



APPLICATION INSTRUCTIONS: POSTDOCTORAL FELLOWSHIP AWARD

CBCRP will not extend the submission deadline!

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 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.

Contents

| | |
|--|---------------|
| Overview..... | page 2 |
| List of application submission items..... | page 2 |
| Important postdoctoral application requirements..... | page 3 |
| Postdoctoral fellowship award description..... | page 4 |
| Duration/budget..... | page 4 |
| Peer review evaluation criteria (scientific merit)..... | page 5 |
| Programmatic review criteria..... | page 5 |
| How to arrange submission for letters of recommendation.... | page 6 |

Overview

The CBCRP strongly supports opportunities in career development for postdoctoral fellows. This brings fresh ideas and approaches to our evolving understanding of the disease.

List of application submission items

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).

► **proposalCENTRAL formatted pages** (complete the Web formatted pages with special attention to required items marked with a *****)

Title Page

Enable Other Users to Access this Proposal (allows your mentor to upload the training plan)

Applicant/PI (include percent effort in grant)

Institution & Contacts (add signing official, C&G, fiscal, and mentor. They are automatically included on the Face Page)

Letters of Recommendation (add your three references and send e-mails to them)

Abstracts (copy the text for Lay & Scientific abstracts from the CBCRP forms.

Add/select CSO codes, key words, and one CBCRP priority issue)

Budget Summary (same amounts as uploaded in the form listed below)

Organization Assurances (complete only the Human Subjects and Vertebrate Animals items)

► **Uploaded (attached) CBCRP forms** (i.e., templates): download, read our instructions carefully, complete the form, convert to PDF, then upload the PDF files as attachments to your proposal under the link in proposalCENTRAL called "Research Plan and Other Attachments" (those forms indicated in **bold** are required). The forms and instructions will also be available from CBCRP's Web site under the "apply" link.

Lay Abstract

Scientific Abstract

Program Responsiveness

Additional Criteria

Career Plan**Mentor Profile and Training Plan** (mentor completes and uploads)**Distinction from Other Funding****PI Biographical Sketch & Other Support****Mentor's Biographical Sketch & Other Support** (mentor may complete and upload)**Budget Summary** (note: separate .xls & PDF uploads are required)**Budget Justification and Facilities****Key Personnel****Research Plan** (7 page limit + up to 3 additional pages for references)

Human Subjects (if needed)

Vertebrate Animal Subjects (if needed)

Appendix List (if needed)

❖ **Other**Upload appendix items (publications, etc.), as needed. 30-page limit!**Important postdoctoral application requirements****1. Eligibility issues:**

- Postdoctoral Fellowship awards are limited to two years duration, and all applicants must have received a doctoral degree in 2008, 2009, or 2010 (expected). In the case of Ph.D./M.D. or "combination" doctoral degrees, the most recent degree must be received in 2008 or later. M.D. applicants must have finished residency training since 2008. The applicant must be employed as a postdoctoral fellow to qualify for the award.
- Mentor Limits. Each mentor is limited to sponsoring a total of two applications (i.e., two postdoctoral fellowships, two dissertation awards, or one of each type).
- Research Plan page limit is reduced to seven (7) pages.

2. Postdoctoral title and tenure requirements. Only individuals to be employed with the title of "postdoctoral fellow" or an institutional equivalent are eligible to receive funding from this award type. The combination of proposed CBCRP fellowship grant funding and all prior total postdoctoral fellowship training cannot exceed 5-years. For example, to request the maximum of 2-years of funding, the PI must have been a postdoc for less than 3-years as of July 1, 2010. Time spent in clinical training (M.D.) does not apply to the postdoctoral tenure limit. Contact the CBCRP if you have questions regarding this policy. In summary, applicants can apply for 1-, 2-, or 3-years of fellowship grant funding based on the nature of their project, career goals, and the 5-year tenure limit.

3. 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. **The mentor should prepare and upload the Mentor Profile and Training Plan.**

4. **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.
5. **Letters of support/recommendation** should be arranged prior to the submission of the application on January 14, 2010. Follow the instructions below and have the references upload these letters to the application.
6. **Postdoctoral fellows can delay the start of their project for up to 6 months** to finish another funded project or to complete their doctoral training. They must notify the Program in writing (e-mail or letter) after an offer of funding is made (June 2009) to execute a delayed start date.
7. **This award cannot be transferred to another person, and the award must be resigned if the fellow's career status changes (i.e., advancement to faculty of staff position).**

Postdoctoral fellowship award description

To support advanced training in a field of breast cancer research with a designated mentor for individuals with current or expected (before 12/31/10) doctoral degrees (Ph.D., M.D., or equivalent). **To be maximally responsive to this award type, the mentor should either be experienced and have published in breast cancer or collaborate with a breast cancer researcher.** The mentor must include a training plan focused on breast cancer. The research project can be supported, in part, by the mentor's existing funding, but should incorporate unique aims tailored to the skills and career development of the applicant. We encourage applicants who are within two years of completing their doctoral degree, or those individuals in recent transition to breast cancer research from another field. Prior recipients of CBCRP postdoctoral funding are not eligible under this award type. The peer review committee will examine the prior postdoctoral training/funding of the applicant to assess the additional career development benefits of the present CBCRP application and training.

Duration/budget

The maximum fellowship duration is **two years** and **total direct costs budget cap is \$45,000 (average costs) per year.** The PI must devote at least **80% FTE** to the project. Allowable expenses include salaries, fringe benefits, and travel. The fellow's salary request for the budget should be consistent with NIH National Research Service Award (NRSA) stipend levels (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-075.html>). Any stipend or salary request exceeding these guidelines should be justified in the application. No indirect (F&A) costs are allowed for this award type.

Peer review evaluation criteria (scientific merit)

Postdoctoral fellowship applications will be peer reviewed and rated independently for five separate criteria:

- **Innovativeness.** The extent to which the basic concept and hypotheses are novel approaches to breast cancer research.
- **Impact.** The extent to which the project, if successfully carried out, would make an original and important contribution to the defeat of breast cancer. 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.
- **Approach.** The extent to which the conceptual framework, design, methods and analyses are developed, well integrated and appropriate to the aims of the project.
- **Feasibility.** The extent to which the investigators have maximized their chances for success, including the incorporation of the appropriate resources and collaborations.
- **Career Development.** The applicant's potential for conducting research in breast cancer, the likelihood that the proposed project and training plan will develop this potential, and the mentor's commitment to the candidate.

The Review Committee will also evaluate the application for **budget and duration**, human/animal **research risks** and institutional approval.

Programmatic review criteria

This review is conducted by the advisory Breast Cancer Research Council. The individuals on the Council performing this review include advocates, clinicians, and scientists from a variety of disciplines. In performing the Programmatic Review the advisory Council first evaluates **only a portion of the application materials**. Pay careful attention to the instructions for each form underlined below. **Programmatic criteria and definitions:**

- **Response to priorities.** How responsive is the proposed research to CBCRP priority issues? [The advisory Council will compare the PI's statements on Program Responsiveness template, top section) and the content of the abstracts to the CBCRP priority issues and examples.]
- **Response to award type.** How responsive is the project and PI to the stated intent of the selected award type? [The advisory Council will compare the PI's statements on Program Responsiveness template, bottom section) to the CBCRP award type criteria.]
- **Career plan/mentoring.** The applicant's career plan and the mentor's training plan are weighted equally. Has the applicant's career plan developed interest in and knowledge about breast cancer research reflecting a long-term career commitment to study the disease? Does the mentor profile and training plan demonstrate an ability and commitment to focus the research training in breast cancer?
- **Underfunded.** The degree to which the PI on Distinction from Other Funding template has highlighted the unique aspects of the proposed research from their

own projects (past and present) and the research by others. Is the research relatively underfunded by other agencies, or not funded?

- **Quality of the lay abstract.** Does the Lay Abstract clearly explain in non-technical terms the research background, questions, hypotheses, and goals of the project? Is the relevance to breast cancer understandable?
- **Addressing the needs of the underserved.** Do the project and the PI's statements on Additional Criteria template demonstrate how this research will 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)?
- **Advocacy- sensitivity and inclusion.** Does the PI express sensitivity to and awareness of the human issues involved in the research and the concerns of breast cancer advocates? Has the PI committed him/herself to be proactive in disseminating the research to the lay audience? Does the research include advocates? Have advocates been involved in the choice of the research questions, the design of the project, or plans for conducting the research? [The advisory Council will examine the PI's statements on the Lay and Scientific Abstracts and Additional Criteria templates.]

It is a combination of, (i) the programmatic rating, and (ii) strengths and weaknesses in both the average scientific merit and individual components of scientific merit that determines a decision to recommend funding.

How to arrange submission for letters of recommendation

It is your responsibility to arrange letters of recommendation and have them submitted electronically. The CBCRP will not accept letters as "hard copies" sent to us by mail, e-mail, or fax. The submission deadline will not be extended if you fail to arrange these letters in advance!

Applicants are required to obtain three (3) letters of reference for their grant application. These will be prepared and attached (uploaded) to your grant application by your references through proposalCENTRAL.

NOTE: The application cannot be submitted electronically until all three (3) required letters are submitted. The letter submission status for each reference is available to you in the application.

Here are the required steps:

1. Go to the Proposal Section called "**Letters of Recommendation**"
2. Add the e-mail address of your references in the box labeled: **Please provide the e-mail address of the individual to contact.**
3. Click "add" and a pop-up window appears for you to **add the person's name.** Note: if the person's e-mail is already a registered user in proposalCENTRAL, then their first/last names will be already present in this window.

4. Click “**send email**” and the following formatted message below is sent to your reference. When you return to the **Letters of Recommendation**” main page, click “save” and the added reference will appear on the list.

Dear <first name, last name>,

The person below is requesting a recommendation from you for their grant application. Please use the link below to provide your recommendation online.

You need to complete and upload your letter by the deadline or the PI will not be able to complete the application submission!

Requestor Name: <your first name, your last name>

Grantor: California Breast Cancer Research Program (University of California)

Grant Program: Dissertation Award

Deadline: 1/14/2010 Noon (Pacific time) or 3 PM (Eastern time)

Project Title: <your application’s title>

To provide the requested information, click the link provided below.
v2.ramscompany.com/ReferenceLogin.asp

Use the following information to login:

User ID: <unique ID#>

Password: <unique password>

Proposal Identifier Value: < #>

If you need assistance, please contact proposalCENTRAL Customer Support at (800)875-2562 x227 [(301)916-4557 for International users] or by e-mail at support@ramscompany.com.

5. Include your **mentor as one reference**, and two others that are familiar with your research or academic background.
6. Using the above e-mail sent to your reference by proposalCENTRAL, the person opens the link, logs in and is directed to a page that contains the instructions and information needed to upload the letter for your application.
7. The instructions to references are as follows:

Letter content: Prepare a 1-2 letter using letterhead for your institution. Supply the following information:

Mentor:

- Discuss the previous training of applicant prior to entering your laboratory or facility.
- Discuss the applicant’s work and career advancement since joining your laboratory or facility.
- Rate the applicant's achievement level in: technical skills, originality and innovativeness, knowledge of the pertinent literature, perseverance in conducting research, and organizing and interpreting data.
- Detail the relationship of the applicant’s project to the overall direction in the research unit.
- State the degree to which the applicant prepared the application and their independence in the project.

- How much time per week will you spend training the applicant and what others in your lab or facility will assist you in the applicant's training program.
- Rate the applicant's potential for further career development in breast cancer research.

Other references:

- Indicate your professional and personal relationship to the applicant, period you have known him/her, and the degree you have been able to observe their professional and research activities
- Provide an assessment of the previous training, quality of research, publication and presentation quality, and professional commitment of the applicant.
- Rate the applicant for the qualities of originality, accuracy, integrity, and perseverance in their research activities.
- Specifically address the qualifications and interests of the applicant relative to conducting breast cancer research.

8. The reference receives a confirmation e-mail when the letter is successfully uploaded.

9. The applicant can return to the "**Letters of Recommendation**" section in proposalCENTRAL to confirm whether the necessary letters have been submitted, but the content of the letters cannot be accessed.