Applicant Informational Webinar

Katherine McKenzie, PhD
Program Officer
Introduction to the California Breast Cancer Research Program (CBCRP)
2019-2020 Deadlines and Important Dates
Research Priorities
CBCRP Award Requirements and Review Process
   IDEA Awards
   Translational Research Awards
   Conference Awards (Community-Led and Standard)
How to Submit an Application in SmartSimple
About the California Breast Cancer Research Program

• Founded in 1993
  – breast cancer activists, scientists, clinicians, state legislators, and University of California officials collaborated to win passage in the state legislature of the California Breast Cancer Act.
  – funded by a tax on tobacco products, voluntary state personal income tax form check-off, and individual contributions.
  – tax check-off has drawn over $12 million for breast cancer research.
• Grown to become one of nation’s largest state-funded breast cancer research effort
• Ninety-five percent of our revenue goes directly to funding research and education efforts

The mission of the California Breast Cancer Research Program is to prevent and eliminate breast cancer by leading innovation in research, communication, and collaboration in the California scientific and lay communities.
Since 1994, the CBCRP has funded

- Over 1000 grants
- totaling over $284 million
- to more than 800 academic & community researchers
- at over 140 institutions across the state
## Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Award</th>
<th>LOI Due</th>
<th>Application Due</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEA Award</td>
<td>October 24, 2019</td>
<td>March 5, 2020</td>
<td>August 1, 2020</td>
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<tr>
<td>Translational Research Award</td>
<td>October 24, 2019</td>
<td>March 5, 2020</td>
<td>August 1, 2020</td>
</tr>
<tr>
<td>Standard Conference Award</td>
<td>Not Applicable</td>
<td>November 4, 2019</td>
<td>January 15, 2020</td>
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<tr>
<td>Community-Led Conference Award</td>
<td>November 4, 2019</td>
<td>February 27, 2020</td>
<td>April 15, 2020</td>
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</tbody>
</table>
   o Health Policy
   o Health Services
   o Sociocultural, Behavioral and Psychological Issues Relevant to Breast Cancer: The Human Side
   o Disparities: Eliminating the Unequal Burden of Breast Cancer

II. Etiology and Prevention: Finding the Underlying Causes
   o Etiology: The Role of Environment and Lifestyle
   o Prevention and Risk Reduction: Ending the Danger of Breast Cancer
CBCRP Research Priorities (con’t)

III. Biology of the Breast Cell: The Basic Science of the Disease
   o Biology of the Normal Breast: The Starting Point
   o Pathogenesis: Understanding the Disease

IV. Detection, Prognosis and Treatment: Delivering Clinical Solutions
   o Imaging, Biomarkers, and Molecular Pathology: Improving Detection and Diagnosis
   o Innovative Treatment Modalities: Searching for a Cure
IDEA AND TRANSLATIONAL RESEARCH AWARDS
IDEA Award Requirements

Purpose
To support speculative, exploratory, high-risk/high-reward projects with a primary focus on breast cancer. Applications for this award type should:

– challenge existing paradigms
– represent a new direction for the PI
– encourage innovation by the incorporation of techniques and approaches not yet well represented in mainstream breast cancer research.

Eligibility
• established researchers and new investigators

Project Duration & Total project direct cost Budget Caps:
• 18 months maximum duration
• $150,000 for studies involving human participants or animals; $100,000 for all other studies.
Translational Research Award
Requirements

Purpose
To support research that is on a critical path for practical application for prevention, detection, diagnosis, or treatment of breast cancer; improved quality of life for survivors; reduction in the community and social burden caused by the disease in California; or advances in medical practices, health systems changes, health policies or environmental modifications that will impact public health outcomes.

Eligibility
• All disciplines
• Established investigators

Project Duration & Total project direct cost Budget Caps:
• 3 years maximum duration
• $750,000
Importance of advocate Voices

- Purpose of research
- Relevance
- Application of results
- Accountability

Community engaged research is increasingly important to funding agencies and universities.
Who is an “Advocate”?

• Represents a Community
  – Perspective beyond personal

• Affiliation/Connection
  – Link to community

• Experience
  – Knowledge & Skills
Tips

• Start early.
  – Start thinking about what your project advocacy needs will be in August/September
  – Contact potential advocates at least 5 weeks before LOI is due
• Find advocacy organizations by accessing CBCRP resources:
  – Program Officers
  – CBCRP Website (FAQ’s and other resources)
• Build a shared understanding with advocate:
  – What is required at the LOI stage
  – What is required at the application stage
  – What is required during the project
• Start discussing budget and compensation for advocate time as early as possible
IDEA and Translational Research Award - Submission Process

Invitation to Apply

Scientific

Programmatic

Funding Decision
LOI Includes:

IDEA AWARDS ONLY
• Project summary
• Innovative elements
• Critical path
• Investigative team

TRANSLATIONAL RESEARCH AWARDS ONLY
• Translational goal
• Impact on breast cancer
• Background and PI qualifications
• Involvement of Human Subjects in the project

IDEA and TRANSLATIONAL RESEARCH AWARDS
• Specific aims
• Involvement of advocates

PI Biosketch
Advocacy Commitment letter
IDEA LOI Review Criteria

- Innovation
- Advocacy Involvement
- Critical Path
- Aims and Specificity to BC
- Investigative Team

Decision: Invite to Apply
Translational LOI Review Criteria

Decision: Invite to Apply

- Impact on Breast Cancer
- PI Quality, Background, Experience
- Extent of other Funding
- Human Subjects
- Focus on Underserved Populations
- Advocacy Involvement
- Translational Potential

PI Quality, Background, Experience

Extent of other Funding

Human Subjects

Focus on Underserved Populations

Advocacy Involvement

Translational Potential

Impact on Breast Cancer
IDEA Awards and Translational Research Awards – Full Application

Application
• Materials available upon acceptance of LOI in December, 2019

Review and Funding Decisions
• Scientific review conducted by researchers and advocates recruited from outside of California in NIH-process
• Programmatic review conducted by BCRC Council
• Funding recommendations made by BCRC Council
• Funding recommendation finalized by RGPO Executive Director
IDEA Awards – Scientific Peer Review

- **Innovativeness**: the extent to which the basic concept and hypotheses are speculative, exploratory, develop new paradigms, and are high risk/high reward.
- **Impact**: the extent to which the project, if successfully carried out, would make an original and important contribution to the defeat of breast cancer.
- **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 through demonstrated skill, knowledge, expertise, appropriate resources, and collaborations.
**Translational Potential:** The extent to which the project, if successfully carried out, would represent a “translational bridge” to bring the product/intervention/service to bear on the prevention, detection, diagnosis, or treatment of breast cancer, improved quality of life for survivors, and/or reduction in the community and social burden caused by this disease in California. Is the project focused on the use of human subjects?

**Critical Path & Research Barriers:** The extent to which the applicant has delineated a research continuum for the project (i.e., background, preliminary work, development, and translational endpoints) and has a strategy for overcoming barriers to achieve the translational endpoints.

**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 investigator(s) can achieve the stated milestones, practical applications, or endpoints. Do the research team and collaborators have all the necessary expertise, skills, and resources to carry out the project?
IDEA and Translation Research Awards – Programmatic Review

- Responsiveness to Priority
- Responsiveness to Award Types
- Critical path/Translation
- Underfunded
- Focus on the Underserved
- Quality of the Lay Abstract
- Advocacy Involvement
# Programmatic Review

## Programmatic Criteria

<table>
<thead>
<tr>
<th>Priority Issue Responsiveness</th>
<th>Materials and Forms</th>
<th>Scoring Criteria</th>
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<tbody>
<tr>
<td>•  Program Responsiveness form</td>
<td>•  Not Responsive = does not match any of CBCRP priority issue criteria.</td>
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<tr>
<td></td>
<td>•  Poor = Weak connection to CBCRP priority issues</td>
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<tr>
<td></td>
<td>•  Acceptable = Project needed to inform breast cancer research, but is not necessarily specific to breast cancer; research fits within CBCRP priority issues</td>
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<tr>
<td></td>
<td>•  Maximum = Research is integral to breast cancer and CBCRP priority issues</td>
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<table>
<thead>
<tr>
<th>Award Type Responsiveness</th>
<th>Program Responsiveness form</th>
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<tbody>
<tr>
<td>•  Program Responsiveness form</td>
<td>•  Not Responsive = does not match the award type.</td>
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<tr>
<td></td>
<td>•  Poor = Aspects of the project address the goals of the award type</td>
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<tr>
<td></td>
<td>•  Acceptable = The project addresses most, but not all aspects of the award type goals</td>
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<tr>
<td></td>
<td>•  Maximum = The addresses all aspects of the award type goals</td>
<td></td>
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<tr>
<td>Programmatic Criteria</td>
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<tr>
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<tr>
<td>Critical Path/translation - IDEA</td>
<td>• Critical Path/Focus on Underserved Populations form</td>
<td>• Poor = Long term practical applications are not described; placement of research on the pathway to application is not convincing; no description of barriers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Acceptable = Describes long term practical application in breast cancer; demonstrates understanding of possible barriers and ideas for addressing them</td>
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<td>• Maximum = Describes compelling pathway to practical application that would have a significant impact on breast cancer if successful; PI has accurately identified where research lies on the critical path (immediacy of translation is not a factor)</td>
</tr>
<tr>
<td>Critical Path/translation – Translational Research</td>
<td>• Critical Path/Focus on Underserved Populations form</td>
<td>• Poor = Human subjects are not integrated into the project; practical applications and endpoints are vague; no barriers have been identified</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Acceptable = Practical applications are clear; human subjects are integrated into the research; barriers have been accurately identified with plans for overcoming them</td>
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<tr>
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<td>• Maximum = Describes a clear and compelling pathway with practical applications that will have a significant impact on breast cancer in the short term</td>
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</table>
| **Underfunded**       | • Distinction from Other Funding form  
                        • Uberresearch Analysis | • Poor = Project overlaps with PIs current funding; research topic is well represented in meetings, publications; existing literature; funding (Uberresearch); superficial description of the uniqueness of the project  
                        • Acceptable = Uniqueness of the project is well described in comparison to PI’s current funding, the CBCRP portfolio and the ICRP database  
                        • Maximum = Project is addressing a critical gap in breast cancer funding |
# Programmatic Review

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<tbody>
<tr>
<td><strong>Quality of the Lay Abstract</strong></td>
<td>• Lay Abstract form</td>
<td>• Poor = Extensively uses technical terms; is poorly written; is inaccurate; is not distinct from scientific abstract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Acceptable = Intent of project is understandable; addresses all criteria on the form, particularly the public health outcomes of the project; is distinct from scientific abstract</td>
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<tr>
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<td></td>
<td>• Maximum = Well written with a clear rationale; makes a compelling case for the project in lay terminology</td>
</tr>
<tr>
<td><strong>Addressing the needs of the underserved</strong></td>
<td>• Critical Path and Focus on Underserved Populations form</td>
<td>• Poor = Project will not address an underserved population; no response to the criterion</td>
</tr>
<tr>
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<td>• Acceptable = PI demonstrates an understanding of how the project may address the needs of the underserved; project will tangentially address the needs of an underserved population</td>
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<tr>
<td></td>
<td></td>
<td>• Maximum = Project is focused on addressing the needs of an underserved population; PI has identified barriers and discussed how the project is designed to overcome them</td>
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</thead>
<tbody>
<tr>
<td><strong>Advocacy Involvement</strong></td>
<td>• Advocacy Involvement form</td>
<td>• Poor = No evidence of advocacy involvement in application preparation; weak communication and engagement plan; inadequate advocate compensation</td>
</tr>
<tr>
<td></td>
<td>• Letter of Commitment</td>
<td>• Acceptable. = Evidence of advocacy involvement in application preparation; clear plans for engagement and communication in the project with defined advocate role; adequate advocate compensation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maximum = Creative approach to advocacy involvement; advocates fully integrated into research</td>
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</tbody>
</table>
Resources available

CBCRP Website

- Aware type descriptions - cabreastcancer.org/funding-opportunities
- Tips for involving advocates in your project - cabreastcancer.org/approach/advocacy-involvement
- Letter of Intent templates and instructions cabreastcancer.org/funding-opportunities/application-process/application-materials.html

CBCRP Staff

- Katherine.McKenzie@ucop.edu; (510) 987-9876 or (888) 313-BCRP(2277)
STANDARD AND COMMUNITY-LED CONFERENCE AWARDS
Why We Offer Conference Awards

• To stimulate ideas and foster research specific to breast cancer

• To build collaborations between groups that do not normally communicate

• To engage community members and investigators outside of the breast cancer field in breast cancer research
Conference Award Funding

• Eligibility: Any individual or organization in California may submit an application. The event must be held in California.

• Budget: Up to $25,000 in direct costs
  – Intend to fund at least one standard award and one community-led award
  – Intend to distribute up to $50,000 in conference awards
Standard and Community-Led Conference awards have the same requirements, but the community-led conference award applicants receive more time and feedback for preparing the application and/or to host an event.

**Additional Features of Community-Led Conference Award**

- Feedback through letter of intent
- Extended Timeline
- On-line Resources
Successful events must address one or more of the following goals:

- highlight resources particular to California
- encourage new collaborations
- examine and create solutions for disparities/inequities
- inspire paradigm-shifting research
- inform policy
- promote translational and/or outcome driven research that will impact public health outcomes
- create tools for educating members of the public about breast cancer
The event must deliver a product that will further breast cancer research, education and/or policy development. Examples of products include, but are not limited to:

- A description of new breast cancer research aims/priorities identified by meeting attendees
- Action plan for supporting new collaborations
- New cutting edge communication tools and/or technology
- A list and description of new investigators/potential researchers/advocates that have been introduced to the field
- A curriculum of presented and planned papers or editorial pieces
Applications Reviewed by California Breast Cancer Research Council

• **RELEVANCE** of the event topic(s) to the CBCRP priority issues

• **OUTREACH** to breast cancer advocates and disciplines not currently integrated into breast cancer

• Potential of the conference and the underlying **APPROACH** to advance research by generating new ideas and facilitating collaboration

• **QUALIFICATIONS** and background of the applicants/conference organizers
Community–Led Conference Award LOI

Main Questions in the Letter of Intent
- A description of your organization
- A description of the event
- A description of the organizational capacity to hold the event

Timeline
- LOI Due - November 4, 2019
- Feedback returned – December, 2019
- Application due February 27, 2020
- Start Date April 15, 2020

All applicants who submit a letter of intent for the Community-Led Conference award will be eligible to submit a full application.
Resources available

Funding Opportunities Section of CBCRP Website

cabreastcancer.org/funding-opportunities/conference-awards/community-led-conference-award.html

- Letter of Intent instructions
- Grant writing resources
- Event planning Resources
- Conference-focused webinar

CBCRP Staff

- conferenceaward@cabreastcancer.org or (888) 313-BCRP(2277)
How to submit a proposal in SmartSimple

- C&G works in collaboration with CBCRP, serving as interface on administrative and procedural aspects of your LOI and Application submission and review process.

- Contact information:
  - Email: RGPOgrants@ucop.edu (Best method)
  - Phone: 510-987-9386
Key Dates & Tips

- All materials (except Community-Led Conference LOI) must be submitted through SmartSimple
- Detailed instructions are provided on the CBCRP website and in SmartSimple
- **Start early** to become familiar with SmartSimple
- **Submit early:** No late applications will be accepted
Accessing SmartSimple

Login to SmartSimple: https://ucop.smartsimple.com/

Returning users login here

First-time users register here
Creating an Account on SmartSimple
https://ucop.smartsimple.com

Enter your institution and complete your applicant contact information.

If you receive a message that an account with your email address already exists, return to the main login page and click “Forgot Password.”
Preparing and Submitting a LOI or Application

1. Click on the “Available Funding Opportunities” tab in the upper right corner.

2. Find the row that corresponds to the award you’re interested in and click “Apply.”
Click “Submit LOI” to submit the LOI.

Click the section headings to access and complete each section of the LOI.

Download instructions
1. Click on “In Progress Applications.”

2. Locate the row for your submitted CBCRP LOI. Confirm approval of your LOI under the “Status” Column. Click “Open” to begin full application and access instructions and templates.
Application Submission

Complete each section of the application. (“Save Draft” frequently to save entered information; review & edit as needed.)

Download templates and upload required attachments in the Documentation section.

When finished, click “Submit to Signing Official.”
1. When returning to continue a draft application, click on “In Progress Applications” on the Home page of SmartSimple.

2. Locate the row for your draft application. Click “Open” to continue full application and access instructions and templates.
Click the Budget tab

Click “Open” to start entering information

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner - Institution</th>
<th>Total DC</th>
<th>Total IDC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Jane Doe 2 - MERCY HOUSING CALIFORNIA</td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
</tr>
</tbody>
</table>

Save Draft  Withdraw  Submit to Signing Official
Start typing the name of your signing official into the field and select from the list that populates.

If you cannot find their name in the list, click “Can’t find Signing Official.” Then click “Add Signing Official.”
Do not click “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.
Budget tab – Editing the budget

Scroll down to “Personnel Costs.”
Click “+” to add a new row.

Entries will populate in the budget summary at the top of the page.

Enter budget justification.

Repeat for all budget categories.
Submit to Signing Official
Contact RGPO Contracts and Grants for all technical issues, including user account retrieval.

- Email: RGPOgrants@ucop.edu (preferred)
- Phone: 510-987-9386

- Visit CBCRP website for the Call for Applications and related information (CBCRP.org)

- Additional instructions and funding opportunities: http://www.cbcrp.org/funding-opportunities/index.html