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)

Critical Path

Innovation

Aims and Specificity to BC

Advocacy Involvement Decision: Invite to Apply

Investigative Team

Translational LOI Review Criteria (programmatic)

Translational Potential

Impact on Breast Cancer

Focus on Underserved Populations

PI Quality, Background, Experience

Advocacy Involvement Decision: Invite to Apply

Human Subjects

Steps for a Successful LOI Submission:



Investigator identifies advocate. Contacts CBCRP if needed to help find an advocate.



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

1 Research Idea

2 Input/Feedback

Investigator contacts advocate
6 weeks ahead of submission date
and they agree to work togther.
They discuss the research idea
and the advocate provides input
and feedback.

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 CBCRP

- **1**-888-313-2277
- Program Officers
 - Katie McKenzie, Ph.D. <u>katherine.mckenzie@ucop.edu</u>
 - Senaida Poole, Ph.D. <u>senaida.poole@ucop.edu</u>
 - Carmela Lomonaco, Ph.D. carmela.lomonaco@ucop.edu
 - General Email: <u>getinfo@CABreastCancer.org</u>