



# JOINING FORCES CONFERENCE AWARD Cycle 16 – 2010 Application Instructions

## Key Dates:

**Online application deadlines** for electronic submission of the Joining Forces Conference Award (JFCA) application are **September 3, 2009**; **January 20, 2010**; and **April 15, 2010**.

**Note:** Contact the California Breast Cancer Research Program (CBCRP) at least six months prior to your planned meeting. 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](mailto:getinfo@cabreastcancer.org) or (888) 313-BCRP(2277).

The deadlines for submitting the **application face page with authorized signatures** are **September 10, 2009**; **January 27, 2010**; and **April 22, 2009**.

# Contents

Award and Budget Description .....	2
Evaluation and Funding.....	3
Application Process.....	3
CBCRP Form Instructions .....	5

## Award and Budget Description

The Joining Forces Conference Awards (JFCAs) are intended to stimulate ideas, foster research, and facilitate grant applications specific to breast cancer. Successful JFCA events will break down barriers and foster multidisciplinary and cross-disciplinary research between groups that traditionally do not interact. Meetings should involve researchers and community members to the greatest extent possible. These conferences should be designed to achieve one or more of the following goals:

- **Bring together** breast cancer researchers and community organizations to discuss issues in common and explore new ideas.
- **Develop interactions** between community groups and breast cancer researchers that impact breast cancer awareness, earlier detection, prevention, treatment, and sociocultural issues relevant to a given community.
- **Encourage researchers new to breast cancer** to interact with breast cancer experts, develop research interactions, and share expertise.
- **Educate researchers and provide training**, especially in emerging, high-impact topics critical to solving problems in breast cancer research.

Some format options for JFCAs 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, breast cancer advocates/activists, and the general public will be included in the meeting planning, organization, and participation.

**CBCRP staff must be included in the conference 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 conference 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.

**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

The CBCRP's advisory council will evaluate JFCA applications according to the following criteria and make the funding decision.

- **Relevance** of the conference to CBCRP research priorities
- Strength of **outreach to ensure representation from new disciplines**, especially for disciplines not now integrated into breast cancer research
- Potential of the conference and the underlying approach **to generate new ideas and facilitate collaboration**
- **Qualifications and background** of the applicants/conference organizers
- **Diversity** of the scientific and advocate/activist involvement
- **Potential to advance breast cancer research**
- Appropriateness of the **budget** for the proposed conference
- Awareness and sensitivity of the conference to **the needs of California**

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 Joining Forces Conference Award (JFCA) application are **September 3, 2009**; **January 20, 2010**; and **April 15, 2010**.

### ► 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/](http://www.cabreastcancer.org/apply/appForms/))

To submit the CBCRP forms below: read all instructions (included on pages 5-8 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" (the forms indicated in **bold** are *required*).

**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 (if needed)

Appendix items (if needed)

- **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](mailto:facepage@cabreastcancer.org) before 5 pm (PST) by **September 10, 2009; January 27, 2010; or April 22, 2009**

## CBCRP Form Instructions

### LAY ABSTRACT (required)

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://www.y-me.org/> Y-ME National Breast Cancer Organization
- <http://www.natlbcc.org/> National Breast Cancer Coalition
- <http://www.bcaction.org/> Breast Cancer Action
- <http://www.breastcancerfund.org> The Breast Cancer Fund
- <http://www.komen.org> The Susan G. Komen Breast Cancer Foundation

### ADDITIONAL CRITERIA (required)

**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.

### DISTINCTION FROM OTHER FUNDING (required)

**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.

## **BUDGET SUMMARY (required)**

The direct costs cap is \$25,000. Provide a breakdown of the requested personnel, supplies, and travel items.

## **BUDGET JUSTIFICATION & FACILITIES (required)**

### **Limit the text to two pages**

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

## **BIOGRAPHICAL SKETCH & OTHER SUPPORT (required)**

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.

## **CONFERENCE PLAN (required)**

This section is the **most important** for the Council's review. Note carefully the page limits, format requirements, and suggested format.

**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. The relationship to breast cancer should be clear. List the aims or goals of the meeting and what you expect the participants to gain by attending.

*Background and Significance:* 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 role of advocates in the planning phase and conference events. Indicate plans for publication or dissemination of conference results.

*Outcomes:* What are the expected benefits of this conference and indicate your future plans to continue discussion and follow-up activities for the topics to be covered?

## **APPENDIX LIST (only if needed)**

Follow the instructions and items list 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.