



REQUEST FOR PROPOSALS
Pre and Post-Doctoral Trainee/Fellows
2017 - 2018

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 acting as Principal Investigators. Eligible candidates may be researchers from for-profit and not-for-profit institutions located in the Rochester, Buffalo, Ithaca, or Syracuse regions. 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 29, 2017
Applicant Notification	February 2018
Grant Award Ceremony	March 2018

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 priorities.
2. Demonstrate innovative approaches.
3. Generate data for further research.
4. Support speculative, 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 students holding PhD, DVM, or MD degrees.
2. Grantee must participate in the public award presentation ceremony and press conference scheduled for March 2018.
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, 2018 - March 31, 2019 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 15, 2017.
6. Representative questions and answers will be posted online under the “Research” tab at www.bccr.org by Thursday, October 13, 2017.

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 enter into a contract with the Coalition.
5. The grantee's research is subject to the Coalition monitoring process, available upon request.
6. Grantee's institution will receive ½ of the awarded funds on the date of the award ceremony. A check for the remainder will be issued upon receipt of the six month progress report (see 5 below).
7. 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 29, 2017. 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 progress and fiscal reports to the Coalition.

6. Use funds only as approved by the Coalition. Obtain written Coalition approval for any changes.
7. 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.
8. 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 will not be awarded.

Application Process

1. Submit 15 hard copies of the proposal by December 29, 2017 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 10 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 Principal Investigator's 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 29, 2017. Applicants selected for funding must submit to the Coalition proof of IRB and/or IACUC 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 to influence 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.

d. Past Research Description

4. Submit appendices as follows:

- a. Detailed Budget.** Please use the form provided. The budget should be well-constructed with funds appropriately allocated to best support the execution and completion of the proposed science. Publication expenses should be limited to a maximum of \$1,500.
- b. Written Budget Justification.** Provide all pertinent budget details including salary justification. List all key personnel who will contribute to the project whether or not they will receive salary support from this proposal.
- c. Additional Monetary and Facilities Support.** Provide details of any facilities support as well as additional monetary support (current or pending) for the applicant and their mentor. Any overlaps with the funds requested from the Coalition must be addressed here.

- d. Biographical sketches of the Principal Investigator and mentor(s).** Limit to 3 or 4 pages as per instructions in Appendix d. 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 is preferred.

e. A written statement providing the following:

- How the investigator sees their proposal advancing the Coalition research goals.
- A statement describing the investigator’s specific interests and experiences in Breast Cancer research.
- A timeline showing how the timing of funding from the Coalition relates to the completion of the pre-doctoral applicant’s thesis or the post-doctoral applicant’s post-doctoral training.

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 this preliminary data section. 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. Three Letters of Recommendation - Required.

- One letter must be from the candidate’s mentor. The mentor must also provide a separate document describing his / her own experience acting as a mentor and details about the mentoring plan for this specific trainee applicant.
 - Two additional letters of recommendation.
- i. Letters of support from experts providing assistance.

Note: Letters of Recommendation or support may be emailed to the Coalition at: research@bccr.org by 5 p.m. December 29, 2017. Please include applicant name, proposal title, institution, and relationship to the applicant.

j. Statement and Signature.

**Breast Cancer Coalition of Rochester
Pre and Post-Doctoral Trainee/Fellows
2017-2018 Research Initiative Application Check List**

Carefully read all instructions.

Submit 15 hard copies of the proposal to the Coalition by 5:00 pm on December 29, 2017.

- Limit proposal to 10 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
- "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
 - Past Research Description
- Submit appendices containing:
 - a. Detailed Budget
 - b. Written "Budget Justification"
 - c. Details of any additional monetary support, if applicable
 - d. Biographical sketches of the Principal Investigator and Mentor(s)
 - e. Personal Statement.
 - f. Preliminary data demonstrating the feasibility of proposed research (if available)
 - g. Literature Cited
 - h. Three Letters of Recommendation – Required:
 - One from thesis mentor(s)
 - Two additional letters
 - i. Where applicable, letters from experts providing technical assistance.
 - j. Statement and Signature

Administrative Use

Date Received

Number

A P P L I C A T I O N F O R F U N D I N G

2 0 1 7 - 2 0 1 8

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 experience.

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	Expense Justification
Individual Salaries (list)		

Fringe Benefits (list)

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Equipment and Supplies (list)

Travel Expenses (list)

Publication Expenses – limited to \$1,500.00 (list)

Postage/Phone Expenses (list))

Miscellaneous (list)

Budget Total:

Appendix b: Written Budget Justification - Required

- a. 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. The budget should be well-constructed with funds appropriately allocated to best support the execution and completion of the proposed science. Publication expenses should be limited to a maximum of \$1,500.

Institutional overhead should not exceed 7 percent of the proposal cost. $\$23,250 + \$1,750$ (overhead calculated at 7 percent) yields 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 or would not dovetail, overlap, etc. with grant funds from the Coalition. Include:

- Organization
- Funding Date
- Proposal Name
- Current, \$
- Pending, \$
- Overlap w/ Coalition, \$
- Does this grant involve breast cancer research?
 Yes No
If yes, state the Specific Aims of this research.

Facilities Support

List and describe facilities available for the proposed research.

Facilities

Description

**Appendix d: Biographical Sketches of Principal Investigator and Mentor(s) -
Required**

Use **no more than 4 pages** for each. 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.

Appendix e: Personal Statement - Required

Appendix f: Preliminary Data – Required if available

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

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: Three letters of recommendation; one from thesis mentor plus two additional letters. The Principal Investigator's mentor must also provide a separate document describing his / her own experience acting as a mentor and details about the mentoring plan for this trainee applicant. **Required.**

Appendix i: If applicable, letters of support from experts providing technical assistance. **Required.**

Appendix j: Statement and Signature – Required

Applicant/Principal Investigator: 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_____