



APPLICATION INSTRUCTIONS: IDEA– COMPETITIVE RENEWAL

CBCRP will not extend the submission deadline!

Step #1: “Letter of Intent” (Required): the deadline is Thursday **January 14, 2010**. You must upload a “letter of intent” to proposalCENTRAL to notify the CBCRP of your plans to submit a full application. If the PI is eligible (i.e., having received a CBCRP IDEA award in the previous two years and not having previously applied for an IDEA–competitive renewal for the same project), then the LOI will be approved and access given to the remaining application forms.

Step #2: Application submission: the deadline for submission of the complete application is Thursday **February 11, 2010** (12 noon Pacific Standard Time = 3 pm Eastern Standard Time as shown on proposalCENTRAL’s Web site)

Step #3: Face Page submission with signatures:

- Print your application’s Face Page from proposalCENTRAL and obtain the necessary signatures (PI and institutional signing official are required).
- E-mail as a PDF attachment a scanned copy with signatures to: facepage@cabreastcancer.org before 5 pm (PST) by Thursday **February 18, 2010**.

Important Reminders

- When preparing your application be sure to use the “validate” function to assure that all required submission items are entered.
- You must select an institution with a tax ID (EIN) number in the Proposal Section called “Institution & Contacts.” In addition, the “signing official”, “contracts & grants official”, and “fiscal contact” must be selected from the pull down menu for that institution or have them register with proposalCENTRAL prior to submission. Work with your signing and contracts officials to both identify your institution (duplicates might be present in proposalCENTRAL).

Important Reminders

- **Only PIs from CBCRP IDEA grants funded in either Cycles 14 or 15 (2008-2009) are eligible to apply for a competitive renewal in Cycle 16. Alternatively, if initial award funding is delayed, then the renewal must be submitted within 2-years of receipt of initial funding disbursement.**
- **Only one (1) IDEA–competitive renewal, “full application” submission is allowed. Thus, if a renewal application is “not funded”, then it cannot be resubmitted.**
- **You must submit the “Research Plan” and “Milestones” from the previously funded IDEA in the appendix (supplemental materials).**
- **When preparing your application be sure to use the “validate” function early and often to see whether all required submission items are entered.**
- **You must select an institution with a tax ID (EIN) number in the Proposal Section called “Institution & Contacts.” In addition, the “signing official”, “contracts & grants official”, and “fiscal contact” must be selected from the pull down menu for that institution or have them register with proposalCENTRAL prior to submission. Work with your signing and contracts officials to both identify your institution (duplicates might be present in proposalCENTRAL).**

Contents

Overview.....	page 2
List of application submission items.....	page 3
Duration/budget.....	page 3
Peer review evaluation criteria (scientific merit).....	page 3
Programmatic review criteria.....	page 4

Overview

The intent of the IDEA– Competitive Renewal is to allow continued CBCRP support for IDEAs that show excellent progress and are ready to move from the exploratory phase into the developmental phase of the project. To compete for a renewal, the PI in the initial award period must satisfy “proof-of-principle” for the central topic under investigation. Preliminary data in breast cancer is required for a competitive renewal and these results should be expanded in the renewal, high reward phase to focus on breast cancer models and systems. The competitive renewal IDEA submission will consist of an abbreviated application. The Renewal Report with the revised aims and an outline of the proposed work for the renewal period provides key information on progress and future research plans. An IDEA project that deviates significantly from the originally proposed research should **not** be submitted as a competitive renewal.

List of application submission items

Portions of the application are prepared using pre-formatted Web pages in proposalCENTRAL. For other portions you must use CBCRP forms that are completed then uploaded as PDF attached files to your application (see below).

► **proposalCENTRAL formatted pages** (complete the Web formatted pages with special attention to required items marked with a ^{*})

Title Page

Enable Other Users to Access this Proposal (only if you want others to be given access)

Applicant/PI (include percent effort in grant)

Institution & Contacts (add signing official, C&G, fiscal contacts. They are automatically included on the Face Page)

Abstracts (copy the text for Lay & Scientific abstracts from the CBCRP forms.

Add/select CSO codes, key words, and one CBCRP priority issue)

Budget Summary (same amounts as uploaded in the form listed below)

Organization Assurances (complete only the Human Subjects and Vertebrate Animals items)

► **Uploaded (attached) CBCRP forms** (i.e., templates): download, read our instructions carefully, complete the form, convert to PDF, then upload the PDF files as attachments to your proposal under the link in proposalCENTRAL called "Research Plan and Other Attachments" (those forms indicated in **bold** are required). The forms and instructions will also be available from CBCRP's Web site under the "apply" link.

Lay Abstract

Scientific Abstract

Critical Path & Additional Criteria

Distinction from Other Funding

PI Biographical Sketch & Other Support

Budget Summary (note: separate .xls & PDF uploads are required)

Budget Justification and Facilities

Key Personnel

Other Key Personnel Biographical Sketches & Other Support (if needed)

Renewal Report (7 page limit + up to 3 additional pages for references)

Human Subjects (if needed)

Vertebrate Animal Subjects (if needed)

Appendix List (if needed)

❖ Other

Upload appendix items (publications, etc.). You must upload the "Research Plan" and "Milestones" from the previously funded IDEA.

Duration/budget

The **maximum duration is 2 years** and the **direct costs budget cap** is **\$200,000** or **\$250,000** (projects using animal or human subjects). Full indirect costs are allowed for non-UC institutions. The minimum PI effort must be at least 5% FTE. IDEA-competitive renewal grants have \$10,000 cap for equipment.

Use the following guidelines for placing your project into the appropriate award cap category:

Higher cap: \$250,000 (animal or human subjects) for studies where the use of human or vertebrate subjects is integral to the specific aims of the project.

Specifically:

- Human subjects studies, surveys, and data acquisition requiring institutional IRB-approval and an informed consent form.
- Use of vertebrate subjects and experiments that require an institutional animal assurance approval. This would include animal tumor and metastasis models, ‘knock-out mice’, and studies where tumor growth/metastasis is inhibited by novel therapies.

Lower cap: \$200,000 for studies not using animal or human subjects and for those using animal and human subjects as follows:

- Vertebrate subjects used in a minor portion of the project, such as generation of antibodies.
- Using existing data sources, such as patient and cancer databases.
- Use of archival breast cancer material, such as ATCC-type cell lines or stored tumor materials, generally under the ‘exempt’ categories of IRB approval.

Peer review evaluation criteria (scientific merit)

As part of the new scientific review, the peer reviewers will receive copies of the original IDEA research plan and the evaluation summary from the previous peer review (supplied by the CBCRP).

Competitive renewal IDEA applications are peer reviewed and rated independently for four separate criteria:

- **Progress.** The extent to which the work to date has, (i) achieved the aims of the original award, (ii) addressed the innovative elements of the research plan, and (iii) established the proof-of-principle necessary to continue the line of investigation.
- **Impact.** The degree to which the PI has advanced the topic under investigation along the critical path for eventual translation or impact to reduce the burden of breast cancer.
- **Approach.** The extent to which the high reward elements of the original proposal can be further developed in the renewal period.
- **Feasibility.** The extent to which the investigators have maximized their chances for success through demonstrated skill, knowledge, expertise, appropriate resources, and collaborations.

The Review Committee will also evaluate the application for **budget and duration**, human/animal **research risks** and institutional approval.

Programmatic review criteria

The Programmatic Review for IDEA competitive renewals is based on: (i) the programmatic review score for the *original IDEA application*, (ii) efforts made to increase

advocacy involvement in the research, and (iii) the scientific merit score, especially "progress", for the renewal application

It is a combination of, (i) the programmatic rating, and (ii) strengths and weaknesses in both the average scientific merit and individual components of scientific merit that determines a decision to recommend funding.