Request for Proposals (RFP)

Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 2 Full Awards

California Breast Cancer Research Program Preventing Breast Cancer: Community, Population, and Environmental Approaches

Deadline to apply:
March 06, 2025

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About the California Breast Cancer Research Program and the Preventing Breast Cancer Initiative

The **California Breast Cancer Research Program (CBCRP)** was established pursuant to passage by the California Legislature of the 1993 Breast Cancer Act (i.e., *AB 2055 (B. Friedman) [Chapter 661, Statutes of 1993]* and *AB 478 (B. Friedman) [AB 478, Statutes of 1993]*). The program is responsible for administering funding for breast cancer research in the State of California.

The mission of CBCRP is to eliminate breast cancer by leading innovation in research, communication, and collaboration in the California scientific and lay communities.

- CBCRP is the largest state-funded breast cancer research effort in the nation and is administered by the University of California, Office of the President.
- CBCRP is funded through the tobacco tax, voluntary tax check-off on personal income tax forms, and individual contributions.
- The tax check-off, included on the personal income tax form since 1993, has drawn over $12 million for breast cancer research.
- Ninety-five percent of our revenue goes directly to funding research and education efforts.
- CBCRP supports innovative breast cancer research and new approaches that other agencies may be reluctant to support.
- Since 1994, CBCRP has awarded over $290 million in 1,249 grants to institutions across the state. With continued investment, CBCRP will work to find better ways to prevent, treat and cure breast cancer.

PBC Priority Areas

CBCRP's Program Initiatives integrate expertise and experience from a range of stakeholders to identify compelling research questions and fund research projects that help find solutions to reduce suffering from breast cancer and move science closer to eliminating the disease. The Program Initiatives engage scientists, advocates, people impacted by breast cancer, and the broad community in a dialogue to frame research priorities and fund meaningful research.

Since 2004, CBCRP has devoted a portion of our research funding to our Program Initiatives intended to address issues including environmental contributors to breast cancer, disparities in breast cancer and primary prevention of breast cancer.

In April 2021, CBCRP issued an RFP for "Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 1 Convener" and an award was made. In May 2024, CBCRP issued an RFP for Planning Awards to help research teams prepare to apply for Full Awards for Phase 2 of this Initiative. This RFP is for those Full Awards.

Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 2 Full Awards

Available Funding

This initiative builds on the CBCRP-sponsored *Paths to Prevention: the California Breast Cancer Primary Prevention Plan.* It aims to develop, disseminate, implement and evaluate interventions to reduce breast cancer risk in California by leveraging existing community cancer and chronic disease prevention efforts and focusing on identified risk factors for breast cancer. This work is in two phases. Phase 1 focused on: 1) Understanding the breast cancer concerns and prevention priorities of community leaders, researchers, practitioners, and policy experts across California; 2) Engaging community and opinion leaders, research, practice, and policy specialists in regional California meetings to identify opportunities for working together in breast cancer prevention coalitions based on shared concerns and priorities; and 3) Helping build community-partnered participatory research and dissemination and implementation research capacity and research engagement within these coalitions.[1] Phase 2 will fund the implementation of strategies generated in Phase 1.

CBCRP is sponsoring a **Request for Proposals (RFP) for CLASP-BC Phase 2 Full Awards.** CBCRP intends to fund up to three awards, each with a maximum direct cost budget of $1,200,000 and a duration of three years. CLASP-BC Phase 2 Planning Grants (RFP available at https://www.cbcrp.org/funding-opportunities/sri/) are available for applicants who would benefit from financial support while preparing a CLASP-BC Phase 2 application. The application deadline for Planning Grants is June 06, 2024.

Completed responses to this RFP are due by March 06, 2025, 12 noon PDT. Application materials will be available in the SmartSimple grants management system at www.rgpogrants.edu from September 2024. The award start date is August 1, 2025.

For more information and technical assistance, please contact:
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Background/Justification

CBCRP funded Breast Cancer Prevention Partners to develop *Paths to Prevention: the California Breast Cancer Primary Prevention Plan*, a comprehensive policy agenda for breast cancer prevention through risk reduction that aims to be both effective and practical.[2,3] The approach touched on all levels of the health impact pyramid, from education at the top to the bottom rungs of changing the context and socioeconomic factors, where the population impact is

greatest.[4] The agenda also considered risk factors at all stages of the lifespan. An overarching goal and specific intervention goals for 23 risk and protective factors are identified in the plan, along with specific intervention strategies that could be used to reach these goals. **The purpose of Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC) is to translate these strategies into evidence-informed interventions (EIIs) that are disseminated and implemented across California.**

CLASP-BC is part of CBCRP's Program Initiative strategic priority to disseminate and implement high-impact, population-based prevention approaches by funding large scale, evidence-informed interventions (EIIs), through multi-jurisdictional actions, with the intent to decrease the risk of breast cancer and other chronic diseases (sharing common risk factors), particularly among racial/ethnic minorities and medically underserved populations in California.

Further background and supporting evidence for the CLASP-BC Initiative can be found in the original Phase 1 RFP available at pbc-clasp-1-rfp.pdf (cbcrp.org)

Specific Aims

CLASP-BC is part of CBCRP's Program Initiative strategic priority to disseminate and implement high-impact, population-based prevention approaches by funding large scale, evidence-informed interventions (EIIs), through multi-jurisdictional actions, with the intent to decrease the risk of breast cancer and other chronic diseases (sharing common risk factors), particularly among racial/ethnic minorities and medically underserved populations in California.

Phase 1 of CLASP-BC focused on: 1) Understanding the breast cancer concerns and prevention priorities of community leaders from California's culturally/ethnically/racially diverse and medically underserved communities, researchers, practitioners, and policy experts; 2) Engaging community and opinion leaders, community and breast cancer advocates, research, practice, and policy specialists in regional California meetings to identify opportunities for working together in breast cancer prevention coalitions based on shared concerns and priorities; and 3) Helping (e.g., with technical assistance and training programs) build community-partnered participatory research (CPPR) and dissemination and implementation research capacity and research engagement within these coalitions.[5]

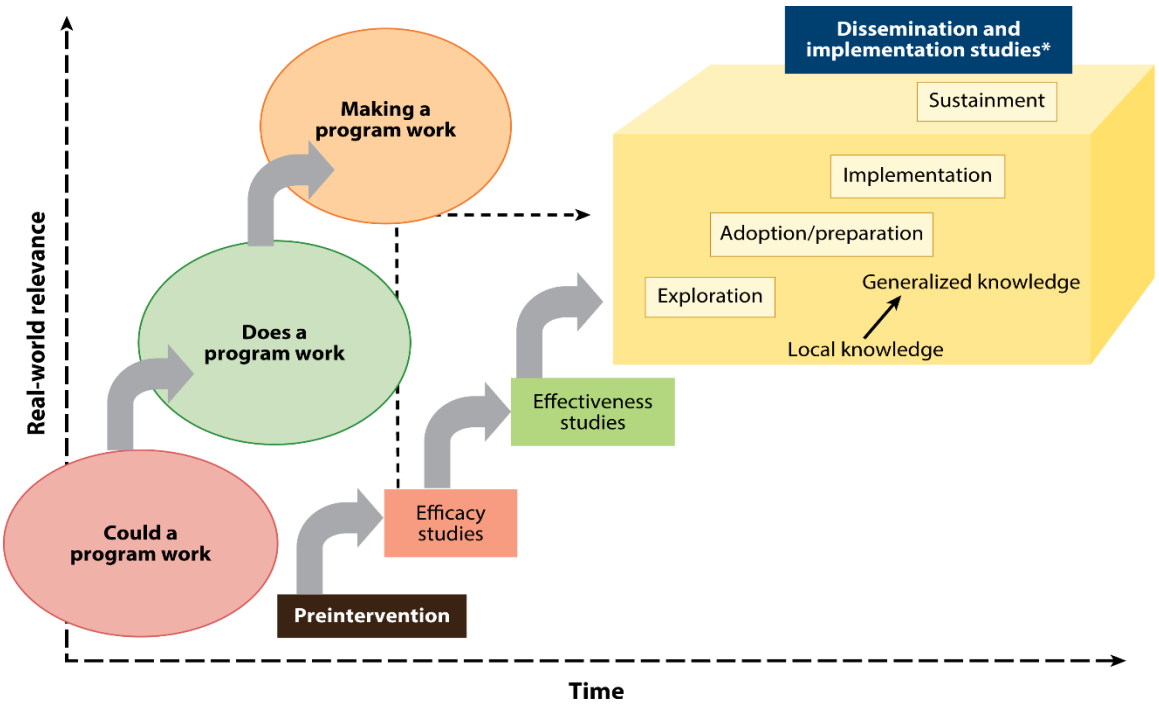
The aims of CLASP-BC Phase 2 Full Awards are to support Dissemination and Implementation Research Projects that:

1. Expand upon existing primary prevention efforts into two or more California jurisdictions;
2. Focus on disadvantaged, high risk communities with unmet social needs;
3. Actively engage the leadership of local community-based organizations with academic scientists, public health and/or community health practitioners, and legislative/executive policy influencers/makers as partners; and rigorously evaluate the impact of these expanded collaborative efforts.

4. Include and update annually a sustainability plan for successful dissemination and implementation approaches.
5. Collaboratively disseminate results of dissemination and implementation research through community, practice, and policy presentations (e.g., social media, press conferences, town hall/community meetings, press release, policy briefs, newsletters and magazines), as well as peer-reviewed publications.

Approaches and Methods

This RFP focuses on dissemination and implementation – pictured in the yellow box in the figure below.[6]



*These dissemination and implementation stages include systematic monitoring, evaluation, and adaptation as required.

Brown CH, et al. 2017.
Annu. Rev. Public Health. 38:1–22

Project proposals should set out how the applicants plan to apply dissemination and implementation science practices to systematically monitor, evaluate and adapt their intervention programs during the course of the award.

Applicants for Phase 2 Full Awards are required to address one or more of the 23 risk factors identified in the California Breast Cancer Primary Prevention Plan. Applicants are also encouraged to leverage existing initiatives in California (e.g., the Building Healthy Communities initiative sponsored by the California Endowment),[7] as well as federal, state, and county funded research organizations (e.g., NCI-designated Comprehensive Cancer Centers).

The following are examples of possible CLASP-BC EII strategies:

- Using data from health impact assessments to support expansion of safe and walkable streets, bike lanes, and access to mass transit in disadvantaged neighborhoods in order to expand opportunities for increased physical activity;
- Promoting community and transportation design that encourages non-motorized travel, mass transit, and reduced exposure to fossil fuel emissions (particularly diesel);
- Providing workplace support for breastfeeding in worksites with a large percentage of low- and middle-income women;
- Increasing access to affordable and healthy foods (e.g., mobile markets, food programs, tax incentives for retailers to locate in underserved areas, fresh for less credits, etc.) by reducing "food deserts" in disadvantaged communities. [8]
- Extending an existing or a proposed natural experiment study (e.g., environmental exposure reduction policies), addressing determinants of breast cancer and chronic diseases, into at least two California jurisdictions (e.g., county or large municipalities).

Coalitions, Community Involvement and Focus

The use of the principles of Community Partnered Participatory Research (CPPR) will be central to successful applications. All applications should be CPPR projects led by at least two Co-PIs within the coalitions of the community, research, practice, and policy organizations applying. One Co-PI must be a community member or organization working with at least one Co-PI from any of the other three domains (research, practice and policy). Up to four Co-PIs are possible – one from each of the 4 domains. Where there are less than 4 Co-PIs, the applicant team must consist of co-investigators from all four domains.

Coalitions that provide synergy and evidence for inclusion tend to be more successful in the planning of dissemination, implementation and evaluation as there would be greater buy-in from different constituents. Hence, coalitions applying for Phase 2 Full Award funding will need to show evidence of inclusion (e.g., letters of commitment, letters of support, agreements to participate, sign-up sheets at meetings) of diverse community representation, and provide specific examples of how plans were developed, prioritized and selected with community engagement and buy-in. Coalitions will need to show evidence of broad community participation, including local community leaders, opinion leaders, business leaders, patient advocates, patients and their families, the public health community, local health departments, non-governmental community organizations, universities, social service agencies, and other non-profits and overall representation from priority populations that will work together for breast cancer prevention and control, public health information dissemination, research engagement, and promotion of primary prevention efforts.

For the purposes of CLASP-BC, the definitions of community representatives and patient advocates, as well as research, practice, and policy experts, are as follows:

- Community Representatives and Patient Advocates – These are individuals who live and work in the engaged communities and/or are leaders in community-based organizations providing vital social, economic and health service support in the engaged communities. As such, these coalition partners are vital in contributing their knowledge and expertise as community leaders.
- Research Experts – Individuals with an advanced degree (e.g., Masters or Doctorate) who have actively participated in and contributed to the research enterprise as evidenced by peer-reviewed research grants and/or publications. Researchers who have such a demonstrated research background may or may not be affiliated with an academic institution (e.g., Academic Cancer Centers) but could serve in an NGO, government, or other organizations with research as part of their mission.
- Practice Experts – Individuals who manage and/or provide programming and/or services that influence directly or indirectly (e.g., built environment) population health. Practitioners in the funding agreement applications could represent NGOs, government, or other organizations with demonstrated knowledge and skill in the topic under consideration for the funding application.
- Policy Experts – Individuals who work on making or influencing policy decisions in or outside of government (e.g., an NGO) that influence directly or indirectly population health. Policy can include legislative or executive decisions that work through taxation, regulation, and related policy instruments that impact populations.

Eligibility

This community-based participatory research grant opportunity requires participation of a team consisting of California-based co-investigators or co-Principal investigators from each of the four domains described above (community, research, practice and policy) and shared leadership (co-PIs) from at least two of these (community and at least one other domain). This partnership must work together in all phases of the collaborative research project, including:

- identifying the problem and formulating the research questions
- writing and submitting the application
- designing and carrying out the research
- analyzing the research findings
- preparing and submitting annual and final reports
- disseminating the results to community, practice, policy and scientific audiences

The partnership must engage community members beyond the project team members and ensure that the insights of these stakeholders are integrated into the proposal and the implementation of any funded project.

Co-Principal Investigator Eligibility Criteria:

All applications should be CPPR projects led by at least two Co-PIs within the coalitions of community, research, practice, and policy organizations.

- The community organization must identify one member who will act as the community Co-Principal Investigator (Co-PI) for the purposes of the project. The community organization may be any California-based formal or informal groups of community members.
- An academic Co-PI or Co-I must be a California-based faculty or staff with principal investigator eligibility.
- Practice or Policy Co-PIs and Co-Is must be employed by a California based organization/institution representing or influencing practitioners /policy-makers respectively.
- All proposals must be submitted by an Applicant Co-Principal Investigator ("Applicant Co-PI"), who can be any of the Co-Principal Investigators. Regardless of who is the Applicant Co-PI, all Co-PIs are equal partners.

Additional CA-based community, research, practice and policy organizations may also participate in collaborating roles on a project. In limited instances, the project may include institutions from outside of California, only if well justified.

Project Eligibility Criteria:

- All research activities must be based in California.
- All proposals must address one or more of the 23 risk factors identified in the California Breast Cancer Primary Prevention Plan.
- The Coalitions must actively engage the leadership of local community-based organizations with research scientists, public health and/or community health practitioners, and legislative/executive policy influencers/makers as partners; and rigorously evaluate the impact of these expanded collaborative efforts.
- Projects must expand existing primary prevention efforts into two or more California jurisdictions;
- All research must be open, with no restrictions on publication.
- Publications are required to comply with the University of California Open Access policy as well as state requirements (AB 2192 in 2018). Dissemination Plans

Evaluation and Sustainability Plans

All proposals should include robust evaluation and sustainability plans:

- Evaluation metrics should focus on process, impact, outcome, and sustainability of the CLASP-BC coalition actions and impact over time. Use of existing data as well primary data collection (e.g., surveys, interviews, and other primary data collection) activities focused on the evaluation of the CLASP-BC initiative are appropriate to be included.
- A logic model with identified process and outcome measures over the three-year funding period is required.
- Proposals should clearly articulate achievable and measurable outcomes and sustainability milestones within the three-year funding period. Measuring Outcomes

(including intermediate markers of change likely to be observed and measurable in the three-year funding period of CLASP-BC with respect to:

1) Reductions in environmental and occupational exposures; improvements in built environments

2) Increased adoption of evidence-based breast cancer prevention and related public health policies

- Proposals should include Sustainability Plans demonstrating how they will sustain impact comprehensive breast cancer prevention policy initiatives when CLASP funding ends.

Dissemination Plans

For CLASP-BC Phase 2 Full Awards, dissemination plans should include:

a) Methods to ensure application of findings – Each CLASP-BC Phase 2 coalition applicant will be expected to present their plans to disseminate the results to all coalition partners and involve them in the wider dissemination of results to project funders, as well as local and state stakeholders and policy decision makers. In addition, new and evolving models (e.g., social media) that enhance dissemination[9] should be described in a competitive Phase 2 Full Award application.

b) Potential Impact on Policy – While policy dissemination research is relatively under-developed in the field of health, policy dissemination research in other areas is not a new field and is more developed in countries outside the United States.[10] The lessons learned from this research, as appropriate, should be included in the Phase 2 Full Award application.

c) Translational Potential – To the extent appropriate, successful applications will describe how the lessons learned from the specific CLASP-BC project, in specific California jurisdictions, will be translated across the state and may be replicable in other jurisdictions outside the state of California.

All grantees will be required to participate in quarterly all-grantee conference calls and an annual in-person meeting to exchange their lessons learned and to share their sustainability planning and evaluation activities.

Budget

CBCRP intends to fund up to three awards, each with a maximum total direct cost budget of $1,200,000 each and a duration of three years.

Indirect (F&A) costs are paid at the appropriate federally approved F&A rate for all institutions except for University of California campuses, which receive a maximum of 35% F&A (25% for off-campus projects). Organizations that do not have a federally approved F&A rate may request a De Minimis rate of 25%.

Supplemental funding is available for funded projects to support promising high school students, undergraduate students and/or community members from groups underrepresented in breast cancer research and/or those who wish to pursue careers focused on questions affecting underrepresented communities to breast cancer research. Applications for these supplements will be accepted during the prefunding stage of the award and will start August 1, 2025. Visit https://cabreastcancer.org/files/cbcrp-diversity-supplement.pdf to learn more.

References

[1] Kerner JF, Kavanaugh-Lynch MHE, Baezconde-Garbanati L, Politis C, Prager A, Brownson RC. Doing What We Know, Knowing What to Do: Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC). *International Journal of Environmental Research and Public Health*. 2020:17(14):5050.

[2] Buermeyer N, Engel C, Nudelman J, Rasanayagam S. *Paths to Prevention: the California Breast Cancer Primary Prevention Plan. 2020. https://www.bcpp.org/resource/california-breast-cancer-primary-prevention-plan/*

[3] White MC, Kavanaugh-Lynch MMHE, Davis-Patterson S, Buermeyer N. An Expanded Agenda for the Primary Prevention of Breast Cancer: Charting a Course for the Future. Int J Environ Res Public Health. 2020;17(3):E714. Published 2020 Jan 22. doi:10.3390/ijerph17030714

[4] Frieden TR. A Framework for Public Health Action: The Health Impact Pyramid. *American Journal of Public Health*. 2010;100(4):590-595. doi:10.2105/ajph.2009.185652.

[5] Kerner JF, Kavanaugh-Lynch MHE, Baezconde-Garbanati L, Politis C, Prager A, Brownson RC. Doing What We Know, Knowing What to Do: Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC). *International Journal of Environmental Research and Public Health*. 2020:17(14):5050.

[6] Brown CH, Curran G, Palinkas LA, et al. An overview of research and evaluation designs for dissemination and implementation. *Annu Rev Public Health* 2017;38(1):1–22.

[7] Building Healthy Communities. California Endowment. https://www.calendow.org/building-healthy-communities/. Accessed September 30, 2019

[8] Improving Food Access in California: Report to the State Legislature. https://www.cdfa.ca.gov/exec/public_affairs/pdf/ImprovingFoodAccessInCalifornia.pdf. Published 2012. Accessed May 2, 2019.

[9] Steensma JT, Kreuter MW, Caey CM, Bernhardt JM. In Brownson RC, Colditz G, Proctor EK eds. *Dissemination and Implementation Research in Health: Translating Science to Practice*. New York NY: Oxford University Press: 2018: 191-200.

[10] Purtle J, Dodson EA, Brownson RC. In Brownson RC, Colditz G, Proctor EK eds. *Dissemination and Implementation Research in Health: Translating Science to Practice*. New York NY: Oxford University Press: 2018: 433-447.

How We Evaluate RFPs

CBCRP uses a two-tier evaluation process: peer review and programmatic review. It is a combination of (i) the peer review rating, (ii) the programmatic rating, and (iii) available funding that determines a decision to recommend funding.

Peer Review

All applications are evaluated by a peer-review committee of individuals from outside of California. The committee is composed of scientists from relevant disciplines and breast cancer advocates and other community representatives.

Applications are rated using four equally weighted criteria. The first two are categorized as "collaboration elements", and the second two are termed "scientific merit".

- **Partnership** (Collaboration Element)
    - Does the application satisfy the requirement for inclusion of co-PIs or co-Is from the four domains for community, research, practice and policy?
    - The extent to which the strengths/nature of the proposed partnership between representatives of community, research, policy and practice is reflected in leadership and involvement in all phases of the project (e.g. inception to dissemination).
    - The level to which all partners' knowledge and lived experience is integrated into planning and conducting the research.
    - The level to which all co-PIs have engaged with the larger community to get their input in the application development process.
    - The extent to which agreements have been reached regarding procedures for resolving disagreements among collaborators, ownership of data, and any dissemination of results.
    - The potential for capacity-building for any or all of the partners.
    - Demonstrated successful collaboration in previous research projects.
- **Community Benefit** (Collaboration Element)
    - The extent to which the community has been involved in the development of the idea and questions, and the writing of the research proposal.
    - Plans for how the broader community will be involved in the project during the course of the research, from helping to conceptualize the question(s) through any dissemination of the results.
    - The potential importance and benefit to the broader community of the research question(s) and expected outcomes.
    - The potential for the research project to facilitate learning, further collaboration, and systems change.
    - The plan for translating the research results into tangible benefits for the community and for engaging the community, local and state stakeholders and

policy decision makers in discussions of the results of the research and the implications for them.

- **Quality of the Research** (Scientific Merit)
    - The scientific importance of the research questions, including consideration of the most relevant literature.
    - The appropriateness and integration of the conceptual framework, research methods, and data analysis plan to the research question and aims.
    - The strength of the research plan to analyze the effectiveness of the prevention strategy.
    - The strength of the plans to evaluate outcomes and sustain impact after the end of the award.
- **Feasibility** (Scientific Merit)
    - The extent to which the project can be successful given the partners' knowledge, skills, resources, and experience.
    - The likelihood of completing the project as proposed given the available funding and time frame.
    - The usefulness (validity and/or importance) of data from previous research and community experience for the proposed research plan.

Programmatic Review

This review is conducted by the California Breast Cancer Research Council and involves reviewing and scoring applications with sufficient scores from the peer review process based on the criteria listed below. 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 evaluates **only a portion of the application materials** (exact forms are underlined). Pay careful attention to the instructions for each form. The Programmatic criteria include:

- **Responsiveness.** How responsive are the project and Co-PIs to the stated intent of the initiative? Are the Co-PI's statements on the Program Responsiveness form and the content of the Lay and Scientific Abstracts relevant to the specific PBC topic area.
- **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 the research initiative understandable?
- **Diversity, Equity and Inclusion.** Do the statements in the Collaborative Agreements demonstrate a plan for the research team to include community members representing groups that are underrepresented in breast cancer research? Do the project and the Co-PIs' statements on the Program Responsiveness form 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, geographical location, sexual

orientation, physical or cognitive abilities, age, occupation and/or other factors)? Do the statements in the Co-PIs' Program Responsiveness form describe how the research will affect systems change for historically disenfranchised groups?

- **Community Involvement.** Are the named community PI(s) and community organizations clearly driving the proposed research project? How well has the team described the strengths/nature of the proposed community partnership and how is it reflected in leadership and involvement in all phases of the project (e.g. inception and application through to dissemination). How well has the team described how all Co-PIs have engaged with the larger community to get their input in the application development process. Are meetings and other communications sufficient for substantive engagement and collaboration? Are the roles and responsibilities of the Co-PIs clearly outlined and is the agreement for sharing of budget clear? [The Advisory Council will examine the co-PIs' statements on the Lay and Scientific Abstracts, Program Responsiveness form, and Collaborative Agreements.]
- **Dissemination and translation potential.** The degree to which the applicant's statements on the Program Responsiveness form provides a convincing argument that the proposed research has the potential to inform real-world breast cancer prevention efforts and that there is a robust plan to sustain impact after the end of the award.

Application Instructions

Application materials will be available through RGPO's SmartSimple application and grant management system by September 2024. Please review the technical instructions for accessing and completing your application which will also be available in September. The supplemental programmatic instructions below provide guidance for the content of your application.

Application Components

Section 1: Title Page

- **Project Title:** Enter a title that describes the project in lay-friendly language. (Max 100 characters)
- **Project Duration:** Selected duration should be 3 years.
- **Proposed Project Start Date:** Enter a project start date of August 1, 2025
- **Proposed Project End Date:** Enter a project end date of July 31, 2028.

Section 2: Applicant/PI

A required field entitled "ORCID ID" is editable on the Profile page. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. If you have not already obtained an ORCID ID number, you may do so at http://orcid.org/ Once you have done so, please enter your 16-digit identifier in the space provided on your profile page in the following format: xxxx-xxxx-xxxx-xxxx.

Section 3: Project Information

Please use the following guidelines to differentiate between Lay and Scientific Abstracts:

Lay Abstract (Max 2400 characters)**:** 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 "abstracts" box.

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 and potential impact of the project in lay terms

The abstract should be written using a style and language comprehensible to the general public. Avoid the use of acronyms and technical terms. The scientific level should be comparable to either a local newspaper or magazine article. 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 your advocate partner to read this abstract and provide feedback.

Scientific Abstract (Max 2400 characters)**:** This item is evaluated mainly in the peer review. Do not use symbols or other special text, as these will not transfer to the "abstracts" box.

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

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.

Applicants must respond to the following categories and discussion points using the online fields provided:

- **Specific aims** (Max 2400 characters/approx. 350 words). List the proposed aims of the project.
- **CBCRP Research Priorities**. Select "Etiology and Prevention" as the CBCRP priority issue that the research addresses.
- **CSO Research Type(s) and Sub-Type(s)**. Select "3.0 Prevention" as the CSO Type and "3.6 Resources and Infrastructure Related to Prevention" as the Sub-Type that best represent your project.
- **Subject Area(s).** See SmartSimple submission instructions for more details.
- **Focus Areas(s).** See SmartSimple submission instructions for more details.
- **Research Demographics.** Leave this table blank since this research project will not involve human subjects.
- **Milestones.** Add significant milestones that are described in your research plan to this table along with anticipated completion dates and arrange them in chronological order.

Section 4: Project Contacts

Project Personnel. Provide contact information and effort for Key Personnel and Other Significant Contributors on your project including the Applicant Principal Investigator, Co-PIs, Co-Investigator, Advocate, Collaborator, Consultant, and support personnel, as necessary. Upload biosketches for each of your Key Personnel members in this section, as shown in the SmartSimple instructions. A 10% minimum effort is required for the Co-PIs.

Section 5: Budget

This section contains several sub-tabs: Institution Contacts, Budget Summary, Budget Details, and Subcontract Budget Details. Complete the information in the Institutional Contacts, Budget Summary, Budget Detail and, if applicable, Subcontract Budget Details tab as described in the SmartSimple Application Instructions.

Each institution that is a partner in the project must complete a budget. This means the Community Co-PI and at least one other Co-PI (Academic, Practice or Policy Co-PI) will each have their own Budget. There can be up to 4 budgets, one for each partner domain. Non-Community Co-PIs may, alternatively, be subcontractors to another Co-PI's budget. If a collaborative partner on the project has a subcontract, then that subcontracting organization can complete a budget or the prime partner can complete the budget for the subcontracting organization. The Applicant PI has the ability to edit all budgets, although the invited Co-PI does not.

The project duration is 3 years and the budget cap is $1,200,000 in direct costs.

Additional budget guidelines:

- **Equipment** purchases up to $10,000 are allowed. Only include individual items >$5,000. Any items less than $5,000 must be purchased under the "supplies" budget category.
- **Other Project Expenses:** Include other project costs such as supplies here.
- **Travel:** A minimum of $400 must be budgeted in year 1 for travel to the **CBCRP symposium** with a separate minimum of $400 per year for travel to **CLASP-BC awardee meetings. Scientific meeting travel** is capped at $2,000/yr.
- **Indirect (F&A) costs**. Non-UC institutions are entitled to full F&A of the Modified Total Direct Cost base (MTDC); UC institutional F&A is capped at 35% MTDC*, or 25% MTDC for off-campus investigators (not retroactive to prior grants).

*Allowable expenditures in the MTDC base calculation include salaries, fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Equipment, capital expenditures, charges for patient care and tuition remission, rental costs, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of $25,000 shall be excluded from the modified total direct cost base calculation. If a grantee or subcontractor does not have a federally negotiated F&A rate at the time of the proposal submission, they may request a "De Minimis" F&A rate of 25% MTDC.

Additional budget guidelines can be found in Appendix A.

Section 6: Assurances

Enter assurance information. If available, enter your institutional Federal Wide Assurance (FWA) code or equivalent for Human Subjects, an IACUC Animal Welfare Assurance code for Vertebrate Animals, and equivalent for Biohazard ad DEA Controlled Substance approvals.

Section 7: Documentation

Complete and upload all required items. All uploads must be in PDF format. Listed below are the forms and templates you download from SmartSimple, enter text, convert to PDF, and, unless instructed otherwise, re-upload to your application in this section.

Upload Item (Template/Form)	Page limit	Required or optional	Peer Review?	Programmatic Review?
Research Plan	15	Required	Yes	No
Program Responsiveness	3	Required	Yes	Yes
Collaborative Agreements	2	Required	Yes	Yes
Biosketches (All Personnel listed on Key Personnel form)	5 (each biosketch)	Required (upload to Project Personnel section)	Yes	Yes (PIs only)
Facilities	1 per institution	Required	Yes	No
Human Subjects	No limit	Required	Yes	No
Appendix list and uploads	30	Optional	Yes	No

Detailed Description of Proposal Templates

Research Plan (required)

This section is the **most important for the peer review.** Note carefully the page limits, format requirements, and suggested format. **Limit the text to fifteen pages.** References are not included in the page limit.

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 0.75 inches.

Use the appendix to supplement information in the Research Plan, not as a way to circumvent the page limit.

We ask that applicants describe the proposed research project in sufficient detail for reviewers to evaluate its scientific merit and collaboration elements, as described below. If you don't use all the pages to describe your research plan, it might be best to review what you have written and explain in more detail anything not fully explained. **However, note that a concise, focused research plan of less than the maximum number of pages is preferable to one less concise and made longer by overly elaborate or unimportant details.**

Supporting materials (such as questionnaires, consent forms, interview questions, letters of collaboration) that are directly relevant to the proposal may be included in the Appendix. **The research plan must be self-contained and understandable without having to refer extensively to supporting materials.**

Suggested outline:

Statement of Goals, Research Questions, and Specific Aims. In a short paragraph, describe goals for the research project. Briefly state the research question(s) and hypothesis for the Full Research award. Follow with the Specific Aims—the specific tasks that will be undertaken to address the research question(s). These tasks should be very clearly defined and should not include exploratory or development undertakings. The research questions, hypothesis, and aims should have a logical connection.

The relationship of the project to the specific PBC Project Type and expectations outlined within the RFP should be clear.

Background and Significance. Concisely describe the rationale underlying the proposed research strategy; the hypotheses to be investigated; the methodology to be employed; and the experience, knowledge, and skills of the research team. Emphasize positioning the research in the context of existing relevant scientific literature and preliminary data that the team may have collected in preparing for the research. Demonstrate a grasp of the current state of the knowledge relevant to the problem. Provide up-to-date references, acknowledge controversies and contradictory reports, and be comprehensive and accurate. If there is little literature on the topic, draw on information from related fields. Demonstrate the community interest, participation in the plan development from the beginning, and the potential contribution of the proposed research. Briefly state the long-term potential of the research: the problems, issues, or questions which, through the execution of this award, can be further developed, specified, and sharpened into testable hypotheses; and the methodologic approach (or possible approaches that seem at present most appropriate to be used). Keep discussion of the general problem of breast cancer brief; emphasize the specific problem addressed by your research proposal.

Preliminary Data. Outline the findings from previous work and how that shaped this application for the Full Award. In all cases, describe the prior experience with the intervention to be investigated. Emphasize any work by the Co-PIs and data specific to breast cancer. Present any data obtained in detail, with a description of how the data was obtained and analyzed. Describe any pitfalls or problems that arose, as well as how they were overcome. Provide justification and support for the potential for useful knowledge and interventions to result from the research.

Research Methodology: Research Design, Conceptual Framework, and Data Analysis. Describe in detail the exact tasks listed in the Statement of Goals, Research Questions, and Specific Aims. Provide a detailed description of the work you will do during the Award period, exactly how it will be done, and by whom. For instance, if women are to be surveyed, explain how many women will be surveyed; why you chose this number; how the women will be identified and recruited; why you believe you will be able to reach and recruit this many women; what questions you will ask them; whether you will use face-to-face or telephone interviews, or written surveys and why you will use the method chosen; and, how the data will be collected and analyzed. Be as detailed as possible. Provide this information for each specific task cited in the first section. Discuss potential pitfalls and how you will overcome them should they arise, or alternative methods that you will use if the intended methods are not fruitful. Provide a realistic timeline. Be sure to include a hypothesis and conceptual framework. Include details of the plan to apply dissemination and implementation science practices to systematically monitor, evaluate and adapt the intervention programs during the course of the award and the plan for sustaining impact after the end of the award.

Partnership Collaboration Plan and Community Benefit. Describe the plan for involving all the partners – community, research, policy and practice – in the project. How has each been involved in developing the project to date and how will they continue to work together. Describe the community of interest for this study. Is the community distinct because of social, clinical or other characteristic, including geography, age, gender, associated by disease status or risk, race, sexual orientation, or socio-economic status? Describe the interest of the community in the research question and how they have participated in identifying it. Discuss the importance and benefit to the community of the research question and expected outcome. Specifically answer how the broader community of interest was involved in developing the research proposal. Describe the relationship between the community co-PI and their community organization and the community of interest. How will the community of interest be included on the research team? Discuss how the leadership of the community organization (the Executive Director, the Board of Directors, or the individuals of an informal organization) will ensure that the organization or group is committed to the research project? Describe how the Community Co-PI and the community organization will communicate with one another to facilitate input and decision-making.

Program Responsiveness (required)

This item is evaluated in the peer review and programmatic review. **Limit the text to three pages**. The CBCRP Council (who conducts the programmatic review) will NOT see your Research Plan. The information on this template allows the CBCRP Research Council to rate the application for adherence to the objectives of the PBC research area as outlined in the specific RFP.

PBC Focus (Responsiveness): Provide a clear, brief summary for the CBCRP Council (1 or 2 paragraphs) of how your proposed research addresses the specific RFP topic area, by developing, disseminating, implementing, and evaluating high-impact population-based primary prevention interventions to reduce breast cancer risk with a focus on California's culturally, ethnically, and racially diverse and medically underserved communities. Avoid general references to the requirements of the RFP. Describe how elements of the proposed research plan are linked to one or more of the specific RFP topic areas. As this is a community-partnered participatory research project, do highlight the strengths/nature of the proposed community partnerships as reflected in the leadership and involvement in all areas. Describe how all the partners – community, research, policy and practice – will work together to implement and evaluate impactful interventions.

Diversity and Inclusion: Describe how this research will address inequities and/or the specific needs of communities who are underserved as they bear a disproportionally high burden of health-related problems due to factors related to race, ethnicity, socioeconomic status, geographic location, sexual orientation, physical or cognitive limitations, age, occupation and/or other factors and how it will affect systems change for historically disenfranchised groups.

Dissemination and Translation Potential: Describe how research findings will be shared with various stakeholder audiences (i.e., policymakers, community members, breast cancer advocates, other researchers/agencies, health care providers, funders etc.). Describe the potential for how the research findings will be translated into policy and/or other practice to inform real-world breast cancer prevention efforts. Describe the plan to sustain impact after the end of the award.

Collaborative Agreements (required)

This form is reviewed in the peer review and the programmatic review. Applicants should remember that a fully collaborative and power-sharing partnership is a key aspect of this application. **Limit the text to two pages.**

Avoid general references to the requirements of the RFP. Highlight the strengths/nature of the proposed research, community, policy and practice partnerships as reflected in the leadership and involvement in all areas. Describe how the community PI has been in a leadership role in

the application development process and how the team has engaged with the larger community to get their input in the application development process.

The Community Applicant is required to verify the agreements addressed in this form by submitting a statement that the governing body (Board of Directors for a nonprofit organization or the individuals responsible for organizing an informal organization) has reviewed and approved these agreements.

The collaborative agreement should be agreed by all Co-PIs and include the following elements:

- **Ownership of Data**: Describe what decision you made about who will own the data and intellectual property rights and why you came to that decision (i.e. what factors you considered, what was important to you in making this decision). If you decide that the data will be owned by only one of the collaborators, please consider that the need to continue to work together will likely extend well beyond the grant period. Will the partner who owns the data be willing to volunteer his/her time well after the grant period to provide access to the data for the other partners? Be sure to discuss ownership of identified and de-identified data, including arrangements all partners have agreed to ensure access to that data by the other partners (including beyond the study period).
- **Handling Disagreements:** Describe what decision you made about the procedures you will go through to handle disagreements during the course of the study and afterwards. Past teams have had to resolve issues around data ownership, conduct of the research, dissemination of data and publications, administrative and budget issues, etc. Describe why you believe your decision on handling disagreements will work for you.
- **Recipient of Grant Award**: Describe what decision you made about whether the grant award will be contracted directly to two or more partners and why you came to that decision. CBCRP suggests that if applicant agencies have the administrative capacity to manage grant awards, that each agency receives a separate award.
- **Plans for Broader Community Involvement:** Describe how individual community members not on the research team (including staff and board of the community agency applicant as well as community members outside of the organization) will be involved in the planning, conducting, and dissemination of research. Describe how the community co-PI will be overseen by the community applicant and what steps will be taken to select a replacement community co-PI if that were to be needed (please keep in mind that the community co-PI replacement will need to be approved by CBCRP in accordance with the Grants Administration Manual available on the CBCRP website).
- **Plans for Dissemination of Findings:** Dissemination of research findings to both the lay community and the scientific community is important to this research award. This is sometimes a difficult issue as scientific dissemination is often a lengthy process and may impede community dissemination. Please describe how research findings will be

disseminated to both the community of interest and the scientific community and what agreements have been made about the timing of dissemination.

- **Plans for Turnover of Personnel:** Describe how the turnover of personnel will be handled (who will hire, fire, etc.) Describe how the community co-PI, specifically, will be overseen by the community applicant and what steps will be taken to select a replacement community co-PI if that were to be needed (please keep in mind that the community co-PI replacement will need to be approved by CBCRP in accordance with the Grants Administration Manual available on the CBCRP website).

Biographical Sketch (required)

This item is evaluated in the peer review and the programmatic review. Use the NIH form (version 2015 or later) for each key person and attach it in the Project Personnel section. Limit the length of each biosketch to *no more than* five (5) pages.

Facilities (required)

This item is evaluated in the peer review. **Limit the text to one page per institution**. Follow the instructions on the template.

Human Subjects (required)

This item is evaluated in the peer review. This form is required to be completed for applications that use Human Subjects, including those in the "Exempt" category. Applications that do not utilize Human Subjects should state “N/A” on the form and upload, as well. 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. 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 Assurances tab, 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 that are 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, an USPHS-approved IRB must provide the assurance. If review is pending, final assurance should be forwarded to the CBCRP as soon as possible. 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://grants.nih.gov/grants/guide/notice-files/not98-084.html. 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.

Appendix (optional)

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; the appendix is not to be used to circumvent page limitations of the application.

Appendix A: Cost and Expense Guidelines

For all budget categories, clearly label/itemize all costs associated with research dissemination activities in the budget justification.

1) Personnel

- The Budget Summary line item for Personnel should reflect the total cost of all individuals identified as supported by the grant and their level of effort. In the personnel section of the application, be sure to name all individuals to be supported by the grant AND provide their percent effort (months devoted to the project). All paid individuals must also be listed on the budget.

- Follow the NIH Guidelines and Calculation scheme for determining Months Devoted to Project, available at the links below:
    - NIH Guidelines:
    - http://grants.nih.gov/grants/policy/person_months_faqs.htm
    - NIH Calculation Scheme: http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls

- Provide a justification for all budgeted personnel, identifying each individual by name, role on the project, and proposed effort. When computing salary for key personnel, use only the base salary at the applicant organization, excluding any supplementary income (e.g., clinical or consulting incomes). The program does not enforce a salary cap, as long as the overall budget adheres to the costs & expenses guidelines and the amount requested stays within the allowable costs.

2) Student Tuition Fees, Graduate Student Stipends

- For non-fellowship awards: Graduate students may be paid as personnel and may also receive tuition remission. Tuition remission, however, will be considered compensation. The total compensation (salary plus fringe benefits plus tuition listed in this category) may not exceed $30,000 per project year. A maximum of $16,000 per year is allowed for the combined costs of tuition/enrollment fee remission, fringe benefits, and health insurance. Stipend may be budgeted as salary (and included in the MTDC cost calculation) if the institution pays these expenses through a personnel line item.

3) Other Project Expenses

- Include expected costs for supplies and other research expenses not itemized elsewhere. Please pay special attention to expenses that include or exclude associated indirect costs by selecting from options in the drop-down menus in the “Included in IDC” and “Not-Included in IDC” sub-categories. Cost should be broken out by year, include overall cost by category, an itemized sub-category list, and description of costs. Examples of justifications meet these requirements are as follows:

- General lab supplies, chemicals, and biochemicals and chemicals (Year 1: $16,123; Year 2: 15,884; and Year 3: 12,810) – This cost includes purchasing routine lab supplies such as plasticware and glassware for various preparations and disposable items, including pipettes, filter units, conical tubes, gloves, etc. Research cigarettes will be needed for the studies. The use of biochemicals, proteins, extracellular matrix substances, and molecular biology enzymes, markers for various protein and nucleic acid studies will be needed throughout the study. Materials to run various agarose and polyacrylamide gels are required. CO2, dry ice, liquid nitrogen, oxygen, and various small instruments are necessary for the daily procedures performed in a molecular biology laboratory. Chemicals used throughout the various studies will be required to produce various solutions.
- Cell isolation and culture (Year 1-3: $3000/year) - The project will employ the culture of cardiac myocytes from the various mouse models. This cost will cover collagenase, LiberaseTM, trypsin, serum, antibiotics, media, and other various chemicals and supplies related to these studies.
- Office Supplies / Computer (Year 1-3: $5,000/year) - Costs are required to purchase office supplies and computer software for statistical analysis.

- Pooled expenses (e.g. insurance surcharges such as GAEL, system wide networking surcharges, and other pooled training and facilities expenses) may be allowed as a direct cost at the discretion of the Program with certification of the following: 1) the project will be directly supported by the pooled expenses, 2) the pooled expenses have been specifically excluded from the indirect cost rate negotiation, and 3) the pooled expenses have been allocated consistently over time within the organization. Please explain any requested pooled expense requests in the budget justification.
- Advocate (s) Expenses. Include any travel, meeting, and consultation costs/fees associated with advocate engagement.

4) Equipment (Unit Cost over $5,000)

- Each requested equipment item must be >$5,000 and explained in budget justification. A quote may be requested during the pre-funding period prior to the issuance of an award.

5) Travel

Please provide itemized details as to the number of travelers and mode of travel for each travel category relevant to your project.

- **Travel – CBCRP Meeting:** CBCRP may organize an event requiring your travel within the funded grant period. All applicants should budget $400 in year 1 in the travel budget line labeled: "Travel - CBCRP Meeting".
- **Travel - Project Related:** Project-related travel expenses are allowable only for travel directly related to the execution of the proposed research activities. Label such

expenses as “Travel – Project Related.” These expenses must be fully justified in the budget justification. All applicants should budget for $400 per year labeled: “Travel – CLASP-BC Awardee Meeting”.

- **Travel - Scientific Meetings:** Scientific conference travel is limited to $2,000 per year (excluding a mandatory allocation of $400 in one year of the project for travel to the CBCRP Conference under Travel - CBCRP Meeting). Label such expenses as “Travel-Scientific Meetings” and explain in budget justification.

6) Service Contracts and Consultants

- Both categories require additional description (Budget Justification).

7) Subcontracts

- In the case of University of California applicants, subcontracts need to be categorized and broken out as one of two types, University of California-to-University of California (UC to UC) sub agreements or transfers; or, Other. A subcontract is not allowed to have another subcontract. Requires additional description (Budget Justification).

8) INDIRECT (F&A) COSTS

- **Indirect cost policy:** Indirect costs are NOT allowed for Conference Awards. For other awards, non-UC institutions are entitled to full F&A of the Modified Total Direct Cost base (MTDC); UC institutional F&A is capped at 35% MTDC (25% for off-campus projects). For institutions that do not have a federally-negotiated rate, a de minimus rate of 25% may be requested.
- **Modified Total Direct Costs (MTDC)** include salaries and wages, fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract) to an outside institution. MTDC does not include (indirect costs are not allowed on): capital expenditures, charges for patient care, scholarships and fellowships (including postdoctoral stipends), tuition remission and graduate student stipends, participant support costs, rental costs of space, equipment purchases more than $5,000 per item, the portion of each sub grant and subcontract in excess of the first $25,000, and the total cost of any subcontract from one UC to another UC campus. On a non-fellowship award, you may apply indirect costs to graduate student salary (under salary only, not as stipend) but not to tuition & fees.
- For all eligible projects that allow grantees to recover the full amount of their federally negotiated indirect cost rate agreement, grantees must also accept the full federally recognized F&A rate for all award subcontractors (except for subcontracts to UC institutions, where F&A is capped by the statewide rate agreement as described in the RFP). If a grantee or subcontractor does not have a federally negotiated F&A rate at the time of the proposal submission, the grantee and/or subcontractor may request a “De Minimis” F&A rate of 25% MTDC. A higher indirect rate that has been accepted for state or local government contract or other California grantmaker contract may be approved

at the discretion of the Program Director and the Research Grants Program Office Executive Director.

- INDIRECT COSTS ON SUBCONTRACTS
  - The award recipient institution will pay indirect costs to the subcontractor.
  - For non-UC subcontracted partners, CBCRP will allow full F&A of the Modified Total Direct Cost (MTDC), as defined above.
  - F&A costs are not allowed for one UC institution's management of a subcontract to another UC institution.
  - The amount of the subcontracted partner's F&A costs can be added to the direct costs cap of any award type. Thus, the direct costs portion of the grant to the recipient institution may exceed the award type cap by the amount of the F&A costs to the subcontracted partner's institution.

Appendix B: Other CBCRP Application Policies and Guidelines

Eligibility and Award Limits

1. **Any individual or organization in California may submit an application**. The research must be conducted primarily in California. We welcome investigators from community organizations, public or privately-owned corporations and other businesses, volunteer health organizations, health maintenance organizations, hospitals, laboratories, research institutions, colleges, and universities. **Applicants at California-based Nonprofit Institutions**: CBCRP will accept applicants from PIs at non-profit organizations or institutions, provided that the organization can manage the grant and demonstrate financial health. The organization must also meet our liability insurance requirements. If the application is recommended for funding, the University will collect additional information, such as tax ID numbers and financial reports, to review the organization during the pre-funding process to ensure all financial management and project management eligibility criteria can be met.
2. **We encourage researchers new to breast cancer to apply.** Applicants who have limited experience in breast cancer research should collaborate with established breast cancer researchers.
3. **Multiple applications and grant limits for PIs.** A PI may submit more than one application, but each must have unique specific aims. For Cycle 31, applicants are limited to a maximum of two (2) grants either as PI or co-PI, and these must be in different award types. The Program and Policy Initiative grants are not included in this limit. A PI may have more than one Program and Policy Initiative grant in a year.
4. **University of California Campus Employees:** In accord with University of California policy, investigators who are University employees and who receive any part of their salary through the University must submit grant proposals through their campus contracts and grants office ("Policy on the Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University," Office of the President, December 15, 1994). Exceptions must be approved by the UC campus where the investigator is employed.

Policy on Applications from PIs with Delinquent Grant Reports

PIs with current RGPO grant support will not be eligible to apply for additional funding unless the required scientific and fiscal reports on their existing grants are up-to-date. This means that **Progress/Final Scientific Reports or Fiscal Reports that are more than one month overdue may subject an application to disqualification** unless the issue is either, (i) addressed by the PI and Institution within one month of notification, or (ii) the PI and Institution have received written permission from CBCRP to allow an extension of any report deadlines.

Confidentiality

CBCRP maintains confidentiality for all submitted applications with respect to the identity of applicants and applicant organizations, all contents of every application, and the outcome of reviews. For those applications that are funded CBCRP makes public, (i) the title, principal investigator(s), the name of the organization, and award amount in a "Compendium of Awards" for each funding cycle, (ii) the costs (both direct and indirect) in CBCRP's annual report, (iii) the project abstract and progress report abstracts on the CBCRP website. If the Program receives a request for additional information on a funded grant, the principal investigator and institution will be notified prior to the Program's response to the request. Any sensitive or proprietary intellectual property in a grant will be edited and approved by the PI(s) and institution prior to release of the requested information.

No information will be released without prior approval from the PI for any application that is not funded.

Award Decisions

Applicants will be notified of their funding status by July 1, 2025. The written application critique from the review committee, the merit score average, component scores, and programmatic evaluation are provided at a later time. Some applications could be placed on a 'waiting list' for possible later funding.

Appeals of Funding Decisions

RGPO strives to resolve issues raised throughout the grantmaking lifecycle from funding decisions to project closeout. **Before submitting an appeal or grievance, applicants are encouraged to discuss their concerns with the appropriate program officer or program director**.

The only basis on which an appeal regarding the funding decision of a grant application will be considered is in the case of an alleged error in, or violation of the peer review procedures and/or process. Appeals based on substantive disagreement with the peer review evaluation will not be considered. In such cases, applicants may resubmit applications in a subsequent grant cycle.

Applicant appeals must be made to the program within 30 days of receipt of the funding decision. If discussions with the program do not satisfactorily resolve an applicant's issue, either the applicant or the program may contact the RGPO Executive Director for resolution. If resolution is not achieved, or if the applicant believes that a violation has occurred that has not been adequately addressed through these efforts, a formal appeal may be filed with the Vice President of Research and Innovation.

Pre-funding Requirements

Following notification by CBCRP of an offer of funding, the PI and applicant organization must accept and satisfy normal funding requirements in a timely manner. Common pre-funding items include:

1. Supply approved indirect (F&A) rate agreements as of the grant's start date and any derived budget calculations.
2. Supply any missing application forms or materials, including detailed budgets and justifications for any subcontract(s).
3. IRB applications or approvals pertaining to the award.
4. Resolution of any scientific overlap issues with other grants or pending applications.
5. Resolution of any Review Committee and Program recommendations, including specific aims, award budget, or duration.
6. Modify the title and lay abstract, if requested.

Publications Acknowledgement

All scientific publications and other products from a RGPO-funded research project must acknowledge the funding support from UC Office of the President, with reference to the specific CBCRP funding program and the assigned grant ID number.

Open Access Policy

As a recipient of a California Breast Cancer Research Program (CBCRP) grant award, you will be required to make all resulting research findings publicly available in accordance with the terms of the *Open Access Policy* of the Research Grants Program Office (RGPO) of the University of California, Office of the President (UCOP). This policy, which went into effect on April 22, 2014, is available here: https://www.ucop.edu/research-grants-program/grant-administration/rgpo-open-access-policy.html.

Grant Management Procedures and Policies

All CBCRP grant recipients must abide by other pre- and post-award requirements pertaining to Cost Share, Indirect Cost Rates, Monitoring & Payment of Subcontracts, Conflict of Interest, Disclosure of Violations, Return of Interest, Equipment and Residual Supplies, Records Retention, Open Access, and Reporting. Details concerning the requirements for grant recipients are available in a separate publication, the University of California, Office of the President, "***RGPO Grant Administration Manual***." The latest version of the Manual and programmatic updates can be obtained from the Program's office or viewed on our website: http://www.ucop.edu/research-grants-program/_files/documents/srp_forms/srp_gam.pdf

Contact Information

Technical support and questions about application instructions and forms should be addressed to the Research Grant Programs Office Contracts and Grants Unit:
RGPOGrants@ucop.edu

For scientific or research inquiries, please contact:
Sharima Rasanayagam, PhD
Environmental Health & Health Policy Program Officer, CBCRP
sharima.rasanayagam@ucop.edu
(510) 987-9216

The California Breast Cancer Research Program is part of the Research Grants Program Office of the University of California, Office of the President.