CBCRP Trainee Supplement Submission Instructions

Overview:

The California Breast Cancer Research Program (CBCRP) is committed to bringing diverse perspectives to bear on the intransigent questions in breast cancer. 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 California residents and be pursuing a research interest focusing on vulnerable populations that are disproportionately impacted by breast cancer or have disproportionate exposures or conditions linked to breast cancer. This opportunity is open to all eligible applicants, including those underrepresented in the field of, or disproportionately impacted by, breast cancer.

The CBCRP Trainee 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.

Application process:

Request for the CBCRP Trainee Supplement Award must be submitted either: (1) as part of the pre-funding review of a newly selected grant prior to release of payment; or (2) as part of an ongoing grant's annual scientific progress report prior to the report due date if there will be at least 6 months remaining on the project. Supplement requests are above the parent grant award cap and are available for all PIs of IDEAs, CRC Pilot Awards, CRC Full Awards, Policy Awards and Program Initiative Awards. PIs of Conference Awards, Fellowships and Planning Awards are NOT eligible

Applications will be reviewed by CBCRP staff.

CBCRP Trainee Supplement requirements:

- The CBCRP Trainee 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.
- Trainees may receive only one Supplement, which cannot be renewed.
- 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 all eligible individuals to apply. In accordance with state and federal law, preference will not be given to applicants based on race, color, ethnicity, gender or national origin.

Submission procedure:

- Parent grant PI identifies the prospective trainee who fulfills the eligibility requirements of the trainee Supplement as described above,
- 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 them achieve scholastic or career goals. If an applicant is already working with the investigator and/or has experience in breast cancer research, the training must develop distinct new skills that would not have been gained without the supplement.
    - 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 them.
- CBCRP Program staff review the request and, if approved, supplement the parent grant with the training costs.

Multiple submissions

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

Instructions

The proposal must be uploaded to SmartSimple as part of the pre-funding deliverables or the annual progress report submission. Should the application be funded, the award period will align with the original or continuation year of the parent grant.

Documentation: Proposal Templates

Applying at the Prefunding Stage: A Trainee Supplement deliverable will be included with the Prefunding deliverables for the grant. In partnered awards, there will be a separate deliverable for each budget.

Applying at the Annual Reporting Stage: Initiate the Trainee Supplement request as you are preparing your annual progress report. Create an Award Amount Modification (AAM) request by clicking the "Create New" button at the top of the Annual Progress Report activity. The AAM activity will appear in the Deliverable tile (go to the Home page). When the Trainee Supplement request is complete, the PI will need to click on the “Submit” button for the Institutional C&G official to review, then the Institutional C&G official will need to click on the “Submit” button to have the request officially route to RGPO. For partnered awards, please follow the same steps.

Proposal Templates: Proposal Templates are Word documents available for download at https://cbcrp.org/funding-opportunities/application-process/trainee-supplement-award.html. To complete the templates, download them, save them and enter the requested information. All application materials are required to be uploaded in formats accessible to individuals with disabilities, including those using assistive technologies. Applicants are required to prepare and review their application materials for accessibility and ensure they comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. Please contact your institution for information and resources on digital accessibility tools or refer to the UCOP Electronic Accessibility website for tips and links to useful accessibility resources.

Once complete, convert the templates to PDF, combine them into a single PDF and then upload the

PDF file to the Trainee Supplement deliverable or the AAM deliverable.

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

CBCRP Trainee Supplement Proposal Form Requirements – submit a single PDF

Form Name & Template Availability	**Notes & Page Limits**
Candidate Nomination and Training Plan, Budget and Budget Justification	- Page Limit: 7 - To be completed by the parent grant Principal Investigator.
Personal Statement (Trainee) - Word template	- 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

Candidate Nomination and Training Plan

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. The supplement must expand the applicant's training beyond the work they have already done in breast cancer and/or within the project; provide new skills and experience in breast cancer research; and represent a meaningful shift or expansion of their current skill set. In addition, the plan should incorporate opportunities 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 and Budget Justification

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 applied specifically for the training, up to $750.

The following expenses are not allowed in CBCRP Trainee 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 training activities described in the training plan and the allowable costs and guidelines described here. (Page limit: 1)

Personal Statement (Trainee): Completed by Trainee

Complete a personal statement that describes your experience with breast cancer or research (if any), how the CBCRP Trainee Supplement eligibility requirements apply to you and how you expect the training to benefit you. (Page limit: 3)

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.