Module 6: What are expectations for advocacy involvement in CBCRP letters of intent (LOIs)?

Technical Assistance Materials for Investigators
California Breast Cancer Research Program
A complete LOI includes:

**IDEA Awards**
- Title Page (1 page maximum)
  - Project Title
  - Priority Issue
- Project summary (2 pages maximum)
  - Project Title
  - Project Summary
  - Innovative Elements
  - Critical Path
  - Investigative Team
  - Involvement of advocates
- Advocate Documentation (1 page maximum)
- PI Biosketch (4 pages maximum)

**Translational Awards**
- Title Page (1 page maximum)
  - Project Title
  - Priority Issue
- Project summary (2 pages maximum)
  - Project Title
  - Translational Goal
  - Impact on Breast Cancer
  - Background and PI Qualifications
  - Specific Aims
  - Human Subjects Involvement
  - Involvement of advocates
- Advocate Documentation (1 page maximum)
- PI Biosketch (4 pages maximum)
Involvement of advocates

- 4-6 sentences
- Name the advocacy organization.
- Why is the organization appropriate for your project?
- With whom have you communicated at the organization?
- What is the role of the advocate in the project
  - Design
  - Implementation
  - Interpretation
  - Dissemination
Advocate Documentation

- Email or letter
- From advocate or representative from the advocacy organization
- Documents their willingness to explore participation in the research application
IDEA LOI Review Criteria (programmatic)

Decision: Invite to Apply

- Advocacy Involvement
- Innovation
- Critical Path
- Aims and Specificity to BC
- Investigative Team
Translational LOI Review Criteria (programmatic)

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

Decision: Invite to Apply
Steps for a Successful LOI Submission:

1. Research Idea
   - Investigator identifies advocate. Contacts CBCRP if needed to help find an advocate.

2. Input/Feedback
   - Investigator contacts advocate 6 weeks ahead of submission date and they agree to work together. They discuss the research idea and the advocate provides input and feedback.

3. Collaboration
   - Advocate reads LOI draft and provides feedback and suggestions. Advocate writes brief letter of collaboration.

4. LOI Submission
   - LOI submitted to the CBCRP. Investigator notifies advocate if asked to submit a full proposal.
**Suggested Timeline**

- For the LOI we recommend a minimum of a 6-week timeline

  - **Week 1:** Investigator identifies Advocate. They discuss the research idea and the Advocate provides input and feedback.
  - **Week 2-3:** Investigator sends the Advocate the LOI draft. The Advocate provides feedback and suggestions.
  - **Week 4-6:** Investigator and Advocate work on final proposal and writes the letter of commitment (or email).
  - **Week 6:** Investigator sends advocate final LOI and submits to the CBCRP.

  - **Follow-up:** Investigators informs Advocate if invited to submit an application.
Reach out to CBC RP

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