



AACR-Lobular Breast Cancer Alliance Invasive Lobular Carcinoma Research Fellowship

2023 Program Guidelines and Competitive Letter of Intent Instructions

American Association for Cancer Research

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PROGRAM GUIDELINES

PROGRAM SUMMARY

Invasive lobular carcinoma (ILC), also known as lobular breast cancer, is the second most common histological subtype of breast cancer. ILC is the sixth most diagnosed cancer of women in the United States, and there is a critical need to advance understanding of this disease and improve treatment and follow-up care options for the patients living with ILC. Additional information on ILC may be found in the [review article](https://lobularbreastcancer.org/lbca-scientific-blog-rebecca-riggins-phd/) published in Breast Cancer Research and Lobular Breast Cancer Alliance website (<https://lobularbreastcancer.org/lbca-scientific-blog-rebecca-riggins-phd/>, <https://lobularbreastcancer.org/sab-member-ilc-research/>, <https://lobularbreastcancer.org/ilc-publications-library/> and <https://lobularbreastcancer.org/important-studies-that-have-advanced-understanding-of-lobular-breast-cancer-this-century/>)

The AACR-Lobular Breast Cancer Alliance Invasive Lobular Carcinoma Research Fellowship is a joint effort to support and encourage innovative research projects with direct applicability and relevance to ILC and to help establish a successful career path in the field.

This fellowship provides a two-year grant of \$120,000 to support the salary and benefits of postdoctoral or clinical research fellows working on mentored ILC research projects. A portion of these funds may be designated for non-personnel expenses such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses.

COMPETITIVE LETTER OF INTENT DEADLINE

January 20, 2023, at **1:00 p.m.** U.S. Eastern Time

APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT

March 2023

FULL APPLICATION DEADLINE *(only for those invited to apply based on the Letter of Intent)*

April 21, 2023, at **1:00 p.m.** U.S. Eastern Time

NOTIFICATION OF AWARD

June 2023

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2024

April 9, 2024 – Grant recipient must attend the Grants Reception and Dinner to formally accept their grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

In the event of unforeseen scheduling changes, the grantee will be contacted regarding alternative arrangements.

START OF GRANT TERM

July 1, 2023

APPLICANT ELIGIBILITY CRITERIA

Applicants must have a doctoral degree (PhD, MD, MD/PhD, or equivalent) in a related field and not

currently be a candidate for a further doctoral degree.

At the start of the grant term on July 1, 2023, applicants must:

- Hold a mentored research position with the title of postdoctoral fellow, clinical research fellow, or equivalent.
 - If eligibility is based on a future position, the position must be confirmed at the time of submission and **CANNOT** be contingent upon receiving this grant.
 - If the future position is at a different institution than the applicant's current institution, the applicant must contact the AACR's Scientific Review and Grants Administration Department (the AACR's SRGA) at grants@aacr.org **before** submitting their Letter of Intent for information on additional verification materials/signatures that may be required.
- Have completed their most recent doctoral degree within the past five years (*i.e., degree cannot have been conferred **before** July 1, 2018; the formal date of receipt of doctoral degree is the date the degree was conferred as indicated on their diploma and/or transcript*).
 - Applicants with a medical degree must have completed their most recent doctoral degree or medical residency - **whichever date is later** - within the past five years.
- Work **under the auspices of a mentor** at an academic, medical, or research institution anywhere in the world.
 - *There are no citizenship or geographic requirements. However, by submitting a Letter of Intent for this grant, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.*

An exception to the five-year window may be granted for parental leave or other well-justified leave from research for pressing personal or family situations of generally less than 12 months duration. Applicants whose experience exceeds the maximum of five years, but who believe they are eligible, must contact the AACR's SRGA at grants@aacr.org **before** submitting a Letter of Intent to verify their eligibility.

Applicants who believe that they are at the level of postdoctoral or clinical research fellow, but hold a different title, may be eligible and must contact the AACR's SRGA at grants@aacr.org **before** submitting a Letter of Intent.

AACR is obligated to comply with U.S. laws and regulations regarding research and related transactions in countries subject to US Government enforcement of economic and trade sanctions for particular foreign policy and national security reasons. If your proposed project involves US Government [sanctioned countries](#) subject to restrictions, please contact the AACR's SRGA at grants@aacr.org

Applicants must be AACR members. Annual dues are not required for early-career researchers interested in Associate membership. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active membership by the Competitive Letter of Intent (LOI) deadline. **Nonmembers** can apply for membership [online](#). **Members** can renew their membership through [myAACR](#) to bring their membership current. You will need your logon (email address) and password to access the member portal. If you require assistance logging in, please submit a [help form](#). **Lapsed** members must be members in good standing by the LOI deadline and should contact the Membership

Department at membership@aacr.org for assistance.

Investigators may submit only **one** Competitive Letter of Intent for the AACR-Lobular Breast Cancer Alliance Invasive Lobular Carcinoma Research Fellowship, but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Current AACR Grantees may apply **only if** their current grant ends before the start of the grant term of this funding opportunity i.e., July 1, 2023, and must be up to date with all reporting requirements to be considered eligible.

Individuals may concurrently apply for other Lobular Breast Cancer Alliance-sponsored grants; however, applicants are expected to accept the first grant they are awarded. Individuals may **not** hold more than **one** Lobular Breast Cancer Alliance-sponsored grant simultaneously.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Postdoctoral Fellows conducting research in a U.S. government laboratory (e.g., NIH, CDC, FDA, etc.) are not eligible.

Investigators currently or previously holding the rank of instructor, adjunct professor, assistant professor, research assistant professor, the equivalent or higher are not eligible. Qualified researchers are invited to apply for an AACR Career Development Award.

Exception: If you are an MD who is considered a postdoctoral fellow but hold the title of instructor so that you can see patients, you may be eligible. Potential applicants possessing an MD are encouraged to contact the AACR's SRGA **before** submitting a Letter of Intent to verify your eligibility.

All applicants with questions about eligibility must contact the AACR's SRGA at grants@aacr.org **before** submitting a Letter of Intent.

RESEARCH PROJECT CRITERIA

Research projects may be basic, translational, clinical, or epidemiological in nature and must have direct applicability and relevance to **invasive lobular carcinoma (ILC)**.

COMPETITIVE LETTER OF INTENT DESCRIPTION

An AACR Competitive Letter of Intent, also referred as Letter of Intent, is a mechanism designed to identify projects with the greatest scientific potential and alignment with the Program Guidelines without requiring applicants to submit a full application. A Letter of Intent is not written as *correspondence* to the Scientific Review Committee, but instead follows a prescribed template which gathers information summarizing the proposed research project. Letters of Intent are also referred to as "pre-applications," "concept papers," or "letters of inquiry" by other funders.

Letters of Intent are peer-reviewed by the Scientific Review Committee. A limited number of applicants whose Letters of Intent are deemed most meritorious will be invited by the Committee to submit full applications.

The Letter of Intent for the AACR-Lobular Breast Cancer Alliance Invasive Lobular Carcinoma Research Fellowship is limited to two pages and must describe the proposed ILC research project and must include: Specific Aims; Rationale, Preliminary Data, Methodology, and Approach; and Significance and Statement of Relevance to the field of ILC. Relevant references must be included and are limited to two pages.

The Letter of Intent must be accompanied by:

- **Lay Abstract**, limited to 3,000 characters (including spaces), which provides a clear, concise, and comprehensive overview of the proposed research project in language suitable for a non-scientific audience of cancer survivors. Describe the purpose of the study, and how the project will contribute to the field of ILC research. Do not use abbreviations unless absolutely necessary. The lay abstract must be developed in collaboration with an ILC patient advocate.
- **Scientific Abstract**, limited to 3,000 characters (including spaces), which provides a clear, concise, and comprehensive overview of the proposed research project.
- **Applicant's Biographical Sketch**
- **Mentor's Biographical Sketch**
- **Letter(s) of Reference**
- **Patient Advocate's Biographical Sketch**
- **Patient Advocate Letter of Support**

LETTERS OF REFERENCE

Each applicant must have a letter of reference from their mentor accompanying the Letter of Intent. If the mentor is not an active, emeritus, or honorary member of the AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of the AACR must accompany the Letter of Intent. If the applicant is being co-mentored, a co-signed letter of reference must be provided. If an applicant's mentor is an AACR member, an additional letter of reference from an endorser will not be accepted. For applicants whose eligibility is based on a future position, the letter of reference must verify that the future position is confirmed, and the title of the new position and start date must be stated. Instructions for submitting letter(s) of reference are addressed below in Section 6 of the Letter of Intent Instructions.

NOTE: Due to the mentorship component of this grant, significant weight will be given to this letter in the evaluation of the Letter of Intent.

EVALUATION OF COMPETITIVE LETTERS OF INTENT AND INVITED APPLICATIONS

The Scientific Review Committee that will peer-review the Letters of Intent and invited applications is comprised of patient advocates, researchers, and physician-scientists respected for their own accomplishments in cancer research and viewed as leaders in the field. The President of the AACR will appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing Letters of Intent and invited full applications:

- **Applicant.** What training and experience does the applicant have to ensure successful implementation of the proposed project? Is their academic record and research experience of high quality? Does the applicant have the potential to develop as an independent and

productive cancer researcher?

- **Project Proposal.** Is the proposed project of high scientific quality? Does the proposed project demonstrate satisfactory significance and relevance to ILC? Does the project include a patient advocate and adequately engage a patient advocate in the development and implementation of the project? Is the budget justified and reasonable in relation to the proposed project? (*An engagement plan for patient advocate and budget-related question will be used to evaluate if invited for full applications*)
- **Mentor.** Does the mentor have the appropriate research qualifications and a demonstrated record of mentorship? Does the research interest(s) of the applicant match those of the mentor to ensure the applicant's development as a productive cancer researcher?
- **Training Environment.** Is the institutional environment for the scientific development of the applicant of high quality? Is there appropriate institutional commitment to foster the applicant's training? (*This criterion will be used to evaluate if invited for full application*)

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

A Fellow whose named mentor is funded by the tobacco industry for any research project is not eligible for any AACR grant. A Grantee or their named mentor who accepts funding from the tobacco industry for any research project during the term of an AACR grant must inform the AACR of such funding, whereupon the AACR grant will be immediately terminated.

Tobacco industry funding is defined for purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices. It is not defined as money provided or used for meetings or conferences that do not relate to any particular research project.

Tobacco industry funding includes: funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

The following do not constitute tobacco industry funding for the purposes of this policy:

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them)
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry.

LETTER OF INTENT INSTRUCTIONS

LETTER OF INTENT PROCEDURES

The AACR requires applicants to complete an online Letter of Intent submission by **1:00 p.m.** U.S. Eastern Time on **January 20, 2023**, using the ProposalCentral website at <https://proposalcentral.com/>.

In order to submit a complete Letter of Intent, applicants need to enter information directly into the online submission platform as well as upload a number of documents. The following instructions provide details about information that needs to be entered and the materials that need to be uploaded. The section numbering corresponds to the Letter of Intent Instructions and the online ProposalCentral Letter of Intent submission platform.

Information to be Entered Directly into ProposalCentral	Letter of Intent Instructions Section	ProposalCentral Section
Project Title and Acknowledgement of Reading the Terms and Conditions	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Lay Abstract	7.A. Lay Abstract	7) Abstracts
Scientific Abstract	7.B. Scientific Abstract	7) Abstracts

Templates	Letter of Intent Instructions Section	ProposalCentral Section
Letter of Intent Template	8.A. Letter of Intent Documents	8) Letter of Intent Documents

Additional Materials to be Uploaded	Letter of Intent Instructions Section	ProposalCentral Section
Applicant's Biographical Sketch	8.B. Letter of Intent Documents	8) Letter of Intent Documents
Mentor's Biographical Sketch(es)	8.C. Letter of Intent Documents	8) Letter of Intent Documents
Patient Advocate's Biographical Sketch	8.D. Letter of Intent Documents	8) Letter of Intent Documents
Patient Advocate Letter of Support	8.E. Letter of Intent Documents	8) Letter of Intent Documents
Letter(s) of Reference [uploaded by Mentor and Endorser (if necessary)]	6. Letters of Reference	6) Letters of Reference

Required Signatures	Letter of Intent Instructions Section	ProposalCentral Section
Application Signature Page	8.F. Letter of Intent Documents	10) Signature Page(s)

GETTING STARTED IN ProposalCentral

If you are a new user of ProposalCentral, click the "Need an account?" link and complete the registration process. After logging in, complete your Professional Profile before starting a Letter of Intent.

If you are already registered with ProposalCentral, access the site and log in with your Username and Password. If you have forgotten your login information, click on the "Forgot Your Username/Password?"

link.

To start a Letter of Intent, select the “Grant Opportunities” tab (gray tab). A list of grant opportunities will be displayed. The list of applications can be filtered for just this organization by clicking “Filter by Grant Maker” at the top and selecting “American Association for Cancer Research” in the drop-down menu. Find the “**AACR-Lobular Breast Cancer Alliance Invasive Lobular Carcinoma Research Fellowship**” and click the “Apply Now” button to create your application.

If you have any difficulties registering, logging in, or creating your Letter of Intent, contact ProposalCentral Customer Support at 800-875-2562 or (703) 964-5840 or by email at pcsupport@altum.com. See the ProposalCentral [FAQ](#) section for additional information.

COMPETITIVE LETTER OF INTENT FORMAT

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. The title is limited to no more than 75 characters (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed.

Terms and Conditions of the Grant. In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, applicant must acknowledge that they have read the Terms and Conditions and have shared them with their institution by typing in their name and date in the box provided.

The terms and conditions of this grant may be modified or amended by the AACR prior to execution of the Grant Agreement. In addition, the grant recipient’s institution may only request revisions to sections VII.F.; XII.; XIII.F.; and XIV.A. of the Grant Agreement prior to execution. Only in special circumstances will revisions be considered to sections other than those noted above.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Competitive Letter of Intent Instructions document, Terms and Conditions, and the Letter of Intent template can be downloaded from this page. Applicants are required to use the Letter of Intent template.

See Section 8 of the Letter of Intent Instructions for how to complete and upload the template. This Letter of Intent also requires additional attachments for which templates are not provided (applicant’s biographical sketch, mentor’s biographical sketch[es], and patient advocate’s biographical sketch).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
4. **APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, mailing address, and AACR membership information.

Applicants are strongly encouraged to have an ORCID iD and include this identifier with their Letter of Intent.

- 5. INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution, mentor, endorser (if necessary), patient advocate, and signing official.
- 6. LETTERS OF REFERENCE.** Enter the e-mail address of the mentor submitting a letter of reference. Enter the e-mail address again to confirm and click add icon. If the mentor's e-mail address is in the ProposalCentral system, you will be prompted to "Send E-mail" to the mentor. **The e-mail will contain instructions and a link to upload the letter of reference directly to the Letter of Intent.** If the mentor's e-mail address is not in the ProposalCentral system, you will be prompted for the mentor's first and last name before being prompted to "Send E-mail".

If the mentor is not an active, emeritus, or honorary member of the AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of the AACR. If the mentor is an AACR member, an additional letter of reference from an endorser will **not** be accepted.

If the applicant is being co-mentored, the mentors must provide a co-signed letter providing the mentorship details described in the e-mail instructions as they pertain to each member of the mentorship team. Co-signed letters must be uploaded by only the primary mentor. If a co-signed letter of reference is used, and a member of the mentorship team is an active, emeritus, or honorary member of the AACR, no additional letters of reference will be accepted.

The letter(s) of reference are uploaded directly from the mentor and endorser (if necessary) to ProposalCentral. Letters of Intent cannot be submitted without a Letter of Reference. Applicants can view letter submission status in Section 6 of the online Letter of Intent.

7. ABSTRACTS.

- A. Lay Abstract.** Limited to 3,000 characters (including spaces), which provides a clear, concise, and comprehensive overview of the proposed research project in language suitable for a non-scientific audience of cancer survivors. Describe the purpose of the study, and how the project will contribute to the field of ILC research. Do not use abbreviations unless absolutely necessary. The lay abstract must be developed in collaboration with a patient advocate.
- B. Scientific Abstract.** Limited to 3,000 characters (including spaces) and must provide a brief summary of the proposed research project.

If funded, these Abstracts will become public information; therefore, do not include proprietary/confidential information.

From the lists provided, indicate how you found out about this grant opportunity.

8. COMPETITIVE LETTER OF INTENT DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the template. Failure to observe type size specifications and/or page limits may result in the return of the Letter of Intent without review.

- Type size. Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.
- Single-spaced text. Single-spacing is acceptable, and space between paragraphs is

recommended.

- Margins. The page margins must be no less than 0.75 inches on each side.
- Page numbering. The Letter of Intent Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B".
- Tips and techniques for inserting images in documents.
 - Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as a JPG or GIF file. Insert the image into the document by selecting "Insert – Picture – From File" from the MS Word menu.
 - Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
 - Do not insert Quick Time or TIFF objects into your document.
 - Anchor the images you embed in your document.
 - Once you have anchored the inserted image, you can format text to wrap around the image.
 - Do not edit your images in Word. Use a graphics program.
 - Do not embed your images in tables, text boxes, and other form elements.
 - Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

When a template is provided, the template MUST be used. Prepare and upload the following documents into your Letter of Intent in portable document format (PDF):

- A. Letter of Intent.** *Applicants are required to use the Letter of Intent template available from the ProposalCentral website. The information must be presented in this order:*
- I. Letter of Intent Narrative.** Limited to two pages, including figures and tables. The References section does not count against this page limit. Must describe the proposed cancer research project and include the Specific Aims; Rationale, Preliminary Data, Methodology, and Approach; and Significance and Statement of Relevance to the field of ILC.
 - II. References.** Limited to two pages. AACR reference style follows that of the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#). Note that the *Uniform Requirements* specify that, for articles with more than six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors must be listed.
- B. Applicant's Biographical Sketch. Applicant's Biographical Sketch.** Applicants are required to use the **Fellowship Biosketch** template available for download from the [NIH's Biosketch Format Pages, Instructions and Samples](#). Please refer to the Instructions and Fellowship Biosketch sample under **Biographical Sketch Format Page (fellowship)**. The biographical sketch must be in English.
- C. Mentor's Biographical Sketch.** Mentors are required to use the **Non-fellowship Biosketch** template available for download from the [NIH's Biosketch Format Pages, Instructions and Samples](#). Please refer to the Instructions and Non-fellowship biosketch sample under **Biographical Sketch Format Page (non-fellowship)**. The biographical sketch must be in English.

If a co-signed letter of reference is being provided, a biographical sketch must be provided for each member of the mentorship team signing the letter.

- D. Patient Advocate's Biographical Sketch.** Patient advocate is required to use the **Non-fellowship Biosketch** template available to download from the [NIH's Biosketch Format Pages, Instructions and Samples](#). Please refer to the Instructions and Non-fellowship biosketch sample under **Biographical Sketch Format Page (non-fellowship)**. The biographical sketch must be in English.

An advocate is a patient or former patient, caregiver, family member, or interested volunteer who wants to learn more about breast cancer and use that knowledge to advance research, educate, or help others impacted by the disease.

Applicant must collaborate with an ILC patient advocate to develop the lay abstract.

- E. Patient Advocate Letter of Support.** A Letter of Support must be uploaded for the patient advocate listed in Section 5. The letter should confirm their knowledge of the researcher and demonstrate their support for the researcher's project. The letter should also describe briefly how they (or another) patient advocate would be incorporated; assurance they will be utilized in some aspect.

While each project has its unique needs, applicants are encouraged to use the following guidelines (but not limited to) wherever applicable for engaging a patient advocate in their proposed cancer research project:

- Develop and craft the lay abstract and or lay summary of the project findings.
- Provide input on aspects of the research design with the applicant, such as the use of models that are relevant for ILC.
- Provide input on how the proposed research will affect fundamental concepts in ILC, from a patient's perspective.
- Provide input on the potential translational significance of the project through the lens of the patient and how successful completion of the project will lay foundation for next translational and clinical research in ILC.
- Provide input on the possibility of collaboration with other investigators or institutions (biospecimens, models, other expertise to add to the proposal)
- Attend lab meetings when the project is discussed and review progress throughout the funding period of the project.
- Develop relationships with more junior investigators involved in the project and inspire them.
- Review manuscripts and other presentations from the patient's perspective

NOTE: *A patient advocate engagement plan will be required from applicants only if invited to the full application stage.*

- F. Signed Signature Page.** In order to ensure that the applicant, mentor, and institution have approved the Letter of Intent, applicants must obtain all required signatures on page one of the Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Downloading the Signature Page(s) is described in Section 10 below.

The **signed** Signature Page must be uploaded to your online Letter of Intent in the Letter of Intent

Documents section. If the applicant is co-mentored, only the primary mentor is required to sign the Signature Page and must be the mentor entered into the ProposalCentral system in Section 6 of the application.

Uploading the attachments into your submission. Once you have converted your attachments 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.*

- Open your online Letter of Intent and go to the section for attaching files. Click the blue “Attach Files” button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the “Describe Attachment” field.
- Click on the “Browse” button to select the file from your computer.
- 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. Clicking the “Back” or “Upload and Return” button allows you to go back to the main page of this section where the uploaded documents should now be listed. **Click the download icon next to the file name to open and view your uploaded documents.** To delete the file click on the trashcan icon to the right under the “Delete” column.

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list of required attachments helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the "Current list of uploaded attachments."

If you wish to modify the attached file, make the revisions to your **original** file on your computer, convert the file to PDF, and use the same process above to attach the new file. **Delete any previously submitted versions of the file before submitting your Letter of Intent.**

SUBMITTING COMPLETE LETTER OF INTENT

9. PI DATA SHEET. This is an automatically populated data sheet based on the applicant’s ProposalCentral profile. Information for gender, race, and ethnicity must be provided to the AACR. If fields are not populated, click the “Edit Professional Profile” button in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Applications,” and enter their gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

10. SIGNATURE PAGE(S). Use the “Print Signature Pages” button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online Letter of Intent. Electronic/digital signatures are permitted and shall have the same force and effect as original signatures. Do not upload the Application Contacts and Scientific Abstract pages with the signed Signature Page.

NOTE: Data entered in the online Letter of Intent submission are automatically included in the Signature Pages. The following signature page fields will remain blank until the full application

process: Dates of Proposed Project, Proposed Budget, Human Subjects, Vertebrate Animals, Recombinant DNA, and Biohazards. If information is missing in the Signature Pages, it could be because you have not entered the information in one of the online sections **OR** the information is not required for this grant program. If the institution's Employer Identification Number (EIN) is not completed on the Signature Page, please request your institution to provide that information in their ProposalCentral profile.

While the "Print Signature Pages" option allows applicants to download the Signature Page, Application Contacts, and Scientific Abstract, the AACR **strongly encourages** applicants to also use the "Print Signature Pages with Attachments" option. This option can be used if your institution wishes to review the full Letter of Intent but also should be used by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments were loaded properly. The Letter(s) of Reference will **not** be present when using this option. Absence of the Letter(s) of Reference should **not** be considered an error as the Letter(s) of Reference are uploaded directly from the mentor and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000 character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. In addition, errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the "Print Signature Pages with Attachments" option. If you are having any issues with this print option, please contact ProposalCentral customer support at 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

- 11. VALIDATE.** Validate the Letter of Intent on ProposalCentral. This is an essential step. A submission that has not been validated cannot be submitted. "Validate" checks for required data and attachments. You will not be able to submit if all the required data and attachments have not been provided.
- 12. SUBMIT.** After successfully passing the validate check, click the **"Submit"** link. An e-mail will be sent to you confirming your submission.

Once your Letter of Intent is submitted you may view it by selecting "Submitted" from the "Proposal Status" drop-down menu under the 'Proposals' tab, then clicking the "View" button under the Edit column. 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.

CHANGES TO YOUR LETTER OF INTENT

Withdrawal of Letter of Intent. Please advise the AACR promptly, in writing, should you decide to withdraw your Letter of Intent for any reason. Your correspondence must include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

Change of Address. Notify the AACR in writing of any changes of address, e-mail, or phone number, following the submission of a Letter of Intent. Include your name and the ProposalCentral identification number. The e-mail address provided with your Letter of Intent will be used for all official communication about your submission including the recipient selection results; your Professional Profile

in ProposalCentral must be kept up to date.

Change of Institution or Position. If you change your institution or professional position, contact the AACR to determine whether your Letter of Intent is still eligible for review.

INQUIRIES

Inquiries or technical issues regarding ProposalCentral and the online application process should be directed to customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and Letter of Intent materials can be directed to the AACR's Scientific Review and Grants Administration department at grants@aacr.org.

MORE ABOUT THE PARTNERS



As the only organization in the US dedicated to Invasive Lobular Breast Cancer (ILC), The mission of the Lobular Breast Cancer Alliance, (LBCA) is: ***To make all who are touched by ILC aware of its unique characteristics and the critical need for more ILC research; to be the go-to source for information on ILC studies, clinical trials and educational tools; to foster partnerships among patients, scientists, clinicians, and breast cancer organizations to increase dialogue about ILC and research advocacy; and to fund vital ILC research.***

LBCA became an independent nonprofit organization in 2022. Founded in 2017 by patient advocates with ILC, educating and raising awareness of ILC is at the heart of all we do. LBCA engages patients, clinicians, and researchers to increase knowledge of lobular breast disease and promote lobular breast cancer research. Working with the guidance of an international, expert scientific advisory board of sixteen breast cancer researchers and clinicians, fifteen ILC patient advocate advisors, and through growing collaborations with other breast cancer advocacy organizations, the Lobular Breast Cancer Alliance provides a platform for ILC research, maintains a library of current lobular breast cancer studies, and identifies clinical trials and ILC patient research advocacy opportunities with a focus on lobular breast disease.

Since 2020, LBCA has also been funding early investigator and fellowship [ILC research grants](#) and striving to fund additional ways to support ILC research activity such as by initiating and facilitating multi-cancer center collaborations in the US and globally. LBCA welcomes volunteers and monetary gifts to support its mission. Visit us at lobularbreastcancer.org.

In 2023 we are thrilled to be making another, our fourth, ILC-specific grant. As always, we strive towards our vision of: ***A world in which lobular breast cancer is found early, treated effectively, and eradicated permanently.***



Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. The AACR has more than 150,000 members in 129 countries and territories around the world; over 31% percent of members live outside the United States. Twenty percent of AACR's international members are located in countries with emerging economies. The AACR offers seven categories of membership to support each aspect of our members' professional development and enhancement in cancer research. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 22,500 attendees. In addition, the AACR publishes 10 prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.