



## **REQUEST FOR PROPOSALS for 2024-2025 GRANTS Pre- and Post-Doctoral Trainees/Fellows**

The Breast Cancer Coalition (The Coalition) of Rochester is soliciting breast cancer research proposals. Funding is available for a one-year \$25,000 maximum grant for Ph.D. candidates in at least their 3<sup>rd</sup> year of a doctoral program and Post-Doctoral candidates acting as Principal Investigators. Eligibility is open to researchers from for-profit or not-for-profit institutions located in the Rochester, Buffalo, Ithaca, or Syracuse regions. Proposals should focus on at least one of the following Coalition research priorities:

- Etiology/cause of breast cancer
- Prevention of breast cancer
- Prevention or stopping the spread of metastatic breast cancer
- Cure of breast cancer

**Note: Research proposals regarding breast cancer detection or standard of care treatment will not be considered.**

### **Key Dates**

Submission Deadline	Proposals must be submitted <b>electronically in PDF form by 5 p.m. Friday, March 1, 2024</b> . In addition, <b>7 hard copies</b> of the proposal must be received by the Coalition <b>by 5 p.m. Tuesday, March 5, 2024</b> .
Applicant Notification	By <b>May 31, 2024</b>
Grant Award Ceremony	<b>10:30 a.m., Tuesday, June 18, 2024 (in-person preferred)</b>

## General Information

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

1. Further the Coalition research priorities of etiology/cause of breast cancer, prevention of breast cancer, prevention or control of metastatic breast cancer, or cure of breast cancer.
2. Demonstrate innovative conceptual or methodological approaches.
3. Generate preliminary data required to apply for funding from NIH, DOD, or through other grant mechanisms, with a clear explanation of how such data will be used to further the applicant's research.
4. Support speculative, exploratory, "high-risk/high-reward" research.
5. Challenge existing paradigms.
6. Encourage high-impact cross-disciplinary research.
7. Demonstrate potential for future scholarly achievement by the trainee in the area of breast cancer research.
8. Support independent research projects developed by the trainee that will contribute to the development of their own independent research program, with appropriate guidance from the mentor.

## Competition is Open to Applicants as Follows:

1. Applicants for the \$25,000 Pre- and Post-Doctoral Trainee/Fellows grant must be Ph.D. Candidates in at least their third year, or post-doctoral students holding a Ph.D., DVM, MD, or another equivalent degree.
2. Applicants must be affiliated with a for-profit or not-for-profit institution in the eligible geographic area including the Rochester, Buffalo, Ithaca, and Syracuse regions; see [bccr.org/research/](http://bccr.org/research/) for a detailed map. **Research must be conducted in the eligible geographic area. The grant is not transferable.**
3. Prior applicants and grant winners may submit applications for "follow-up grants", a new proposal, or resubmission. Applications that are resubmissions or follow-ups must include as Appendix j a one-page description of how the proposal has been changed and how previous Coalition reviews were addressed,

or how the follow-up is different from the original research and how it takes the original research forward.

**Requirements Related to Applicant's Institution:**

1. Proper management as well as organizational and accounting systems to administer the award must be available at the host institution.
2. The institution must show evidence that the Pre- and Post-Doctoral Trainee/Fellow is working with a qualified scientific mentor. A detailed mentoring plan for this specific trainee applicant must be submitted with the application. In addition, a separate document must be submitted describing the mentor's own experience as a researcher and as a mentor to a Pre/Postdoctoral Trainee/Fellow.
3. Overhead paid to the applicant's institution may not exceed 7 percent of the proposal cost and is inclusive of the \$25,000 award maximum. 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 as noted under "Requirements of the Grantee," below.
6. Grantee's institution will receive ½ (one-half) 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 8 under "Requirements of the Grantee," 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 March 1, 2024. Applicants selected for funding must submit proof of IRB and/or IACUC approval or exemption and copies of relevant protection protocols to The Coalition before monies can be awarded.
8. The grantee's institution shall keep the award and the name of the grant recipient confidential until announced by The Coalition at the award ceremony/media opportunity.

**Requirements of the Grantee:**

1. Submit all information requested on pages 10 through 26 of this RFP. Additional guidance is provided under “Application Process” on pages 6 through 9.
2. Give a slide presentation summarizing the proposal in a public award ceremony and press conference scheduled for 10:30 a.m., Tuesday, June 18, 2024, at the Coalition in Rochester, NY (dependent on pandemic public health conditions).
3. Use the appropriated funds within the funding period of **July 1, 2024 – June 30, 2025. Funded research must be conducted in the specified geographic area** (see [bccr.org/research/](https://bccr.org/research/) for a map). **The grant is not transferable.**
4. Show the ability to perform the proposed work within the specified one-year period. (A written request for a “no-cost extension” may be submitted and must include a strong justification for the extension.)
5. Show ownership or ability to access the necessary equipment, facilities, and skills.
6. Use funds only as approved by The Coalition for the accepted proposal. Obtain written Coalition approval for any changes.
7. Demonstrate that necessary certifications and human subjects or animal research approvals are in place prior to beginning research.
8. Submit a six-month progress report and final progress and fiscal reports to The Coalition.
9. Publicize and communicate with the scientific and public communities about the funded research through:
  - a. Award ceremony/media opportunity in Rochester and news release.
  - b. Article profiling the research funded by The Coalition’s grant in The Coalition’s quarterly newsletter.
  - c. Participation in Coalition events to disseminate research results.
10. Host an on-site visit for members of The Coalition Research Committee during the research process.
11. Acknowledge the Coalition’s support in all interviews, published articles, posters, and abstracts resulting from the Coalition-funded research.

### **Review Panel**

The Review Panel includes 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. If at the conclusion of the review process the Review Panel finds none of the submissions merit funding, no grant will be awarded.

## Application Process

1. **Carefully read all instructions. Submit the proposal electronically as a PDF by 5 p.m. Friday, March 1, 2024. Include all pages and sections of the proposal in one file to submit as one PDF. The upload link for electronic submission is <https://bccr.egnyte.com/ul/FVXxk3hAsi>. In addition, submit 7 hard copies of the proposal by 5 p.m. Tuesday, March 5, 2024, to:**

Breast Cancer Coalition of Rochester  
Attn: Research Committee Administrator  
1048 University Avenue  
Rochester, NY 14607

**Proposals received electronically after 5 p.m. on March 1, 2024, or in hard copy after 5 p.m. on March 5, 2024, will not be considered. Please contact Research Administrator Silvia Gambacorta-Hoffman with questions at (585) 473-8177 or [silvia@bccr.org](mailto:silvia@bccr.org).**

### 2. Application Instructions

- a. Complete the “Grant Application” cover page.
- b. Limit the proposal to 10 pages, including the Scientific Abstract and the Lay Abstract; not including the cover page, Table of Contents, Acronym Glossary, or Appendices.
- c. Do not hardcover, bind or staple hard copies.
- d. 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) – for example, IHC: immunohistochemistry – and provide an acronym glossary.
- e. Number all pages.
- f. Include the Principal Investigator’s name in the top right-hand corner of all pages.
- g. If applicable, IRB and/or IACUC application approval must be initiated prior to March 1, 2024. Applicants selected for funding must submit to The Coalition proof of IRB and/or IACUC approval or exemption with copies of relevant protection protocols before funds can be awarded.

**3. Submit the Application items in the order as follows:**

- a. Table of Contents**
- b. Acronym Glossary**
- c. Scientific Abstract**, not to exceed one page. Briefly describe the Background, Objective/Hypothesis, Specific Aims, Study Design, Methodology, and Impact.
- d. 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 not be identical to the scientific abstract.** The lay abstract should be directed toward the breast cancer Survivor / Advocate Reviewers, who are educated and knowledgeable about breast cancer. Note how this project will impact the prevention of breast cancer; halting the progression of metastatic disease; and/or cure, in layman's terms.
- e. Project Description**, not to exceed eight pages, including the following:
  - 1) Objective of the study, study design and methodology, scientific importance, impact, and innovation. Address limitations, potential problems, and alternative approaches. If the proposal includes human subjects, include details of informed consent procedures, including the risks and benefits of participating in the research. Potential risk or harm to the participant must be addressed. If subjects receive remuneration for participation, the potential for the subjects' reporting and behavior to be influenced by such payment must be adequately considered and addressed. Proposals involving the use of animals in research should provide appropriate scientific justification for the use of a particular model, a description of the steps taken to minimize pain/distress, and a rational argument for the number of animals requested, including power calculations.
  - 2) If preliminary data demonstrating the feasibility of the proposed research is available, submit figures and figure legends in the body of the project description.
  - 3) Note collaborative efforts and affirm that facilities, services, and equipment necessary to complete the proposed research are available. (Provide details of facilities and equipment in Appendix d.)

- 4) Note the potential to leverage this project with additional funding and plans to disseminate the research findings. Postdoctoral trainees should describe how the supported research will contribute to their development as independent researchers.
- 5) Include why the proposal “matters,” ways it is special, its significance, and its potential impact. **It is very important to detail how the research meets and furthers The Coalition’s priorities of etiology, prevention of breast cancer, halting the progression of metastasis, or cure.**

**4. Submit appendices as follows:**

- a. Detailed Budget.** Use the form provided to give a detailed accounting of supplies, services, and facilities required to support the execution and completion of the proposed science. Publication expenses should be limited to a maximum of \$1,500. Tuition costs are not covered/reimbursable.
- b. Budget Justification.** Provide all pertinent budget details. Indicate how the budget was calculated, including salary justification. List all key personnel who will contribute to the project, whether or not they will receive salary support from this award and their role in the project.
- c. Additional Monetary Support.** Provide details of all other current and pending grant support for the applicant. Indicate and address how any overlaps with the funds requested from The Coalition will be adjusted if an overlapping grant receives funding.
- d. Facilities and equipment support.** Provide descriptions of facilities and equipment support.
- e. Biographical sketches of the Principal Investigator and mentor(s).** An updated biosketch using the current version of the National Institutes of Health (NIH) Biosketch is REQUIRED.
- f. Personal Statement providing the following:**
  - How the investigator sees their proposal advancing The Coalition’s research goals.
  - A statement describing the investigator’s specific interests, experiences, and future goals, if any, 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.

**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 and should include a description of the trainee's role in developing the research idea and proposed study design. The mentor must also provide a separate document describing his/her own experience acting as a mentor with details about the mentoring plan for this specific trainee applicant.
- Two additional letters of recommendation.

**i. Letters of Support from experts providing assistance.**

Letters must include the applicant's name, proposal title, expert's institution, and relationship to the applicant.

- j. **If resubmission**, a one-page description of how the proposal has been changed and how previous Coalition reviews have been addressed. If a **follow-up application to an awarded Coalition grant**, a one-page description of how this study is different from the original research and how it takes the original research forward.

**5. Statement and Signature.**

		<b>2024-2025 Grant Application</b>															
		Category (Select One)	<input type="checkbox"/> Faculty (\$50,000) <input type="checkbox"/> Pre- & Post-Doctoral Trainee/Fellow (\$25,000)														
Project Title																	
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Has this project been submitted previously to the Breast Cancer Coalition of Rochester? <input type="checkbox"/> No <input type="checkbox"/> Yes      If Yes, What Year?																	
Applicant Name (Last, First, Middle)																	
Applicant Degree(s) ( <i>for trainee/fellow indicate level of progress toward Doctorate or goals</i> )																	
Applicant Organization																	
Type of Organization <input type="checkbox"/> Private Nonprofit <input type="checkbox"/> Public <input type="checkbox"/> State <input type="checkbox"/> Local																	
Applicant's Relevant Position Titles																	
Department/Lab/Equivalent																	
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Phone	Fax		E-mail														
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Vertebrate Animals	IACUC Approval?	<input type="checkbox"/> Exemption	<input type="checkbox"/> Pending														
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Administrative Official Signing for Applicant Organization																	
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**Table of Contents**

## **Acronym Glossary**

Use Three Letter Acronym (TLA) – for example, IHC: immunohistochemistry.

**Scientific Abstract - Required**

Not to exceed one page. Briefly describe the Background, Objective/Hypothesis, Specific Aims, Study Design, Methodology, and Impact. Ensure all acronyms are defined in the glossary.

**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 not be identical to the scientific abstract.** The lay abstract should be directed toward the breast cancer survivor / advocate reviewers. Note how this project will impact the prevention of breast cancer; halting the progression of metastatic disease; and/or cure, in layman's terms. Ensure all acronyms are defined in the glossary.

**Project Description - Required**

Using **no more than 8 pages**, detail your project, referring to requirements set out in the Request for Proposals, per page 7, (3e). If preliminary data demonstrating the feasibility of the proposed research is available, submit figures and figure legends in the body of the description. Proposals will be reviewed by Scientific and Survivor/Advocate Reviewers. Ensure all acronyms are defined in the glossary.

**Appendix a: Detailed Budget – Required**

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

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

<b>Category</b>	<b>Amount</b>	<b>Expense Justification</b>
<b>Individual Salaries (list, including role)</b>		

**Fringe Benefits (list)**

**Equipment (list)**

**Supplies, Testing Fees, Purchase of cell cultures and clinical specimens (list)**

**Experimental Expenditures (list)**

**Core Facility Fees (list)**

**Travel Expenses (list)**

**Publication Expenses – limited to \$1,500 (list)**

**Other Expenses, including postage and phone (list)**

**Budget Total:**

Revised October 2023



**Appendix b: Budget Justification - Required**

Include individual budget item details. Personnel salary justification is required. Include the percentage of the Principal Investigator's time that will be dedicated to the project. Requests for salary 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 \$1,500.00. Institutional overhead may 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 Support - Required**

List all other grant support to the candidate and mentor(s) by funder and amount. Indicate and address any overlaps with the funds requested from The Coalition. For each current or pending grant include:

- Organization
- Funding Date
- Proposal Name
- Status: Current  or Pending
- Grant amount(s)
- Does the grant involve breast cancer research?  
 Yes  No  
If yes, state the Specific Aims of the research.
- Is there any scientific overlap with the research proposal to the Coalition?
- How will the grant proposal to the Coalition be adjusted if an overlapping grant receives funding?

## **Appendix d: Facilities Support**

List and describe facilities and equipment available for the proposed research (NIH style acceptable).

Facilities	Description
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**Appendix e: Completed current version of NIH Biographical Sketch of Principal Investigator and Mentor(s) - Required**

**Appendix f: Personal Statement - Required**

A written statement noting how the investigator sees their proposal advancing Coalition research goals and describing the investigator's specific interests, experiences and future goals in breast cancer research. Include 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.

**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:** If **resubmission**, describe in one page how the proposal has been changed and how previous Coalition reviews have been addressed. If a **follow-up application to an awarded Coalition grant**, provide a one-page description of how this study is different from the original research and how it takes the original research forward. – **Required.**

**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.

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Administrative Official Signature