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Seeding Progress and Resources for the Cancer Community (SPARC) Metastatic Breast Cancer Challenge Letter of Intent Guidelines

UICC's Purpose

UICC's purpose is to unite the cancer community to reduce the global cancer burden, to promote greater equity, and to integrate cancer control into the world health and development agenda. Founded in 1933, UICC has provided grants to more than 6,000 cancer professionals and institutions in support of cancer control, prevention and early detection, research, education, advocacy and community outreach. For more information, visit www.uicc.org

SPARC Metastatic Breast Cancer Challenge Programme Goals

The primary objectives of the programme are to empower women living with advanced breast cancer to lead productive lives with a high quality of life at the patient level and to strive to reduce the incidence of de novo advanced disease through improvements in case services and support at the local level, and the systems level.

There are four priority focal topics for the SPARC Grants, and applicants must choose one as the focus of their project. SPARC grants will be awarded to those proposals which demonstrate a good understanding of the project setting and opportunities to stimulate sustained change.

- **Patient Navigation and Communication:** Developing health information and/or support services specifically adapted for advanced breast cancer patients. The purpose will be to improve the patient's ability to navigate diagnosis, treatment, care, and/or palliation (depending on the needs in your setting). Additional elements may pertain to: improving communication between health professionals and patients, informed or shared decision-making, understanding the role of clinical trials, and/or social support needed for both patients and their loved ones.
- **Raising Patient Voices:** Amplifying the patient's voice in health systems and wider society. The purpose will be to reduce stigma and increase public awareness of the patient's perspective, and to develop specific projects that can lead to cost-effective improvements in survival, quality of life, and add productive years to families and society and decrease the rate of metastatic disease at diagnosis.
- **National Planning and Policy:** Improving the national response to the diagnosis and management of advanced breast cancer. The purpose will be to provide planners and policy-makers with guidance on the unique challenges of metastatic disease, including the patient's perspective, and how to address these challenges in the National Cancer Control Plan. Additional elements may pertain to: resource-adapted management guidelines, necessity of early introduction to supportive and palliative care, and ensuring equitable access to timely and appropriate care, for example widespread access to WHO essential medicines and devices.
- **Earlier Presentation:** Decreasing the incidence rate of de novo advanced breast cancer. The purpose will be to improve strategies to encourage women to visit a doctor and access timely

treatment to decrease the incidence of locally advanced and metastatic disease at first diagnosis (i.e. de novo disease). This could be achieved in many creative ways depending on the context however we do not encourage projects on screening.

Eligibility

- Applicants must be organisations or institutions (including but not limited to non-profit, advocacy and patient care organisations, cancer societies and patient groups).
- Funding is granted to implement novel and sustainable projects in the areas of advocacy, policy, and education. Applications for support of existing projects of the applying organisation are not eligible.
- Projects should maximize impact for women at risk of, or living with stage III or IV breast cancer. Projects related to screening or detection of early breast cancer are not encouraged.
- Although collaboration with regional and international partners is encouraged, the project leadership and the impact of the campaign should have a local focus.
- Campaigns which include coverage of equipment costs, expenses for patient treatment or care will not be eligible. Please refer to a full list of exclusions below.
- Applicants who are not UICC members will be asked to provide proof of non-profit status at the LOI stage and a letter of reference at the full proposal stage
- Applications are welcomed worldwide, excluding the United States of America.
- Applicants looking for co-sponsorship by a third party are not eligible.
- Decisions on eligibility will be made by the UICC Capacity Building team in consultation with the SPARC Selection Advisory Group.

Funding Guidelines

Types of Grants: Proposals should be submitted for grants that will stimulate a new area of activity in the field of advanced breast cancer for the recipient organisation. Applications will call for a clear demonstration of need, response and demonstrated impact.

Funding Period: Grants support projects taking place over a period of 12 months. The project plan can include an additional 3-month planning phase prior to the project implementation and/or a 3-month evaluation phase at the end of the 12 months.

Funding Level: The SPARC Metastatic Breast Cancer Challenge will support approximately 20 global initiatives. Average funding will be \$25,000 (USD). However, the amount may differ according to evaluation criteria set out by the Selection Advisory Group including resource-setting and campaign scope.

SPARC MBC Challenge funds may not be used to pay for:

- Medical education programmes for medical personnel
- Medical supplies or equipment
- Medical services (i.e., tests, interpretation of tests, treatments, medication)
- Patient treatment or care
- Capital campaigns or fundraising events
- Travel, lodging and registration for conferences
- Research projects other than those that seek to understand quality of life issues in medically underserved MBC populations
- Professional dues or membership fees
- Liability insurance
- Rent
- Advertising unrelated to the project campaign
- Programme incentives

UICC does not support indirect costs such as overheads that are not directly linked with the project. Any contribution to direct costs such as staff salaries must be appropriate to the level of support required for the project.

Note: While encouraging applications from small or newer organisations as well as more established ones, evidence of operational stability for the grant period will be required.

Overall Selection Criteria

The core granting priority is action for demonstrable impact – applicants are therefore encouraged to consider the ways in which the proposed program or initiative will not only fill gaps in the cascade or services and wraparound services but also how gains will be measured and maintained. Thus, an applicant's ability to demonstrate or explain how their initiative will create lasting change is a central focus of the selection criteria. Furthermore, an applicant's ability to explain how that change will be maintained over time will also be evaluated.

Application Process

Application to the SPARC MBC Challenge is a two-stage process:

1. Letter-of-Intent (open to all organisations meeting basic eligibility requirements);
2. Followed by full proposal (by invitation only based on review of your LOI).

UICC uses an online grant application process. All application materials and attachments must be submitted electronically. Extensions will not be granted, and incomplete applications or those received after the deadline will not be considered.

To start a new SPARC MBC Challenge application, see the 'Letter of Intent Application Process' section below.

Application Timeline

- Letter of Intent submission opens: 8 March 2017
- Letter of Intent submission closes: 19 April 2017
- Shortlist announced, applicants notified: 12th June 2017
- Application deadline for shortlisted candidates: 30 July 2017
- Notification of results: 13 October 2017

Information requested from Applicants at LOI stage

Applicants will be asked to provide some basic information about themselves and their organisation and will be asked to provide a Narrative document summarising the following:

- **Statement of Need**
- **Project Description** including Project Goals, Project Implementation, Collaborations, Anticipated Impact, Summary Budget and Project Sustainability
- **Organization Background**

Selection Criteria at LOI Stage

The key selection criteria for the LOI stage will be as follows:

- Project Relevance – The relevance of the project to the issues in applicant's country/region
- Organisational Capacity – The organisation's ability to deliver against its project objectives
- Potential for Impact – Based on the initial project description, the project's potential to improve the lives of women diagnosed with advanced breast cancer.

Information requested from Applicants at full proposal stage

If an applicant is invited to submit a full proposal they will be requested to provide a more detailed project description covering aspects such as:

- Project Goals (As per LOI)
- Project Implementation (Expanding on LOI information)
- Key Personnel
- Collaborations (Expanding on LOI information)
- Anticipated Impact (Expanding on LOI information)

- Detailed Budget (Expanding on LOI information)
- Plans for measuring success
- Plans for sustainability
- Risk management plan

Letter of Intent Application Process

Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system.
- You can access proposalCENTRAL at: <https://proposalcentral.altum.com>.
- If you are a 'new' user in proposalCENTRAL, click the 'Register' button under 'First Time Users' and complete the registration process.
- If you are already registered in proposalCENTRAL, access the site and log in with your existing user ID or e-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
- After you log in, please complete the first two sections of your Professional Profile (second tab from the left) before starting an application. You may also find it helpful to set up your institution under the 'Institutional Profile'
- To start an application, select the Grant Opportunities tab (grey tab furthest to the right). A list of applications will display. Find the UICC program that you wish to apply for (in this case SPARC Metastatic Breast Cancer Challenge) and click the 'Apply Now' link (second to last column) to 'create' your application.
- If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: pcsupport@altum.com.
- Questions regarding application content should be directed to SPARC@uicc.org

Application Submission

The application process is conducted online only. In addition, several documents are to be uploaded as appendices to the Letter of Intent form:

- LOI Narrative (template provided in the application form)
- Proof of Non-profit Status (required for non-UICC members only)

Overview of the Letter of Intent Form

The application process is comprised of 11 sections:

- 1) Title Page
- 2) Download Templates & Instructions
- 3) Enable Other Users to Access this Proposal
- 4) Applicant
- 5) Organisation
- 6) Abstract
- 7) Application Attachments
- 8) Certification
- 9) Validate
- 10) Print Application for your Files
- 11) Submit

1. Title Page

a. Title of proposed project

Enter a concise caption, no longer than 80 characters.

b. Proposed anticipated start and finish dates of your project

These dates should allow sufficient time after the expected date of the funding decision for you to complete preliminary arrangements for the start of the project. Funding decisions will be announced on 13th October 2017.

c. Budget

Mention the overall amount you are requesting from UICC here. A summary budget is requested as part of the LOI narrative, a more detailed budget breakdown will be requested at the full proposal stage.

d. Geographical areas covered by project

State the country/countries or region(s) where your project will take place.

2. Download Templates

In this section you can download the LOI Narrative template.

2a. LOI Narrative Template Instructions

The LOI Narrative:

You are asked to provide a short description of the issue you would like to address, the project you intend to carry out and some background into what makes your organization the right one to deliver the project. Should your Letter of Intent be successful further details will be required at the full application stage.

The document should be written in page size A4 with normal margins (1.5cm) and font has to be ARIAL, size 10. Altogether the document should not be longer than 3 pages. Proposals that do not respect this format will not be reviewed.

The letter should follow the following format:

Statement of Need (0.5 pages max)

Provide background on the current situation that your project aims to address and link this to the needs of your target population within the geographic area you propose to serve

Project Description (2 pages max)

- **Project Goals** (Describe your measurable objectives and expected results)
- **Project Implementation** (Outline key activities and project deliverable milestones needed to achieve your project goals, include your approach and methods)
- **Collaborations** (Outline any partners you will be working with on this project and their main role)
- **Anticipated Impact** (Outline the impact of your project including how it will improve the lives of women diagnosed with advanced breast cancer)
- **Summary Budget** (Please provide an outline only, a full budget will be requested in the full proposal))
- **Sustainability** (Briefly outline your plans to run and fund this initiative after the end of the grant period)
- **Further Information (Optional)** (Add any other information you feel is relevant to your application)

Organisation Background (0.5 pages max)

- **Organisation Description** (Describe how your organisation is involved in cancer control, outline its current programs, its role in your region or country and how many staff or volunteers involved)
- **Organisation Affiliations** (List your key partners including national and international networks)
- **Annual Operating Budget** (Summary annual operating budget including major income, revenue and/or funding sources)

- **Previous Projects** (Provide an example of how you have implemented impactful programs in the past, mention the amount and source of funding)

Referees (max 3 people)

Please provide the Name, Position, Organisation and email address for up to 3 people who could act as referees.

3. Enable Other Users to Access this Proposal

You are not required to use this section.

This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- **View** (View only. Cannot change any details.)
- **Edit** (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- **Administrator** (Can view, edit and submit the application. Can give access rights to others.)

4. Personal Details of Applicant

This section must be completed in full for the proposal to be valid. Please ensure that all personal information including numbers and address entered are correct.

- You can edit your personal details by clicking on the 'Edit Professional Profile' Button

5. Organisation

This section details the organisation for which the applicant is submitting the grant request.

In submitting an application it is implicit that that the Organisation supports the applicant, the project and the proposed topic and gives UICC permission to use this information.

The Organisation is officially recognized as the recipient of the grant and is responsible for the implementation of the award. The award shall also be recognized and acknowledged by the Organisation. UICC may choose to publicly disclose the information about the award.

By default the online system pre-loads the applicant's Lead Institution as the Organisation, but this is not mandatory. To change, please click on 'Change Institution' then you may select the institution in the list. If your organisation is not listed you can follow the instructions in the greyed out field on this page to get it set up. If you have any difficulties contact ProposalCENTRAL Customer Support using the contact details above.

Other information required on this page is the Organisation Website (where applicable), the Number of Staff Employed, the name and contact details of the Head of the Organisation and whether your organisation is a UICC member.

6. Abstract

- a. **Abstract:** Provide a clear and concise overview of the proposed project that may be used for general audience. (Maximum 2000 characters including spaces).
- b. **Priority Area:** Identify the priority area that your project is addressing. You may choose only one.

7. Attachments

You are asked to upload the following:

- LOI Narrative (template provided in the application form)
- Proof of Non-profit Status (required for non-UICC members)

Upload all requested documents in portable document format (PDF). See the following link for a list of pdf format converters. <http://www.neh.gov/grants/manage/converting-your-documents-pdfs>

8. Certification

By submitting a grant request to UICC, the Applicant agrees to the following statement: I certify that the foregoing statements are true and complete to the best of my knowledge. I understand that any false statement is sufficient cause for rejection of this application or for cancellation of a grant already awarded.

I understand that all materials and outputs developed through the SPARC MBC Challenge funding are to be provided for use in the advanced breast cancer community on a non-profit basis. I agree that UICC may refer to or post any developed outputs on a publicly accessible website.

9. Validate

Validate the application on proposalCENTRAL. ‘Validate’ checks that all mandatory fields and attachments are completed. You will not be able to submit if a mandatory field is missing, these will be identified as a list so that you can go back and complete.

10. Print the application for your files (Optional)

This step is optional. We do not require any hand-written signatures therefore you do not need to print the ‘signature pages’ (i.e. the sections you have completed online) of your application, but is made available for your internal use if appropriate.

If you wish to review a pdf version of your application you can use the second print button “Print Signature Pages and Attached PDF Files.” This assembles the files in the order specified by the UICC and allows you to check that everything is how you would like it. You can also keep a copy for your records.

(Note you can view and print your application after you have submitted by using the ‘Manage Proposals’ section of your profile.)

11. Submit

To submit your Proposal, please click the ‘Submit’ button. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. A confirmation email will be sent by proposalCENTRAL to confirm that the submission has been received. If you do not receive an email confirming the submission of your application, please contact proposalCENTRAL immediately. **It is the responsibility of the applicant to ensure the application was completed correctly, all required information is present, and that the proposal was officially submitted through proposalCENTRAL.**

Authorisation

Funding of a proposal authorises UICC to use the applicant's name and project in soliciting future contributions to fund its Global Education and Training Initiative.

CONTACT INFORMATION

All communication regarding the SPARC Metastatic Breast Cancer Challenge should be directed to the following address: SPARC@uicc.org

If you need help with the online application system, contact proposalCENTRAL at 1-800-875-2562 or 001 (703) 964-5840. You may also email Customer Support at pcsupport@altum.com.