

# POSTDOCTORAL FELLOWSHIP TEMPLATE & FORM INSTRUCTIONS

**Step #1: Electronic submission:** the deadline for submission of the complete application is Thursday **January 14, 2010** (12 noon Pacific Standard Time = 3 pm Eastern Standard Time as shown on proposalCENTRAL's Web site)

**Step #2: Face Page submission with signatures:**

- Print your application's Face Page from proposalCENTRAL and obtain the necessary signatures (PI, mentor, 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 Thursday **January 21, 2010**

## Important Reminders

- You must arrange for three (3) letters of support to be uploaded to your application prior to the 1/14/10 deadline. If this is not completed, then the entire application cannot be submitted.
- When preparing your application be sure to use the "validate" function to assure that all required submission items are entered.
- 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", "fiscal contact", and "mentor" must be selected from the pull down menu for that institution or have them register with proposalCENTRAL prior to submission. Work with your signing and contracts officials to both identify your institution (duplicates might be present in proposalCENTRAL).
- Your mentor, in addition to supplying a "letter of support", must upload the "Mentor Profile and Training Plan" template to your application.

**Note:** Portions of the application are prepared using pre-formatted Web pages in proposalCENTRAL. For other portions you must use CBCRP forms that are completed then uploaded as PDF attached files to your application (see below).

## PROPOSAL SECTIONS (items pre-formatted on proposalCENTRAL Web pages)

Complete the Web formatted pages with special attention to required items marked with a \*.

- **Title Page.** Enter the project title in 60 characters or less. Indicate whether the application is a resubmission of a previous application reviewed and not funded by the CBCRP. Only applications previously submitted in 2009 (Cycle 15) are eligible for resubmission.
- **Enable Other Users to Access this Proposal.** You should use this page to allow your mentor to access the application in order to upload the form, "Mentor Profile and Training Plan"
- **Applicant/PI.** You must complete all the required information on this page. Enter the % effort on the project. Postdoctoral Fellowship PIs have a minimum 80% FTE.
- **Institution & Contacts.** When you first register with proposalCENTRAL you should 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. Next, you should have your mentor register with proposalCENTRAL with the same institution you used, then s/he can be directly added to your application.
- **Letters of Recommendation.** Three (3) letters need to be submitted by your references prior to the submission date. The detailed instructions are in the downloaded document "Postdoctoral Fellowship Instructions." Briefly, you need only enter the e-mail addresses for your references, "add" them, and send the e-mail. The references will receive the e-mail with full instructions on how to submit the letter.
- **Abstracts.** Copy both Lay and Scientific abstracts for your project from the downloaded templates (refer to the detailed instructions below). Then, add the CSO Code (1 or 2 items) using the CSO Coding Instructions download. Next, add three (3) key words to describe your project. Finally, select the one CBCRP priority issue that best matches your project from the menu.
- **Budget Summary.** Follow these Postdoctoral Fellowship Budget Guidelines:
  - **The total budget cannot exceed \$90,000. The average yearly budget must not exceed \$45,000/yr** (i.e., individual yearly budget may vary slightly from this amount).
  - **Stipend amount is "capped" at the NIH guidelines** (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-075.html>). Institutions that allow postdoctoral stipends to exceed the NIH guidelines should justify any excess over NIH levels using Form "Budget Justification & Facilities."
  - **Equipment purchases are not allowed.** Individual items (e.g., laptops) under \$5,000 must be purchased under the "supplies" budget category.
  - We will allow a maximum of \$500/year for travel to **CBCRP symposium**.
  - **Scientific meeting travel** is capped at \$2,000/yr.
- **Organization Assurances.** Add the required information. You must have your Contracts & Grants official add your institutional Federal Wide Assurance (FWA) code or equivalent for Human Subjects and an Animal Welfare Assurance code for Vertebrate Animals.
- **Research Plan and Other Attachments.** The Postdoctoral Fellowship award-specific and CBCRP General Application Requirements instructions are located here. All required items to complete and upload are listed. All uploads must be in PDF format.
- **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.

- **Electronic submission:** the deadline for electronic submission of the complete application is **January 14, 2010** (12 noon Pacific Standard Time = 3 pm Eastern Standard Time as shown on proposalCENTRAL's Web site)
- **Face Page submission.** You must printout the Face Page and obtain the required signatures. The three signatures required are: (1) applicant, (2) Signing Official, and (3) Mentor. You must print your application's Face Page from proposalCENTRAL and obtain the necessary signatures (PI, mentor, 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 Thursday **January 21, 2010**

## **RESEARCH PLAN AND OTHER ATTACHMENTS SECTION– CBCRP templates (application forms) to be downloaded, completed, converted to PDF files, and uploaded**

### **List of templates (those marked \* are required uploads):**

- Lay Abstract\*
- Scientific Abstract\*
- Program Responsiveness\*
- Additional Criteria\*
- Career Plan\*
- Mentor Profile & Training Plan\*
- Distinction from Other Funding\*
- PI Biographical Sketch & Other Support\*
- Mentor's Biographical Sketch & Other Support\*
- Budget Summary\* (note: separate .xls & PDF uploads are required)
- Budget Justification & Facilities\*
- Key Personnel\*
- Research Plan\*
- Human Subjects
- Vertebrate Animals
- Appendix List

### **Instructions – LAY ABSTRACT (required)**

This item is evaluated mainly in the programmatic review. **The text is also entered in the appropriate box in the “abstracts” page of the Proposal Sections.** Do not use symbols or other special text, as these will not transfer to the box in the “abstracts” page.

The **Lay Abstract** must include the following sections:

- A **non-technical introduction** to the research topics
- The **question(s) or central hypotheses** of the research in lay terms
- The **general methodology** in lay terms
- **Innovative elements** of the project in lay terms
- **Advocacy involvement and human issues.** Briefly describe the role of advocates in planning and carrying out the research. Describe how the project addresses the human issues associated with

breast cancer. We suggest that applicants request assistance from their institution's public affairs office.

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. Place much less emphasis on the technical aspects of the background, approach, and methodology. 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.networkofstrength.org/> Breast Cancer Network of Strength
- <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

## Instructions - SCIENTIFIC ABSTRACT (required)

This item is evaluated mainly in the peer review. **The text is also entered in the appropriate box in the "abstracts" page of the Proposal Sections.** Do not use symbols or other special text, as these will not transfer to the box in the "abstracts" page.

The Scientific Abstract should include:

- A short introductory paragraph indicating the **background** and overall topic(s) addressed by the research project
- The **central hypothesis** or **questions to be addressed** in the project.
- A listing of the **objectives or specific aims** in the research plan
- The major research **methods and approaches** used to address the specific aims
- A brief statement of the **impact** that the project will have on breast cancer.
- **Advocacy involvement and sensitivity to advocacy concerns**

Provide the critical information that will integrate the research topic, its relevance to breast cancer, the specific aims, the methodology, and the direction of the research in a manner that will allow a scientist to extract the maximum level of information. Make the abstract understandable without a need to reference the detailed research plan.

## Instructions – PROGRAM RESPONSIVENESS (required)

This item is evaluated in the programmatic review.

**Limit the text to two pages.**

The information on this template allows the advisory Council to rate the application for adherence to our Priority Issue and Award Type descriptions.

First, indicate the CBCRP Priority Issue (see the CBCRP General Requirements download) that best matches your project topic and discuss this relationship. If your project addresses more than one CBCRP Priority Issue, then concentrate your discussion on the one priority issue that best matches the project.

Address these questions:

- How is your project specific for breast cancer?
- What special aspect of breast cancer is the focus of your research?

- What unique characteristics of breast cancer, especially in the clinical or community settings, make it an ideal target for your research topic?

Second, indicate the Award Type that you are applying for, and discuss why your project and career level matches this choice. Refer to these criteria:

- Postdoctoral fellows should state how long they have worked with the mentor and discuss their length of time for prior postdoctoral training (i.e., state the total number of years employed as a postdoc as of July 1, 2010), since the CBCRP policy is to limit postdoctoral tenure to no more than five years. In addition, indicate whether the mentor is a breast cancer researcher or how collaboration with a breast cancer research has been arranged for maximum responsiveness. Applicants for a postdoctoral fellowship must have the title of “postdoctoral fellow” or equivalent.

## **Instructions – ADDITIONAL CRITERIA (required)**

This item is critical to the programmatic review.

**Limit the text to one page.**

Part #1. 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 project 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.

Part #2. Indicate your intentions to interact with advocates and advocacy organizations and involve them in planning and carrying out the research project. Here are some suggestions:

- Contact an advocate/activist group in your area to discuss your research project 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.

## **Instructions – CAREER PLAN (required)**

This item is evaluated in both the peer and programmatic reviews.

**Limit the text to one page.**

Follow the instructions on the template to place the present application in your career path, and describe how the present research and training will enhance achieving your goals.

## **Instructions – MENTOR PROFILE & TRAINING PLAN (required)**

This item is evaluated in both the peer and programmatic reviews.

**Give your mentor access to your application by using the Proposal Section page “Enable Other Users to Access the Proposal.” The mentor should fill out and upload this form to your application.**

**Limit the text to two pages.**

The mentor should provide his/her training history. The mentor should also describe the infrastructure available for training in breast cancer research. Finally, in the training plan the mentor demonstrates the level of commitment to the applicant.

For **Postdoctoral Fellowship** applications, the mentor should note the following:

- 1. The application must be prepared by the postdoctoral fellow.** This includes the text for the abstracts, responsiveness, additional criteria, and the research plan. It is appropriate for the mentor to assist the applicant in: (i) prioritizing the aims, (ii) matching the amount of work (i.e., avoid overambitious projects) to the project duration and skills of the applicant, (iii) proofreading the text and correcting any improper English usage, (iv) organizing a training plan that focuses on breast cancer, and (v) clarifying the distinctions of the current application from other work in the mentor’s lab. It is strongly recommended that postdocs submit unique projects distinct from their mentor’s other funding, because it shows a direction towards greater independence.
- 2. Overlap between mentor and postdoctoral fellowship Cycle 16 applications.** All Cycle 16 submitted applications must be distinct projects with unique specific aims. If concurrent Cycle 16 applications are submitted from the same research group on a similar topic, then the differences must be clarified using the “Distinction from Other Funding” template. The peer review committee and Program will decide whether any overlap between applications is acceptable.

## **Instructions – DISTINCTION FROM OTHER FUNDING (required)**

This item is evaluated mainly in the programmatic review.

**Limit the text to one page.**

Overview: Applicants should highlight the unique aspects of the proposed research compared to their other current and previously funded projects. The peer review committee considers this information when evaluating “innovation”, “impact.”, and “translational potential.” For the programmatic review the information is used to rate the criteria “Underfunded.”

Detailed instructions: Discuss the unique properties of the current application from, (i) other current and past grant support to the PI, (ii) the current CBCRP portfolio as shown on our Web site (<http://www.cabreastcancer.org/>) under the link “Research Portfolio”, and (iii) general research in the topic under investigation on display on the International Cancer Research Portfolio (ICRP) Web site: <http://www.cancerportfolio.org/> Applicants for Postdoctoral fellowship and Dissertation awards should explain the distinctions between the proposed research and current grant funding/projects in the mentor’s lab or facility.

## Instructions – BUDGET SUMMARY (required)

Follow these Postdoctoral Fellowship Budget Guidelines:

- **The total budget cannot exceed \$90,000. The average yearly budget must not exceed \$45,000/yr** (i.e., individual yearly budget may vary slightly from this amount).
- **Stipend amount is “capped” at the NIH guidelines** (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-075.html>). Institutions that allow postdoctoral stipends to exceed the NIH guidelines should justify any excess over NIH levels using Form “Budget Justification & Facilities.”
- **Equipment purchases are not allowed.** Individual items (e.g., laptops) under \$5,000 must be purchased under the “supplies” budget category.
- We will allow a maximum of \$500/year for travel to CBCRP Symposium.
- Scientific meeting travel is capped at \$2,000/yr.

## Instructions – BUDGET JUSTIFICATION & FACILITIES (required)

This item is evaluated in the peer review.

**Limit the text to two pages**

Follow the instructions on the template.

## Instructions – KEY PERSONNEL (required)

This item is evaluated in the peer review.

**Limit the text to one page**

Follow the instructions on the template.

## Instructions–BIOGRAPHICAL SKETCH & OTHER SUPPORT (required)

**You must upload separate biosketch and other support templates for both the PI and mentor.**

This item is evaluated in the peer review.

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. For career development, the biosketch is evaluated to determine the additional training or benefit the research will contribute to the PI's capabilities in breast cancer research.

Use the Form provided or substitute the current [NIH Form 398](#) 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.

## Instructions – RESEARCH PLAN (required)

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

**Page limit**, exclusive of references, is:

**Postdoctoral fellowship.....7 pages**

An additional 3 pages is allowed for References.

**Resubmissions** are allowed an additional 2 pages that should immediately precede the text describing the new project. This section is **a summary of the substantial additions, deletions, and changes** that have been made. It must also include responses to criticisms in the previous Review Committee evaluation. This material does not count towards the normal page limit for the Research Plan. We also recommend emphasizing in the Research Plan any relevant work done since the previous application.

**Format issues:** Begin this section of the application using the download template. Subsequent pages of the Research 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 and Hypotheses: Provide a brief introduction to the topic of the research and the hypotheses/questions to be addressed by the specific aims and research plan. The relationship of the project to the CBCRP Priority Issue should be clear.

Specific Aims: List the specific aims, which are the steps or increments deemed necessary to address the central hypothesis of the research. The subsequent research plan will detail and provide the approach to achieving each of these aims. *Note to basic science applicants:* If a molecular pathway has not been established to be relevant to breast cancer, then the primary point of the study should be to test this relevance.

Background and Significance: Make a case for your project in the context of the current body of relevant knowledge and the potential contribution of the research. For Dissertation and Postdoc, the background of the mentor and significance of training to add to the PI's skills should be described. The *potential impact* on breast cancer should be discussed.

Preliminary Results: Describe the recent work relevant to the proposed project. Emphasize work by the PI and data specific to breast cancer. If the project is new to breast cancer, then this section

should illustrate the capabilities of the research team to develop significant new information in breast cancer.

**Research Design and Methods:** Provide an overview of the experimental design, the methods to be used, and how data is to be collected and analyzed. Recognition of potential pitfalls and possible alternative approaches is recommended. How will technical problems be overcome or mitigated? Cover all the specific aims of the project in sufficient detail. Identify the portions of the project to be performed by any collaborators. Match the amount of work to be performed with the budget/duration requested. A timeline at the end will demonstrate how the aims are interrelated, prioritized, and feasible. Explain the use of human subjects and vertebrate animals and show their relationship to the specific aims.

**Common criticisms** of Research Plans that arise in the peer review include:

**Dissertation and Postdoc:** The application preparation is sloppy. The project is too ambitious. The research aims are not prioritized, and show little mentor input. There is no defined hypothesis. The application is not distinct from the general work by the mentor. The application is not well integrated into the PI's career interests. The project is not breast cancer-specific. The PI will not be trained in either breast cancer research or new techniques.

**General items:** Lack of focus on the central topic or hypothesis. Preliminary data and aims do not address the hypothesis. PI is not current with the literature. Sample size is too small to test the research hypothesis with sufficient power. Control group not well defined. Data management not described. Inadequate information on ongoing studies that are the basis for the project. "Cut-and-paste" from another grant application, and the presence of language (e.g., prostate or lung cancer) that indicates a lack of specificity to breast cancer. PI and research team lack expertise and collaborations to tackle the technical issues of the project.

As you prepare the research plan, be sure to address the *scientific merit scoring criteria* specific for each award type.

## Instructions – HUMAN SUBJECTS (only if needed)

This item is evaluated in the peer review.

**This form is required only for applications that use Human Subjects, including those in the "Exempt" category.**

**Use additional pages, if necessary.**

**For applications requesting "Exemption"** from regular IRB review and approval. Provide sufficient information in response to item #1 below to confirm there has been a determination that the designated exemptions are appropriate. The final approval of exemption from DHHS regulations must be made by an approved Institutional Review Board (IRB). Documentation must be provided before an award is made. Research designated exempt is discussed in the NIH PHS Grant Application #398 [http://grants2.nih.gov/grants/peer/tree\\_glossary.pdf](http://grants2.nih.gov/grants/peer/tree_glossary.pdf). Most research projects funded by the CBCRP falls into Exemption category #4. Although a grant application is exempt from these regulations, it must, nevertheless, *indicate the parameters of the subject population* as requested on the form.

**For applications needing full IRB approval:** If you have answered "YES" on the Organization Assurances section of the application and designated no exemptions from the regulations, the following **seven points** must be addressed. In addition, when research involving human subjects will take place at collaborating site(s) or other performance site(s), provide this information before discussing the seven points. Although no specific page limitation applies to this section, be succinct.

1. Provide a detailed description of the proposed involvement of human subjects in the project.

2. Describe the characteristics of the subject population, including its anticipated number, age range, and health status. It is the policy of the State of California, the University of California, and the CBCRP that research involving human subjects must include members of underserved groups in study populations. Applicants must describe how minorities will be included and define the criteria for inclusion or exclusion of any sub-population. If this requirement is not satisfied, the rationale must be clearly explained and justified. Also explain the rationale for the involvement of special classes of subjects, if any, such as fetuses, pregnant women, children, prisoners, other institutionalized individuals, or others who are likely to be vulnerable. Applications without such documentation are ineligible for funding and will not be evaluated.
3. Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records or data.
4. Describe the plans for recruiting subjects and the consent procedures to be followed, including: the circumstances under which consent will be sought and obtained, who will seek it; the nature of the information to be provided to the prospective subjects; and the method of documenting consent.
5. Describe any potential risks —physical, psychological, social, legal, or other. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.
6. Describe the procedures for protecting against, or minimizing, any potential risks (including risks to confidentiality), and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects on the subjects. Also, where appropriate, describe the provision for monitoring the data collected to ensure the safety of subjects.
7. Discuss why the risks are reasonable in relation to the anticipated benefits to subjects, and in relation to the importance of knowledge that may be reasonably expected to result.

#### **Documentation of Assurances for Human Subjects**

In the appendix, if available at the time of submission, include official documentation of the approval by the IRB, showing the title of this application, the principal investigator's name, and the approval date. Do not include supporting protocols. Approvals obtained under a different title, investigator or organization are *not* acceptable, unless they cross-reference the proposed project. Even if there is no applicant institution (i.e., an individual PI is the responsible applicant) and there is no institutional performance site, a USPHS-approved IRB must provide the assurance. If review is pending, final assurance should be forwarded to the CBCRP as soon as possible, but **no later than Sept 1, 2010**. Funds will not be released until all assurances are received by the CBCRP. If the research organization(s) where the work with human subjects will take place is different than the applicant organization, then approvals from the boards of each will be required.

#### **Data and Safety Monitoring Boards (DSMB)**

Applications that include Phase I-III clinical trials may be required to provide a data and safety monitoring board (DSMB) as described in the NICI policy release, <http://deainfo.nci.nih.gov/grantspolicies/datasafety.htm>. This ensures patient safety, confidentiality, and guidelines for continuing or canceling a clinical trial based on data collected in the course of the studies. The CBCRP may require documentation that a DSMB is in place or planned prior to the onset of the trial.

## **Instructions – VERTEBRATE ANIMALS (only if needed)**

This item is evaluated in the peer review.

**This form is required only for applications that use Vertebrate Animals.**

**Limit the text to two pages.**

If you have answered “**YES**” to the Vertebrate Animals item on the Organizations Assurances page of your application, then following **five points** must be addressed. When research involving vertebrate animals will take place at collaborating site(s) or other performance site(s), provide this information before discussing the five points.

1. Provide a detailed description of the proposed use of the animals in the work outlined in the Research Plan. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
2. Justify the use of animals, the choice of species, and the numbers used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
3. Provide information on the veterinary care of the animals involved.
4. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic and tranquilizing drugs, and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
5. Describe any methods of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If it is not, present a justification for not following the recommendations.

#### **Documentation of Assurances for Vertebrate Animals**

Grants will not be awarded for research involving vertebrate animals unless the program for animal care and welfare meets the standards of the AAALAC or the institution has a U.S. Public Health Service assurance. In the appendix, if available at the time of submission, include official documentation of institutional review committee approval showing the title of this application, the principal investigator's name, and the inclusive approval dates. Do not include supporting protocols. Approvals obtained under a different title, investigator or institutions are not acceptable unless they cross-reference the proposed project. If review is pending, final assurances should be forwarded to the CBCRP as soon as possible, but **no later than Sept 1, 2010**. Funds will not be released until all assurances are received by the CBCRP.

## **Instructions – 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 *research plan must be self-contained* and understandable without having to refer to the appendix. Only those materials necessary to facilitate the evaluation of the research plan or renewal report may be included.