



REQUEST FOR PROPOSALS
Pre and Post-Doctoral Trainee/Fellows
2016 - 2017

The Breast Cancer Coalition (The Coalition) of Rochester is soliciting breast cancer research proposals. Funding is available for a grant of a maximum of \$25,000 for PhD candidates in at least their 3rd year and Post-Doctoral candidates to act as principal investigator. Eligible candidates may be researchers from for-profit and not-for-profit institutions located in the Rochester, Buffalo, Ithaca, or Syracuse regions are eligible. Proposals should focus on at least one of the following Coalition priorities:

- Etiology
- Prevention
- Prevention of metastasis
- Cure

Note: Research proposals on breast cancer detection or primary treatment will not be considered.

Mission

The Breast Cancer Coalition of Rochester's mission is to provide support to those touched by a diagnosis of breast cancer, to make access to information and care a priority through education and advocacy, and the empowerment of women and men to participate fully in decisions relating to breast cancer.

Research Initiative: Key Dates

Submission Deadline	December 30, 2016
Applicant Notification	February 2017
Grant Award Ceremony	March 29, 2017

General Information

The Coalition may award a maximum of \$25,000 as research seed money for Pre and Post-Doctoral Trainees/Fellows. Consideration and preference will be given to proposals that fulfill any of the following criteria:

1. Further Coalition research priorities.
2. Demonstrate innovative approaches.
3. Generate data for further research.
4. Support exploratory or “high-risk/high-reward” research.
5. Challenge existing paradigms.
6. Encourage cross-disciplinary research.

Requirements and additional information

If preliminary data demonstrating the feasibility of proposed research is available, it must be submitted.

1. Applicants for the \$25,000 grant should be PhD Candidates in at least their third year, or post-doctoral scientists holding PHD, DVM or MD degrees.
2. Grantee must participate in the public award presentation ceremony and press conference scheduled for **Thursday, March 29, 2017**.
3. Prior grant winners may re-apply for “follow-up grants” by submitting new proposals.
4. Appropriated funds must be used within the funding period April 1, 2017 - March 31, 2018 and remain in the specified geographic area.
5. General questions regarding this RFP may be submitted to the Coalition at info@bccr.org by Friday, September 18, 2016.
6. Pertinent questions and answers will be posted online under the “Research” tab at www.bccr.org by Thursday, October 1, 2016.

Competition is open to applicants as follows:

1. Affiliated with for-profit or non-profit institutions in the eligible geographic area including the Buffalo, Ithaca, Rochester and Syracuse regions; see www.bccr.org for detailed map.
2. Awarded funds may be applied to direct costs such as equipment, supplies, researcher / investigator time and research subject stipends.
3. Overhead paid to the applicant's institution should not exceed 7 percent of the proposal cost. For example: \$23,250 + \$1,750 (overhead calculated at 7 percent) = the \$25,000 maximum grant award.
4. Prior to receipt of funds, the principal investigator's host institution must sign a contract with the Coalition.
5. The grantee's research is subject to the Coalition monitoring process, available upon request.
6. The Coalition subscribes to a "just in time" policy for Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) approval. Applicants are encouraged to initiate these approval processes prior to December 30, 2016. Applicants selected for funding must submit proof of IRB and/or IACUC approval to the Coalition before monies can be awarded.

Requirements of the Grantee

1. Proper management as well as organizational and accounting systems to administer the award must be available at the host institution.
2. Ability to perform the proposed work within the specified one year time frame.
3. Ownership or ability to access the proper equipment, facilities and skills.
4. Demonstration of necessary certifications and approvals required for the research.
5. Submission of six month progress report and final fiscal and progress reports to the Coalition.

6. Grantee's institution will receive ½ of the awarded funds on the date of the press conference. A check for the remainder will be issued upon receipt of the six month progress report (see 5 above).
7. Use funds only as approved by the Coalition. Obtain written Coalition approval for any changes.
8. Publication and communication with the scientific and public communities about the funded research as follows:
 - a. Local press conference and news release.
 - b. Submit article profiling the research funded by the Coalition's grant to the Coalition's quarterly newsletter.
 - c. Participation in Coalition events to disseminate research results.
 - d. All interviews and published articles concerning funded proposals must acknowledge the Coalition's support.
9. Agree to host an on-site visit for members of the Coalition Research Committee during the research process if requested.

Review Panel

The Review Panel is comprised of scientific reviewers who are members of the Coalition's Research Advisory Board (RAB). These individuals are medical and scientific professionals and experts in various aspects of the field of breast cancer. The Review Panel also includes Survivor / Advocate Reviewers who are selected from the Coalition's Research Committee. At the conclusion of the review process, the Review Panel may find none of the submissions to be worthy of funding. In this event, a grant would not be awarded.

Application Process

1. Submit 15 hard copies of the proposal by December 30, 2016 to:

Breast Cancer Coalition of Rochester

Attn: Research Committee Chairman

1048 University Avenue

Rochester, NY 14607

- a. All proposals must be received at the Coalition's office **by 5:00 p.m. on the above date.**
- b. Proposals received after 5 p.m. that day will not be considered. Fax, e-mail and internet submissions will *not* be accepted.

2. Proposal Criteria

- a. Limit to 9 pages, **not** including the cover pages or the Appendices.
- b. Do not hardcover or bind.
- c. Write in English, double-spaced with one-inch margins, using a 12-point type font. Define all acronyms the first time used i.e. Three Letter Acronym (TLA) or provide an acronym glossary.
- d. Number all pages.
- e. Include the applicants name in the top right hand corner of all pages.
- f. Complete the two "Application for Funding" cover pages and include e-mail and phone contact information.
- g. If applicable, IRB and/or IACUC approval must be initiated prior to December 30, 2016. Applicants selected for funding must submit to the Coalition proof of IRB approval or exemption prior to the receipt of funding.

3. Submit the remaining items in order as follows:

- a. **Scientific Abstract**, not to exceed one page.
- b. **Lay Abstract**, not to exceed one page: Define in **lay terms** the problem addressed by the proposed research and its significance to the breast cancer community. The lay abstract should be directed towards the breast cancer

survivor advocate reviewers who are educated and knowledgeable about breast cancer. **The lay abstract should not be identical to the scientific abstract.**

- c. **Project Description**, not to exceed seven pages, detailing the following:
- 1) Objective, methodology, scientific importance, impact, and innovativeness. If the proposal includes human subjects, include details of informed consent procedures, including the risks and benefits. Potential patient risk must be addressed. If subjects receive remuneration for participation, has the potential for payment influencing the subject's reporting and behavior been adequately considered and addressed?
 - 2) Facilities, services, and equipment available.
 - 3) The potential to leverage this project with additional funding and plans to disseminate the research findings.
 - 4) Include why the proposal “matters,” ways it is special, and its potential impact. It is very important to detail how the research meets and furthers the Coalition priorities of etiology, prevention, prevention of metastasis, and cure.

4. Submit an appendix containing the following:

- a. Detailed Budget. Please use the form provided.
- b. Written Budget Justification. Provide all pertinent budget details including salary justification.
- c. Additional Monetary and Facilities Support. Provide details of any facilities support as well as additional monetary support (current or pending) and how it fits in, overlaps, etc. with the funds that the Coalition would provide.
- d. Biographical sketch of the Principal Investigator. Limit to 4 pages. List relevant publications and all funding sources currently available or pending

Note: A completed version of the standard National Institute of Health “Biographical Sketch” form may be used to provide the information requested in Appendix d.

Please submit the following information:

- How the investigator suggests their proposal fits into the current advancement toward Coalition research goals.
- A statement describing their specific interests in Breast Cancer research

- Career goals
 - How funding from the Coalition is expected to broaden their research skills and advance their career development.
- e. Biographical sketch of mentor(s)
- f. Preliminary Data. Preliminary data demonstrating the feasibility of proposed research, if available, must be submitted in Appendix f. Third party data or publications containing said data, if used, cannot be included in the preliminary data section (Appendix f.). Third party data should be referenced and included as a separate appendix.
- g. Literature Cited. List all references. Use the American Medical Association (AMA) citation style. Reference only relevant and current literature.
- h. 3 Letters of Recommendation - Required:
- Letters of recommendation one from thesis mentor(s) plus two additional
 - Where applicable, letters from experts outside the applicant's institution who may be providing technical assistance.
- *Please note: Email Letter of Recommendation with name, title, institution and relationship to the applicant to Research Administrator, Dominique Boller at dominique@bccr.org by 5 p.m. December 30, 2016
- i. Statement and Signature.

**Breast Cancer Coalition of Rochester
2016-2017 Research Initiative Application Checklist**

- Carefully read all instructions.
- Submit 15 hard copies of the proposal to the Coalition by December 30, 2016 by 5:00 p.m.
- Limit proposal to 9 pages, not including the cover pages or the Appendices; no hardcover or binding.
- Write in English, double-spaced with one-inch margins:
 - 12-point type font
 - Pages numbered
 - Principal Investigator's name in the top right hand corner of all pages
- Two "Application for Funding" cover pages.
- Proof of IRB approval or exemption if applicable.
- IACUC approval/exemption if applicable.
- Submit in order:
 - Scientific Abstract
 - Lay Abstract
 - Project Description
- Submit appendices containing:
 - a. Detailed Budget
 - b. Written "Budget Justification"
 - c. Details of any additional monetary support, if applicable
 - d. Biographical sketch of the Principal Investigator
 - e. Biographical sketch of mentor
 - f. Preliminary data demonstrating the feasibility of proposed research (if available)
 - g. Literature Cited

Breast Cancer Coalition of Rochester
2016 -2017 Research Initiative Application Checklist (cont...)

- h. 3 Letters of Recommendation - Required:
- Letters of recommendation one from thesis mentor(s) plus two additional
 - Where applicable, letters from experts outside the applicant's institution who may be providing technical assistance.
- i. Statement and Signature

Administrative Use

Date Received

Number

Pre and Post-Doctoral Trainee/Fellows
A P P L I C A T I O N F O R F U N D I N G
2 0 1 6 - 2 0 1 7

Project Title

Applicant

Last, First, Middle

Applicant Degrees (or Indicate level of progress toward Doctorate or goals)

Relevant Position Titles

Mailing Address

Phone Fax E-Mail

Department/Lab/Equivalent

Applicant Organization

Mailing Address

Type of Organization Private Nonprofit Public State Local

Administrative Official Signing for Applicant Organization

Name Title

Mailing Address

Phone E-Mail

Human Subjects Yes No

If Yes: IRB Approval Exemption Pending

Assurance Compliance Number

Vertebrate Animals Yes No

If Yes: IACUC Approval Exemption Pending

Animal Welfare Assurance Number

If you have checked yes on any of the above boxes, please note that proof of IRB or IACUC approval or exemption must be provided before funding can be awarded.

Possible Biohazards Yes No

If Yes: Attach protection protocols as part of the Appendix.

Indicate in which category or categories your proposal falls

Breast Cancer Cell Biology: Cellular Biology Cellular Chemistry Other

Breast Cancer Epidemiology:

Environmental Risk Factors

Diet and Lifestyle Risk Factors

Other Risk Factors

Other Prevention Strategies

Breast Cancer Molecular Biology and Genomics:

Breast Cancer Genes

Breast Cancer Gene Expression

Other Breast Cancer Molecular Biology

Other

How did you learn about this Request for Proposals?

Would you like to be notified in the future about Requests for Proposals?

Please include your e-mail address(es) below:

Scientific Abstract - Required

Not to exceed one page. Define all acronyms per pg. 5.

Lay Abstract - Required

Not to exceed one page: Define in **lay terms** the problem addressed by the proposed research and its significance to the breast cancer community. The lay abstract should be directed towards the breast cancer survivor advocate reviewers who are educated and knowledgeable about breast cancer. **The lay abstract should not be identical to the scientific abstract.** Define all acronyms per pg. 5.

Project Description - Required

Using **no more than 7 pages**, detail your project, referring to requirements set out in the Request for Proposals. Proposals will be reviewed by scientific and survivor/advocate reviewers. Define all acronyms per pg. 5.

Past Research Description – Required

Using **no more than 1 page**, describe your previous laboratory research experiences.

Appendix a: Detailed Budget - Required

Some salary costs may be appropriate for graduate and post-doctoral students, faculty consultants and technicians.

Personnel Salaries (provide justification in Appendix b: Written Budget Justification)

Category	Amount	Project Role	Expense Justification	Rate%
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Fringe Benefits

1.

Fringe Benefits

2.

Equipment and Supplies (list)

1.

2.

3.

4.

5.

Travel Expenses (list)

1.

2.

Printing Expenses (list)

1.

2.

Postage/Phone Expenses (list)

1.

2.

Miscellaneous

1.

2.

3.

4.

5.

Budget Total:

Appendix b: Written Budget Justification - Required

Include individual budget item details. Salary justification is required. Some salary costs may be appropriate for graduate students, post doctorate fellows faculty consultants and technicians.

Institutional overhead should not exceed 7 percent of the proposal cost. \$23,250 + \$1,750 (overhead calculated at 7 percent) results in the \$25,000 maximum grant award.

Appendix c: Additional Monetary and Facilities Support - Required

Monetary Support, Direct Costs

List any other monetary (direct costs) support for the project, by organization and amount. Include details and clarify how these monies would dovetail, overlap, etc. with grant funds from the Coalition.

Organization	Funding Date	Current, \$	Pending, \$	Overlap w/Coalition, \$
1.				
2.				
3.				
4.				
5.				
Total				

Facilities Support

List and describe facilities available for the proposed research.

Facilities	Description
1.	
2.	
3.	
4.	
5.	

Resources

List and describe how the resources will be utilized for the proposed research.

Facilities/Faculty/Experts

Description

1.

2.

3.

4.

5.

Appendix d: Biographical Sketch of Applicant – Required limit to 4 pages

List relevant publications, if applicable and all funding sources currently available or pending.

Note: A completed version of the standard National Institute of Health “Biographical Sketch” form should be used to provide the information requested in Appendix d.

Additionally please submit the following information:

- How the applicant suggests their proposal fits into the current advancement toward Coalition research goals.
- A statement describing their specific interests in Breast Cancer research
- Career goals
- How funding from the Coalition is expected to broaden their research skills and advance their career development.

Appendix e: Biographical Sketch of Mentor(s)

Please list:

- Mentor(s) name
- Current position/title
- Mentors academic degree (education/training)
- Institution
- Field of Study
- Publications (if any)
- Mentor's current and pending research support

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Appendix f: Preliminary Data – Required if available

If preliminary data demonstrating the feasibility of the proposed research is available, it must be submitted as Appendix f.

Appendix g: Literature Cited - Required

List all references using the AMA citation style. The references should be limited to relevant and current literature.

Appendix h: Letters of Recommendation – Required

Letters of Recommendation - Required:

- Letters of recommendation one from thesis mentor(s) plus 1 – 2 additional
- Where applicable, letters from experts who may be providing technical assistance.

*Please note: Email Letter of Recommendation with name, title, institution and relationship to the applicant to Research Administrator, Dominique Boller at dominique@bccr.org by 5 p.m.

December 30, 2016.

Appendix i: Statement and Signature – Required

Applicant: I certify that the statements made herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required reports if a grant is awarded as a result of this proposal.

Signature_____ Date_____

Signature_____ Date_____