



Diversity Supplement

The California Breast Cancer Research Program (CBCRP) is committed to bringing diverse perspectives to bear on the intransigent questions in breast cancer. To ensure that the field is including all resources, we recognize the need to involve people who have been historically underrepresented in the research pipeline. As a step to addressing this need, CBCRP is implementing CBCRP Diversity Supplements.

Under the mentorship of a CBCRP-funded PI, this supplement will expose promising high school students, undergraduate students 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. The trainees must be living in California and include those: (a) from socioeconomic, cultural, ethnic, racial, linguistic, and geographic backgrounds who are and/or have been underrepresented in breast cancer research or (b) pursuing a research interest focusing on cultural, societal, or educational problems as they affect underserved segments of society.

The CBCRP Diversity Supplement supports these trainees to conduct cancer research over a summer or for up to 6 months FTE over a one-year period. The applicant PI is expected to actively provide research mentorship to the trainees on research activities that align with the scope of the PI's funded CBCRP award.

Requests for the CBCRP Diversity Supplement Award are above the award cap and are available for all CBCRP award types except Conference Awards. Supplement requests may be submitted during prefunding of the award or submitted with the annual scientific progress report, if there is a least 6 months remaining on the project. Applications will be reviewed by CBCRP staff.

CBCRP Diversity Supplement requirements:

- The CBCRP Diversity Supplements are intended to support the initial entry of individuals into the field of breast cancer research. Eligible trainees, working under the mentorship of a currently funded CBCRP investigator, may be high school students, undergraduate students, individuals who are working in the breast cancer field but do not have experience in research, or community members. Graduate students are not eligible.
- Investigators must have at least six months remaining on their CBCRP award to ensure the best conditions and results for prospective trainees.
- Principal investigators should encourage trainees from socioeconomic, cultural, ethnic, racial, linguistic and geographic backgrounds who would otherwise not be adequately represented in their field or who are from underserved communities. However, in accordance with state law, preference will not be given to trainees based on race, color, ethnicity, gender or national origin.

Examples of groups underrepresented in breast cancer research include:

- Racial/ethnic minorities (e.g., African Americans, American Indians and Alaska Natives, Asian Americans, Latinos, Native Hawaiians and other Pacific Islanders, and individuals identifying with multiple racial groups)
- Sexual/gender minorities (e.g., Lesbian, Gay, Bisexual, Transgender people)
- People with disabilities
- People employed in blue-collar jobs, agriculture, and the service industry
- People who were or are eligible for federal assistance (e.g., the Federal Free and Reduced Lunch Program; Federal Pell grants; Supplemental Nutrition Program for Women, Infants and Children (WIC) as a parent or child)
- People who were or currently are homeless
- People who were or currently are in the foster care system
- People who have/had no parents or legal guardians who completed a bachelor's degree
- Rural residents

Submission procedure:

- PI identifies the prospective trainee who fulfills the eligibility requirements of the diversity supplement as described in the in the Diversity Supplement requirements section
- PI submits a supplement request that:
 - proposes a training plan in breast cancer research that describes how the experience will enhance the candidate's skills and knowledge and help him or her achieve scholastic or career goals.
 - includes a description of the PI track record as a mentor.
 - proposes a budget consisting of salary/stipend for up to 6 months FTE the trainee and up to \$750 in supplies and expenses devoted to training costs.
 - Includes a candidate statement describing how the eligibility requirements apply to him/her/them.
- CBCRP Program staff review the request and, if approved, supplement the parent award with the training costs.

Up to \$150,000 in CBCRP Diversity Supplements may be distributed each fiscal year.

Multiple Submissions:

Parent grants may be supplemented for multiple trainees. Each supplement must be submitted as a separate application.

Instructions for how to complete all forms are below.

Documentation: Proposal Templates

Proposal Templates are Word documents available for download in SmartSimple. To complete the templates, download them, save them and enter the requested information. Once complete, convert the templates to PDF, then upload the PDF files (when appropriate) in the Deliverables Tile

Note: Please make sure that your uploaded PDFs are not password protected and do not contain electronic signatures.

CBCRP Diversity Supplement Proposal Form Requirements – submit a single PDF

Form Name & Template Availability	Notes & Page Limits
Candidate Nomination and Training Plan, Budget and Budget Justification	<ul style="list-style-type: none">- Page Limit: 7- To be completed by the parent grant Principal Investigator.
Personal Statement (Trainee) <ul style="list-style-type: none">- Word template provided	<ul style="list-style-type: none">- Personal Statement is limited to 3 pages and is required to be written by the trainee.

Candidate Nomination and Training Plan, Budget and Budget Justification:

Completed by Parent Grant PI

Summarize the background, interests and experience that make the nominated trainee a strong candidate for the traineeship. This nomination may include information about prior informal or formal interactions with the trainee as well as the trainee's future goals. (Suggested 1 page)

Describe the training plan. The training plan must include a description of how the trainee's research involvement will relate to one or more aims of the parent project. In addition, it should incorporate a plan for the trainee to interact with other individuals on the parent grant, to contribute intellectually to the research, and to enhance her/his research skills and knowledge regarding breast cancer research. Finally, it must demonstrate that the PI is willing to provide appropriate mentorship. (Suggested 3 pages)

Describe your mentoring track record. (Suggested 1 page)

Budget

The entire direct cost budget may not exceed \$10,000.

Allowable costs: Up to 6.0 months FTE in stipend or salary for the trainee and up to \$750 in supplies and expenses for training. Training may take place as summer employment or up to a half time one-year appointment. Support may be requested for up to 12 months while the CBCRP grant is active.

Personnel

- The only allowable costs in personnel are for the trainee. The trainee may be paid by salary or stipend for up to 6.0 months FTE.
- 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

Supplies & Expenses/Travel to Scientific Meetings

Include expected costs for supplies and other research expenses and travel to scientific meetings that will be applied specifically for the training, up to \$750.

The following expenses are not allowed in CBCRP Diversity Supplements:

- Stipends for graduate students
- Consultant and Contractual costs
- Equipment (Unit Cost over \$5,000)
- Travel (RGPO Meetings, Project Related).
- Pooled expenses
- Indirect (F&A) costs

Use the separate "**Budget Justification**" section to explain budget allocations being requested. All proposed expenditures must be consistent with the activities described in the research plan and the allowable costs and guidelines described in the RFP.

Personal Statement (Trainee):

Completed by Trainee

Complete a personal statement that describes your experience with breast cancer or research (if any), how the CBCRP Diversity Supplement eligibility requirements apply to you and how you expect the training to benefit you.

CONTACT INFORMATION

For the most up-to-date application and review cycle information refer to the following website: <http://www.cbcrp.org/funding-opportunities/index.html>

CBCRP and RGPO: Should you have any questions regarding your application, please contact:

- The CBCRP Program Officer for your subject area regarding program content and eligibility. Contact information available at:
<http://www.cbcrp.org/about/staff.html>
- Research Grants Program Office Contracts and Grants unit at RGPOgrants@ucop.edu or by phone at 510-987-9386 regarding application instructions and forms, and pre/post-award procedures.

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