cancer researcher.
- **Postdoctoral Fellows**:
    - Must have a doctoral degree, such as M.D., Ph.D., Dr.P.H., D.O., or equivalent.
    - Must have no more than 4 years of research training or experience since obtaining their doctoral degree (excluding clinical training or leaves of absence, e.g., maternity/paternity/sick leave) and the intention of pursuing an independent research career.
    - May not hold a faculty appointment.
    - Medical Fellows must be on a research track with protected research time.

Institution

- Must be a non-profit institution in the United States.
- May not be a governmental agency (e.g., NIH, NCI, etc.).
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants.

FUNDING INFORMATION AND GRANT TERM

PIs/Lead Mentors may request funding of **up to** $100,000 per year (**direct costs only)** for one or two years depending on the trainee's career level and years of funding remaining for the PI's funded breast cancer study.

The purpose of the ASPIRE award is to support the Trainee's salary and career development. Actual research costs should be covered by the PI's other funding. Applicants/PIs/Lead Mentors should take note of the following budget guidelines for the supplement grant budget.

In all cases:

- Publication costs and meeting-related poster printing costs **ARE** allowed for purposes specifically related to the proposed Research Project.
- Professional membership fees **ARE NOT** allowed with this supplement to attend a scientific conference. However, membership fees **ARE** allowed to join minority focused and serving organizations, e.g., National Medical Association, Society of Black Academic Surgeons, Society for Advancement of Chicanos/Hispanics, Native Americans in Science (SACNAS), etc.
- Research supply and equipment costs **ARE NOT** allowed. (All research costs must be covered by the PI's other funding)
- Visa costs **ARE NOT** allowed.
- Computing costs **ARE NOT** allowed.
- Patient care costs **ARE NOT** allowed.
- Reasonable compensation of Patient Advocates is allowed when advocates perform services that would otherwise be a contracted expense. Compensation may be in the form of per-hour compensation, or honoraria.
- Tuition and course fees **ARE ONLY ALLOWED** for pre-doctoral trainees, but not postdoctoral trainees. Both **ARE ALLOWED** to attend workshops and have workshop fees covered.
- Indirect costs **ARE NOT** allowed. 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, technology support, communication expenses, administrative support, etc.
- Travel costs **ARE** allowed for the pre-doctoral or postdoctoral trainee (see details below).

Predoctoral and Health Professional Students: This supplement grant shall be used to provide support for salary and fringe benefits in addition to other necessary expenses, such as travel, to enable the individual to participate as a graduate research assistant on a funded breast cancer research project. The annual stipend will follow and be in accordance with the Applicant's institution. Fringe benefits are allowed in addition to salary and should be in accordance with the fringe benefits provided to other predoctoral students at the Applicant's institution. Additional funds up to $2,000 per year may be requested to support career development and travel for the trainee. The trainee must attend a national or international scientific conference during the term of the award.

Individuals in Postdoctoral Training: Komen will provide support for salary and fringe benefits in addition to other necessary expenses, such as travel, to enable the candidate to participate as a postdoctoral research associate on the funded research project. The requested annual salary must be in accordance with the salary structure of the Applicant's institution, consistent with the level of effort. Fringe benefits are allowed in addition to salary and should be in accordance with the fringe benefits provided to other post-doctorates at the Applicant's institution. Additional funds up to $3,000 per year may be requested to support career development and travel for the candidate. The trainee must attend a national or international scientific conference during the term of the award.

About Susan G. Komen®

Susan G. Komen® is the world's leading nonprofit breast cancer organization, working to save lives and end breast cancer forever. Komen has an unmatched, comprehensive 360-degree approach to fighting this disease across all fronts and supporting millions of people in the U.S. and in countries worldwide. We advocate for patients, drive research breakthroughs, improve access to high-quality care, offer direct patient support and empower people with trustworthy information.

Since its founding in 1982, Komen has invested nearly $1.1 billion in breast cancer research, supporting more than 2,800 research studies and more than 550 clinical trials.

We are determined to change the unacceptable reality that more than 42,000 people 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, advance precision medicine focused on the tumor and the patient, and address the reasons why certain people and communities experience disparities in care and outcomes.

To learn more, visit us at Komen Research. Connect with us on social at www.komen.org/contact-us/follow-us/.

APPLICATION REQUIREMENTS

Required: Application Narrative that includes the following sections A-C (3 pages max). The Narrative (Sections A-C) is limited to three pages in total. Please refer to the Narrative Template for document and image formatting requirements. Applicants/PIs may not exceed the three-page limit for the Application Narrative. Trainee Statement of Commitment, EDI Statement, Cited References, Biosketches, Letters of Support, and Other Support documents 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: Mentoring and Career Development Plan (recommended 1.5-2.0 pages)

The PI/Lead Mentor must submit a mentoring and career development plan that illustrates the proposed research training experience and includes the elements listed below. The Mentor and Trainee should work together in writing this document, much like they would in composing an Individual Development Plan for postdoctoral researchers.

1. The plan to develop the Trainee's research capabilities, including training or coursework to develop and master specific technical skills, on the responsible conduct of research and research reproducibility, on grantsmanship and science communication, etc. Please describe how the Trainee will become increasingly independent and include an anticipated timeline for publications, future grant applications, and other career milestones.
2. An assessment of the Trainee and why you have taken a mentorship role for them. Please describe the relationship of the research training plan to the Trainee's career goals and how you will use your knowledge and professional influence to promote the Trainee's technical progress and career advancement.
3. Other individuals who will provide expertise, leadership or support to train/mentor the Trainee including their names, degrees and titles and their contributions to the Trainee's research training and career development. **All Trainees are required to have at least one Patient Advocate Mentor.**
4. The scientific environment and other resources available for training and professional development (e.g., meetings, lecture series, seminars, grant writing workshops, etc.). The Applicant/Lead Mentor should indicate how many other trainees they are currently mentoring, and the time devoted to mentoring.

Section C: Research Summary (recommended 1.0 - 1.5 pages)

Briefly summarize the funded breast cancer research project, including the research question being addressed and its significance to breast cancer patients that this supplement grant is linked. Provide a clear and concise outline of the hypothesis(es), specific aims, and potential advances in the field and potential impact of the research to breast cancer patients, if successful. Please include the funder and grant term.

Required: Trainee Statement of Commitment on Institution Letterhead (1 page max)

A Statement of Commitment written and signed by the Trainee on Institution Letterhead, including:

- Brief overview of Trainee's expertise, prior training and research experience and accomplishments
- Description of Trainee's career goals and how conducting this research with support of the ASPIRE Grant will help Trainee achieve those goals and further their career development. Please include the career options the Trainee wishes to pursue and what necessary tools are needed through the mentoring aspect of the ASPIRE grant to meet those goals, as well as the short-term needs of the Trainee for improving recognized weaknesses that can be worked on through the time of the ASPIRE grant award.
- Brief summary of the Trainee's prior experience working with Patient Advocates, if any, and how they will work with the Patient Advocate Mentor(s) in the proposed project.
- Statement about what drives the Trainee's interest in breast cancer.

Any additional service activities or other professional development opportunities not already mentioned in the career development plan that the Trainee intends to pursue.?

Required: Equity, Diversity and Inclusion in Research Statement (include sections A and B below) (2 pages max)

Komen believes that equity, diversity and inclusion (EDI) in research are essential to expand our knowledge of breast cancer, advance breast cancer care and improve outcomes for everyone. EDI encompasses different groups of people identified by characteristics including race, ethnicity, age, gender, sexual orientation, physical ability, socioeconomic status, geography, expertise, etc. We are committed to supporting a diverse workforce; research environments that encourage a diverse range of views, expertise, and experiences; and inclusive, equitable research studies that consider EDI throughout the research process to fuel innovation and scientific discoveries that can benefit all.

Beginning in FY24, as part of Komen's commitment to advance health equity and promote research excellence, all grant applicants are required to provide an Equity, Diversity and Inclusion Statement as part of their grant application.

The Equity, Diversity and Inclusion in Research Statement should include the following:

Part A: Research Study

Part A should be 1 page or less in length and should describe the activities and strategies applicants will incorporate to promote equity, diversity, inclusion and accessibility in their research projects, such as:

- Plans for clinical trials/clinical research to include women and minorities as required by the NIH https://grants.nih.gov/policy/inclusion/women-and-minorities.htm
- How the proposed research will take into consideration marginalized and minoritized peoples and communities impacted by breast cancer who've been historically under-represented in research studies (e.g., within models, samples, datasets, etc). How will the research study ensure participants reflect the diversity categories included in the research design?
- Who will/will not benefit from the findings of the research study?
- How the findings will be communicated to individuals of the representative communities?

We understand that equity, diversity and inclusion may not apply equally to all research projects. However, we ask applicants to consider where equity, diversity and inclusion could apply in the proposed studies. If applicants determine that EDI considerations do not apply to the proposed work, we ask for a statement regarding why so reviewers know that thought and attention were given to this aspect when designing the studies.

Part A must be submitted as part of the proposal narrative and will be reviewed and considered by reviewers during peer review when assessing an overall score.

Part B: Personal Commitment

Part B should be 1 page or less in length and should describe the applicant's past experience and activities and/or future plans related to advancing equity, diversity and inclusion. Part B may include descriptions of:

- The applicant's commitment to equity, diversity and inclusion and awareness of inequities and challenges faced by historically marginalized and minoritized or socially/economically disadvantaged groups.
- How the applicant currently or potentially will promote equity, diversity and inclusion through their teaching, research and service.
- The applicant's past, present and/or future activities to promote EDI in their careers as researchers and educators (e.g., research activities, mentoring activities, committee service, clinical activities, community activities, teaching, and/or recruitment/retention).
- The applicant's plans for equity, diversity and inclusion outreach to the surrounding community, especially of research findings related to specific communities.
- Past activities to advance equity, diversity and inclusion and/or the applicant's personal experiences.

Part B must be submitted as part of the proposal narrative but will not be scored. Part B should be a personal statement and should not merely restate university or institutional EDI policies. Applications accepted for funding will only be funded if Part B is complete and acceptable, as determined by Komen staff. Both statements should be co-written by the trainee and the Lead Mentor.

Required: Lead Mentor Biosketch - please include mentoring experience. Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website.

Required: Trainee Biosketch. Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website.

Required: Lead Mentor/Primary Investigator Letter of Support on Institution Letterhead (1-1.5 pages max)

A signed Letter of Support on Institutional Letterhead must be submitted by the named Lead Mentor/Primary Investigator describing their role, the qualities, and potential of the candidate trainee. Please include your evaluation with specific focus on:

- potential to become an independent breast cancer research scientist;

- adequacy of scientific background;
- quality of research endeavors or publications to date, if any;
- commitment to breast cancer research; and
- need for further research experience and training
- any additional related comments that the referee may wish to provide

Required: Patient Advocate Letter of Support (1 page)
A signed Letter of Support must be submitted by the named Patient Advocate Mentor(s) describing their role and commitment to the proposed project.

- Describe the Patient Advocate Mentor(s)'s relevant experience and qualifications as a breast cancer patient advocate.
- Explain the active role that the Patient Advocate Mentor will have on the project and in the Trainee's career development
- If applicable, describe any previous experience the Patient Advocate Mentor may have with research or research proposals.

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 ASPIRE Application or to discuss including a Patient Advocate Mentor in the proposed Research Project, contact advocatesinscience@komen.org.

Required: Letter of Institutional Support confirming commitment to support the Trainee, and statement that Trainee meets eligibility requirements. (1 page)

- For predoctoral students, this letter should come from the departmental chair, the director of the training program for students or equivalent. This letter may not be provided by the Lead Mentor.
- For postdoctoral or medical fellows, this letter should come from the chair of the department where their mentor resides, or equivalent. This letter may not be provided by the Lead Mentor.

Required: Budget and Budget Justification (1 page)
Budget amounts must be entered online in the Budget Period Detail section in proposalCENTRAL. Additionally, a Budget Justification template is available for download on the proposalCENTRAL website and will need to be completed and uploaded.

Required: Other sources of funding/other support for Lead Mentor and Trainee
Please include title, funder, role, amount, and grant terms for other support. A template is available for download on the proposalCENTRAL website.

APPLICATION REVIEW PROCESS

Each Application will be reviewed by a panel of scientists with appropriate expertise and patient advocates that will assess the strengths and weaknesses of each application based on the defined review criteria, described below.

Applications that are deemed most meritorious will proceed to discussion and final scoring by the Peer Review Committee, facilitated by the Chairperson. Applications that are non-competitive will be triaged and will not be discussed or receive a final score. The Scientific Advisory Board (SAB) reviews the results of peer review and issues a recommendation for funding to Komen Leadership. It is important to note that the SAB does not conduct a re-review of individual Grant Applications, but rather focuses on the most highly ranked applications and their alignment with Komen's strategic objectives. Komen Leadership approves the final slate of research projects to be funded.

APPLICATION REVIEW CRITERIA

The goal of this grant mechanism is to enhance the diversity of the breast cancer research workforce by providing established breast cancer scientists with supplemental funding to support research trainees from communities historically minoritized and marginalized in research. Komen hopes these supplemental funds allow for the diversification of the STEM field in breast cancer research while also providing training of individuals that emerge as the next generation of leaders in breast cancer research. *Note: The Application review criteria involve review of the named Trainee (their academic background, experience, and career interests; their career and developmental goals; their potential for a career in breast cancer research). As a result, once awarded, ASPIRE grants cannot be transferred to a different Trainee amongst the PI/Lead Mentor's lab.*

The Application will be reviewed using the following criteria:

Mentoring and Career Development Plan and Scientific Environment	• Is the research project breast cancer aligned and appropriate for the Trainee given their academic background, experience, and career interests? • Is the mentor capable with the needed experience to direct the proposed research training experience? • Is there familiarity with the Trainee's career and developmental goals and a comprehensive plan to support those goals and the Trainee's research and career development? • Is the training environment present to facilitate the success of the Trainee? • Are the resources, including adequate funding and institutional support, available to the Trainee?
Trainee Development Potential	• Does the Trainee demonstrate excellent potential for a research career and is there interest in breast cancer research?

APPLICATION SUBMISSION

Administrative Requirements

Applicants/PIs must follow the Application Submission Instructions, including page limitations, submission of required application materials, and format guidelines such as the prescribed font and margin size. All application materials must be in English and must be submitted online in the proposalCENTRAL system. No paper applications or applications sent by email will be accepted.

Failure to adhere to these instructions will result in applications being administratively withdrawn from consideration prior to peer review, with no opportunity for appeal.

Application Deadline

Applications must be completed by 1 pm ET (U.S.) on **Tuesday, November 04, 2024** using the proposalCENTRAL website at https://proposalcentral.altum.com.

Applicants/PIs are strongly encouraged to complete, review, and submit their applications with sufficient time to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc. Applicants/PIs may review their submissions for accuracy until the application submission deadline.

Extensions to the Application 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 an application, 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.

To start an Application, select the "Grant Opportunities" tab (gray tab second to the right). A list of applications will be displayed. Find "**Susan G. Komen ASPIRE**" and click the "Apply Now" link (second to last column) to create your Application.

Application Sections

The following information is required to submit a complete Application. Numbers correspond to the application 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 project title must be entered and saved before additional sections become accessible.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS

You must download and complete the following templates for supporting documents:
I. Application Narrative
II. Biosketch Template
III. Budget Justification Template
IV: Other Sources of Funding Template

Use your word processing software (e.g., Microsoft Word) to complete the templates on your computer and then convert the templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.

Upload the completed template files to your online application. See page 9 for instructions on how to upload the completed templates.

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL

Optional but if a person is added in this section, they must be a registered user in proposalCENTRAL before you can grant access to your Application.

4. ACCEPT PROGRAM REQUIREMENTS

5. 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 or the blue Edit Professional Profile button.

The Principal Investigator must include an **ORCID identifier**. ORCID (Open Researcher and Contributor ID) 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/.

Please include any other name you may be known by professionally on the Applicant/PI page. **This information is required to Validate the application**. If not applicable, please enter N/A.

6. APPLICANT/PRINCIPAL INVESTIGATOR (PI) DEMOGRAPHICS
Complete the required fields for Gender, Race and Ethnicity in proposalCENTRAL. These collected data are for internal reporting purposes.

7. INSTITUTION & CONTACTS
Enter information regarding the Primary Institution, Signing Official, and Financial Officer directly into proposalCENTRAL system. If institutional information is incorrect, contact the person listed on the page or proposalCENTRAL.

8. KEY PERSONNEL

Do not list the PI as Key Personnel in this section.
Please list the Trainee, and Patient Advocate Mentor(s) who are integral to the execution of the research plan.

Each Key Person must have a level of effort listed in proposalCENTRAL (0-100%). Patient Advocate Mentors may list 0% effort. Please note: Salary support is only allowed for the Trainee and please indicate if the trainee is a graduate student or postdoctoral fellow.

Add new contacts by entering the email address of the Key Person you wish to add. Click Add Contact button. 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 project. When entering contact information, do not use personal addresses for the Key Person.

Biosketches are required for the Applicant/Lead Mentor and for the Trainee. All Patient Advocate Mentors are considered key personnel but may submit their Letter of Support in place of a biosketch.

9. BUDGET
Budget amounts must be entered online in the Budget Period Detail section in proposalCENTRAL

Applicants/PIs/Lead Mentors may request funding of up to $100,000 per year (**direct costs only**) for one or two years depending on the trainee's career level and years of funding remaining for the Applicant's/PI's/Lead Mentor's funded breast cancer study. Applicants/PIs/Lead Mentors should take note of the following budget guidelines for the supplement grant budget.

In all cases:

- Publication costs and meeting-related poster printing costs **ARE** allowed for purposes specifically related to the proposed Research Project.
- Professional membership fees **ARE NOT** allowed with this supplement to attend a scientific conference. However, membership fees **ARE** allowed to join minority focused and serving organizations, e.g., National Medical Association, Society of Black Academic Surgeons, Society for Advancement of Chicanos/Hispanics, Native Americans in Science (SACNAS), etc.
- Research supply and equipment costs **ARE NOT** allowed. (All research costs must be covered by the PI's other funding)
- Visa costs **ARE NOT** allowed.
- Computing costs **ARE NOT** allowed.
- Patient care costs **ARE NOT** allowed.

- Reasonable compensation of Patient Advocates is allowed when advocates perform services that would otherwise be a contracted expense. Compensation may be in the form of per-hour compensation, or honoraria.
- Tuition and course fees **ARE ONLY ALLOWED** for pre-doctoral trainees, but not postdoctoral trainees. Both **ARE ALLOWED** to attend workshops and have workshop fees covered.
- Indirect costs **ARE NOT** allowed. 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, technology support, communication expenses, administrative support, etc.
- Travel costs **ARE** allowed for the pre-doctoral or postdoctoral trainee (see details on page 4).

In the Budget Period Detail, click on the appropriate Budget Period button at the top of the page. Please enter a Period 1 (Year 1) start date of 8/1/2025 and ending 7/31/2026– **this is NOT the official start date, but simply a placeholder to enter your Budget.**

Click the blue Save button located at either the top or bottom of the page to save your entry.

- In the Personnel Cost section, type "Total Stipends and Other Personnel Costs" to add one line for all Stipends and Other Personnel Costs, as applicable. This line item is not required but is an option for Institutions that must report Stipends separate from Salary.
- Follow the above steps for the next period if requesting a second year of funding and the Lead Mentor/PIs funding allows for a second year, i.e., Period 2 (8/1/2026 – 7/31/2027).

Budget Justification Instructions

Sufficient justification of proposed expenditures must be uploaded to the Narrative and Other Attachments section of proposalCENTRAL, using the Budget Justification template provided. Do NOT use the text boxes provided in this section of proposalCENTRAL. Exact amounts should be indicated in the budget justification for each year of the Grant and should match amounts indicated in proposalCENTRAL.

10. BUDGET SUMMARY

Budget entries from Budget Period Detail sections will automatically populate the table in this section

11. ORGANIZATION ASSURANCES

The assurances/certifications on this page are made and verified by the signature of the institutional official signing the application. If funded, IRB, IACUC and/or Institutional Biosafety Committee approvals (as applicable) for the existing research project must be submitted to Komen within six months of Notification of Intent to Fund. Awarded Grants will not be initiated prior to receipt and approval of all required Organizational Assurances.

12. UPLOAD NARRATIVE AND OTHER ATTACHMENTS

Completed templates and supporting documents must be converted to PDF prior to upload to the proposalCENTRAL system and must not be password or security protected or they may not convert properly. The following documents need to be uploaded:

- **Application Narrative**
- **Lead Mentor Biosketch**
- **Trainee Biosketch**
- **Trainee Statement of Commitment on Institution Letterhead**
- **Equity, Diversity and Inclusion in Research Statement**
- **Patient Advocate Letter of Support**
- **Letter from the institution confirming commitment to support the Trainee, and statement that trainee meets eligibility requirement on Institution Letterhead**
- **Budget and Budget Justification**
- **Other sources of funding/other support page**

Once you have converted your documents to PDF files, the next step is to upload the files to your online Application.

- Make certain that the converted PDF files are closed on your computer.
- Select Section 7 Attach Supporting Documents. Select the "Attach Files" button.
- Enter the information below for each of the required documents examples for the narrative, biosketch, and letter of institutional support given below.
    - Narrative
        - Describe Attachment Field - Enter "*your last name_Narrative*", e.g. Smith_Narrative.
        - Select Appropriate Attachment Type – Narrative
    - Applicant/Lead Mentor/PI Biosketch
        - Describe Attachment Field – Enter "*your last name_Biosketch*", e.g. Smith_Biosketch.
        - Select Appropriate Attachment Type – Applicant/Lead Mentor/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

- 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. Continue this process until all the needed and required documents for the Application are uploaded into proposalCENTRAL.

13. VALIDATE

Validate the application on proposalCENTRAL. This is an essential step. An application 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.

14. SIGNATURE PAGES

After successfully passing the validate check you are ready to complete the signature page. The Applicant/PI will sign the application from the Signature Page. The Financial Officer and Institution Signing Official will then sign into proposalCENTRAL from their respective accounts and sign the application.

Note: Data that you entered in the other sections of the proposal are automatically included in the signature pages. If information is missing in the signature pages, it could be because you have not entered the information in one of the proposal sections OR the information is not required for this Grant program. If the institution's Employer Identification Number (EIN) is not completed on the signature page, please request your institution to provide that information in their proposalCENTRAL profile.

15. SUBMIT

After successfully passing the validate check and completing the signature pages, click the "Submit" link. An email will be sent to you confirming your submission.

Once your application is submitted you may view it by accessing the "Submitted" link under the Manage Proposals tab. You may need to refresh your browser screen after submitting the application to see the updated status.

QUESTIONS?

Contact information for all inquiries regarding application submission is provided below.

Type of Inquiry:	Contacts:
All **programmatic** inquiries (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	Komen Research Programs Help Desk Questions? www.komen.org/researchhelpdesk
All technical inquiries related to the online application system, proposalCENTRAL (including questions related to system access, navigation, document uploads, etc.)	Altum/proposalCENTRAL Email: pcsupport@altum.com Phone: 1-800-875-2562 (Toll-free within the United States and Canada), or 1-703-964-5840 (International)

Appendix A: Notification Process

Applicants who have been approved by the Komen Leadership for funding will receive a Notification of Intent to Fund (NOITF) via email on or around April 15, 2025 Such intent to fund is contingent upon the Applicant successfully passing through the legal vetting process wherein Komen ensures that the Applicant does not appear on lists of known supporters of terrorist activities and providing all required documents which are approved by Komen.

Applicants are typically given 14 days (about 2 weeks) after receipt of the NOITF to indicate that they: accept, contingent accept (they will accept the grant if they do not receive other funding that has an overlap in specific aims and for which they are awaiting notification) or decline the funding, though Komen reserves the right to modify this deadline as necessary and reserves the right to rescind the NOITF for any Applicants who do not reply to the Notification in a timely manner or who fails to pass the vetting or review of required documents process.

Submission of Required Documents

Komen requires submission of certain financial information, Applicant information, and regulatory documents (collectively referred to as "Required Documents") prior to execution of a Grant Agreement. Examples include, but are not limited to:

- Institutional Review Board (IRB) and/or Institution Animal Care and Use Committee (IACUC) Regulatory documents indicating approval
- Updated biographical narrative and picture for the Trainee and PI/Lead Mentor (if applicable).
- Updated biosketch for the Trainee and PI/Lead Mentor (if applicable). Please provide an updated version from the one submitted during the application stage.
- Grant Contact Form
- IRS W-9 or W8-BEN Form. Note: Institutions that have never received a grant from Komen before will need to provide proof of Institution's tax-exempt status (or international equivalent) as a non-profit institution.
- Payment Verification Form.

Required Documents will be requested by Komen through proposalCENTRAL (pC) and must be approved by Komen prior to the execution of the Grant Agreement.

Evaluation for Duplicative Funding - Grantees may not receive funding from any other source that would result in an overlap in funding for the same research and/or training activities being conducted with funding from Komen. Applications for research funding require Applicants to list all other research support including project title, specific aims, funding amount, duration, and source. Potential overlap in support is reviewed prior to awarding a Grant and is monitored annually throughout the term of each Grant. It is the PI's responsibility to report all sources of funding to Komen.

Deviations from Submitted Applications - Komen does not allow funded applications to alter the Specific Aims, approach, personnel, or other aspects of the research project that would lead to a significant deviation from the proposal that has been peer reviewed and approved for funding by Komen Leadership.

Applicant/PI Good Standing - Grantees' past and current Komen-funded Grants must be up to date and in compliance with all Komen requirements prior to the execution of a Grant Agreement.

Appendix B: Guidelines for Advocate Involvement in Komen Funded Research

Komen is strongly committed to including breast cancer research advocates in the design and implementation of Komen-funded research projects. Advocates provide essential patient perspectives and are real life experts on living with breast cancer 24/7.

This guide, developed by Susan G. Komen® Advocates in Science (AIS), suggests ways to effectively involve advocates in Komen-funded research. For more assistance in identifying trained advocates or questions about involving advocates in a research project, please contact advocatesinscience@komen.org.

Who can serve as a research advocate?

- Advocates 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).
- Advocates must represent a collective breast cancer patient/survivor perspective (i.e., insights and experiences of other breast cancer survivors).
- Advocates should be actively involved in the broader breast cancer research advocacy community.
- Advocates should have a basic understanding of the science of breast cancer and the peer review research process.
- Advocates are not required to be an AIS member. Information about AIS and joining AIS can be found here.

Identifying a research advocate

- The AIS program has advocate members across the US and in other countries. For help in finding an advocate, contact our program staff at advocatesinscience@komen.org.
- Ask for recommendations from collaborators who have worked with research advocates.

How research advocates can be effectively involved in research

- Research advocates should be involved early (and often) in developing a research project.
- Researchers and advocates should develop a mutually beneficial relationship. For example: researchers educate advocates about their project; advocates educate researchers about patients' concerns and experiences. For a copy of the "Building advocate/researcher relationships to strengthen research" toolkit, contact advocatesinscience@komen.org.
- Advocates can review early drafts of applications to identify possible patient concerns. Do not wait until the last minute to work with an advocate. Be respectful of her/his time, commitment and expertise.
- Advocates can provide regular input about the project. As advocates learn more about a research project, they may identify additional ways to assist. Their collective patient perspectives help focus the research on what matters to patients.
- Researchers and advocates should communicate regularly to keep informed about the project's progress. Use email, phone calls, and team meetings – whatever works best for the researcher and the advocate.
- Advocates work closely with researchers to ensure terminology used is clear for all audiences. For a copy of "Writing a Lay Abstract," contact advocatesinscience@komen.org.
- Tax dollars, donors, and investors fund research. Effectively sharing results with the general public benefits the breast cancer research field. Patients and funders want to know how your research may ultimately improve patients' care and survival.
- Advocates and researchers should work together to determine the advocate's role and responsibilities.
- For testimonials from Komen Scholars about how they have involved advocates, contact advocatesinscience@komen.org.

What roles can a research advocate fill on a research project?

Advocates have a wide range of skills, experience and knowledge to enhance a research team's work. Advocates may have specific suggestions on how they can contribute to a project. Some possibilities are described below. For a copy of the "Patient Advocate Involvement Plan – Suggestions for Researchers," contact advocatesinscience@komen.org.

Possible Advocate Roles in the Application's Development

- Provide feedback on a project's impact on patients by identifying the research's translation potential (i.e., how meaningful, or important the outcome(s) could be to patients).
- Work with researchers to develop and review the application's Innovation and Significance section. Advocates can help assure this section highlights the project's importance to breast cancer patients and their families.
- Work with the research team to develop and review the lay abstract and other portions of the application to assure terminology is understandable to a general, non-scientific audience; and conveys the project's potential overall impact on breast cancer research and patient care.
- Help define their role during the project's implementation, annual reporting, and articulating the impact of the research findings.

Possible Roles of Advocates in Research Project Implementation

- Work with researchers to develop plain language summaries highlighting the project's potential impact on patients.
- Be a community ambassador speaking about the research and its potential significance to patients. Public speaking engagements are an excellent opportunity for advocates and researchers to co-present. Refer to Komen Scholar Testimonials for further guidance. Contact advocatesinscience@komen.org for these testimonials.
- Assist researchers in connecting with their local Komen Affiliate and the broader breast cancer community.
- Work with researchers to create educational materials, events, webinars and teleconferences for local, regional, and national groups and organizations to inform them about the research and its importance to breast cancer patients.
- Participate in research project team's update/planning meetings, seminars and other events essential to the project's success.

Possible Roles of Advocates in a Clinical Project (involving clinical trials)

- Work with the project team to design and develop the clinical trial to identify potential barriers to accrual and/or retention.
- Help develop patient-focused education materials. For instance: co-author study brochures to give a short, easy-to- understand description of the clinical trial.
- Review the clinical trial's proposed design. Provide a breast cancer patient point-of-view regarding eligibility criteria, frequency of invasive testing, costs, logistical requirements, and patient feelings when deciding whether to participate.
- Help define how the patient experience will be monitored. For example, developing patient reported outcomes (PROs) or questionnaires; or identifying topics for personal interviews. As appropriate, provide assistance and support throughout the study accrual period, including ways to address recruitment or retention issues.
- Help develop and review the language used in Informed Consent forms, questionnaires, and other documents for patients. Advocates help maximize readability and sensitivity to patient concerns and needs.
- Review the Informed Consent process to assure patients have ample opportunities to discuss and truly understand the nature of the research, what they are expected to do, the risks/benefits, their costs, and what information they will receive on the clinical trial's progress, completion, and results.

How often should the research team meet with the research advocate(s) listed in the application?

- The frequency of meetings should be driven by the project plan and the schedules of the people involved.
- The application should include mutually agreed upon details on how often the research team will meet with the advocate(s) and the type(s) of meetings that will occur.

Advocates must provide a Letter of Support. They may also include a Biosketch but the Biosketch is optional.

- A biosketch (no more than 5 pages in an NIH or other acceptable format) should be submitted for advocates listed as key members of the research team. Examples are provided on the Komen website at http://sgk.mn/2lBg8vC.
- All advocates listed on your project must submit a Letter of Support. Their letter should identify their level of commitment to and role(s) in the project. An example is provided on the Komen website at http://sgk.mn/2lBg8vC.

Appendix C: Patient Advocate Involvement Plan

Overview

Komen has a strong commitment to including breast cancer research advocates to provide the patient perspective in the design and implementation of research projects funded through the Komen Research Grant Program. A Patient Advocate Involvement Plan section must be completed in the Application Narrative. For assistance in identifying trained advocates or to discuss including advocates in the proposed research project, contact advocatesinscience@komen.org.

Below are some ideas and suggestions to consider as you develop your Patient Advocate Involvement plan. It is not necessary to include every item below, just the items that are relevant to your project. Refer to the "Guidelines for Advocate Involvement in Komen Funded Research" document for additional information.

Research Involvement

- Describe how an advocate provided input while you were writing your application. For example, mention if they reviewed and edited sections of the application. Discuss whether it was valuable and how it helped you strengthen the application especially with regard to the potential impact your research will have on patients.
- Describe the advocate's role as a member of your Mentor Committee (if applicable), and whether the advocate will be invited to attend all Mentor Committee meetings.
- Describe if the advocate will be invited to attend any meetings/seminars where research described in your proposal will be presented. Discuss how often these will occur.
- If your research project includes a clinical trial, describe how the advocate will assist you in developing the trial design. Discuss how the advocate may assist you in identifying patient-focused benefits and/or risks for participants, and potential challenges or barriers to accrual.
- Describe how you will update the advocate on progress of your research. It is suggested that updates occur at least annually (or more often) to seek input about how the work that has been completed so far is relevant to patients. Also, you can ask the advocate for feedback about what is planned for the next year.

Community Involvement

- If the advocate is involved with the local Susan G. Komen Affiliate, they could assist you in making a connection with the Affiliate and offer opportunities to participate in community events, like presenting your research as a poster or talk to convey the significance of your work for the patient community.
- Describe how the advocate could assist you in developing and presenting your research in plain language.

Experience of Patient Advocate Mentor

- Describe the strengths the advocate will bring to your research. You can find information about their previous experiences in their biosketch.
- If you have prior experience working with the advocate, describe your experience and what was gained during collaboration.

Personal Impact on your Career Development

- Add a personal statement on why involving a patient advocate in your research and training will impact your individual understanding of breast cancer.
- Describe how working with a patient advocate may impact your future work.
- Describe how you will continue involving patient advocates even after Komen funding has ended.
- Describe how your experience with an advocate may influence your future career in breast cancer research.

- In what way will having an advocate mentor influence your career decisions about continuing to conduct breast cancer research.

Appendix D: Patient Advocate Letter of Support

Overview

As a part of the researcher's application, your letter of support will demonstrate your enthusiasm and support for the proposed research project. Your letter can help strengthen the application by providing the advocate perspective on why the research is important to patients. It is an important piece of the application package that researcher and advocate peer review panelists find very helpful.

Below are some ideas and suggestions to consider as you develop your letter of support. Be sure that the content of your letter is tailored to the project. It is not necessary to include every item below, just the items that are relevant to the project you are supporting. Some additional idea generators are contained in the "Guidelines for Advocate Involvement in Komen Funded Research" document.

Format

- Use personal letterhead if you have it. If not, include your name, address, phone # and email address.
- Maximum of two pages, include page number if more than one page
- Date the letter
- Address the letter to Susan G. Komen, Dallas, TX
- Salutation: Dear Komen Reviewers
- Sign the letter and either fax it or submit a scanned copy to the researcher; your signature is needed in the submission

Introductory Paragraph

- Include the name of the researcher and the title of the application
- Indicate your commitment to serving as an advocate on the project

Body of Letter (2-4 paragraphs)

- Research
    - Give a short one- or two-sentence summary of the research
    - Describe why you believe the research is important to patients
- Your Advocacy Experience
    - Survivorship
    - Advocate involvement (organization, your title if you have one, areas of focus)
    - Involvement with the local Susan G. Komen Affiliate, including any community events
    - Reasons why you are interested in supporting breast cancer research
    - Experience that you have in collaborating with researchers
    - Experience that you have in serving as an advocate or consumer reviewer in the peer review process (Komen, DoD, other)
- The Researcher
    - Describe how you have worked with the researcher to-date on this project
    - If you have worked with the researcher before, briefly describe your experience
    - Comment on the strengths of the applicant, and confidence in their ability to conduct the research
- Your Role if Project is Funded
    - Discuss how you will continue to provide input on patient perspective throughout the project, and in what way(s)
    - Describe the nature of your role and the frequency of your meetings with the researcher.

- Describe if you will attend and/or co-present with the researcher at any meetings/seminars where research results will be shared. Include comments regarding where the presentations or meetings would occur, and how often they might happen.
- Discuss how you will keep current on the progress of the research, including nature and frequency of meetings.
- Discuss how you will assist the researcher in connecting with Komen and the breast cancer community.

Closing Paragraph

- Discuss your perception of the impact the research will have on patients, short- and long-term
- Describe why you believe that the research should be conducted and why is should be funded
- Restate your commitment to support and collaborate with the researcher on the project