



Letter Of Intent (LOI) – Clinical Research Enrollment Grants Program

**LOI Submission Deadline is
Friday, September 13 at 5:00 PM EST**

Funding Opportunities

The Greater New York City Affiliate of Susan G. Komen® (Komen Greater NYC) is soliciting applications from non-profit organizations that have current or proposed breast health programs within the five boroughs of New York City, Long Island, Westchester and Rockland Counties. Partnerships and collaborative projects that provide opportunities for greater leveraging of philanthropic investments and that demonstrate the potential to create measurable impact are encouraged.

About Susan G. Komen®

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure, we have invested nearly \$1.9 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world.

About Komen Greater NYC

The mission of Komen Greater NYC is to eradicate breast cancer as a life-threatening disease by advancing research, education, screening, and treatment. Komen Greater NYC seeks to fund programs that focus on the primary barriers to clinical research enrollment of women under 50 years of age, the uninsured, low-income, and racial and ethnic minorities who are chronically underrepresented in clinical research.

The purpose of the Clinical Research Enrollment (CRE) Grants Program is to increase the number of women, especially women from underrepresented groups, enrolled and retained in breast cancer clinical research studies in National Cancer Institute- and Department of Defense-approved breast cancer clinical research conducted in the Komen Greater NYC service area. Clinical Research Enrollment Program requests may be submitted for a maximum of \$150,000 over two years.

A formal letter of intent is a mandatory requirement in order to be considered for Komen Greater NYC Grant Funding. We recognize that at the LOI phase of the application process, some of the program information may be preliminary in nature and subject to modification prior to or at the time of the proposal submission. The purpose of the LOI is to provide Komen Greater NYC staff with a brief overview of the proposed CRE program prior to submission of a full application. Komen staff members will review LOIs and notify organizations by September 20, 2013 if they are invited to submit a full proposal.

Please read the 2014 - 2016 [Clinical Research Enrollment RFA](#) carefully for more detailed instructions about full applications for Clinical Research Enrollment grants. Also please review our [2011 Community Profile](#), which outlines the breast health needs of Komen Greater NYC's service area. The community profile findings should be referenced as you develop/modify your proposed program.

Komen Greater NYC will give funding priority for Clinical Research Enrollment programs to provide:

- Project Support
- Patient outreach and education
- Provider outreach and education
- Patient Support

Qualifications and Eligibility

To be eligible to participate in Komen Greater NYC's LOI process, organizations must meet all of the following criteria:

- Conducting National Cancer Institute (NCI) or Department of Defense (DOD)-approved breast cancer clinical research, including studies sponsored by Clinical Trials Cooperative Groups (e.g., ACOSOG, ECOG, SWOG, NSABP, ACRIN, and RTOG). Your proposed enrollment program may refer patients to non-NCI or DOD approved research studies supported by your institution (e.g. cooperative trials or IRB approved, investigator initiated trials) as long as NCI or DOD research is being conducted by your institution as well.
- In your LOI and application, you must state whether your institution is a National Cancer Institute Minority Community Cancer Oncology Program (CCOP) and whether you receive funds for minority enrollment through the CCOP. Komen Greater NYC will not fund costs that are covered through CCOP.

Ineligible Requests

Applicants may not request funding for any of the following activities or expenditures:

- Medical or scientific research
- Scholarships or fellowships
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- Debt Reduction
- Indirect costs – these include those that are not direct expenses related to your program; for example, rent, telephone, or internet costs.

Letter of Intent Submission Requirements

If your program meets our eligibility requirements, please review the instructions on page 3 carefully and prepare a letter of intent (LOI). Letters of Intent must be submitted electronically by 5:00PM EST on September 13; submissions that arrive after that time will not be considered.

Please submit the LOI as a PDF or Word document attached to an email cover letter and send it to: Anita McFarlane, Director of Grants and Public Policy at amcfarlane@komennyc.org. If you have questions, feel free to call Ms. McFarlane at 212-461-6189.

LOI Preparation Guidelines

- LOI's must be submitted by the individual authorized to sign for the organization.
- The Letter of Intent (LOI) must not exceed 2 pages (excluding the Cover Page and Checklist)
- You must use the LOI form provided. Alternative versions of the form will not be accepted.
- Please do not include any other attachments.
- Fax copies will not be accepted.
- Failure to adhere to these guidelines will result in delayed processing or refusal of the application.

Inquiries should be addressed or directed to Anita McFarlane, Director of Grants and Public Policy, at amcfarlane@komennyc.org or 212-461-6189.

(Please allow adequate time before deadline for responses to any inquiry)

****Additional resource to assist you in writing the LOI:**

<http://foundationcenter.org/getstarted/faqs/html/letter.html>

CRE Letter of Intent – Checklist



The following is a checklist of the LOI requirements for your request to be complete and considered for funding.

DIRECTOR: Please initial each line to certify understanding and acknowledgement of Komen LOI regulations.

1. _____ Letter is Submitted by 5:00 PM EST on September 13, 2013
2. _____ I understand that the Grant Period for this LOI is for April 1, 2014 - March 31, 2016
3. _____ Project is specific to breast health and/or breast cancer clinical trials.
4. _____ Applicant is a US nonprofit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies and Indian tribes.
5. _____ Services are provided in the Komen Greater NYC Affiliate Service Area: five boroughs of New York City, Rockland, Westchester, Nassau and Suffolk counties.
6. _____ If you have received a grant from the Komen Greater NYC Affiliate in the past, you are current on your final reports and all past and current Komen-funded grants or awards are up-to-date and in compliance with Komen requirements.

Please note: The Letter of Intent is the first step in the application process. **Receipt of your letter of intent will be acknowledged.** If the Komen Greater NYC Affiliate finds the request appropriate and within the scope of our funding priorities, an invitation to submit an application will follow by September 20, 2013.

CRE Letter of Intent – Cover Page



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The Grant Period for this LOI is April 1, 2014 - March 31, 2016

TITLE OF PROJECT (5 WORDS OR LESS)

**ESTIMATE OF TOTAL DOLLAR AMOUNT
REQUESTED (MAXIMUM - \$150,000
OVER TWO YEARS)**

INSTITUTION OR ORGANIZATION

STREET ADDRESS

CITY, STATE, ZIP

PROGRAM DIRECTOR NAME AND TITLE

PHONE NUMBER

EMAIL ADDRESS

**SIGNATURE & TITLE OF APPROVING
PERSONNEL (OTHER THAN PROGRAM
DIRECTOR)**

**PRINT NAME & TITLE OF APPROVING
PERSONNEL (TYPED)**

CRE Letter of Intent Form



Letters Must Be Submitted by September 13, 2013 by 5:00 PM EST

The Grant Period for this LOI is April 1, 2014 - March 31, 2016

A Letter of Intent must demonstrate understanding of the requirements of the grant program for which you wish to apply. To complete a Letter of Intent, be sure you are familiar with the guidelines of the grant program. Please make certain that your request addresses the Komen Greater New York City's identified needs and/or funding priorities. Provide required information in the spaces provided below (not to exceed the 2 page maximum).

1. Please provide a brief description of your organization and why you are positioned to submit this letter of intent.
2. Briefly describe the project. This should include an overview of what your organization proposes to do, how much you are requesting, how the proposed project relates to the Affiliate's identified priorities and the timeline for completing the project.
3. Briefly describe the need this project will be addressing, how your organization identified the need and how this project will contribute to eliminating the need. Be sure to include any pertinent statistics or research.
4. Briefly describe your project evaluation plans. Be sure to include your goals and objectives and how you will know you have accomplished them. Projected outcomes should be clear and measureable.
5. Identify the partner organizations that are necessary to complete the project.
6. If this project has been funded in the past, please summarize the number of years funded and the successes the program has shown. Has the program been capable of finding opportunities for improvement in this project and modifying the project?