CALIFORNIA BREAST CANCER RESEARCH PROGRAM
CONFERENCE AWARD
Cycle 33 – 2026-27
Application Instructions

Key Dates:

Standard CBCRP Conference Award:

Deadline for submission of the CBCRP Conference Award application is **October 29, 2026 at 12:00 Noon PT**.

Funding decision will be announced in December, 2026. Disbursement of funds for awards may take up to three months. The funding start date for Standard Conference Award will be February 1, 2027.

Community-Led Conference Award:

Submission deadlines:

Letter of Intent – **October 29, 2026 at 12 Noon PT**
Full Application – **February 18, 2027 at 12 Noon PT**

Funding decisions will be announced in April, 2027. Disbursement of funds for awards may take up to three months. The funding start date for the Community-Led Conference Award will be June 1, 2027.

The Community-Led Conference Award is offered to support grassroots community organizations that need more time or resources to develop and execute a successful event. The CBCRP council will provide feedback on your LOI that may be used in preparing the full application. If you, or your organization, require feedback prior to applying for a Conference Award, consider submitting an application through this mechanism. See https://www.cbcrp.org/funding-opportunities/conference-awards/ for additional instructions.

Please contact Katherine McKenzie at conferenceaward@cabreastcancer.org for questions.

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Award Description

The purpose of the California Breast Cancer Research Program Conference Award is to inform, stimulate ideas and foster research specific to breast cancer. The **Standard award** is open to all applicants who have the capacity to host an event.

The **Community-Led Conference Award** supports grassroots community organizations that need more time or resources to develop and execute a successful event. Community-Led Conference Award applicants will submit a letter of intent prior to submitting a full application. The CBCRP council will provide feedback that may be used in preparing the full application for the award.

Successful events for either award type will be designed to address one or more of the following goals:

- highlight resources particular to California
- encourage new collaborations
- examine and create solutions for disparities/inequities
- inspire paradigm-shifting research
- inform policy
- promote translational and/or outcome driven research that will impact public health outcomes
- create tools for educating members of the public about breast cancer

At least one major objective of the conference or event must focus on breast cancer and at least 50% of the event must be devoted to accomplishing the breast cancer objective(s). Funding preference will be given to events that bring together people with different perspectives who do not usually meet and exchange views, and to events that are more likely to lead to new research projects and new collaborations.

Events may take place in person, virtually or in some combination. Some format options for the Conference Awards include: (1) a symposium or webinar with formal presentations and targeted breakout sessions, (2) a retreat that emphasizes less formal interactions, or (3) a conference style 'roundtable' discussion of pertinent issues without pre-existing leadership roles established. If there are in-person elements to the event, the format should include alternate strategies for implementing physical distancing measures if they are necessary at the time of the event. It is expected that researchers and, breast cancer advocates/activists, and the general public will be included in the meeting planning, organization and participation.

The event organizers must designate a specific use of CBCRP funds (e.g. scholarships, a specific session or activity) and give CBCRP name recognition for it in event materials. The requested budget can exceed the cost of the particular session or activity, but the additional items must also be distinguished from the overall budget. An awards banquet or reception is not appropriate for sponsorship.

The event must deliver a product that will further breast cancer research, education and/or policy development. Examples of products include, but are not limited to:

- A description of new breast cancer research aims/priorities identified by meeting attendees
- New cutting edge technology, instruments, communication tools
- A list and description of new investigators/potential researchers/advocates that have been introduced to the field
- Syllabus of presented papers and any planned papers
- Action plan for supporting new collaborations

It is strongly recommended that event organizers include a plan for video recording the key presentations for potential distribution on the organization's and the CBCRP website.

Advocates must be involved in each phase of the event, including planning, implementation, participation in the program and attendance. CBCRP staff involvement in the event planning and implementation, and attendance by members of CBCRP staff and Council must be permitted.

CBCRP will require a written report upon the completion of event activities within 60 days of the final meeting, and a fiscal report is due within 90 days.

Budget: Up to **$25,000 in direct costs** will be awarded per successful application. F&A (indirect) costs are not allowed. CBCRP intends to fund at least one standard award and one community-led award and will distribute up to $50,000 in Conference Awards each year.

Eligibility: Any individual or organization in California may submit an application. The event must be held 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.

Evaluation and Funding

Applications will consist of a conference plan (seven-page limit with additional pages for references) and supplementary forms. Applicants must list the major event objectives in the conference plan, identify the objectives that focus on breast cancer and describe how the event will accomplish the breast cancer objectives. The application will be evaluated based on the following criteria:

- Portion of the event that is focused on breast cancer (at least 50% of the event must be devoted to breast cancer objective(s) to be eligible for the award)
- Relevance of the major event objectives to the Conference Award goals
- Relevance of the event topic(s) to CBCRP research priority issues
- Strength of outreach to ensure representation from new disciplines, especially for disciplines not now integrated into breast cancer research
- Potential of the event to generate new ideas and facilitate collaboration
- The usefulness of any tools or products that will be generated by the event
- The degree to which information exchanged at the event has the potential to impact public health outcomes
- The strength of the plans for post-event dissemination and outreach
- The extent to which the activities that would be covered by CBCRP funds are integral to the success of accomplishing the breast cancer objectives
- Qualifications and background of the applicants/event organizers
- Involvement of advocates

CBCRP's council will evaluate applications for eligibility and appropriateness of the budget and score each of the following criteria: 1) the relevance of the event topic(s) to CBCRP priorities; 2) the outreach to research disciplines and organizations not currently integrated into breast cancer; 3) the potential of the event to generate new ideas and facilitate collaborations; and 4) the qualifications of the conference organizers. The council will make the funding decision based on the combined scores of these criteria.

If an award is made, then it can take up to three months to disburse funds.

Application Submission Process

Community-Led Conference Awards ONLY: Letter of Intent (LOI) Submission Process

Community-led conference award applicants must submit an offline letter of intent (LOI) prior to submitting a full application. LOI templates are available at https://www.cbcrp.org/funding-opportunities/conference-awards/. Completed LOIs must be submitted through SmartSimple by **October 29, 2026 at 12 Noon Pacific Time**.

Section 1: Title Page

- **Project Title:** Enter a title that describes the project in lay-friendly language. (Max 100 characters)
- **Project Duration:** Enter a project duration of 1 year
- **Proposed Project Start Date:** Project start date will default to June 1, 2027
- **Proposed Project End Date:** Enter a project end date that falls one month after the conference ends.

Section 2: Applicant/PI

The text in this section has been pre-populated from your Profile page.

Section 3: Budget

Enter an estimate of the $25,000 direct costs.

Section 4: Documentation:

- **Letter of Intent (5-pages maximum):** Upload the PDF of a Letter of Intent template document completed using the instructions below.

LOI Content:

Use the LOI to describe the event, the plan for executing and the areas where CBCRP guidance is requested. The sections listed below are guidelines for the information to include in your letter of intent. You should include information about each topic in your LOI, but focus your discussion on the areas where you would like to receive the majority of the feedback.

The maximum LOI length is 5 pages. The suggested font for the LOI is Times New Roman or Arial, no smaller than 11 point. The type density, including characters and spaces, must be no more than 15 characters per inch (cpi) and no more than 6 lines of type within a vertical inch. Page margins, in all directions, must be at least .75 inches. Applicants must ensure that upload complies with WCAG 2.1 Level AA standards in order to increase accessibility for people using any assisted technology or accessibility tools (e.g., screen readers).

In your LOI, please provide:

- A description of your organization
    - What is the mission of your organization?
    - What populations does your organization serve?
- A description of the event
    - What is the theme, main topics and sub-topic, learning goals/objects for the audience? How do they connect to breast cancer?
    - Who is the intended audience? How will you reach them?
    - What structure is envisioned for the event?
- A description of the organizational capacity to hold the event

- What is the organizational experience with event planning? What types of events has the organization hosted?
- Who will be involved with planning and staffing the event? What will each person do and what is her/his experience in carrying out that role?
- Are scientific partners involved in the event? If so, who are they and how will each person participate?
- What is the projected cost of the event? How will the entire costs be covered? Will there be supplemental funding and/or event registration fees? How will the finances be tracked and monitored?

Section 5: Signature Page:

Certify that the statements you have made are accurate and true by checking the box and entering your full name and the date.

Feedback will be given about:

- Assessment of the fit of the event with CBCRP funding priorities
- Advice for improving organizational capacity
- Recommendations for resources

Feedback will be provided on LOIs in December, 2027. All applicants submitting LOIs will be eligible to submit an application. The deadline for submission of the complete application is Thursday, **February 18, 2027**, 12 noon Pacific Time.

All Applications: Application Instructions

The deadline for electronic submission of the Standard CBCRP Conference Award application is **October 29, 2026**. The deadline for electronic submission of the CBCRP Community-Led Conference application is **February 18, 2027** and can only be submitted after completing a Letter of Intent by the October 29, 2026 deadline.

Please review the SmartSimple Application Instructions for the technical instructions for accessing and completing your application. Please note that the instructions include the requirement for applicants to ensure that all materials comply with WCAG 2.1 Level AA standards in order to increase accessibility for people using any assisted technology or accessibility tools (e.g., screen readers). This supplemental programmatic instruction document provides guidance for the content of your application.

Section 1: Title Page (Information entered in the LOI will be automatically inserted)

- **Project Title:** Enter a title that describes the project in lay-friendly language. (Max 100 characters)
- **Project Duration:** Enter a project duration of 1 year
- **Proposed Project Start Date:** Project start date will default to February 1, 2027 for the Standard Conference Award and June 1 2027 for the Community-Led Conference Award.

- **Proposed Project End Date:** Enter a project end date that falls one month after the conference ends.

Section 2: Applicant/PI

The text in this section has been pre-populated from your Profile page. You are also required to complete the field entitled "ORCID ID" 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 here: 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

- **Lay Abstract** (Max 2400 characters including spaces)
  Summarize the topic of the proposed conference, relevance to breast cancer, aims of the conference program, background information, involvement of advocates, and potential research and public health outcomes and planned follow-up. **Do not use symbols or other special text**, as these will not transfer to the box in the "abstracts" page.

  The abstract should be written using a style and language comprehensible to the general public. The scientific level should be comparable to either a local newspaper or magazine article, such as might appear in *Time* or *Newsweek*. Avoid the use of technical terms and jargon not a part of general usage. Ask a family member or friend who is not a scientist to read the abstract and tell you what they don't understand.

  Examples advocacy concerns/human issues can be sourced through websites, such as:
  - www.abcdbreastcancersupport.org/ After Breast Cancer Diagnosis
  - www.bcaction.org/ Breast Cancer Action (San Francisco)
  - www.bcconnections.org/ Bay Area Cancer Connections (Palo Alto)
  - www.bcpp.org The Breast Prevention Partners (San Francisco)
  - www.stopbreastcancer.org/ National Breast Cancer Coalition
  - www.sistersnetworkinc.org Sister's Network (San Francisco and American Canyon)
  - www.komen.org Susan G. Komen for the Cure® (there are local affiliates throughout CA)
  - www.youngsurvival.org Young Survival Coalition (e.g., Bay Area affiliate)
  - www.zerobreastcancer.org Zero Breast Cancer (San Rafael)

- **Specific aims** (Max 2400 characters including spaces) – list the proposed aims of the project.
  CBCRP Research Priorities – name the CBCRP priority issue that the research addresses (Community Impact of Breast Cancer; Etiology and Prevention; Biology of the Breast Cell; or Detection, Prognosis and Treatment).
- **CSO Research Type(s) and Sub-Type(s)**. See SmartSimple submission instructions for more details

- **Subject Area(s)**. See SmartSimple submission instructions for more details.
- **Focus Areas (s)**. See SmartSimple submission instructions for more details.
- **Research Demographics.** Enter target demographics of conference participants, as detailed in SmartSimple instructions.
- **Milestones.** Add significant milestones to this table along with anticipated completion dates and arrange in chronological order.

Section 4: Project Contacts

- **Institution Contacts.** This section is read-only. See SmartSimple submission instructions for more details.
- **Project Personnel.** Provide contact information and effort for Key Personnel and Other Significant Contributors on your project including the Applicant Principal Investigator, Co-Investigator, Advocate, Collaborator, Consultant, as applicable. Co-Principal Investigators are not allowed on this award type. Upload biosketches to each of your Key Personnel members in this section, as shown in the SmartSimple instructions.

Section 5: Budget

This section contains four 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.

- **Budget / Institution Contacts.** Add institution's Signing Official, Contracts and Grants Official, and Fiscal Contact per the SmartSimple instructions.
- **Budget Summary**. Complete the Budget Summary and the budget justification text boxes per the SmartSimple instructions.
- The direct costs cap is $25,000. Provide a breakdown of the personnel, supplies, and travel items that CBCRP is being requested to cover as described in the "Cost and Expense Guidelines" section below. (Note: The overall budget for the conference should be included as an item in the appendix.)
- Provide a justification of the requested personnel, supplies, and travel items. Explain the relationship of CBCRP funding to the overall budget.

Section 6: Assurances

An assurance is not necessary for merely holding the event. Most applicants should select "No" for Human Subjects Use.

In the rare occasion when your conference includes the participation of attendees in research, you will need to provide an IRB approval or exemption. Enter "Yes" for Human Subject Use and

- Click "**Enter IRB Details.**" A new window will open.
- Click "**+**" to add a new row.
- As applicable, enter the approval or exemption and expiration dates, and assurance number. Click "**Save**," then "**Close**."
- Click "**Upload**" to upload assurance documentation.

If available, you may enter your institutional Federal Wide Assurance (FWA) code or equivalent for Human Subjects.

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.

Note: *Please ensure that your uploaded PDFs are not password protected and fully adhere to the page limitations and other template instructions. All submitted application materials must be accessible to individuals with disabilities, including those using assistive technologies, and comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.*

Table 1. Required Application Forms

Upload (form) item	Page limit	Required or optional
Conference Plan	**7 pages, plus literature cited**	**Required**
Program Responsiveness	**2**	**Required**
Distinction from Other Funding	**1**	**Required**
Facilities	**1**	**Required**
Biosketch Use 2020 or newer NIH biographical sketch	**5 pages each**	**Required** (upload to Project Personnel section)
Appendix List & Attachments	**30 including cover list.**	**Optional**

Detailed Description of Proposal Templates:

- **PROGRAM RESPONSIVENESS (required)**

Limit the text to one page.

Address the project's (i) focus on underserved populations, and (ii) advocacy involvement in the research and sensitivity to advocacy concerns. **Do not address these issues with "n/a."** Take the time to study the human issues of breast cancer and the extra burden the disease places on different communities and consider how your event might address the needs of the underserved

in prevention, detection, prognosis, and treatment. Underserved is defined as communities or individuals who bear a disproportionally high burden of breast cancer or have disproportionate exposures or conditions linked to breast cancer. Indicate your intentions to interact with advocates and advocacy organizations and involve them in planning and carrying out the conference. The advocates involved should provide a letter of support for the conference.

- **DISTINCTION FROM OTHER FUNDING (required)**

Limit the text to one page.

Discuss the relationship and overlap between the proposed conference and other current and past grant/conference funding to the PI. Examine the CBCRP grant portfolio (https://www.cbcrp.org/) and funding by other agencies on the International Cancer Research Portfolio (ICRP) website: https://www.icrpartnership.org/ and discuss how the proposed conference would explore new topics.

- **CONFERENCE PLAN (required)**

Limit the text to seven pages, plus references cited.

Format issues:
Begin this section of the application using the download template. Subsequent pages of the Conference 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 Conference 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 at least ¾ inch.

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

Suggested content:
Introduction: Provide an introduction to the central topic of the conference and the issues to be addressed. Describe the major objective(s) of the meeting and highlight the ones that focus on breast cancer. Describe what you expect the participants to gain by attending.

Background and Significance: Describe relevance of the conference objectives to the CBCRP priority issues. Provide the PI's/organization's background in breast cancer and for the topics to be covered. Make a case for the importance of the conference in terms of current knowledge and needs in these areas.

Preliminary Work: Describe the recent work relevant to the proposed conference. This section should illustrate the capabilities of the PI and conference to conduct the meetings and develop significant new information in breast cancer. Describe any outreach activities, especially to increase diversity and participation by advocate and community groups.

Conference structure: Provide an overview of planned schedule and speakers. Describe the activities that are specifically devoted to the breast cancer objectives and illustrate how they make up at least 50% of the conference activities. Describe contingencies for holding the event if physical distancing requirements are in place at the time of the event. Describe the role of advocates in the planning phase as well as their role in the conference events. Indicate plans for publication or dissemination of conference results.

Outcomes: Describe the products that will be generated by the event. Explain the expected benefits of this event to the breast cancer field and/or to public health and indicate your future plans to continue discussion and follow-up activities for the topics to be covered.

- **BIOGRAPHICAL SKETCH & OTHER SUPPORT (required)**

This item is evaluated in the peer review. **Use the NIH form (version 2020 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**.

The information provided is evaluated to assess the expertise, training, and background relative to the methods employed in the project.

Biosketch Includes:

- **Personal Statement:** Briefly describe why you are a good fit for the project team, based on your experience and qualifications. Describe in a few paragraphs what specific strengths you bring to the project, relevant to the collaboration, community-connectedness, scope, aims and methods of your application. Include ongoing and recently completed projects that you would like to highlight.
- **Positions, Scientific Appointments, & Honors**
    - **Education/Training:** Begin with baccalaureate and end with the most recent, including postdoctoral training.
    - **Research and/or Professional Experience:** List positions in chronological order.
    - **Honors:** List awards or honors received in chronological order. This can include awards for community based or academic efforts that are relevant to the current application. You can include membership in advisory committees (including those for the federal government).
- **Contribution to Science:** Describe your experience in hosting health and/or scientific events. Include any descriptions of research experience or service provision in the topic area.

- **Facilities**

Briefly describe the facilities and resources (e.g., meeting space, meeting equipment and access to populations) that are needed and are available for successfully carrying out the event. Make sure all of the meeting needs described in the conference plan are addressed in this section. Describe resources to be supplied by subcontractors and those that are external to the organization.

- **APPENDIX LIST**

Follow the instructions and items list on the template. **The appendix may not be more than 30 pages in length.**

Note that the conference plan must be self-contained and understandable without having to refer to the appendix.

Section 8: Signature Page

This function allows a check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before Submitting to Signing Official. Once all online and downloaded templates have been completed and uploaded to SmartSimple, the application is ready to be submitted to your institution's signing official. You must click "Submit to Signing Official" to complete this step. Your institution's signing official will receive an email notification to log in, review, and either submit the application, or send the application back to the Applicant PI for revision. **Note: The signing official must complete this step prior to the application deadline. Please plan submission timelines accordingly. See SmartSimple instructions for further details.**

- **Electronic submission:** the deadline for electronic submission of the complete application by your Institutional Signing Official is **October 29, 2026** (12 noon Pacific Time) for the Standard Conference Award and **February 18, 2027** (12 noon Pacific Time) for the Community-Led Conference Award.

Cost and Expense Guidelines

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

- Not allowed for conference awards

3) Other Project Expenses

- Include expected costs for supplies and other expenses under the "Not Included in IDC" section of the budget. 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 costs are not allowed for conference awards

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

- Not allowed for conference awards

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:** Not required for conference awards
- **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.
- **Travel - Scientific Meetings:** Not allowed for conference awards

6) Service Contracts and Consultants

- Both categories require the breakdown of costs in the budget justification. Provide hours/rate for consultant effort on the project if applicable.

7) Subcontracts

- Not allowed for conference awards.

8) INDIRECT (F&A) COSTS

- Not allowed for conference awards

General Funding 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.
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. PIs who have previously been funded by CBCRP are welcome to apply, but the research aims must be distinct from their previous CBCRP grants.
4. Multiple applications and grant limits for PIs. A PI may submit more than one application, but each must have unique specific aims. Applicants are limited to a maximum of two (2) grants either as PI or co-PI in this cycle, and these must be in different award types. The Program Directed Research and Policy Initiative grants are not included in this limit. A PI may have more than one Initiative grant in a year.

5. **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 CBCRP Grant Reports

PIs with current CBCRP 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 a Cycle 33 application to possible 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.

Human Subjects

If a project proposes activities that pose unacceptable potential for human and animal subject risks, then a recommendation either not to fund or to delay funding until the issue is resolved may result.

IRB approval, human subject "exemption" approval, or animal assurance documentation must be provided prior to funding, but is not needed for application review. Applicants are encouraged to apply to the appropriate board or committee as soon as possible in order to expedite the start of the project, and you must do so before or within 21 days of notification that an award has been offered. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects.

Award Decisions

Applicants will be notified of their funding status by the dates listed in the Call for Applications. The written application critique is 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 the funding notification. 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:

- Supply any missing application forms or materials, including detailed budgets and justifications for any subcontract(s).
- IRB applications or approvals pertaining to the award.
- Resolution of any scientific overlap issues with other grants or pending applications.
- Resolution of any Review Committee and Program recommendations, including specific aims, award budget, or duration.
- Modify the title and lay abstract, if requested.

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: https://www.ucop.edu/research-grants-program/grant-administration/index.html

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 event planning inquiries, please contact:
  Katherine McKenzie, Senior Program Officer
  conferenceaward@cabreastcancer.org

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