



The mission of Susan G. Komen® is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer

CAREER CATALYST RESEARCH GRANTS

2024-2025 LETTER OF INTENT ANNOUNCEMENT AND INSTRUCTIONS



Susan G. Komen®

13770 Noel Road, PO Box 801889

Dallas, TX 75380

Questions: www.komen.org/researchhelpdesk

Website: www.komen.org

KEY DATES

Letter of Intent (LOI) Announcement:	June 12, 2024
Institution Opt in Deadline:	June 26, 2024
Letter of Intent Due:	August 7, 2024, by 1 p.m., Eastern Time
Letter of Intent Decision:	August 21, 2024
Application Due:	October 9, 2024, by 1 p.m., Eastern Time
Award Notification:	On or around April 15, 2025

PURPOSE OF AWARD: For more than a decade, Susan G. Komen Career Catalyst Research (CCR) Grants have fostered promising breast cancer researchers who are in the early stages of their faculty careers by providing support for up to three years of “protected time” for research career development under the guidance of a Mentor Committee. We seek to support those who will emerge as the next key leaders in the fight against breast cancer.

GRANT TERMS: Applicants/Primary Investigators (PIs) may request funding of up to \$150,000 per year (combined direct and indirect costs) for up to three years (\$450,000).

WHO MAY APPLY?

Applicants must be Early Career Investigators that currently hold a faculty appointment or have a formal offer letter from the Institution that confirms position and start date by the Application due date (**October 9, 2024**) and have not been held any faculty appointment, including non-tenure and tenure track appointments combined, for more than a total of **6 years** by the Application due date (**October 9, 2024**). All positions that are considered as “Faculty” positions by the Applicant/PIs institution (or prior institution) count towards the 6-year limit. This may include positions such as Instructor, Research Fellow, or other non-tenure track faculty positions as appropriate.

2024-2025 (FY25) CAREER CATALYST RESEARCH TOPIC:

Our research focus has evolved over the years. Early on, Komen focused on supporting research centered on understanding the basic biology of breast cancer. In recognition of advancements in the science and mechanisms concerning the factors that make cancer cells grow and spread, we can invest more in conquering metastatic and aggressive breast cancers, advancing personalized breast cancer treatment throughout the continuum of care, and eliminating breast cancer disparities and inequities. The goal of the FY25 CCR Grant is to support early career investigators to advance these research goals. We are especially interested in **hypothesis-driven** studies that target breast cancer, in the development of strategies for earlier diagnosis, reduce risk of breast cancer, or increase the effectiveness of current therapies to lead to longer and better-quality outcomes for patients. Research projects must be **hypothesis-driven, breast cancer-focused studies**. They may be considered basic, translational, clinical and/or population science in nature and should align with Komen’s research priorities and/or mission to save lives from breast cancer.

Komen encourages applications focused on our strategic imperatives including metastatic breast cancer, precision medicine, and disparities. Metastatic breast cancer-focused studies may include but are not limited to the development of novel treatment strategies for existing metastatic disease, strategies to prevent or arrest metastasis and late recurrence, and innovative approaches to detect new or recurrent metastatic breast cancer. Precision medicine-focused studies aim to identify the most effective and appropriate strategies to treat, detect, diagnose, and prevent disease based on genomic, biological, environmental, economic, lifestyle and social characteristics. Applications focused on disparities may expand our understanding of the biological, behavioral, social, and systems contributors to disparities in breast cancer care and outcomes and lead to new ways to treat breast cancer and/or novel approaches to improve access and utilization of breast cancer care.

Applications that leverage data science are highly encouraged. If applicable, the applicant must concisely justify within the Impact Statement how their research project addresses data science. *Data science* includes artificial intelligence and other analytical methods applied to data aggregated from multiple sources (electronic health records, other clinical data, administrative databases, large data repositories, genomics and other -omics data, etc.).

Letters of Intent addressing topics not breast cancer focused, as described above, will be administratively withdrawn from consideration without an opportunity for appeal. Applicants/PIs may only submit ONE LOI per funding cycle. Submission to multiple focus areas or grant mechanisms is not permitted.

WHO MAY APPLY?

This is a limited submission opportunity: each institution may submit up to two nominees to apply for this funding opportunity, if at least one of the two nominees identifies as someone 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>).

NOMINATION PROCESS

Institutions must respond to missiongrantsadmin@komen.org by **June 26, 2024**, to indicate that they are opting-in to the institutional nomination process.

Prior to the Letter of Intent (LOI) submission deadline (**August 7, 2024**), institutions that have opted in must provide Komen with the name(s) and email address(es) of the 1 or 2 applicants (based on eligibility requirements) being nominated to apply for funding. Institutions will receive a link(s) that their nominee(s) may use to submit the required documents for LOI submission (details on page 5), including:

- Letter of Intent Narrative
- Applicant Biosketch and Other Support
- Letter of Recommendation/Institutional Support (from Dean, Dept. Chair or equivalent)
- Lead Mentor

ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants/PIs, Mentors, and Institutions must conform to the following eligibility criteria to apply for a CCR Grant. Eligibility must be confirmed in writing by the Institution at the time of the Letter of Intent submission (**August 7, 2024**). **The Applicant/PI is responsible for ensuring that the Institutional Letter of Support clearly outlines eligibility by the Application due date (October 9, 2024).**

Grants will be awarded to a single Principal Investigator (PI). ***Co-Principal Investigators (Co-PIs) are not allowed.***

Applicant/PI

- Must be nominated by their Cancer Center Director or similar high-ranking research official or Office of Sponsored Programs or equivalent at the institution. This is a limited submission opportunity, and the applicant/PI cannot self-nominate.
- Must have a doctoral degree, such as M.D., Ph.D., Dr.P.H., D.O., or equivalent.
- Must currently hold a full-time faculty appointment or have a formal offer letter from the Institution that confirms position and start date by the Application due date (**October 9, 2024**), documented by the Applicant/PI Biosketch and Letter of Institutional Support.
- Must not have held any faculty appointment, including non-tenure and tenure track appointments combined, for more than a total of **6 years** by the Application due date (**October 9, 2024**), documented by the Applicant/PI Biosketch and Letter of Institutional Support. All positions that are considered as “Faculty” positions by the Applicant/PI’s institution (or prior institution) count towards the **6-year** limit. This may include positions such as Instructor, Research Fellow, or other non-tenure track faculty positions as

appropriate. All faculty positions and terms must be verified by the Letter of Institutional Support which must also include information regarding a pathway to independence if the applicant is not already leading their own research lab.

- May only submit ONE LOI per funding cycle.
- Must not simultaneously hold any other Grant awarded by Susan G. Komen.
- Must not currently be or have been a Principal Investigator on an existing NIH R01 grant or their equivalent as of the date of Award Notification (**on or around April 15, 2025**).
- Must conduct the proposed research and training at the Lead Mentor's U.S. based institution.
- Must have adequate space and facilities to conduct the proposed research and must be able to **devote at least 75% of full-time effort** to breast cancer research and activities, i.e., protected research time.
- 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 (Institutional Review Boards) approvals, etc. by the Application due date (**October 9, 2024**), if applicable.
- Is not required to be a U.S. citizen or permanent resident.

Institution

- May not be a governmental agency (i.e., NIH, NCI, etc.)
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants, which may be downloaded along with the Letter of Intent Templates in proposalCENTRAL.

Note: It is the policy of Susan G. Komen to support organizations, projects and programs that do not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or any other legally protected characteristics. Komen does not knowingly award grants to organizations that discriminate in their hiring, those they accept as volunteers or the clients they serve.

FUNDING INFORMATION AND GRANT TERM

Applicants/Pis may request funding of up to \$150,000 per year (combined direct and indirect costs) for up to three years (\$450,000).

Budgets are not required to be submitted with the Letter of Intent. However, Applicants/Pis should take note of the following budget guidelines:

- Personnel on the Research Project are limited to a base salary at or below \$250,000 per year.
- Level of effort committed to the proposed Research Project does not determine salary level; salary levels are determined by the Applicant/PI's institutional policies.
- Reasonable compensation of advocates is allowed when advocates perform services that would otherwise be a contracted expense.
- Research Technicians may be included as salaried personnel on the Research Project.
- Reasonable travel costs ARE allowed for purposes specifically related to the proposed Research Project for the PI and Key Personnel conducting the research (e.g., Postdoctoral Fellow or Graduate Student).
- Publication costs and meeting-related poster printing costs ARE allowed for purposes specifically related to the proposed Research Project.
- Reasonable coursework and training expenses (i.e., laboratory management courses, trans-disciplinary training, etc.) related to the career and professional development of the Applicant/PI ARE allowed; tuition towards a degree-granting program is NOT allowed.
- Equipment costs are limited to no more than 25% of total direct costs.
- Professional membership dues or subscription dues are NOT allowed.
- Graduate Students and Postdoctoral Fellow tuition costs are NOT allowed; stipends and salaries to Graduate Students and Postdoctoral Fellows are permitted.
- Visa costs are NOT allowed.
- Indirect costs cannot exceed 10% of total direct costs (including any indirect costs paid through subcontracts or consortia). 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, telephone/communication expenses, technology support, computer usage fees, administrative support, etc.

LETTER OF INTENT REQUIREMENTS AND PROCESS

Institutions will receive a link for their nominees to submit a Letter of Intent and required documents. The submitted Letter of Intent must include the Research Plan and Impact and Innovation Statement (described below) and may not exceed **one page** in total length.

Required: Title

Enter the title of the Research Project directly into the proposalCENTRAL system. The title should be lay-friendly and accurately describe the focus of the proposal. The title is limited to no more than 81 characters in length (including spaces) and should not include abbreviations or all capital letters.

Required: Research Plan

Research projects must be hypothesis-driven, breast cancer-focused studies. They may be considered basic, translational, clinical and/or population science in nature and should align with Komen's research goals and priorities and mission to save lives from breast cancer. The Research Plan must demonstrate consideration to the entire 3-year grant term expected of this grant mechanism, including detailed information on the near-term specific aims and research goals. The Applicant/PI must propose a Research Plan that includes a clear and concise statement of the research question, hypothesis(es), and specific aims of the Research Project. The Research Plan must be included within the one-page limit.

Required: Impact and Innovation Statement

Briefly summarize how the proposal and specific aims will increase our understanding of breast cancer and lead to advances in the field and/or breast cancer care, and the project's significance/potential impact to breast cancer patients, if successful. The Impact and Innovation Statement must be included within the one-page limit.

Required: Institutional Letter of Support

Eligibility must be confirmed in writing by the Institution from the Dean, department chair or similar level at the time of LOI submission (**August 7, 2024**).

Required: Applicant/PI Biosketch

The Applicant/PI must submit a Biosketch to confirm all current and past academic experience and positions. Additionally, the biosketch should include scientific contributions and publications that the applicant considers to be of the most significance in their career or field and why the central findings were so influential or how they applied to the field. Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website.

Required: Other Sources of Funding

The Applicant/PI must submit an **Other Support** document to confirm their current, past and pending research grants. Other Support may be as long as necessary to be thorough. A template is available for download on the proposalCENTRAL website. As a reminder Applicant/PI may not hold another career transition award, training award (K type awards) or R-type award at time of notification of intent to fund (on or around April 15, 2025). If Applicant previously held an R-type award at any point, they are not eligible to apply for this award.

Required: Lead Mentor

The Lead Mentor must be at the same institution as the Applicant/PI and serve as the onsite representative for the entire Mentor Committee. **A mentor may serve as the Lead Mentor for one Applicant/application. This individual may serve as a committee member on another application but may only be Lead Mentor on one application per Komen grant mechanism.** Additional requirements:

- Must hold a full-time faculty appointment with an accredited institution (at the same institution as the Applicant/PI).
- Must currently conduct breast cancer research, or alternately, at least one member of the Mentor Committee must have breast cancer research experience.
- Is not required to be a U.S. Citizen or permanent resident.

A Letter of Support from the Lead Mentor is not required at LOI submission but must be submitted with the Application.

Required at Application: Mentor Committee

For the LOI, the Lead Mentor must be named, with the option of naming other members of the Mentor Committee. If invited to submit an Application, the Applicant/PI must propose a Mentor Committee, typically consisting of 3-5 mentors, including the Lead Mentor and a Patient Advocate Mentor. The primary purpose of the Mentor Committee is to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and assist in the successful development of the proposed Research Project. All members of the Mentor Committee are not required to currently conduct breast cancer research but should provide expertise, leadership or support to the Applicant/PI and proposed Research Project. It is strongly encouraged that the Lead Mentor be considered an expert in breast cancer research; but without this expertise, at least one member of the Mentor Committee must fulfill this requirement. Members of the Mentor Committee are not required to include percent effort.

Required at Application: Patient Advocate Mentor

Susan G. Komen® has a strong commitment to including breast cancer Patient Advocate Mentors to provide the patient perspective in the design and implementation of both Research Projects and Career Development Plans. If an Applicant/PI is invited to submit an Application, a Patient Advocate Mentor must be named as Key Personnel and a member of the Mentor Committee for submission of the Application (**October 9, 2024**). While Applicants/PIs are strongly encouraged to name a Patient Advocate Mentor in the Letter of Intent (**August 7, 2024**), it is not a requirement for Letter of Intent submission.

Utilizing Patient Advocate Mentors during the development of your CCR LOI and Application will help to enable you, as a Komen Applicant/PI, to become more aware of what is impactful research from the patient perspective, including their emphasis on the urgency to find cures. The patient advocate mentor will be able to offer you feedback on the relevance of your proposed research, provide the patient perspective, and insight as you describe the potential impact your proposed work could have on the patient community.

There are many ways to engage advocates in your Research Project, from the development of an LOI or Application, to the dissemination of results. Patient Advocate Mentors can:

- be involved early in the development of the Research Project to provide input about its relevance and impact to patients.
- review the Letter of Intent to help articulate the importance of the Research Project to breast cancer patients.
- be invited to attend lab meetings or give presentations to provide the patient's point of view and a unique perspective to the Research Project.
- be included in clinical trial development, provide input on potential barriers to accrual, and help develop patient education materials.
- assist in disseminating the importance of the results of the Research Project using lay language that will be better understood by the general public.

Who can serve as a Patient Advocate Mentor? Read more [here](#). In summary, patient advocates are those 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).

- can represent a collective breast cancer patient/survivor perspective (i.e., insights and experiences of other breast cancer survivors).
- have a basic understanding of the science of breast cancer and are involved in the broader breast cancer research advocacy community.
- do not have a conflict of interest (i.e., a financial or personal relationship) that may bias their patient perspective. Patient Advocate Mentors may be employed by your institution so long as the above is not an issue.

For more tips on how to involve patient advocates in your research, please [view *How Advocates and Researchers can Work Together on Komen Funded Research*](#), a webinar hosted by [Komen's Advocates in Science](#).

For assistance in identifying trained advocates for your LOI or Application or to discuss including a Patient Advocate Mentor in the proposed Research Project, contact advocatesinscience@komen.org.

Required at Application: Equity, Diversity, and Inclusion in Research:

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.

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

The Equity, Diversity and Inclusion 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 minoritized and marginalized people as required by the NIH <https://grants.nih.gov/policy/inclusion/women-and-minorities.htm>
- How the proposed research will consider 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 the research study will 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 at time of application submission 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.

Required at Application: Data Sharing Policy for Research Grants

To accelerate scientific discovery, research results and data should be made as widely and freely available as possible, ensuring equitable access while safeguarding the privacy of participants and protecting confidential and proprietary data. Komen's Data Sharing Policy aligns with the NIH's data sharing requirements updated in January 2023 (https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm), including policies for sharing large-scale genomics data (<https://sharing.nih.gov/genomic-data-sharing-policy>) and clinical trial information (<https://grants.nih.gov/policy/clinical-trials/reporting/index.htm>). The Komen Data Sharing Policy will apply to all Komen-funded research grants, regardless of the award amount. While not required with the Letter of Intent, applicants should take note that a Data Sharing Plan will be required at Application.

Applicants will be required to provide a **Data Sharing Plan** as part of their grant application and may request funds necessary for data sharing and archiving in the submitted budget. Grantees will be required to report on progress toward the data sharing plan in both annual and final scientific progress reports.

The Data Sharing Policy will:

- Promote management and sharing of scientific data generated from Komen-funded research
- Detail requirements for the requested data sharing plan and expectations for sharing data
- Emphasize good data management practices

Key points of the Komen Data Sharing Policy include the following:

- What data should be shared?

- While the policy does not mandate that all scientific data be shared, appropriate data sharing should be maximized. All data from basic, translational, clinical, and other types of research studies should be considered for data sharing. This includes laboratory research and all clinical trials, regardless of study phase, type of intervention, etc.
Final research data, especially unique data, along with metadata and descriptors-- i.e., all material necessary to document, support, and validate research findings-- must be shared.

- When should data be made available?

- Data should be made available as soon as possible and for as long as possible. Data must be released no later than the time of publication of the main findings from the final dataset, although possible exceptions will be made to protect patentable and other proprietary data.

- Clinical trials must be registered at clinicaltrials.gov no later than 21 days after enrollment of the first participant and updated at least once a year. Summary results, including adverse event information, must be provided no later than one year after the trial completion date, unless regulatory approval of the product is being sought.
- **Where/With whom should data be shared?**
 - Data should be shared as broadly as possible to the extent consistent with applicable laws, regulations, rules, and policies, including Komen’s [Privacy Policy](#). The rights and privacy of individual research participants must be protected at all times.
 - Researchers may select the method(s) for data sharing.
 - Data repositories with common standards and an established infrastructure dedicated to the appropriate distribution of data are recommended.
 - Large-scale non-human genomic data must be submitted to any widely used data repository; large-scale human genomic data must be submitted to an NIH-designated data repository. NIH affiliated repositories can be found here <https://sharing.nih.gov/accessing-data>.
 - Clinical trials should be registered at clinicaltrials.gov.
- **What is the required format and content for data sharing plans?**
 - The required elements of a data sharing plan include the following: data type; tools, software and/or code; standards; data preservation, access, and associated timelines; access, distribution of data and reuse considerations; and oversight of data management and sharing.
 - Data sharing plans should be two pages or less in length. The NIH template/format page (<https://grants.nih.gov/sites/default/files/DMS-Plan-blank-format-page.docx>) is acceptable to upload as a Komen required document during initiation and contracting if changes are requested by Komen or following reviewer suggestions upon their review of the application. Sample plans can be found at the NIH website: <https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/writing-a-data-management-and-sharing-plan#sample-plans>
 - Applications accepted for funding will only be funded if the data sharing plan is complete and acceptable, as determined by Komen staff.
- **How will compliance be monitored?**
 - Grantees will be required to report on progress toward the data sharing plan in both annual and final scientific progress reports.
 - Komen staff will monitor compliance with data sharing plans over the funding period, based on these reports.
 - Noncompliance with data sharing plans may result in delayed payment or termination of the Grant. If Grantees are not compliant at the time of Grant closeout, noncompliance may be factored into future funding decisions.
- **Additional resources:**
 - [NIH Scientific Data Sharing Website](#)
 - [NIH Frequently Asked Questions](#)

Required at Application: ORCID Identifier

The Principal Investigator will be required to include an ORCID (Open Researcher and Contributor ID) identifier upon Application submission (**October 9, 2024**). ORCID 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/>

LETTER OF INTENT REVIEW PROCESS

Susan G. Komen® utilizes a multi-step approach to Grant application and review that first requires submission of a Letter of Intent (LOI), and upon invitation only, submission of an Application.

Each Letter of Intent is administratively reviewed for eligibility, compliance with submission guidelines, and responsiveness to the research focus specified in this announcement. Applicants/PIs whose Letters of Intent are appropriately responsive to the goals of this announcement will be invited to submit Applications. Each Letter of Intent that does not meet eligibility, submission, or responsiveness requirements will be administratively withdrawn with no opportunity for appeal.

Applicants/PIs will be notified of Letter of Intent review decisions via email. Applicants/PIs invited to submit an Application will then be granted access to the Application site in proposalCENTRAL. Any Applicant/PI who will not meet ALL eligibility criteria including faculty term limits, as listed on pages 3-4, by the Application due date, **October 9, 2024**, will be administratively withdrawn at the Letter of Intent stage and WILL NOT undergo scientific review.

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 [Komen Research](#). Connect with us on social at www.komen.org/contact-us/follow-us/.

LETTER OF INTENT SUBMISSION INSTRUCTIONS

Administrative Requirements

Applicants/PIs must follow the Letter of Intent submission instructions, including page limitations, submission of required LOI materials and format guidelines. All materials must be written in English and must be submitted online in the proposalCENTRAL system.

Failure to adhere to these instructions will result in any Letter of Intent being administratively withdrawn from consideration, without appeal.

Letter of Intent Submission Deadline

Institutions that have opted in will receive a link(s) that their nominee(s) should use to submit the required documents for LOI submission. Institutional nominees must complete and submit their Letters of Intent by 1pm ET (U.S.) on **August 7, 2024**, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

Applicants/PIs are strongly encouraged to complete, review, and submit their Letters of Intent with sufficient time to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc.

Extensions to the Letter of Intent 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

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.

Nominees should follow the link they are emailed to submit the Letter of Intent in proposalCENTRAL. If applicable, select the committee labeled “FY25CCR”.

Complete all fields in the LOI and all templates that are provided. Upload all requested documents in portable document format (PDF). Uploaded documents must be converted to PDF prior to submission in the proposalCENTRAL system and should not be password protected or they may not convert properly. See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.

If you have difficulties registering, logging in or creating your Letter of Intent, contact proposalCENTRAL Customer Support immediately:

Phone: (800) 875-2562 or (703) 964-5840; email: pcsupport@altum.com

Letter of Intent Sections

The following information is required to submit a complete Letter of Intent. Numbers correspond to the 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 title must be entered and saved before additional sections may be accessed.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS

The Komen Career Catalyst Research Letter of Intent Announcement and Instructions document, the Policies and Procedures and all templates can be downloaded from this page.

You must download and complete the Letter of Intent Template and Biosketch Template. See the Letter of Intent Requirements and Process section on pages 5- 7 for instructions on how to complete each template.

Click the “Download” link to save each of the templates to your computer.

Use your word processing software (e.g., MS Word, WordPerfect) to complete the Letter of Intent Template and Biosketch Template on your computer and then convert the templates to PDF format. You do not need to be connected to the internet or the proposalCENTRAL system while working on the templates.

Upload the completed template files to your online Letter of Intent. See pages 5-7 for instructions on how to complete and upload the templates.

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.**

This is optional for the Letter of Intent. If a person is added in this section, they must be a registered user in proposalCENTRAL before you can grant access to your Letter of Intent.

4. **APPLICANT/PRINCIPAL INVESTIGATOR (PI)**

This information will pre-populate from the Professional Profile Page. If any changes need to be made to the Applicant/PI information, click the green Professional Profile tab. We ask that the applicant's demographics page be updated but know this information will not be used as part of the review process.

5. **PI DEMOGRAPHIC INFORMATION**

The Susan G. Komen Foundation encourages diversity within the STEM workforce. We ask that the applicant's demographics page be updated only to quantify those efforts. Please know this information will not be used as part of the review process.

6. **INSTITUTION & CONTACTS**

Enter information regarding the lead institution, signing official, and financial officer directly into the proposalCENTRAL system. If institutional information is incorrect, contact the person listed on the page or proposalCENTRAL.

7. **KEY PERSONNEL - Do not list the Applicant/PI as Key Personnel in this section.**

Key personnel include the Lead Mentor, Committee Members, major Collaborators and Patient Advocate Mentor(s) who are integral to the execution of the Research Plan.

Komen defines a Key Person as an individual who contributes to the scientific development or execution of a Research Project in a substantive, measurable way, whether they receive salaries or compensation under the Grant. Typically, these individuals devote a defined percentage of effort to the Research Project and have doctoral or other professional degrees. Collaborators/Consultants at the postdoctoral or graduate student level may be considered Key Personnel if their involvement meets this definition.

Each Key Person must have a level of effort listed in proposalCENTRAL (0-100 percent). Patient Advocate Mentors, the Lead Mentor and members of the Mentor Committee may list 0 percent effort. Other Key Personnel must list greater than 0 percent effort. Salary support is not required for Key Personnel.

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

NON-KEY PERSONNEL

Non-Key Personnel may include Graduate Students, Postdoctoral Fellows, Research Technicians, and/or Collaborators who can easily be replaced without affecting the functionality of the Research Project or significantly impacting the execution of the proposed Research Project (ex. a biostatistician or research

technician who manages a mouse colony). A Non-Key Person may have 0 percent effort. If a Non-Key Person draws a salary from the grant budget, a level of effort must be listed.

Add new contacts by entering the email address of the Non-Key Person you wish to add. Click “Add.” Add Non-Key Personnel information for the person selected. Select the Non-Key Personnel Role from the dropdown. Enter the percent effort proposed for this Non-Key Person on this Research Project. When entering contact information, do not use personal addresses for the Non-Key Person.

8. ATTACH NARRATIVE AND SUPPORTING DOCUMENTS

Please read this entire section for complete instructions on naming and uploading attachments.

Letter of Intent Narrative Template

Download the LOI Narrative template from proposalCENTRAL and fill in the following sections. The Letter of Intent (Sections A-C) is limited to **one page in total**. Please refer to the Letter of Intent Narrative Template for document and image formatting requirements.

Applicants/PIs may not exceed the one-page limit for the Letter of Intent. References, biosketches 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: Research Plan

- Address the following items: Describe the proposed breast cancer focused research question and hypothesis.
- State the specific aims of the study to address the stated hypothesis.
- Describe how the proposed study will have an impact on patients and the breast cancer research field and help Komen achieve its mission. The Research Plan must demonstrate consideration to the entire 3-year grant term expected of this grant mechanism, including detailed information on the near-term specific aims and research goals.

Section C: Innovation and Impact Statement

Applicants/PIs must specifically and clearly state how this proposal will address the goals outlined in this LOI Announcement. **Applicants/PIs who do not clearly address these goals will not be invited to submit an Application.**

Applicant/PI Biosketch

The Applicant/PI must submit a Biosketch to confirm all current and past academic experience and positions. Additionally, the biosketch should include scientific contributions and publications that the applicant considers to be of the most significance in their career or field and why the central findings were so influential or how they applied to the field. Biosketches must be no more than 5 pages each and in the current NIH format. A template is available for download on the proposalCENTRAL website.

Biosketches should not be included for the Lead Mentor, Patient Advocate Mentor, Members of the Mentor Committee, other Key Personnel, Non-Key Personnel, Collaborators, Research Technicians, etc.

The Applicant/PI Biosketch is not included in the Letter of Intent one-page limit.

Other Sources of Funding

The Applicant/PI must submit Other Support to confirm all current and past research funding. Other Support must be in the current NIH format. A template is available for download on the proposalCENTRAL website.

Other Support should not be included for the Lead Mentor, Patient Advocate Mentor, Members of the Mentor Committee, other Key Personnel, Non-Key Personnel, Collaborators, Research Technicians, etc.

The Applicant/PI Other Support is not included in the Letter of Intent one-page limit.

Uploading the attachments into your Letter of Intent

Once you have converted your documents (Letter of Intent, Letter of Institutional Support, and Applicant/PI Biosketch) to PDF files, the next step is to upload the files to your online Letter of Intent.

- Make certain that the converted PDF files are closed on your computer.
- Select Section 7) Attach Narrative and Supporting Documents. Select the “Attach Files” button.
- Enter the information below for each of the required documents:
 - Letter of Intent Narrative
 - Describe Attachment Field - Enter “*your last name_LOI*,” e.g., Smith_LOI.
 - Select Appropriate Attachment Type – LOI.
 - Applicant/PI Biosketch
 - Describe Attachment Field – Enter “*your last name_Biosketch*,” e.g., Smith_Biosketch.
 - Select Appropriate Attachment Type – Applicant/PI Biosketch.
 - Applicant/PI Other Support
 - Describe Attachment Field – Enter “*your last name_OtherSupport*,” e.g., Smith_OtherSupport.
 - Select Appropriate Attachment Type – Applicant/PI Other Support.
 - 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
- Only PDF attachments are permitted for this Letter of Intent submission.
- 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.”

9/10. VALIDATE AND PRINT. Validate the Letter of Intent on proposalCENTRAL. This is an essential step. A Letter of Intent 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.

11. SUBMIT. After successfully passing the validate check and printing your documents, click the “Submit” link. An email will be sent to you confirming your submission.

Once your Letter of Intent is submitted you may view it by accessing the “Submitted” selection in the dropdown menu next to Proposal Status under the Proposals tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the Letter of Intent to see the updated status.

APPLICATION SUBMISSION

Only Applicants/PIs with a Letter of Intent deemed appropriately aligned with Komen’s research focus areas and meeting eligibility will be invited to submit an Application. Instructions on how to submit an Application will be provided on the Letter of Intent decision date listed above under “KEY DATES.” **Applications will be due on October 9, 2024.**

QUESTIONS?

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

Type of Inquiry	Contact
All <u>programmatic inquiries</u> (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	Komen Research Programs Help Desk Questions?: www.komen.org/researchhelpdesk
All <u>technical inquiries</u> 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)