



CALIFORNIA BREAST CANCER PROGRAM CONFERENCE AWARD Cycle 18 – 2012 Application Instructions

Key Dates:

Online application deadlines for electronic submission of the CBCRP Conference Award application is **November 8, 2011**.

Note: Funding decisions are generally made within six weeks of the submission deadline. Funded awards may take up to three months to disburse funds. Please contact Katherine McKenzie at getinfo@cabreastcancer.org or (888) 313-BCRP(2277) for questions.

The deadlines for submitting the **application face page with authorized signatures** is **November 15, 2011**.

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Award Description:

The purpose of the California Breast Cancer Research Program Conference award is to inform, stimulate ideas and foster research specific to breast cancer. Successful events will be designed to address one or more of the following goals:

- highlight resources particular to California
- encourage new collaborations
- recruit high quality researchers to the field
- examine and create solutions for disparities/inequities
- inspire paradigm-shifting research
- inform policy
- promote translational and/or outcome driven research

At least one major objective of the conference or event must focus on breast cancer and at least 50% of the event must be devoted to accomplishing the breast cancer objective(s). Funding preference will be given to events that bring together people with different perspectives who do not usually meet and exchange views, and to events that are more likely to lead to new research projects and new collaborations.

Some format options for the Conference Award include: (1) a symposium with formal presentations and targeted breakout sessions, (2) a retreat that emphasizes less formal interactions, or (3) a conference style ‘roundtable’ discussion of pertinent issues without pre-existing leadership roles established. It is expected that researchers and, breast cancer advocates/activists, and the general public will be included in the meeting planning, organization and participation.

The event organizers must designate a specific use of the CBCRP funds (e.g. scholarships, a specific session or activity) and give the CBCRP name recognition for it in event materials. The requested budget can exceed the cost of the particular session or activity, but the additional items must also be distinguished from the overall budget. An awards banquet or reception is not appropriate for sponsorship.

CBCRP staff must be included in the event planning and implementation and attendance by members of CBCRP staff and Council must be permitted. The CBCRP will require a

written report upon the completion of event activities within 60 days of the final meeting, and a fiscal report is due within 90 days.

Budget: Up to **\$25,000 in direct costs** will be awarded. F&A (indirect) costs are not allowed. The CBCRP will distribute up to \$50,000 in Conference Awards each year.

Eligibility: Any individual or organization in California may submit an application. The event must be held in California. We welcome investigators from community organizations, public or privately-owned corporations and other businesses, volunteer health organizations, health maintenance organizations, hospitals, laboratories, research institutions, colleges, and universities.

Evaluation and funding

Applications will consist of a conference plan (seven page limit with two additional pages for references) and supplementary forms. Applicants must list the major event objectives in the conference plan, identify the objectives that focus on breast cancer and describe how the event will accomplish the breast cancer objectives. The application will be evaluated based on the following criteria:

- Portion of the event that is focused on breast cancer (at least 50% of the event must be devoted to breast cancer objective(s) to be eligible for the award)
- Relevance of the major event objectives to the Conference Award goals
- Relevance of the event topic(s) to CBCRP research priority issues
- Strength of outreach to ensure representation from new disciplines, especially for disciplines not now integrated into breast cancer research
- Potential of the event to generate new ideas and facilitate collaboration
- The extent to which the activities that would be covered by the CBCRP funds are integral to the success of accomplishing the breast cancer objectives
- Qualifications and background of the applicants/event organizers
- Involvement of Advocates

The CBCRP's council will evaluate Conference Award applications according to the criteria and make the funding decision. If an award is made, then it can take up to three months to disburse funds.

Application Process

Online application deadlines for electronic submission of the CBCRP Conference Award application is **November 8, 2011**.

► Registering on proposalCentral

- Before starting an application, the principal investigator and applicant organization must be registered with proposalCENTRAL(<https://proposalcentral.altum.com/>).
- You must select an institution with a tax ID (EIN) number in the Proposal Section called "Institution & Contacts." In addition, the "signing official", "contracts & grants official", and

“fiscal contact” must be selected from the pull down menu for that institution *or* they must register with proposalCENTRAL prior to submission.

- Work with your signing and contracts officials to identify your institution (duplicates might be present in proposalCENTRAL’s list).

Portions of the application use pre-formatted Web pages in proposalCENTRAL. For other portions, you must complete CBCRP forms and then upload them as PDF files to your application (see below).

► proposalCENTRAL Forms

- **Title Page.** Enter the project title in 60 characters or less.
- **Enable Other Users to Access this Proposal.** Use this page to allow additional people to access your application.
- **Applicant/PI.** Complete all the required information on this page including the percent effort on the project.
- **Institution & Contacts.** When you first register with proposalCENTRAL, select an institution with a valid IRS tax ID number (EIN) from the pull-down menu. If done correctly, then you can directly add your institution’s “Signing Official”, “Contracts & Grants Official”, and the “Fiscal Contact,” who will handle budget and fiscal reports. If these individuals are not present on the pull-down menu, then you need to contact them and have them register with proposalCENTRAL. The “Signing Official” will need to sign the Face Page, which you print out and send to CBCRP.
- **Abstracts.** Copy the Lay abstract for your project from the downloaded templates (refer to the detailed instructions below). Then select the **one** CBCRP priority issue that best matches your project from the menu.
- **Budget Summary.** The direct costs cap is \$25,000. Enter the same numbers as those in the CBCRP budget summary form described below.
- **Research Plan and Other Attachments.** These forms are provided as Word templates that can be downloaded from the CBCRP website (www.cabreastcancer.org/apply/appForms/)

To submit the CBCRP forms below: read all instructions (included in the “CBCRP Form Instructions” section of this document and embedded in each form) carefully; complete the forms; convert them to PDFs; upload the PDF files as attachments to your proposal under the link in proposalCENTRAL called “Research Plan and Other Attachments”.

Lay Abstract.

Additional Criteria. (addressing needs of the underserved and advocacy involvement)

Distinction from Other Funding

PI Biographical Sketch & Other Support

Budget Justification and Facilities

Budget Summary

Key Personnel

Conference Plan (7 page limit and 2 additional pages for references)

Appendix List

Appendix items (overall conference budget, advocate letter of support, etc.)

- **Validate.** This function allows a check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the Face Page and Submit sections.
- **Print your application's face page** from proposalCENTRAL and obtain the necessary signatures (PI and institutional signing official are required). E-mail as a PDF attachment a scanned copy **with signatures** to: facepage@cabreastcancer.org before 5 pm (PST) by **November 15, 2011**.

CBCRP Form Instructions

LAY ABSTRACT

Summarize the topic of the proposed conference, relevance to breast cancer, aims of the conference program, background information, involvement of advocates, and potential outcomes and planned follow-up. **Do not use symbols or other special text**, as these will not transfer to the box in the “abstracts” page.

The abstract should be written using a style and language comprehensible to the general public. The scientific level should be comparable to either a local newspaper or magazine article, such as might appear in *Time* or *Newsweek*. Avoid the use of technical terms and jargon not a part of general usage. Ask a family member or friend who is not a scientist to read the abstract and tell you what they don't understand.

Examples advocacy concerns/human issues can be sourced through web sites, such as:

- <http://betweenwomen.net> Between Women (Brawley)
- <http://www.bcaction.org/> Breast Cancer Action (San Francisco)
- <http://www.bcconnections.org/> Breast Cancer Connections (Palo Alto)
- <http://www.breastcancerfund.org> The Breast Cancer Fund (San Francisco)
- <http://www.cabco-org.us/> California Breast Cancer Organizations (CABCO)
- <http://www.labca.org/> Los Angeles Breast Cancer Alliance
- <http://www.sistersnetworkinc.org> Sister's Network (San Francisco and American Canyon)
- <http://www.komen.org> Susan G. Komen for the Cure® (there are local affiliates throughout CA)
- <http://www.y-me.org/> Y-ME National Breast Cancer Organization (there are two affiliates in Northern CA)
- <http://www.youngsurvival.org> Young Survival Coalition (Bay Area and San Diego affiliates)
- <http://www.zerobreastcancer.org> Zero Breast Cancer (San Rafael)

ADDITIONAL CRITERIA

Limit the text to one page.

Address the project's (i) focus on underserved populations, and (ii) advocacy involvement in the research and sensitivity to advocacy concerns. **Do not address these issues with “n/a.”** Take the time to study the human issues of breast cancer and the extra burden the disease places on different communities, and consider how your event might address the needs of the underserved (including those that are underserved due to factors related to race, ethnicity, socioeconomic status, geographic location, sexual orientation, physical or cognitive limitations, age, occupation and/or other factors) in prevention, detection, prognosis, and treatment. Indicate your intentions to interact with advocates and

advocacy organizations and involve them in planning and carrying out the conference. The advocates involved should provide a letter of support for the conference.

DISTINCTION FROM OTHER FUNDING

Limit the text to one page.

Discuss the relationship and overlap between the proposed conference and other current and past grant/conference funding to the PI. Examine the CBCRP grant portfolio (<http://www.cabreastcancer.org/>) and funding by other agencies on the International Cancer Research Portfolio (ICRP) Web site: <http://www.cancerportfolio.org/> and discuss how the proposed conference would explore new topics.

CONFERENCE PLAN

Page limit, exclusive of references, is **7 pages**
An additional 2 pages is allowed for References.

Format issues:

Begin this section of the application using the download template. Subsequent pages of the Conference Plan and References should include the principal investigator's name (last, first, middle initial) placed in the upper right corner of each continuation page.

The Research Plan and all continuation pages must conform to the following four format requirements:

1. The height of the letters must **not** be smaller than 11 point; Times New Roman or Arial are the suggested fonts.
2. Type density, including characters and spaces, must be no more than 15 characters per inch (cpi).
3. No more than 6 lines of type within a vertical inch;
4. Page margins, in all directions, must be at least ½ inch.

Use the appendix to supplement information in the Research Plan, not as a way to circumvent the page limit.

Suggested content:

Introduction: Provide an introduction to the central topic of the conference and the issues to be addressed. Describe the major objective(s) of the meeting and highlight the ones that focus on breast cancer. Describe what you expect the participants to gain by attending.

Background and Significance: Describe relevance of the conference objectives to the CBCRP priority issues. Provide the PI's/organization's background in breast cancer and for the topics to be covered. Make a case for the importance of the conference in terms of current knowledge and needs in these areas.

Preliminary Work: Describe the recent work relevant to the proposed conference. This section should illustrate the capabilities of the PI and conference to conduct the meetings and develop significant new information in breast cancer. Describe any outreach activities, especially to increase diversity and participation by advocate and community groups.

Conference structure: Provide an overview of planned schedule and speakers. Describe the activities that are specifically devoted to the breast cancer objectives and illustrate how they make up at a least 50% of the conference activities. Describe the role of advocates in the planning phase as well as their role in the conference events. Indicate plans for publication or dissemination of conference results.

Outcomes: Describe the expected benefits of this conference to the breast cancer field and indicate your future plans to continue discussion and follow-up activities for the topics to be covered.

BIOGRAPHICAL SKETCH & OTHER SUPPORT

Limit the length of each biosketch to *no more than four (4) pages*.

The information provided is evaluated to assess the expertise, training, and background relative to the methods employed in the project.

Use the Form provided or substitute the current [NIH Form 398](http://grants1.nih.gov/grants/funding/phs398/phs398.html#forms) (<http://grants1.nih.gov/grants/funding/phs398/phs398.html#forms>) for biosketch and include the requested information:

- Name
- Role in Project
- Education. Include steps from baccalaureate through postdoctoral training.
- Research and professional experience. List positions in chronological order.
- Publications. List the relevant publications for this application first, then list others as space permits. Do not include items 'submitted' or 'in preparation.'
- Other grant support. List all items of current and pending grant support with the grant title, agency, role in project, percent FTE devoted to grant, a brief summary of aims, and overlap/resolution with the present application.

BUDGET SUMMARY

Enter the beginning and ending dates of the conference in the first row of the table and the beginning in ending dates of the conference budget in the second. The budget begins January 15, 2012 and ends one month after the conference ends.

The direct costs cap is \$25,000. Provide a breakdown of the personnel, supplies, and travel items that CBCRP is being requested to cover. (Note: The overall budget for the conference should be included as an item in the appendix.)

BUDGET JUSTIFICATION & FACILITIES

Limit the text to two pages

Provide a justification of the requested personnel, supplies, and travel items. Explain the relationship of the CBCRP funding to the overall budget.

APPENDIX LIST

Follow the instructions and items listed on the template.

The appendix may *not* be more than 30 pages in length.

Note that the conference plan must be self-contained and understandable without having to refer to the appendix.

If the overall budget for the conference is greater than the CBCRP portion of the budget, include a budget for the entire conference as an appendix item.

General Policies

Overview of the CBCRP

If you have not already reviewed our program's background, funding philosophy, or existing portfolio, then please consider doing so by visiting our website (www.cabreastcancer.org). The CBCRP's mission is to eliminate breast cancer by leading innovation in research, communication, and collaboration in the California scientific and lay communities. We are interested in funding novel topics and we are deeply committed to advocate involvement in all aspects of our portfolio and our program.

Agency Involvement and Sensitivity to Advocacy Issues

The CBCRP was established through the efforts and dreams of breast cancer advocates, and we are deeply committed to advocate involvement in all aspects of our portfolio and our program. Advocates from outside California participate in the peer review of every application, and advocates represent approximately one third of the CBCRP council membership. The CBCRP believes that research projects benefit by being directly informed by the experiences and knowledge of patient-survivors. Therefore, we expect breast cancer and community health advocates to be actively involved in the research we fund. Applicants are expected to work with advocates and advocacy organizations and LOIs/applications are evaluated on the extent to which advocates are involved in the project.

CBCRP staff can assist you with meeting this requirement. Here are some suggestions:

- Contact an advocate/activist group in your area to discuss your conference with them and receive feedback and suggestions.
- Use advocates/activists as a resource to find the “human link” between your project and their experience as breast cancer survivors to better appreciate the social/community issues related to breast cancer.
- Visit advocate/activist displays and posters at cancer meetings (e.g., San Antonio Breast Cancer Symposium) to discuss your research interests. Many advocates welcome interactions with researchers.
- Examine the literature and Web sites of advocate/activist organizations to get a sense of their social/research concerns and needs.
- Obtain a “letter of collaboration” from an advocate/activist organization describing their role in your project.

CBCRP Research Priority Issues

The **four CBCRP priority issues** are broad breast cancer topics that define our critical research needs. To be responsive and eligible for funding, each applicant must explain the relevance of their proposal to breast cancer using the priority issues listed as a guide. The descriptive text provides examples, which are not intended to be inclusive.

1. The Community Impact of Breast Cancer: the social context

Overview: What are factors that contribute to the unequal burden of breast cancer among diverse communities? Are there policy alternatives that would contribute to

reducing disparities in access to prevention, detection, treatment, support, and/or survivorship services for California's underserved populations? What is the influence of poverty, race/ethnicity, and environmental factors on breast cancer? What are the sociocultural, behavioral, and psychological issues of those affected by breast cancer and what services are needed to reduce the suffering caused by the disease? We encourage health policy; health services; and sociocultural, behavioral, and psychological research that address disparities and the burden of breast cancer among California's diverse communities. Specific topics include:

► **Health Policy**

We encourage research examining the impact of public and private health policy on issues related to prevention, detection, and treatment of breast cancer as well as research into the formulation of policy alternatives that would reduce disparities related to prevention, detection, and treatment of breast cancer.

► **Health Services**

We encourage research examining the delivery of breast cancer-related services and how to most effectively deliver services, especially to the underserved.

► **Sociocultural, Behavioral and Psychological Issues Relevant to Breast Cancer: The Human Side**

We encourage research into the sociocultural, behavioral, and psychological issues of those affected by breast cancer or at high risk for the disease. Research that examines patient and practitioner interactions, enhancing quality of life, long-term survival, and participation in clinical research is encouraged, especially research addressing the needs of high-risk and underserved populations.

► **Disparities: Eliminating the Unequal Burden of Breast Cancer**

We encourage research that aims to reduce disparities in breast cancer incidence, morbidity, and mortality, access to prevention, treatment, and/or survivorship services based on factors related to race/ethnicity, socioeconomic status, geographic location, sexual orientation, ability, age, occupation, and/or other factors. Intervention research that reduces disparities is encouraged.

2. Etiology and Prevention: finding the underlying causes

Overview: What environmental and biological factors interact to increase the risk of developing breast cancer? What approaches can be used to reduce or eliminate breast cancer risk? We especially encourage new California-based studies that seek an understanding of the environmental and lifestyle causes of breast cancer, and how these increase risk and impact different communities in California. Specific topics include:

► **Etiology: The Role of Environment and Lifestyle**

We encourage studies on breast cancer initiation that may be due to environmental exposures that subject women to agents that they, as individuals, cannot control. Other key topics of interest include breast cancer causes related to lifestyle (e.g., diet, exercise) and the underlying metabolic, hormonal, and environmental interactions. Studies on causative gene-environment interactions specific to breast cancer, especially those having the potential to lead to prevention strategies, are encouraged.

► **Prevention and Risk Reduction: Ending the Danger of Breast Cancer**

Research exploring methods to prevent breast cancer or reduce risk, including elimination of external causative factors and the identification of surrogate markers for use in prevention trials are encouraged. Examples include nutritional factors, xenoestrogens, exercise, studies of genetic variation, and methods to modify known breast cancer genes and risk factors.

Note: Basic science research (e.g., using molecular, cell, and animal models) on the genetic, “mechanistic” causes of breast cancer (e.g., p53 and BRCA genes) should be submitted under the **Biology of the Breast Cell** topic.

3. Biology of the Breast Cell: the basic science of the disease

Overview: Although basic science research in cancer is well-supported by other agencies, there remains a critical need to understand the pre-neoplastic, causative events of breast cancer at the tissue level, including the stroma. The genetic changes in disease progression and the tumor heterogeneity need clarification at the basic science level. Breast cancer stem cell research is especially encouraged. Specific topics include:

▶ **Biology of the Normal Breast: The Starting Point**

Research should explore aspects of normal breast biology (e.g., aging) that are linked to the earliest stages of breast cancer, and which could provide insights into new approaches to prevent, detect, or treat the disease.

▶ **Pathogenesis: Understanding the Disease**

Research must specifically focus on breast cancer tumor and stromal biology, including: (1) studies of relevant proteins and genes with an emphasis on their relationship to the actual disease, and (2) elucidating key cell signaling, growth control, cell cycle, and apoptosis pathways. We especially encourage new research on the process of metastasis and the development of tools and models to better understand the key metastatic events that impact patient survival.

Note: IDEA applicants should emphasize the breast cancer-specific elements of the proposed research.

4. Detection, Prognosis and Treatment: delivering clinical solutions

Overview: Clinical advances for breast cancer will utilize novel imaging technologies, new biomarkers, and genomic/proteomic approaches for more accurate diagnosis and prognosis. We encourage projects whose aims are on the critical path for translation. We support research into less toxic and more individualized therapies, mechanisms of drug resistance, and studies to evaluate alternative medicines and natural products. Specific topics include:

▶ **Imaging, Biomarkers, and Molecular Pathology: Improving Detection and Diagnosis**

We encourage research into new, cost-effective technological and biological approaches for molecular imaging and new approaches for tumor analysis at the individual patient level. This includes advanced types of molecular classification, new biomarker development, and improved technologies for patient diagnosis and prognosis, especially using techniques to replace the current practice of screening mammography and biopsy.

▶ **Innovative Treatment Modalities: Search for a Cure**

Promising leads from biology-based studies are encouraged to begin the critical path to clinical translation. Examples include immunotherapy, delivery technologies, gene therapy, new drug development/testing, and new approaches to clinical decision-making. Testing investigational anti-breast cancer agents for mechanism of action and identifying target patient populations are encouraged.

Application Submission Requirements

It is the responsibility of the PI(s) to submit the required items through proposalCENTRAL, meet the submission deadline for the award type, and follow the detailed instructions for preparing the forms. In addition, applicants must submit a signed copy of the Face Page by e-mail to (RGPOgrants@ucop.edu) within one week of the electronic submission deadline.

Criteria for Application Rejection

1. Submission is after the stated deadline or the “face page” with required signatures is not submitted by e-mail before the deadline.
2. Formatting requirements (i.e., page limits, font size, character/line spacing) are violated
3. The PI is delinquent for submission of existing CBCRP grant reports (see below).

Policy on Applications from PIs with Delinquent CBCRP Grant Reports

PIs with current CBCRP grant support will not be eligible to apply for additional funding unless the required scientific and fiscal reports on their existing grants are up-to-date. This means that **Progress/Final Scientific Reports or Fiscal Reports that are more than one month overdue may subject a Cycle 18 application to possible disqualification** unless the issue is either, (i) addressed by the PI and Institution within one month of notification, or (ii) the PI and Institution have received written permission from the CBCRP to allow an extension of any report deadlines.

Submission of Additional Materials

No supplemental application materials (e.g., manuscripts or publications) will be accepted after the deadline, unless explicitly requested and approved in advance by the CBCRP.

Award Decisions and Pre-Funding Requirements

The final approval for funding is made by the Director, California Breast Cancer Research Program, Dr. Marion Kavanaugh-Lynch. **Applicants will be notified in December 2011 of their funding status.** The written application critique from the review committee, the merit score average, component scores, percentile ranking, and programmatic evaluation are provided at a later time. Some applications could be placed on a ‘waiting list’ for possible later funding.

Pre-funding requirements: Following notification by the CBCRP of an offer of funding, the PI and applicant organization must accept and satisfy normal funding requirements in a timely manner. Common pre-funding items include:

- Up-to-date human IRB and animal assurance documents from a federally licensed review board must be on file for each grant.
- Modify the title and lay abstract, if requested.
- Agree to any changes in conference elements, award budget as recommended by the Program.
- Resolve overlap with other grant support and any issues with PI percent effort.
- Supply any missing application forms or materials.

Confidentiality

The CBCRP maintains confidentiality for all submitted applications with respect to the identity of applicants and applicant organizations, all contents of every application, and the outcome of reviews. For those applications that are funded the CBCRP makes public, (i) the title, principal investigator(s), the name of the organization, and award amount in a “Compendium of Awards” for each funding cycle, (ii) the costs (both direct and indirect) in the CBCRP’s annual report, (iii) the project abstract and progress report abstracts on the CBCRP Web site. If the Program receives a request for additional information on a funded grant, the principal investigator and institution will be notified prior to the Program’s response to the request. Any sensitive or proprietary intellectual property in a grant will be edited and approved by the PI(s) and institution prior to release of the requested information.

No information will be released without prior approval from the PI for any application that is not funded.

Conditions of Awards

Details concerning the requirements for grant recipients are available in a separate Program publication, the University of California, Office of the President, “**Special Research Programs Grant Administration Manual.**” The latest version of the Manual can be obtained from the Program’s office or viewed on our Web site:

www.cbcrp.org/reports/grantManual.php

General Conditions of Award

Enabling legislation (AB 2055 and AB 478 of 1993, as amended by AB 3391 of 1994) authorizes the appropriation of public monies to the University of California for the CBCRP. Awardees are expected to account for the expenditure of grant funds and for the performance of work as agreed upon in a timely manner, so that the CBCRP may file reports and answer inquiries from the legislature and the public. They are also expected to adhere to the stated goals of the legislation, which include the systematic dissemination of research results to the public and to the healthcare community and the facilitation of translation of research results into commercial, alternate technological, and other applications. The Institutional Official’s and Principal Investigator’s **signatures on the Face Page of the application signify that the individuals are aware of the conditions for receiving a grant** from the Program.

To ensure the proper management of these public funds (as described above), a prospective grant recipient must satisfy the **following standard requirements** before an award will be made:

- Have adequate organizational, management, and accounting systems to administer the award and assure compliance with award terms and conditions.
- Have adequate financial resources, equipment, facilities, and technical skills to perform the proposed work, or the ability to obtain them.
- Be able to perform the proposed work within the approved time frame, taking into consideration all existing commitments.
- Have a satisfactory record of integrity and business ethics.
- Maintain mechanisms to assure integrity and honesty in the conduct of research, safe conduct of research, and fair practice for all employees and research subjects.
- Certify that none of the key personnel on the grant are barred by the U.S. Public Health Services Office on Research Integrity from performing comparable roles on federally funded grants.

A grant recipient may satisfy modified requirements, if this is determined to be appropriate upon review by the University of California's Office of Research Administration, Office of Risk Management and General Counsel. Individuals who are to be awarded grants may meet these requirements directly or by making arrangements with a research organization that does. These requirements include satisfactory fiscal management, accounting practices, liability insurance, bonding, indemnification of the UC Regents, nondiscrimination in employment, and assurances regarding the treatment of animal or human subjects and research safety and ethics.

Though the conference organizers must be based in California by California investigators, part of the work may be done outside California if the need to do so is well justified (i.e., it is integral to the achievement of a conference goal and cannot reasonably be achieved in California).

Grant awardees must agree to:

- Use award funds only as approved by the CBCRP. The Program must approve changes in the specific aims of a grant.
- Maintain accounts, records and other evidence pertaining to work performed and costs incurred.
- File annual progress reports and a final scientific report.
- File annual fiscal reports and a final fiscal report.
- Participate in CBCRP sponsored activities to disseminate research results as able and as requested.
- Make good faith efforts to ensure the timely translation of research results into commercial applications and report these efforts to the Program.
- Make good faith efforts to communicate with the public about the funded work.
- Attend CBCRP research symposiums, if scheduled, or forfeit budget amounts assigned to this item.

Award Period and Payments

The start date for the CBCRP Conference Award will not be earlier than January 1, 2012. The CBCRP encumbers the funds for all approved years of an award from the appropriation in the year the grant is awarded. For conference awards, 20% of the approved budget is withheld (non-UC institutions only) and paid in arrears upon receipt and acceptance by the Program of all required final reports.

Direct Costs

CBCRP award funds may be used only for expenditures necessary to carry out the approved project, as specified in the approved budget. Significant changes in proposed expenditures must be approved in advance by a CBCRP Research Administrator. Please follow the policies in the "SRP Grant Administration Manual" regarding allowable changes in expenditures and the guidelines for submitted a formal request form to change grant budgets.

Allowable direct cost expenditures may include administrative costs only if the following two conditions are satisfied: a) the services, functions, or activities are directly necessary for the conduct of the grant research and (b) these administrative costs have not been included in the calculation of the recipient institutions indirect cost rate agreement approved by the Federal government. In other words, the Program policy does not prohibit administrative costs, but it is careful to ensure that costs meet both conditions (a) and (b).

Indirect (F&A) Costs

No indirect costs will be allowed for Conference Awards.

University of California Campuses

Campuses of the University of California will not be paid indirect costs as grant recipients or as subcontractors. Research institutes and foundations that are affiliated with the University of California, but which are legally separate entities (e.g., National Laboratories), may be paid indirect costs.

In accord with University of California policy, investigators who are University employees and who receive any part of their salary through the University must submit grant proposals through their campus contracts and grants office ("Policy on the Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University," Office of the President, December 15, 1994). Exceptions must be approved by the UC campus where the investigator is employed.

Policy Regarding Scientific Misconduct

The University of California manages the CBCRP within its Office of Research and Graduate Studies (<http://www.ucop.edu/research/about/welcome.html>) in general accord with the policies and procedures employed by the National Institutes of Health (NIH), including those that apply to scientific misconduct. The Department of Health and Human Services' (HHS) Office of Research Integrity is responsible for implementing HHS

regulations regarding scientific misconduct in research conducted with NIH and other support from the US Public Health Service.

The administrative actions imposed by HHS include the following: correction of the scientific literature; special plan of supervision to ensure integrity of the scientific research; certification of the accuracy of the scientific data; certification of the accuracy of sources and contributions for scientific ideas and writings; prohibition against service on PHS advisory committees or as a consultant; and, debarment from receipt of Federal funds. These actions are for a specified duration, depending on the nature and seriousness of the misconduct.

Applicants for or recipients of grants from CBCRP must promptly inform the Program or University Auditor (<http://www.ucop.edu/audit/about/mgmtplan.html>) of an administrative action for scientific misconduct that is imposed by HHS by providing a copy of the final notice of the administrative action (i.e., after the disposition of any appeal), either at the time of application or within 30 days of the imposition of the administrative action. In general, the University will apply the same administrative action. For example, if HHS has debarred an investigator from applying for or receiving NIH awards for a specified period of time, that investigator would also be excluded from applying for or receiving awards from any of the SRP programs. To take another example, if an investigator has entered into a voluntary agreement with HHS for special oversight and supervision of the investigator's grant applications, research, and publications, that agreement would apply to that investigator's grant applications to, or awards from, the SRP.

Grant applicants or recipients may request that HHS administrative actions be waived or modified with respect to a grant application or award from the SRP. In such case, the applicant must present a justification for the request.

Fraud or Misuse of CBCRP Funds

Report fraud or misuse of CBCRP funds to either the CBCRP Director, Dr. Marion Kavanaugh-Lynch, at (510) 987-9878, or to the Office of the University Auditor, at (510) 987-0478 or www.ucop.edu/audit/

Appeals of Funding Decisions

An appeal regarding the funding decision of a grant application may be made *only* on the basis of an alleged error in, or deviation from, a stated procedure (e.g., undeclared reviewer conflict of interest or mishandling of an application). Details concerning the appeals procedure may be obtained from the appropriate Research Administrator (with whom the applicant is encouraged to discuss his/her concerns), the CBCRP Director, or by contacting us through the CBCRP Web site: www.cbcrp.org/. **The period open for the appeal process is within 30 days of receipt of the application evaluation** from the Program office. Contact the CBCRP Director or Manager, Core Funding to obtain full information on the appeals process.

Final decisions on application funding appeals will be made by the Vice President of UCOP's Office of Research and Graduate Studies, Dr. Steven Beckwith. Applicants who

disagree with the scientific review evaluation are invited to submit revised applications in a subsequent grant cycle with a detailed response to the review.