



The mission of Susan G. Komen® is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.

CAREER TRANSITION AWARDS

2025-2026 LETTER OF INTENT (LOI) ANNOUNCEMENT AND INSTRUCTIONS



Susan G. Komen®

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Questions: www.komen.org/researchhelpdesk

Website: www.komen.org

KEY DATES

Letter of Intent (LOI) Announcement:	May 21, 2025
Institution Opt-in Deadline:	June 5, 2025
Letter of Intent Due:	July 24, 2025, by 1 p.m., Eastern Time
Letter of Intent Decision:	August 14, 2025
Application Due:	October 2, 2025, by 1 p.m., Eastern Time
Award Notification:	On or around April 15, 2026

PURPOSE OF AWARD: This Susan G. Komen grant mechanism aims to help outstanding postdoctoral fellows and clinical fellows, working under the guidance of a mentor, launch their competitive, independent breast cancer research careers. Career Transition Awards provide up to five years of funding in two phases: Phase 1 supports the final years of mentored, postdoctoral training and Phase 2 supports the independent research of the early career, tenure-track investigators. By supporting the most promising scientists and clinician-scientists as they embark on independent careers dedicated to breast cancer research, Komen seeks to ensure that a diverse group of highly trained scientists who reflect the communities we serve will emerge as the next generation of leaders in breast cancer research.

GRANT TERMS: Applicant/PI may request up to 5 years of funding totaling up to \$650,000.00 over the two phases of the Award. Up to \$100,000.00 per year (direct costs only) for up to two years may be requested for the first phase of the Career Transition Award to support the postdoctoral work (Phase 1). For the second phase of the Career Transition Award, the Applicant/PI may request up to \$150,000.00 per year (direct and indirect costs) for up to three years to support independent research (Phase 2). See Applicant/PI Eligibility Requirements on pages 3-4 of this Announcement.

CAREER TRANSITION AWARDS OVERVIEW

The two phases of this 5-year Career Transition Award are intended to support individuals pursuing independent breast cancer research careers by providing funding for 1-2 years of mentored postdoctoral research and career development and up to 3 additional years of independent research in a tenure-track faculty position. **The transition from the mentored phase to the independent phase is intended to be continuous.** It is expected that the strongest applicants will provide a vision statement encompassing the 5-year grant term, including a well-conceived research project plan for 1–2 years of substantive mentored research, the plan to build upon this research in Phase 2, and career development activities that will help them become competitive candidates for tenure-track faculty positions (preferably at another institution from their mentored phase training) and prepare them to launch robust, independent breast cancer research labs.

Before beginning the second phase, the PI will submit new materials for programmatic review to recalibrate the project for the independent research phase. PIs should discuss their plans for an independent position with their Komen Research Grants Manager in the final year of the mentored phase of the grant. To activate Phase 2, Career Transition Award grantees must have been formally offered and accepted an independent tenure-track full-time faculty position by the end of Phase 1. PIs will work with their independent phase institution to submit the materials for Phase 2 of the award. The Phase 2 documentation must include an updated project narrative, updated budget, and letters of support from the new institution; further details will be provided to the PI at the appropriate time.

Research projects must be **hypothesis-driven, breast cancer-focused studies**; may be considered basic, translational, clinical and/or population science in nature; and should align with Komen’s research priorities and/or mission to save lives from breast cancer. Komen’s research priorities are conquering metastatic and aggressive breast cancers, advancing personalized breast cancer care throughout the continuum of care, and improving health outcomes for everyone impacted by breast cancer. Metastatic breast cancer-focused studies may include, but are not limited to, the development of novel treatment strategies for existing metastatic disease, strategies to prevent or arrest metastasis and late recurrence, and innovative approaches to detect new or recurrent metastatic breast cancer. Precision medicine-focused studies aim to identify the most effective and appropriate strategies to treat,

detect, diagnose and prevent disease based on genomic, biological, environmental, economic, lifestyle and social characteristics. Applications focused on improving health outcomes may expand our understanding of the biological, behavioral, social, and systems contributors to disparities in breast cancer care and outcomes and lead to new ways to treat breast cancer and/or novel approaches to improve access to and utilization of timely, high quality breast cancer care. Applications that leverage data science (includes artificial intelligence and other analytical methods applied to data aggregated from multiple sources, such as electronic health records, other clinical data, administrative databases, large data repositories, genomics and other -omics data, etc.), are also encouraged.

Komen believes that diversity in research is essential to expand our knowledge of breast cancer, advance breast cancer care and improve outcomes for everyone. We are committed to supporting a diverse workforce; research environments that encourage a wide range of views, expertise, and experiences; and research studies that include participants who are representative of all people impacted by breast cancer to fuel innovation and scientific discoveries that can benefit all.

Letters of Intent that are not hypothesis-driven, breast cancer-focused studies as described above, will be administratively withdrawn from consideration for a full Application submission without an opportunity for appeal. Applicants/PIs may only submit ONE Letter of Intent for this funding opportunity.

LIMITED SUBMISSION NOMINATION PROCESS

Institutions must respond to missiongrantsadmin@komen.org by **June 5, 2025**, to indicate that they are opting-in to the institutional nomination process.

This is a limited submission opportunity: each institution may submit one nominee to apply for this funding. Applicants/PIs cannot self-nominate. The Institution's Office of Sponsored Programs, Grants Office, or equivalent must select the nominee to apply for this funding.

Prior to the Letter of Intent (LOI) submission deadline (**July 24, 2025**), institutions that have opted in must provide Komen with the name and email address of the one applicant (based on eligibility requirements) being nominated to apply for funding. Institutions will receive a proposalCENTRAL link that their nominee may use to submit the required information and documents for LOI submission (details on pages 5-6), including:

- Letter of Intent Narrative
- Applicant Biosketch and Other Support
- Letter of Recommendation/Institutional Support (from Dean, Dept. Chair or equivalent)
- Lead Mentor

ELIGIBLE APPLICANTS/DESIGNATED RECIPIENTS

Applicants and Institutions must conform to the following eligibility criteria to apply for this funding mechanism. **Eligibility must be confirmed in the Letter of Recommendation/Institutional Support at the time of the Letter of Intent submission (July 24, 2025).**

Applicant/PI

- Must be nominated by the Institution's Office of Sponsored Programs, Grants Office or equivalent. This is a limited submission opportunity, and the applicant/PI cannot self-nominate.
- Individuals pursuing independent breast cancer research careers who are in mentored postdoctoral research training positions with no more than five years of total postdoctoral research experience at the time of Letter of Intent submission (**July 24, 2025**). For this application clinical fellows are considered eligible and equal to the postdoctoral rank.
- Applicants must complete 12 months in the mentored Phase 1 to be considered for Phase 2.
- Must have a doctoral degree, such as M.D., Ph.D., Dr.P.H., D.O., or equivalent.
- May not hold any appointment designated as faculty (e.g., assistant professor, clinical assistant professor, faculty-level instructor, or equivalent) that would allow them to apply for independent research funding.

Clinical fellows with the title instructor are allowed as long as they are no more than 5 years into their training similar to above bullet concerning postdoctoral training.

- Must be able to devote at least 75% of full-time effort to breast cancer research and activities, i.e., protected research time.
- Must conduct proposed breast cancer research and training at the Lead Mentor's U.S.-based institution and must be designated as a member/employee of the Lead Mentor's laboratory by date of Letter of Intent submission.
- **Applicant/PI may not hold another career transition award, training award (K-type awards) or R-type award at time of notification of intent to fund (on or around April 15, 2026). If Applicant previously held an R-type award at any point, they are not eligible to apply for this award.**
- Must ensure that all past and current Komen-funded Grants are up to date and in compliance with all Komen requirements, e.g., progress and financial report submissions, IRB approvals, etc. by the Letter of Intent due date (**July 24, 2025**).
- Is not required to be a U.S. citizen or permanent resident.
- May only submit ONE LOI/Application in response to this Announcement.

Institution

- Must be a U.S. non-profit institution or organization.
- May not be a government agency, i.e., NIH, NCI, etc.
- Must agree to adhere to Komen's Policies and Procedures for Research and Training Grants available on proposalCENTRAL for download.

Note: It is the policy of Susan G. Komen to support organizations, projects and programs that do not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or any other legally protected characteristics. Komen does not knowingly award grants to organizations that discriminate in their hiring, those they accept as volunteers or the clients they serve. We encourage applications from researchers of all backgrounds who meet the eligibility criteria.

FUNDING INFORMATION AND GRANT TERMS

Applicant/PI may request up to 5 years of funding totaling up to \$650,000.00 over the two phases of the Award. Up to \$100,000.00 per year (direct costs only) for up to two years may be requested for Phase 1 and up to \$150,000.00 per year (direct and indirect costs) for up to three years may be requested for Phase 2. **Budgets are not required to be submitted with the Letter of Intent.** However, Applicants/Pis should take note of the following budget guidelines:

- Applicant/PI salary may be supplemented by Lead Mentor's funding during Phase 1 of the Award
- Level of effort committed to the proposed project does not determine salary level; salary levels are determined by the Applicant's institutional policies.
- Reasonable compensation of Patient Advocates is allowed when advocates perform services that would otherwise be a contracted expense. Compensation may be in the form of per-hour compensation or honoraria. It may also include reimbursement for out-of-pocket expenses directly related to their work on the research project (e.g., travel, parking, printing, registration fees).
- Reasonable coursework and training expenses (e.g., laboratory management course, trans-disciplinary training, etc.) related to the career and professional development of the Applicant/PI ARE allowed; tuition towards a degree-granting program IS NOT allowed.
- Equipment costs **ARE NOT** allowed during Phase 1 of the Award
- Travel costs ARE allowed for the Applicant/PI for purposes specifically related to the proposed Research Project and to support career development for the Applicant/PI. Travel costs must be in line with the Applicant/PI's Institution travel policies. Members of the Mentor Committee may not use travel funds for Phase 1 of the Award. Professional membership dues or subscription dues ARE NOT allowed.
- Publication costs and meeting-related poster printing costs ARE allowed for purposes specifically related to the proposed Research Project.

- Visa costs ARE NOT allowed.
- Indirect costs ARE NOT allowed in Phase 1. Indirect costs include all expenses not directly related to the conduct of the Research Project, including, but not limited to, allocated costs such as facilities, technology support, telephone/communication expenses, computer usage fees, administrative support, etc.

LETTER OF INTENT REQUIREMENTS

The Applicant/PI will need to submit the following information and documentation using the proposalCENTRAL link provided by Komen (see page 3 for details on receiving this Letter of Intent submission link). Templates must be used, if provided.

Required: Letter of Intent Narrative (not to exceed two pages in total length; must use the **Komen template** and include sections A-D described below):

- Title:** The title of the research plan should be entered directly into the proposalCENTRAL system and on the LOI Narrative. The title should be lay-friendly and accurately describe the focus of the proposal. It should be no more than 81 characters in length (including spaces) and should not include abbreviations or ALL CAPITAL letters. It must be included in the two-page limit.
- Research Plan:** Research projects must be hypothesis-driven, breast cancer-focused studies. They may be considered basic, translational, clinical, data science and/or population science in nature and should align with Komen's research priorities and mission to save lives from breast cancer. The Research Plan must demonstrate consideration to the entire 5-year grant term expected of this grant mechanism, including detailed information on the near-term specific aims and research goals and how the mentored phase (Phase 1) will lead to the independent phase (Phase 2) of research. The Applicant/PI must propose a Research Plan that includes a clear and concise statement of the research question, hypothesis(es) and specific aims of the Research Project. The Research Plan must be included within the two-page limit.
- Impact and Innovation:** Briefly summarize how, if successful, the proposal and specific aims will increase our understanding of breast cancer and lead to advances in the field and/or breast cancer care, and the project's significance and potential impact to breast cancer patients, including who will/will not benefit from the findings of the research study. This is included within the two-page limit.
- Career Development Plan:** The Applicant/PI must submit a career development plan encompassing the 5-year grant term that conveys how the Applicant/PI is well positioned to pursue a career in breast cancer research and discusses their potential for making an impact in the breast cancer field. The Applicant/PI needs to present a clear, convincing, and feasible career development plan for developing the necessary research, scientific, management, and leadership skills to achieve career advancement during the Grant term; and how the Applicant/PI plans to transition to research independence beyond the Grant term and how their research project is independent or different from their mentor's studies. This is included in the two-page limit.

A Letter of Intent Narrative template is available for download on the proposalCENTRAL website.

Required: Letter of Institutional Support

Eligibility (outlined on pages 3-4) must be confirmed in writing by the Institution from the Dean, department chair or similar level at the time of LOI submission (**July 24, 2025**). (The Lead Mentor may not provide this letter.) This letter must be signed and provided on institutional letterhead.

Required: Applicant/PI Biosketch (NIH template)

The Applicant/PI must submit a Biosketch to confirm all current and past academic experience and positions. Additionally, the biosketch should include scientific contributions and publications that the applicant considers to be of the most significance in their career or field and why the central findings were so influential or how they applied to the field. Biosketches must be no more than 5 pages and in NIH format. A template is available for download on the proposalCENTRAL website.

Required: Other Support/Sources of Funding

The Applicant/PI must submit a **signed Other Support** document to confirm their current, past and pending research grants. If the Applicant/PI has no current, past and pending support, they must still submit this signed document. Other Support may be as long as necessary to be thorough. A template is available for download on the proposalCENTRAL website. As a reminder, Applicant/PI may not hold another career transition award, training award (K-type award) or R-type award at time of notification of intent to fund (**on or around April 15, 2026**). If Applicant previously held an R-type award at any point, they are not eligible to apply for this award.

Required: Lead Mentor

The Lead Mentor must be at the same institution as the Applicant/PI and serve as the onsite representative for the entire Mentor Committee during the Phase 1 portion of this grant mechanism. **A mentor may serve as the Lead Mentor for one Applicant. This individual may serve as a committee member on another application but may only be lead mentor on one application per Komen grant mechanism.** Additional requirements:

- Must hold a full-time faculty appointment with an accredited U.S.-based institution (at the same institution as the Applicant/PI).
- Must currently conduct breast cancer research, or alternatively, at least one member of the Mentor Committee must have breast cancer research expertise.
- Is not required to be a U.S. citizen or permanent resident.

You must name your Lead Mentor with your Letter of Intent submission. A Letter of Support from the Lead Mentor is not required at Letter of Intent submission but must be submitted with the Application. You may name other members of your Mentoring Committee (Patient Advocate Mentor, etc.) at LOI submission, but it is not required.

LETTER OF INTENT SUBMISSION INSTRUCTIONS

Administrative Requirements

Applicants/PIs must follow the Letter of Intent submission instructions, including page limitations, submission of required LOI materials and format guidelines. All materials must be written in English and must be submitted online in the proposalCENTRAL system.

Failure to adhere to these instructions will result in the Letter of Intent being administratively withdrawn from consideration, without appeal.

Letter of Intent Submission Deadline

Institutions that have opted in will receive a link that their nominee should use to submit the required documents for LOI submission. Institutional nominees must complete and submit their Letters of Intent by 1pm ET (U.S.) on **July 24, 2025**, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

Applicants/PIs are strongly encouraged to complete, review and submit their Letters of Intent with sufficient time to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc.

Extensions to the Letter of Intent submission deadline will not be granted to allow for lateness, corrections or submissions of missing information, with the rare exception made for severe extenuating circumstances at the sole discretion of Komen.

Getting started in proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the “Need an account?” link under the login section and complete the registration process.

If you are already registered with proposalCENTRAL, login at <https://proposalcentral.altum.com/default.asp> with your username and password. If you have forgotten your password, click on the “Forgot your password?” link. Provide your email address in the space provided; your username and password will be sent to you by email.

Once you are logged in, please click the “Professional Profile” tab at the top (gray tab fourth from left). Please complete steps 1-9 or update with current information. Your name, degrees, title and institution for the LOI will be pulled from this page in proposalCENTRAL.

Nominees should follow the link they are emailed to submit the Letter of Intent in proposalCENTRAL. Select the committee labeled “FY26CTA.” (Note: If the Applicant/PI has or is currently submitting other applications, a drop down menu may appear.)

Complete all fields in the LOI and all templates that are provided. Upload all requested documents in portable document format (PDF). Uploaded documents must be converted to PDF prior to submission in the proposalCENTRAL system and should not be password protected or they may not convert properly. See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.

If you have difficulties registering, logging in or creating your Letter of Intent, contact proposalCENTRAL Customer Support immediately:

Phone: (800) 875-2562 or (703) 964-5840; email: pcsupport@altum.com

Letter of Intent Sections

The following information is required to submit a complete Letter of Intent. Numbers correspond to the sections found on the left side of the proposalCENTRAL website.

1. TITLE PAGE

Enter the title of the Research Project directly into the proposalCENTRAL system. The title is limited to no more than 81 characters in length (including spaces). Do not use abbreviations or all capital letters. A title must be entered and saved before additional sections may be accessed.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS

The Komen Career Transition Award Letter of Intent Announcement and Instructions document, the Policies and Procedures and all templates can be downloaded from this page.

You must download and complete the Letter of Intent Narrative Template, Biosketch Template and Other Support Template. See the Letter of Intent Requirements on pages 5-6 for instructions on how to complete each template.

Click the “Download” link to save each of the templates to your computer.

Use your word processing software (e.g., MS Word, WordPerfect) to complete the Letter of Intent Narrative Template, Biosketch Template, and Other Support Template on your computer and then convert the templates to PDF format. You do not need to be connected to the internet or the proposalCENTRAL system while working on the templates.

Upload the completed template files to your online Letter of Intent. See pages 9-10 for instructions on how to upload the templates.

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.

This is optional for the Letter of Intent. If a person is added in this section, they must be a registered user in proposalCENTRAL before you can grant access to your Letter of Intent.

4. APPLICANT/PRINCIPAL INVESTIGATOR (PI)

This information will pre-populate from the Professional Profile Page. If any changes need to be made to the Applicant/PI information, click the Professional Profile tab.

5. PI DEMOGRAPHIC INFORMATION

Susan G. Komen supports diversity within the breast cancer research workforce. We ask that the Applicant/PI's demographics page be updated only to quantify those efforts. Please know this information will not be used as part of the review process. It will be used only for aggregate reporting to track our progress toward a diverse scientific workforce

6. INSTITUTION & CONTACTS

Enter information regarding the lead institution, signing official and financial officer directly into the proposalCENTRAL system. If institutional information is incorrect, contact the person listed on the page or proposalCENTRAL.

7. KEY PERSONNEL - Do not list the Applicant/PI as Key Personnel in this section.

Key personnel include the Lead Mentor, Committee Members, major Collaborators and Patient Advocate Mentor(s) who are integral to the execution of the Research Plan. You must name your Lead Mentor with your LOI submission. You may name other members of your Mentoring Committee (Patient Advocate Mentor, etc.) at LOI submission, but it is not required.

Komen defines a Key Person as an individual who contributes to the scientific development or execution of a Research Project in a substantive, measurable way, whether or not they receive salaries or compensation under the Grant. Typically, these individuals devote a defined percentage of effort to the Research Project and have doctoral or other professional degrees. Collaborators/Consultants at the postdoctoral or graduate student level may be considered Key Personnel if their involvement meets this definition.

Each Key Person must have a level of effort listed in proposalCENTRAL (0-100 percent). Patient Advocate Mentors, the Lead Mentor and members of the Mentor Committee may list 0 percent effort. Other Key Personnel must list greater than 0 percent effort. Salary support is not required for Key Personnel.

Add new contacts by entering the email address of the Key Person you wish to add. Click "Add." Add Key Personnel information for the person selected. Select the appropriate Role from the dropdown. Enter the percent effort proposed for this Key Person on this Research Project. When entering contact information, do not use personal addresses for the Key Person.

NON-KEY PERSONNEL – Not required at LOI but will be required at Application

Non-Key Personnel may include Graduate Students, Postdoctoral Fellows, Research Technicians and/or Collaborators who can easily be replaced without affecting the functionality of the Research Project or significantly impacting the execution of the proposed Research Project (e.g., a biostatistician or research technician who manages a mouse colony). A Non-Key Person may have 0 percent effort. If a Non-Key Person draws a salary from the grant budget, a level of effort must be listed.

Add new contacts by entering the email address of the Non-Key Person you wish to add. Click "Add." Add Non-Key Personnel information for the person selected. Select the Non-Key Personnel Role from the dropdown. Enter the percent effort proposed for this Non-Key Person on this Research Project. When entering contact information, do not use personal addresses for the Non-Key Person.

8. ATTACH NARRATIVE AND SUPPORTING DOCUMENTS

Please read this entire section for complete instructions on naming and uploading attachments.

Letter of Intent Narrative Template

Download the LOI Narrative template from proposalCENTRAL and fill in all sections by referencing the Letter of Intent Requirements sections that begin on page 5 of this Announcement. The Letter of Intent Narrative (Sections A-D) is limited to **two pages in total**. Please refer to the Letter of Intent Narrative Template for document and image formatting requirements.

Applicants/PIs may not exceed the two-page limit for the Letter of Intent Narrative. Cited Publications, Letter of Institutional Support, Biosketches and Other Support are not included in this page number limit.

Applicant/PI Biosketch

The Applicant/PI must submit a Biosketch to confirm all current and past academic experience and positions. Additionally, the biosketch should include scientific contributions and publications that the applicant considers to be of the most significance in their career or field and why the central findings were so influential or how they applied to the field. Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website.

Biosketches should not be included for the Lead Mentor, Patient Advocate Mentor, Members of the Mentor Committee, other Key Personnel, Non-Key Personnel, Collaborators, Research Technicians, etc.

The Applicant/PI Biosketch is not included in the LOI Narrative two-page limit.

Other Support

The Applicant/PI must submit a signed Other Support to confirm all current and past research funding. Other Support (other sources of funding) must be in NIH format and must be signed by the PI. A template is available for download on the proposalCENTRAL website.

Other Support should not be included for the Lead Mentor, Patient Advocate Mentor, Members of the Mentor Committee, other Key Personnel, Non-Key Personnel, Collaborators, Research Technicians, etc.

The Applicant/PI Other Support is not included in the LOI Narrative two-page limit.

Uploading the attachments into your Letter of Intent

Once you have converted your documents (Letter of Intent Narrative, Other Support, Applicant/PI Biosketch and Letter of Institutional Support) to PDF files, the next step is to upload the files to your online Letter of Intent.

- Only PDF attachments are permitted for this Letter of Intent submission. Make certain that the converted PDF files are closed on your computer.
- Attach Letter of Intent Narrative and Supporting Documents. Select the “Attach Files” button.
- Enter the information below for each of the required documents:
 - Letter of Intent Narrative
 - Describe Attachment Field - Enter “*your last name_LOI*”, e.g., Smith_LOI.
 - Select Appropriate Attachment Type – LOI.
 - Applicant/PI Biosketch
 - Describe Attachment Field – Enter “*your last name_Biosketch*”, e.g. Smith_Biosketch.
 - Select Appropriate Attachment Type – Applicant/PI Biosketch.
 - Applicant/PI Other Support
 - Describe Attachment Field – Enter “*your last name_OtherSupport*”, e.g. Smith_OtherSupport.
 - Select Appropriate Attachment Type – Applicant/PI Other Support.
 - Letter of Institutional Support

- Describe Attachment Field – Enter “*your last name*_Letter of Institutional Support”, e.g., Smith_Letter of Institutional Support.
 - Select Appropriate Attachment Type – Letter of Institutional Support
- Click on the “click here to browse” button to select the file from your computer.
- The “Choose File” dialog box opens for you to search for the template file on your computer’s hard disk or local area network.
- Select the file and click “Open.”
- The file location and name will display in the window.
- Click on the “Upload and Continue” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the “Uploaded Attachment” section of the screen. You can view your file by clicking the download button to the left of the File Name Open and review your uploaded file. Click the “Back” Button to take you to the Section 8 Main Screen. To Delete the file, click the “Delete” button to the far right, then click “yes.”

9/10. VALIDATE AND PRINT. Validate the Letter of Intent on proposalCENTRAL. This is an essential step. A Letter of Intent that has not been validated cannot be submitted. “Validate” checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

11. SUBMIT. After successfully passing the validate check and printing your documents, click the “**Submit**” link. An email will be sent to you confirming your submission.

Once submitted, you may view the Letter of Intent by accessing the “Submitted” selection in the dropdown menu next to Proposal Status under the Proposals tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the Letter of Intent to see the updated status.

LETTER OF INTENT REVIEW PROCESS

Susan G. Komen® utilizes a multi-step approach to Grant application and review that first requires submission of a Letter of Intent and upon invitation only, submission of an Application.

Each Letter of Intent is administratively reviewed for eligibility, compliance with submission guidelines and responsiveness to the funding announcement. Applicants/PIs whose Letters of Intent are appropriately responsive to the program goals of this announcement will be invited to submit Applications. Each LOI that does not meet eligibility, submission, or responsiveness to requirements and goals of this Announcement will be administratively withdrawn (i.e., will not be invited to submit an Application) with no opportunity for appeal.

Applicants/PIs will be notified of Letter of Intent review decisions via email. Applicants/PIs invited to submit an Application will then be granted access to the Application site in proposalCENTRAL. Any Applicant/PI who will not meet ALL eligibility criteria, as listed on **pages 3-4 of this Announcement**, will be administratively withdrawn at the Letter of Intent stage and WILL NOT be invited to submit an Application.

Komen reserves the right to take no action based on responses to this Letter of Intent (LOI) and is not responsible for any costs incurred by the applicants and the institutions in preparing their proposals and applying for this grant mechanism. Submission of an LOI or invitation to submit an Application does not guarantee funding.

FULL APPLICATION REQUIREMENTS

Applicants/PIs whose Letters of Intent meet eligibility requirements, submission guidelines and responsiveness to the requirements and program goals of this Announcement will be invited to submit full Applications (due **October 2, 2025**), which will include the following required information briefly described below. A full set of Application Instructions will be shared if the Applicant/PI is invited to submit an Application:

Required at Application: Research Plan Narrative (not to exceed eight pages in total length, must include the A-I sections briefly described below):

- A. **Title (81-character limit):** This title should be auto-populated from the Letter of Intent submission, but changes can be made to the title if they are needed.
- B. **Research Questions, Hypothesis(es) and Specific Aims:** Outline the overarching research questions to be addressed, the hypothesis(es) that will be tested to address these research questions, and the specific aims that will be necessary to address the stated hypothesis. Describe how the proposed specific aims fully answer the study hypothesis(es).
- C. **Background:** This includes a detailed description and citation of any related preliminary data and existing research findings, how existing research findings support the hypothesis(es) and specific aims proposed in the application, and data validating any existing models that are proposed to be used in the studies may be included.
- D. **Approach:** This includes details about the experimental design and methodology and the merits and feasibility of the approach, including pitfalls and steps to overcome potential problems. It should describe the participant population(s), resources, and/or methodologies that will be used to ensure the research findings benefit as many people affected by breast cancer as possible.
- E. **Impact and Innovation:** This section summarizes how, if successful, the proposal will increase our understanding of breast cancer and lead to advances in the field and/or breast cancer care. It should describe why the research question(s) is important to the breast cancer patient and survivor community, the project's significance/potential impact, and who will/will not benefit from the findings of the study.
- F. **Patient Advocate Involvement Plan:** This section describes how the Applicant/PI will involve a Patient Advocate Mentor in the proposed project and career development plan.
- G. **Applicant Potential and Career Development Plan:** The Applicant/PI must describe their career goals and how they intend to develop the skills and experience necessary to achieve career advancement during the Grant term. It is expected that the strongest applicants will provide a vision statement encompassing the 5-year grant term, including a well-conceived research project plan for 1–2 years of substantive mentored research, the plan to build upon this research in Phase 2, and career development activities that will help them become competitive candidates for tenure-track faculty positions (preferably at another institution from their mentored phase training) and prepare them to launch robust, independent breast cancer research labs.
- H. **Research Timeline:** This section includes a projected timeline for progress over each year of the proposed research and career development milestones, i.e., anticipated timeline for publications, grant applications, transition to a faculty position, etc.
- I. **Statistical Plan:** This section describes appropriate statistical considerations for the study, along with the rationale for the selected statistical methods. Applicants/Pis are encouraged to include the guidance or consultation of an expert in the design of the study once the endpoints have been characterized.

Required at Application: Key Personnel

Komen defines Key Personnel as an individual who contributes to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the Grant. Typically, these individuals devote a defined percentage of effort to the project. The Mentor Committee, which includes a Patient Advocate Mentor, are considered Key Personnel. Collaborators/Consultants may be considered Key Personnel if their involvement meets the above definition.

- **Mentor Committee:** If invited to submit an Application, the Applicant/PI must propose a Mentor Committee, typically consisting of 3-5 mentors, including the Lead Mentor and a Patient Advocate Mentor (see below for more details on the patient advocate mentor). The primary purpose of the Mentor Committee is to provide the research, scientific, clinical, management and leadership guidance necessary to assist in the successful development of the proposed Research Project and foster the Applicant/PI's career advancement to enable transition to an independent position. All members of the Mentor Committee are not required to currently conduct breast cancer research but should provide expertise, leadership or support to the Applicant/PI and proposed Research Project. It is strongly encouraged that the Lead Mentor be considered an expert in breast

cancer research; but in the absence of this expertise, at least one member of the Mentor Committee must fulfill this requirement. Members of the Mentor Committee are not required to include percent effort.

- **Patient Advocate Mentor:** Patient Advocate Mentors provide the patient perspective in the design and implementation of both Research Projects and Career Development Plans. If an Applicant/PI is invited to submit an Application, one or more Patient Advocate Mentor(s) must be named as Key Personnel and a member of the Mentor Committee for submission of the Application. To help assist Applicants/Pis in the inclusion of a Patient Advocate Mentor on their research project, please read more [here](#) and/or please [view *How Advocates and Researchers can Work Together on Komen Funded Research*](#), a webinar hosted by [Komen's Advocates in Science](#). For assistance in identifying trained advocates for your LOI or Application, or to discuss including a Patient Advocate Mentor in the proposed Research Project, contact advocatesinscience@komen.org.

Required at Application: Data Sharing Plan

To accelerate scientific discovery, research results and data should be made as widely and freely available as possible, ensuring equitable access while safeguarding the privacy of participants and protecting confidential and proprietary data. Komen's Data Sharing Policy aligns with the NIH's data sharing requirements updated in January 2023 (https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm), including policies for sharing large-scale genomics data (<https://sharing.nih.gov/genomic-data-sharing-policy>) and clinical trial information (<https://grants.nih.gov/policy/clinical-trials/reporting/index.htm>). The Komen Data Sharing Policy applies to all Komen-funded research grants, regardless of the award amount.

Required at Application: Letters of Support

The Applicant/PI must submit Letter(s) of Support from the Institution, Lead Mentor, Patient Advocate Mentor(s), and other Mentor Committee Members, Resource Availability, Collaborators and/or Consultants, if applicable.

Required at Application: Statement of Commitment from Applicant/PI

A signed Statement of Commitment must be submitted by the Applicant/PI, on Institution Letterhead, describing how the Applicant/PI demonstrates the potential, expertise, and commitment to capitalize on the Komen Career Transition Grant and how it will further the Applicant/PI's career development. In this statement, describe how the Applicant/PI's prior training and research experience support their commitment to pursue a career focused on breast cancer.

Required at Application: Key Personnel Biosketches

The Applicant/PI, Lead Mentor and other Key Personnel must each submit a Biosketch to confirm all current and past academic experience and positions. Additionally, the Biosketch should include scientific contributions and publications that the applicant considers to be of the most significance in their career or field and why the central findings were so influential or how they applied to the field. Biosketches must be no more than 5 pages each and in NIH format. A template is available for download on the proposalCENTRAL website. Patient Advocate Mentor(s) are encouraged but not required to submit a Biosketch and can use this [guide](#) as a reference.

Required at Application: Other Sources of Funding/Other Support

The Applicant/PI must submit the **signed Other Support** document to confirm their current, past and pending research grants. Other Support may be as long as necessary to be thorough. A template is available for download on the proposalCENTRAL website. As a reminder Applicant/PI may not currently hold another career transition award, training award (K-type award) or R-type award at time of notification of intent to fund (on or around April 15, 2026). If Applicant previously held an R-type award at any point, they are not eligible to apply for this award.

Other Information or Documents Required at Application:

- Cited Publications
- Budget and Budget Justification
- Institution Payment Verification form
- Institution W-9

- Clinical Trial Protocol (if applicable)
- Contract/Consortium Budget (if applicable)

Required at Application: ORCID Identifier

The Applicant/PI will be required to include an ORCID (Open Researcher and Contributor ID) identifier upon Application submission (**October 2, 2025**). ORCID is a non-proprietary alphanumeric code to uniquely identify scientific and other academic authors. You can register for an ORCID at any time: <http://orcid.org/>.

APPLICATION SUBMISSION

Only Applicants/Pis with a Letter of Intent deemed appropriately aligned with the requirements of this LOI Announcement will be invited to submit an Application. Instructions on how to submit an Application will be provided on the Letter of Intent decision date listed above under “KEY DATES.” **Applications will be due on October 2, 2025.**

Note: Application Instructions will be shared if the Applicant/PI is invited to submit an Application and will include all Application review/evaluation criteria.

QUESTIONS?

Contact information for all inquiries regarding LOI submission is provided below. Please read these LOI instructions thoroughly before submitting questions. Questions will be answered in the order they are received and could take up to 2 business days to address.

Type of Inquiry	Contact
All <u>programmatic inquiries</u> (including questions related to eligibility, program requirements, Komen policies and procedures, etc.)	<p>Komen Research Programs Help Desk</p> <p>Questions?: www.komen.org/researchhelpdesk</p>
All <u>technical inquiries</u> related to the online application system, proposalCENTRAL (including questions related to system access, navigation, document uploads, etc.)	<p>Altum/proposalCENTRAL</p> <p>Email: pcsupport@altum.com</p> <p>Phone: 1-800-875-2562 (Toll-free within the United States and Canada), or 1-703-964-5840 (International)</p>

About Susan G. Komen®

Susan G. Komen® is the world's leading nonprofit breast cancer organization, working to save lives and end breast cancer forever. Komen has an unmatched, comprehensive 360-degree approach to fighting this disease across all fronts and supporting millions of people in the U.S. and in countries worldwide. We advocate for patients, drive research breakthroughs, improve access to high-quality care, offer direct patient support and empower people with trustworthy information.

Since its founding in 1982, Komen has invested nearly \$1.1 billion in breast cancer research, supporting more than 2,800 research studies and more than 550 clinical trials.

We are determined to change the unacceptable reality that more than 42,000 people in the U.S. will die from breast cancer this year. We know we cannot do it alone and that it will only be accomplished through innovative research to find new ways to treat, detect and prevent metastatic and aggressive breast cancers, advance precision medicine focused on the tumor and the patient, and address the reasons why certain people and communities experience disparities in care and outcomes.

To learn more, visit us at [Komen Research](#). Connect with us on social at www.komen.org/contact-us/follow-us/.