



LOI INSTRUCTIONS: TRANSLATIONAL RESEARCH AWARD

CBCRP will not extend the submission deadline!

The **LOI submission** deadline is **Wednesday October 21, 2009** (12 noon Pacific Standard Time = 3 pm Eastern Standard Time as shown on proposalCENTRAL's Web site)

Step #1: Upload your “project outline” and “biosketch” documents in PDF format.

Step #2: Validate and submit.

For approved LOIs the deadline for submission of the complete application is **Wednesday February 11, 2010** (12 noon Pacific Standard Time = 3 pm Eastern Standard Time as shown on proposalCENTRAL's Web site)

For more information and background on this award type go to:

<http://www.cabreastcancer.org/apply/aboutAwards.php>

Overview:

In order to become eligible to submit a full application, a “**letter of intent**” **must be approved by the CBCRP**. The “project outline” (2-pages) and the “PI Biosketch/Other Support” (4-pages) documents will be evaluated by CBCRP's Advisory Council. The translational projects described in the LOI should:

- represent a significant leap from incremental knowledge-gathering to a practical application (a translational endpoint)
- involve the study of human subjects or enable a follow-up study in human subjects
- not be fully supported by other funding

LOI Content (two separate CBCRP templates must be uploaded to complete the LOI):

1. Project Outline (2-page maximum length) must include the following categories and discussion points:

- **Project title**
- **Translational goal** (10-20 sentences)– describe the translational leap to be achieved with this award. Identify the specific item of practical value to be produced by the end of this project. What are the barriers to translation, and how will this effort succeed where others might have failed previously? What innovative strategy will be employed to overcome barriers?
- **Impact on breast cancer** (10-20 sentences)– describe the need for this product, service, intervention, or policy that is specific for breast cancer with respect to risk, prevention, detection, diagnosis, prognosis, treatment, or survivorship. Estimate impact at the individual patient level and for overall disease burden, if successful? What population/community will it help? Will it address disparities or the needs of underserved women? What is the expected timeframe for availability of the product/service/ intervention/policy outside the research setting?
- **Background and PI qualifications** (8-12 sentences)– Describe both the general and specific topic underlying this research. Detail the previous research accomplishments and clinical trial experience by the PI and collaborators that makes the successful pursuit of this topic more realistic. Identify other sources of support and collaboration to increase the likelihood of success.
- **Specific Aims** – list the proposed aims of the project.
- Describe the involvement of **Human Subjects** in the project. How will you gain access to human subjects?
- Describe the **role of advocates** in the project (past, current, and proposed). The CBCRP believes that research projects would benefit by being directly informed by the experiences of patient-survivors, so inclusion of representatives of established advocacy organizations (e.g., Y-ME, Komen, NBCC, patient support groups at medical and cancer centers, etc.) is encouraged.

2. PI biosketch (4-pg maximum) should include a list of relevant publications and current other grant support. Identify existing grants on the proposed research topic, and discuss any overlap issues. You can use the CBCRP template or the corresponding NIH form.

LOI approval and invitations to submit full grant applications will be communicated to PIs by November 30th. You will receive an e-mail from proposalCENTRAL customer support. Once the LOI is approved, you will have access to the application forms and instructions.

There will be no feedback or evaluation summary provided to PIs either approved or disapproved for a LOI submission.