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 TRANSITION AWARDS

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: This Susan G. Komen grant mechanism aims to help outstanding senior postdoctoral fellows and clinical fellows, working under the guidance of a mentor, launch their competitive, independent breast cancer research careers. Career Transition Awards provide up to five years of funding in two phases: Phase 1 supports the final years of mentored, postdoctoral training; and Phase 2 supports the independent research of the early career, tenure-track investigators. By supporting the most promising scientists and clinician-scientists as they embark on independent careers dedicated to breast cancer research, 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.

GRANT TERMS: Applicant/PI may request up to 5 years of funding totaling up to $650,000.00 over the two phases of the Award. Up to $100,000.00 per year (direct costs only) for up to two years may be requested for the first phase of the Career Transition Award to support the postdoctoral work. For the second phase of the Career Transition Award, the Applicant/PI may request up to $150,000.00 per year (direct and indirect costs) for up to three years to support independent research.

APPLICATION OVERVIEW

The two phases of this 5-year Career Transition Award are intended to support individuals pursuing independent breast cancer research careers by providing funding for up to 2 years of mentored postdoctoral research and career development and up to 3 additional years of independent research, contingent upon the PI securing a tenure-track faculty position. **The transition from the mentored phase to the independent phase is intended to be continuous.** It is expected that the strongest applicants will provide a vision statement encompassing the 5-year grant term, including a well-conceived research project plan for 1–2 years of substantive mentored research, the plan to build upon this research in Phase 2, and career development activities that will help them become competitive candidates for tenure-track faculty positions (preferably at another institution from their mentored phase training) and prepare them to launch robust, independent breast cancer research labs.

Before beginning the second phase, the PI will submit new materials for review to recalibrate the project for the independent research phase. Grantees should discuss their plans for an independent position with their Komen Research Grants Manager in the final year of the mentored phase of the grant. To activate Phase 2, Career Transition Award grantees must have been formally offered and accepted an independent tenure-track faculty position by the end of Phase 1. Grantees will work with their independent phase institution to submit their application for Phase 2 of the award. The Phase 2 application must include an updated project narrative, updated budget, and letters of support from the new institution; further details will be provided to the Grantee at the appropriate time.

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's research priorities are conquering metastatic and aggressive breast cancers, advancing personalized breast cancer care throughout the continuum of care and eliminating breast cancer disparities and inequities. Metastatic breast cancer-focused studies may include, but are not limited to, 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 to 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.).

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 and Institutions must conform to the following eligibility criteria to apply for this funding mechanism.

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.
- Individuals pursuing independent breast cancer research careers who are in the final years of mentored postdoctoral research training positions with no more than five years of total postdoctoral research experience at the time of Letter of Intent submission **(August 7, 2024**). For this application clinical fellows are considered eligible and equal to the postdoctoral rank.
- Must have a doctoral degree, including M.D., Ph.D., Dr.P.H., D.O., or equivalent.
- May not hold any appointment designated as faculty (e.g., assistant professor, clinical assistant professor, faculty-level instructor, or equivalent). Clinical fellows with the title instructor are allowed as long as they are no more than 5 years into their training similar to above bullet concerning postdoctoral training.
- Must be able to devote at least 75% of full-time effort to breast cancer research and activities, i.e., protected research time.

- Must conduct proposed breast cancer research and training at the Lead Mentor's U.S.-based institution and must be designated as a member/employee of the Lead Mentor's laboratory by date of Letter of Intent submission.
- 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.
- If the applicant is a current Komen grantee, they 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 Letter of Intent due date (**August 7, 2024).**
- Is not required to be a U.S. citizen or permanent resident.
- May only submit **ONE Application to this grant mechanism.**

Institution

- Must be a U.S. non-profit institution or organization.
- May not be a government agency, i.e., NIH, NCI, etc.
- Applicants must agree to adhere to Komen's Policies and Procedures for Research and Training Grants available on proposalCENTRAL for download.

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 TERMS

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

- Applicant/PI salary may be supplemented by Lead Mentor's funding during Phase 1 of the Award
- Level of effort committed to the proposed project does not determine salary level; salary levels are determined by the Applicant's institutional policies.
- 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.
- Reasonable coursework and training expenses (e.g., laboratory management course, 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 NOT** allowed during Phase 1 of the Award
- Travel costs ARE allowed for the Applicant/PI for purposes specifically related to the proposed Research Project and to support career development for the Applicant/PI. Travel costs must be in line with the Applicant/PI's Institution travel policies. Members of the Mentor Committee may not use travel funds for Phase 1 of the Award. Professional membership dues or subscription dues are NOT allowed.
- Publication costs and meeting-related poster printing costs ARE allowed for purposes specifically related to the proposed Research Project.
- Visa costs are NOT allowed.
- Indirect costs are NOT allowed in Phase 1. 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.

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/.

LETTER OF INTENT REQUIREMENTS

The submitted LOI Narrative must include the Research Plan, an Impact and Innovation Statement, and Career Development Plan (described below) and may not exceed **two pages** 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 5-year grant term expected of this grant mechanism, including detailed information on the near-term specific aims and research goals and how the mentored phase (Phase 1) will lead to the independent phase (Phase 2) of research. 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 two-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 two-page limit.

Required: Career Development Plan

The Applicant/PI must submit a career development plan encompassing the 5-year grant term that conveys how the Applicant/PI is well positioned to pursue a career in breast cancer research and discusses their potential for making an impact in the breast cancer field. The Applicant/PI needs to present a clear, convincing, and feasible career development plan for developing the necessary research, scientific, management, and leadership skills to achieve career advancement during the Grant term; and how the Applicant/PI plans to transition to research independence

beyond the Grant term and how their research project is independent or different from their mentor's studies. This is included in the two-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 during the Phase 1 portion of this grant mechanism. **A mentor may serve as the Lead Mentor for one Applicant. 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 alternatively, at least one member of the Mentor Committee must have breast cancer research expertise.
- 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 (see below for more details on the patient advocate mentor). The primary purpose of the Mentor Committee is to provide the research, scientific, clinical, management and leadership guidance necessary to assist in the successful development of the proposed Research Project and foster the Applicant/PI's career advancement to enable transition to an independent position. 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 in the absence of 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 **(due August 7, 2024)**, it is not a requirement for Letter of Intent submission.

Utilizing Patient Advocate Mentors during the development of your Career Transition Award LOI and Application will enable you, as a Komen Applicant/PI, to become more aware of what is impactful research from the patient perspective and gain an appreciation for their emphasis on the urgency to find cures.

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 different 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 are required to 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 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 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 Applicant/PI 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 specific funding announcement. Applicants/PIs whose Letters of Intent are appropriately responsive to the goals of this announcement will be invited to submit Applications. Each LOI 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, as listed on **pages 3 and 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.

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 "FY25CTA."

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 Transition Award 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 Section 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 8-10 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 or not 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 Narrative (Sections A-D) is limited to **two pages in total**. Please refer to the Letter of Intent Narrative Template for document and image formatting requirements.

Applicants/PIs may not exceed the two-page limit for the Letter of Intent Narrative. References and Biosketches and Other Support 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 5-year grant term expected of this grant mechanism, including detailed information on the near-term specific aims and research goals and how the mentored phase will lead to the independent phase of research.

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.**

Section D: Career Development Plan

The Applicant/PI must submit a career development plan conveying how the Applicant/PI is well positioned to pursue a career in breast cancer research and discuss their potential for making an impact in the breast cancer field. The Applicant/PI needs to present a clear, convincing, and feasible career development plan for developing the necessary research, scientific, management, and leadership skills to achieve career advancement during the Grant term; and how the Applicant/PI plans to transition to research independence beyond the Grant term. This is included in the two-page limit.

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.

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 two-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 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 two-page limit.

Uploading the attachments into your Letter of Intent

Once you have converted your documents (Letter of Intent 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 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)