



## **Request for Proposals (RFP)**

### **Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 2 Planning Grants**

#### **California Breast Cancer Research Program *Preventing Breast Cancer: Community, Population, and Environmental Approaches***

Deadline to apply:  
June 06, 2024

## Table of Contents

Table of Contents.....	2
About the California Breast Cancer Research Program and the Preventing Breast Cancer Initiative.....	3
PBC Priority Areas .....	3
Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 2 Planning Grants.....	5
Available Funding .....	5
Background/Justification.....	6
Specific Aims .....	6
Requirements for Planning Grants .....	7
Community Involvement and Focus.....	7
Budget .....	8
References.....	8
How We Evaluate Planning Grants .....	9
Application Instructions .....	10
Application Components.....	10
Detailed Description of Proposal Templates .....	12
Appendix A: Cost and Expense Guidelines.....	14
Appendix B: Other CBCRP Application Policies and Guidelines.....	17
Eligibility and Award Limits .....	17
Policy on Applications from PIs with Delinquent Grant Reports.....	17
Confidentiality.....	18
Award Decisions.....	18
Appeals of Funding Decisions .....	18
Pre-funding Requirements .....	18
Publications Acknowledgement .....	19
Open Access Policy .....	19
Grant Management Procedures and Policies .....	19
Contact Information .....	20

## About the California Breast Cancer Research Program and the Preventing Breast Cancer Initiative

The **California Breast Cancer Research Program (CBCRP)** was established pursuant to passage by the California Legislature of the 1993 Breast Cancer Act (i.e., *AB 2055 (B. Friedman) [Chapter 661, Statutes of 1993]* and *AB 478 (B. Friedman) [AB 478, Statutes of 1993]*). The program is responsible for administering funding for breast cancer research in the State of California.

The mission of CBCRP is to eliminate breast cancer by leading innovation in research, communication, and collaboration in the California scientific and lay communities.

- CBCRP is the largest state-funded breast cancer research effort in the nation and is administered by the University of California, Office of the President.
- CBCRP is funded through the tobacco tax, voluntary tax check-off on personal income tax forms, and individual contributions.
- The tax check-off, included on the personal income tax form since 1993, has drawn over \$12 million for breast cancer research.
- Ninety-five percent of our revenue goes directly to funding research and education efforts.
- CBCRP supports innovative breast cancer research and new approaches that other agencies may be reluctant to support.
- Since 1994, CBCRP has awarded over \$290 million in 1,249 grants to institutions across the state. With continued investment, CBCRP will work to find better ways to prevent, treat and cure breast cancer.

### PBC Priority Areas

CBCRP's Program Initiatives integrate expertise and experience from a range of stakeholders to identify compelling research questions and fund research projects that help find solutions to reduce suffering from breast cancer and move science closer to eliminating the disease. The Program Initiatives engage scientists, advocates, people impacted by breast cancer, and the broad community in a dialogue to frame research priorities and fund meaningful research.

In 2004, CBCRP launched its Special Research Initiatives (SRI), devoting 30% of research funds to research to environmental causes of breast cancer and the unequal burden of the disease. Under this initiative, CBCRP funded 26 awards totaling over \$20.5 million. In 2010, CBCRP launched its second round of Program Initiatives, the California Breast Cancer Prevention Initiatives (CBCPI), adding population-level prevention interventions as a target area and devoting 50% of its funds to these priority areas. To date, CBCRP has funded 22 awards under CBCPI, totaling over \$19 million.

In 2015, CBCRP's Council decided to build on the existing Program Initiatives by devoting 50% of CBCRP research funds between 2017 and 2021 to a third round of Program Initiatives. This new effort is titled Preventing Breast Cancer (PBC): Community, Population, and Environmental

Approaches. Approximately \$20 million is being dedicated to directed, coordinated, and collaborative research to pursue the most compelling and promising approaches to:

- Identify and eliminate environmental contributors to breast cancer.
- Identify and eliminate fundamental causes of health disparities with a focus on breast cancer in California.
- Develop and test population-level prevention interventions that incorporate approaches to address the needs of the underserved and/or populations experiencing disparities in the burden of breast cancer.

In 2020, CBCRP began releasing a series of initiative based on 10 concept proposals to stimulate compelling and innovative research in all three PBC focus areas.

In April 2021, CBCRP issued an RFP for “Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 1 Convener” and an award was made. This RFP is for Planning Grant Awards for Phase 2 of this initiative.

## Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 2 Planning Grants

### Available Funding

This initiative aims to advance the primary prevention of breast cancer by developing, disseminating, implementing, and evaluating high-impact population-based primary prevention interventions to reduce breast cancer risk with a focus on California's culturally, ethnically, and racially diverse and medically underserved communities. This initiative builds on the CBCRP-sponsored [Paths to Prevention: the California Breast Cancer Primary Prevention Plan](#) by leveraging existing community cancer and chronic disease prevention and risk reduction efforts and focusing on identified risk factors for breast cancer. This work is in two phases. Phase 1 focused on: 1) Understanding the breast cancer concerns and prevention priorities of community leaders, researchers, practitioners, and policy experts across California; 2) Engaging community and opinion leaders, research, practice, and policy specialists in regional California meetings to identify opportunities for working together in breast cancer prevention coalitions based on shared concerns and priorities; and 3) Helping build community-partnered participatory research and dissemination and implementation research capacity and research engagement within these coalitions. Phase 2 will fund the implementation of strategies generated in Phase 1.

CBCRP is sponsoring a **Request for Proposals (RFP) for CLASP-BC Phase 2 Planning Grants**. CBCRP intends to fund up to ten Planning Grants with a maximum direct cost budget of \$25,000 and a duration of six months. CBCRP is offering planning grants to prepare teams to apply for CLASP-BC Phase 2 Full Awards. Application materials will be available in the SmartSimple grants management system at [www.rgpogrants.edu](http://www.rgpogrants.edu) from May 1, 2024.

**Completed responses to this RFP are due by Thursday June 06, 2024, 12 noon PDT.** The award start date is September 1, 2024.

Funding will be available for up to three CLASP-BC Phase 2 Full Awards (RFP available here: <https://www.cbcrp.org/funding-opportunities/sri/>; Maximum direct costs of \$1,200,000 for a duration of three years) with a start date of August 1, 2025. The application materials for the Full Awards will open in SmartSimple in September 2024 with a deadline of March 6, 2025.

### **For more information and technical assistance, please contact:**

Sharima Rasanayagam, PhD  
Environmental Health and Health Policy Program Officer, CBCRP  
[sharima.rasanayagam@ucop.edu](mailto:sharima.rasanayagam@ucop.edu)  
(510) 987-9216

## Background/Justification

CBCRP funded Breast Cancer Prevention Partners to develop *Paths to Prevention: the California Breast Cancer Primary Prevention Plan* ([www.bcpp.org/resource/california-breast-cancer-primary-prevention-plan](http://www.bcpp.org/resource/california-breast-cancer-primary-prevention-plan)), a comprehensive policy agenda for breast cancer prevention through risk reduction that aims to be both effective and practical.<sup>1,2</sup> The approach touched on all levels of the health impact pyramid, from education at the top to the bottom rungs of changing the context and socioeconomic factors, where the population impact is greatest.<sup>3</sup> The agenda also considered risk factors at all stages of the lifespan. An overarching goal and specific intervention goals for 23 risk and protective factors are identified in the plan, along with specific intervention strategies that could be used to reach these goals. **The purpose of Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC) is to translate these strategies into evidence-informed interventions (EIs) that are disseminated and implemented across California.**

CLASP-BC is part of CBCRP's Program Initiative strategic priority to disseminate and implement high-impact, population-based prevention approaches by funding large scale, evidence-informed interventions (EIs), through multi-jurisdictional actions, with the intent to decrease the risk of breast cancer and other chronic diseases (sharing common risk factors), particularly among racial/ethnic minorities and medically underserved populations in California.

Further background and supporting evidence for the CLASP-BC Initiative can be found in the original Phase 1 RFP available at [pbc-clasp-1-rfp.pdf \(cbcrrp.org\)](#)

## Specific Aims

CLASP-BC is part of CBCRP's Program Initiative strategic priority to disseminate and implement high-impact, population-based prevention approaches by funding large scale, evidence-informed interventions (EIs), through multi-jurisdictional actions, with the intent to decrease the risk of breast cancer and other chronic diseases (sharing common risk factors), particularly among racial/ethnic minorities and medically underserved populations in California.

Phase 1 of CLASP-BC focused on: 1) Understanding the breast cancer concerns and prevention priorities of community leaders from California's culturally/ethnically/racially diverse and medically underserved communities, researchers, practitioners, and policy experts; 2) Engaging community and opinion leaders, community and breast cancer advocates, research, practice, and policy specialists in regional California meetings to identify opportunities for working together in breast cancer prevention coalitions based on shared concerns and priorities; and 3) Helping (e.g., with technical assistance and training programs) build community-partnered participatory research (CPPR) and dissemination and implementation research capacity and research engagement within these coalitions.<sup>4</sup>

Phase 2 Planning Grants are intended to provide Phase 2 Full proposal preparation support. Funds will be awarded to coalitions demonstrating the need for such support as well as a commitment and capacity to submit a full Phase 2 proposal.

Specific Aims of Phase 2 Full Awards can be found in the RFP available at <https://www.cbcrp.org/funding-opportunities/sri/>

### Requirements for Planning Grants

Applicants for Planning Grants are required to:

- set out their initial ideas for a Full Award;
- outline the relevance of these ideas to the CLASP-BC Initiative;
- describe the coalition they have gathered or are planning to gather to undertake the Full Award;
- describe the strengths, resources, and assets of the community that will support their work in the Planning Grant phase;
- describe the timeline and activities for planning grant funds and how these will help plan for and develop the Full Award application.

### Community Involvement and Focus

The use of the principles of Community Partnered Participatory Research (CPPR) will be central to successful applications. All applications should be CPPR projects led by co-PIs within the coalitions of the community, research, practice, and policy organizations applying. At least one co-PI should be a Community Representative.

For the purposes of CLASP-BC, the definitions of community representatives and patient advocates, as well as research, practice, and policy experts, are as follows:

- Community Representatives and Patient Advocates – These are individuals who live and work in the engaged communities and/or are leaders in community-based organizations providing vital social, economic and health service support in the engaged communities. As such, these coalition partners are vital in contributing their knowledge and expertise as community leaders and in sharing the views from community in all phases of the project.
- Research Experts – Individuals with an advanced degree (e.g., Masters or Doctorate) who have actively participated in and contributed to the research enterprise as evidenced by peer-reviewed research grants and/or publications. Researchers who have such a demonstrated research background may or may not be affiliated with an academic institution (e.g., Academic Cancer Centers) but could serve in an NGO, government, or other organizations with research as part of their mission.
- Practice Experts – Individuals who manage and/or provide programming and/or services that influence directly or indirectly (e.g., built environment) population health. Practitioners in the funding agreement applications could represent NGOs, government, or other organizations with demonstrated knowledge and skill in the topic under consideration for the funding application.
- Policy Experts – Individuals who work on making or influencing policy decisions in or outside of government (e.g., an NGO) that influence directly or indirectly population

health. Policy can include legislative or executive decisions that work through taxation, regulation, and related policy instruments that impact populations.

### Budget

CBCRP intends to fund up to ten Planning Grants with a maximum total direct cost budget of \$25,000 each and a duration of six months.

Indirect (F&A) costs are paid at the appropriate federally approved F&A rate for all institutions except for University of California campuses, which receive a maximum of 35% F&A (25% for off-campus projects). Organizations that do not have a federally approved F&A rate may request a De Minimis rate of 25%.

### References

---

<sup>1</sup> Buermeyer N, Engel C, Nudelman J, Rasanayagam S. *Paths to Prevention: the California Breast Cancer Primary Prevention Plan*. 2020. <https://www.bcpp.org/resource/california-breast-cancer-primary-prevention-plan/>

<sup>2</sup> White MC, Kavanaugh-Lynch MMHE, Davis-Patterson S, Buermeyer N. An Expanded Agenda for the Primary Prevention of Breast Cancer: Charting a Course for the Future. *Int J Environ Res Public Health*. 2020;17(3):E714. Published 2020 Jan 22. doi:10.3390/ijerph17030714

<sup>3</sup> Frieden TR. A Framework for Public Health Action: The Health Impact Pyramid. *American Journal of Public Health*. 2010;100(4):590-595. doi:10.2105/ajph.2009.185652.

<sup>4</sup> Kerner JF, Kavanaugh-Lynch MHE, Baezconde-Garbanati L, Politis C, Prager A, Brownson RC. Doing What We Know, Knowing What to Do: Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC). *International Journal of Environmental Research and Public Health*. 2020;17(14):5050.



## How We Evaluate Planning Grants

Applications will consist of a Planning Grant plan (five-page limit with additional pages for references) and supplementary forms. CBCRP's Council will evaluate applications for eligibility and appropriateness of the budget and score each of the following criteria:

- **Responsiveness.** How responsive are the initial ideas for the Phase 2 Full Project to the stated intent of the CLASP-BC Initiative? Are these ideas relevant to the goals of the Initiative?
- **Impact and Feasibility.** Is there a coherent plan for using the planning grant funds to develop the Full Award application? Would the funding fill a vital gap in the organization's capacity to submit an application? Will these activities likely lead to a competitive Full Award Application?
- **Diversity, Equity and Inclusion.** Do the initial ideas for the Phase 2 Full project address inequities and/or the specific needs of communities who are underserved as they bear a disproportionately high burden of health-related problems due to factors related to race, ethnicity, socioeconomic status, geographic location, sexual orientation, physical or cognitive limitations, age, occupation and/or other factors and how they could affect systems change for historically disenfranchised groups.
- **Partnership and Collaboration.** How well described is the coalition the applicants have gathered or are planning to gather to apply for the Full Award. Are the strengths resources and assets of the community that will support the work in the Planning Grant phase well described. Does the team propose a sound approach to partnership? Do they plan to include community members representing groups that are underrepresented in breast cancer research?

The Council will make the funding decision based on these criteria.

## Application Instructions

Application materials will be available through RGPO's [SmartSimple application and grant management system](#) from May 1, 2024. Please review the technical instructions for accessing and completing your application which will also be available at that time. The supplemental programmatic instructions below provide guidance for the content of your application.

### Application Components

#### **Section 1: Title Page**

- **Project Title:** Enter a title that describes the project in lay-friendly language. (Max 100 characters)
- **Project Duration:** Selected duration should be 6 months.
- **Proposed Project Start Date:** Enter a project start date of September 1, 2024
- **Proposed Project End Date:** Enter a project end date of February 28, 2025.

#### **Section 2: Applicant/PI**

A required field entitled "ORCID ID" is editable 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 at <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 initial ideas for your CLASP-BC Phase 2 Full Award and the coalition you have gathered or plan to gather to work on the project. Highlight how you will develop your application through the Planning Grant duration. 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. Avoid the use of acronyms and technical terms. The scientific level should be comparable to either a local newspaper or magazine article. 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.

- **Specific aims** (Max 2400 characters/approx. 350 words). List the proposed aims of the Full Award project.
- **CBCRP Research Priorities.** Select "Etiology and Prevention" as the CBCRP priority issue that the research addresses.

- **CSO Research Type(s) and Sub-Type(s).** Select “3.0 Prevention” as the CSO Type and “3.6 Resources and Infrastructure Related to Prevention” as the Sub-Type that best represent your project.
- **Subject Area(s).** See SmartSimple submission instructions for more details.
- **Focus Areas(s).** See SmartSimple submission instructions for more details.
- **Research Demographics.** Leave this table blank since these Planning Grants will not involve human subjects.
- **Milestones.** Add significant milestones to this table along with anticipated completion dates and arrange them in chronological order.

#### ***Section 4: Project Contacts***

**Project Personnel.** Provide contact information and effort for Key Personnel and Other Significant Contributors on your project including the Applicant Principal Investigators (Co-PIs), Co-Investigator, Advocate, Collaborator, Consultant, and support personnel, as necessary. Upload biosketches for each of your Key Personnel members in this section, as shown in the SmartSimple instructions.

#### ***Section 5: Budget***

At initial application you simply need to enter the total budget amount (**budget cap of \$25,000 in direct costs**) and an overview budget justification of how you will spend this. If you are selected for funding you will need to complete a detailed budget/line itemization including personnel, supplies, travel and meeting costs before funds can be disbursed.

- **Indirect (F&A) costs.** Non-UC institutions are entitled to full F&A of the Modified Total Direct Cost base (MTDC); UC institutional F&A is capped at 35% MTDC, or 25% MTDC for off-campus investigators (not retroactive to prior grants). If a grantee or subcontractor does not have a federally negotiated F&A rate at the time of the proposal submission, they may request a “De Minimis” F&A rate of 25% MTDC.

Additional budget guidelines that will be applied in the pre-funding phase for funded planning projects can be found in Appendix A.

#### ***Section 6: Assurances***

An assurance is not necessary for a Planning Grant. Please select “No” for Human Subjects Use.

#### ***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.

Upload Item (Template/Form)	Page limit	Required or optional
Planning Grant Plan	5	Required
Biosketches (All Personnel listed on Key Personnel form)	5 (each biosketch)	Required <i>(upload to Project Personnel section)</i>
Appendix list and uploads	30	Optional

**Detailed Description of Proposal Templates**

**Planning Grant Plan (required)**

**Limit the text to five pages.** References are not included in the page limits.

**Format issues:**

Begin this section of the application using the download template. Subsequent pages of the Planning Grant 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 Planning Grant 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 ¼ inch.

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

**Suggested content:**

*Introduction:* Provide an introduction to the initial ideas you have for the Full Award Application.

*PBC Focus (Responsiveness):* Provide a clear, brief summary for the CBCRP Council (1 or 2 paragraphs) of how your initial ideas for a Full Award address the specific CLASP-BC Initiative objectives. Make a case for the importance of these ideas.

*Diversity and Inclusion:* Describe how your initial ideas will address inequities and/or the specific needs of communities who are underserved as they bear a disproportionately high burden of health-related problems due to factors related to race, ethnicity, socioeconomic status, geographic location, sexual orientation, physical or cognitive limitations, age, occupation

and/or other factors and how it will affect systems change for historically disenfranchised groups.

*Description of Coalition:* Describe the coalition you have gathered or are planning to gather to work together on the Full Award application and project. Highlight the strengths/nature of the proposed coalition partnerships as reflected in the leadership and involvement in all areas. Provide the PI's/organization's or coalition members' background in breast cancer and for the topics to be covered. This section should illustrate the capabilities of the PI and partners to develop a competitive Full Award application with the support of the Planning Grant award.

*Planning Grant Activities:* Describe how you would use the funds from the Planning Grant to enhance your coalition's capacity to develop a competitive application. This could include supporting meetings and joint work sessions, hiring a project manager or consultant or any activities that the planning grant would enable. Include a timetable that shows all activities and months in which they will occur.

***Biographical Sketch (required)***

This item is evaluated by the CBCRP Council. **Use the NIH form (version 2015 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.**

***Appendix (optional)***

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

Note that the *Planning Grant plan must be self-contained* and understandable without having to refer to the appendix. Only those materials necessary to facilitate the evaluation of the Planning Grant plan may be included; the appendix is not to be used to circumvent page limitations of the application.

## Appendix A: Cost and Expense Guidelines

For all budget categories, clearly label/itemize all costs associated with research dissemination activities in the budget justification.

### 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](http://grants.nih.gov/grants/policy/person_months_faqs.htm)
  - NIH Calculation Scheme:  
[http://grants.nih.gov/grants/policy/person\\_months\\_conversion\\_chart.xls](http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls)
- 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). CBCRP 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 eligible for this award type.

### 3) Other Project Expenses

- Include expected costs for supplies and other research expenses not itemized elsewhere. Please break out and provide detailed cost
- Pooled expenses may be allowed as a direct cost at the discretion of the Program with certification of the following: 1) the project will be directly supported by the pooled expenses, 2) the pooled expenses have been specifically excluded from the indirect cost rate negotiation, and 3) the pooled expenses have been allocated consistently over time within the organization. Please explain any requested pooled expense requests in the budget justification.
- Advocate (s) Expenses. Include any travel, meeting, and consultation costs/fees associated with advocate engagement.

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

- Not eligible for this award type.

#### 5) Travel

- **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. Please break out and provide detailed cost.
- **Travel - Scientific Meetings:** Scientific conference travel is limited to \$2,000 per year. Label such expenses as “Travel-Scientific Meetings” and explain in budget justification. Please break out and provide detailed cost.

#### 6) Service Contracts and Consultants

- Both categories require additional description (Budget Justification).

#### 7) Subcontracts

- In the case of University of California applicants, subcontracts need to be categorized and broken out as one of two types, University of California-to-University of California (UC to UC) sub agreements or transfers; or, Other. A subcontract is not allowed to have another subcontract. Requires additional description (Budget Justification).

#### 8) INDIRECT (F&A) COSTS

- **Indirect cost policy:** Non-UC institutions are entitled to full F&A of the Modified Total Direct Cost base (MTDC); UC institutional F&A is capped at 35% MTDC (25% for off-campus projects).
- **Modified Total Direct Costs (MTDC)** include salaries and wages, fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract) to an outside institution. MTDC does not include (indirect costs are not allowed on): capital expenditures, charges for patient care, scholarships and fellowships (including postdoctoral stipends), tuition remission and graduate student stipends, rental costs of space, equipment purchases more than \$5,000 per item, the portion of each sub grant and subcontract in excess of the first \$25,000, and the total cost of any subcontract from one UC to another UC campus. On a non-fellowship award, you may apply indirect costs to graduate student salary (under salary only, not as stipend) but not to tuition & fees.
- For all eligible projects that allow grantees to recover the full amount of their federally negotiated indirect cost rate agreement, grantees must also accept the full federally

recognized F&A rate for all award subcontractors (except for subcontracts to another UC institution, where F&A is not allowed). If a grantee or subcontractor does not have a federally negotiated F&A rate at the time of the proposal submission, the grantee and/or subcontractor may request a “De Minimis” F&A rate of 25% MTDC. A higher indirect rate that has been accepted for state or local government contract or other California grantmaker contract may be approved at the discretion of the Program Director and the Research Grants Program Office Executive Director.

- **INDIRECT COSTS ON SUBCONTRACTS**

- The award recipient institution will pay indirect costs to the subcontractor.
- For non-UC subcontracted partners, CBCRP will allow full F&A of the Modified Total Direct Cost (MTDC), as defined above.
- F&A costs are not allowed for one UC institution's management of a subcontract to another UC institution.
- The amount of the subcontracted partner’s F&A costs can be added to the direct costs cap of any award type. Thus, the direct costs portion of the grant to the recipient institution may exceed the award type cap by the amount of the F&A costs to the subcontracted partner’s institution.



## Appendix B: Other CBCRP Application 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 by Principal Investigators who are resident 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. **Applicants at California-based Nonprofit Institutions:** CBCRP will accept applicants from PIs at non-profit organizations or institutions, provided that the organization can manage the grant and demonstrate financial health. The organization must also meet our liability insurance requirements. If the application is recommended for funding, the University will collect additional information, such as tax ID numbers and financial reports, to review the organization during the pre-funding process to ensure all financial management and project management eligibility criteria can be met.
- 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. Multiple applications and grant limits for PIs.** A PI may submit more than one application, but each must have unique specific aims. For Cycle 30, applicants are limited to a maximum of two (2) grants either as PI or co-PI, and these must be in different award types. The Program and Policy Initiative grants are not included in this limit. A PI may have more than one Program and Policy Initiative grant in a year.
- 4. 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 Grant Reports

PIs with current RGPO 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 an application to 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.

## Award Decisions

**Applicants will be notified of their funding status by August 1, 2024.** The written application critique from the review committee, the merit score average, component scores, and programmatic evaluation are provided at a later time. Some applications could be placed on a ‘waiting list’ for possible later funding.

## Appeals of Funding Decisions

An appeal regarding the funding decision of a grant application may be made only on the basis of an alleged error in, or deviation from, a stated procedure (e.g., undeclared reviewer conflict of interest or mishandling of an application). The **period open for the appeal process is within 30 days of receipt of the application evaluation** from the Program office. **Before submitting appeals, applicants are encouraged to talk about their concerns informally with the appropriate program officer or the CBCRP program director.**

Final decisions on application funding appeals will be made by the Vice President for Research & Innovation, University of California, Office of the President. Applicants who disagree with the scientific review evaluation are invited to submit revised applications in a subsequent grant cycle with a detailed response to the review.

The full appeals policy can be found in the online the University of California, Office of the President, “RGPO Grant Administration Manual – Section 5: Dispute Resolution”:

[https://www.ucop.edu/research-grants-program/files/documents/srp\\_forms/srp\\_gam.pdf](https://www.ucop.edu/research-grants-program/files/documents/srp_forms/srp_gam.pdf)

## 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:

1. Supply approved indirect (F&A) rate agreements as of the grant's start date and any derived budget calculations.
2. Supply any missing application forms or materials, including detailed budgets and justifications for any subcontract(s).
3. IRB applications or approvals pertaining to the award.
4. Resolution of any scientific overlap issues with other grants or pending applications.
5. Resolution of any Review Committee and Program recommendations, including specific aims, award budget, or duration.
6. Modify the title and lay abstract, if requested.

### **Publications Acknowledgement**

All scientific publications and other products from a RGPO-funded research project must acknowledge the funding support from UC Office of the President, with reference to the specific CBCRP funding program and the assigned grant ID number.

### **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: [http://www.ucop.edu/research-grants-program/files/documents/srp\\_forms/srp\\_gam.pdf](http://www.ucop.edu/research-grants-program/files/documents/srp_forms/srp_gam.pdf)

## 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](mailto:RGPOGrants@ucop.edu)

**For scientific or research inquiries, please contact:**

Sharima Rasanayagam, PhD

Environmental Health & Health Policy Program Officer, CBCRP

[sharima.rasanayagam@ucop.edu](mailto:sharima.rasanayagam@ucop.edu)

(510) 987-9216

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