Grants application guidelines
Projects on early detection of breast cancer - 2022

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1. Project grants in breast cancer

UICC's Breast Cancer Programme

Despite advances and progress seen in breast cancer in recent years, and extensive mobilisation of civil society groups around the world, current data highlight that breast cancer incidence and mortality remain the highest for cancer in women, and that this trend is only going to accelerate in the next 20 years. In 2020, there were an estimated 684,996 deaths from breast cancer, with a disproportionate number of these deaths occurring in low-resource settings.

UICC's Breast Cancer Programme was launched in October 2020 to respond to the urgent need to accelerate progress in breast cancer. This comprehensive programme aims at reducing premature deaths from breast cancer and improving the quality of life of patients all around the world by strengthening and engaging the breast cancer community. Leveraging UICC's assets, this programme offers organisations and professionals active in breast cancer control access to seed funding, online learning, convening opportunities, mentoring, professional development, and connections amongst its network to achieve effective breast cancer control.

Through a series of activities and opportunities, the programme aims to deliver on the following key outcomes:

- Accelerate the development of breast cancer leaders
- Strengthen organisational capacities of breast cancer organisations, including patient groups
- Support the development of the health workforce in breast cancer
- Support national action on breast cancer in responding to key areas and needs in breast cancer control
- Strengthen networks and collaborations in breast cancer at a national, regional and global level
- Unite the voice of the breast cancer community, including patient groups, to advocate for more effective breast cancer control

In its first year of existence, 232 individuals from 126 organisations in 67 countries were engaged in the Breast Cancer Programme. Amongst other opportunities, over 100 professionals benefitted from the Project ECHO® on breast cancer control to learn how to develop and deliver strong breast cancer projects; 80k USD of grants were awarded to support the launch of new projects; 10 technical fellowships on breast cancer were made available to healthcare professionals and Virtual Dialogues were organised to highlight breast cancer needs and priority areas.

The Programme is supported by Pfizer (Founding Partner), Daiichi Sankyo, Revolution Watch, the US National Cancer Institute Center for Global Health and the Breast Health Global Initiative, and supports the ambitions of WHO's Global Breast Cancer Initiative.

In 2022, UICC will continue and enhance its efforts to strengthen and engage the breast cancer community through a series of activities including a self-guided course on breast cancer control, convening opportunities and this new grants initiative supporting national action for improved early detection of the disease.

Project grants available in 2022

Building upon the SPARC Metastatic Breast Cancer Challenge, a grants initiative that has enabled the launch of 51 new projects addressing the needs of MBC patients since 2015 through the distribution of USD 1,565,000, UICC aims to widen its support to the breast cancer community by offering seed-funding to UICC members for projects offering an evidence-based approach to improving the availability of and access to the early detection of breast cancer.

In 2021, four grants were awarded to UICC members for projects supporting the early detection of breast cancer. In 2022, through the support of the UICC Breast Cancer Programme partners and specifically recognising the funds raised by the Pink Dial project, organised by Revolution Watch, a new call for proposals will be opened with 15 projects to be awarded through new grants.

Applications will be welcomed from UICC members across the world. Project proposals should be focused on improving the early detection of breast cancer, at a local, regional or national level, for a maximum amount of 20'000 USD per project.

In alignment with the goals of WHO's Global Breast Cancer Initiative and the overall emphasis of this grants initiative on early detection, the projects that will be supported must include a focus on breast health education, on access to timely and quality diagnosis, or on enhancing referrals across the patient pathway. Projects should help address health inequities by providing services and support to underserved and/or hard-to-reach populations (including people from disadvantaged socio-economic backgrounds; racial, ethnic, sexual and gender minorities; rural areas; etc.).

Applicants are encouraged to review resources and studies highlighting evidence-based interventions, such as the Knowledge Summaries for breast cancer control (more specifically the ones on breast health awareness and clinical breast exam, screening and mammography programmes, clinical assessment, diagnostic imaging and staging, biopsy, pathology and subtypes), or the UICC self-guided course on breast cancer control.

Examples of projects that could be supported include (non-exhaustive list):

- Health promotion on breast health, on breast cancer symptoms and addressing the stigma of the disease to encourage the public to seek medical advice as early as possible, where referral pathways are in place to support women throughout the cancer continuum
- Training of health care workers to identify symptoms and help navigate patients through the health system and services
- Connecting hard-to-reach populations to existing services where available
- Initiatives focused on improving the coordination of services and referral systems to improve timely and quality diagnosis, where systems are in place to provide follow-up treatment and supportive care for those diagnosed
- Advocacy campaigns leading to broad stakeholder engagement and additional resources for early detection

Submissions will be reviewed by an independent committee consisting of leading experts in the fields of breast cancer and chaired by Dr Julie Gralow, Chief Medical Officer of the American Society of Clinical Oncology. Selected projects will be announced in October 2022.

2. **Application process**

Applications will open on 29 March and close on 15 May. Interested applicants are invited to carefully read this document and the section titled, 'application questions' before submitting their projects.

The following guidance will help to ensure that an organisation and project is eligible to apply, and that the proposed project falls into the scope that can be funded through this grants initiative. If these eligibility criteria are met and the proposed project is within the required scope, interested applicants are invited to submit their application through UICC's grant management system.

The application questions that will be asked in the grant management system can be found in section 3 of these guidelines.

Eligibility criteria

To be eligible for the grants, interested organisation must comply with the following requirements:

1. **UICC member**: Only UICC member organisations will be eligible to apply. For organisations that are not yet members at the time of their application and interested in joining UICC, an application for this grants opportunity can be submitted, conditional upon a parallel request being submitted to join as a UICC member. In order for the proposal to be submitted for review, these organisations will have to submit evidence of UICC membership prior to the start of the selection process (end of May 2022).
2. **Organisational strength**: Applicant organisations must have been registered as an organisation for a minimum of two years, with a track record of working in cancer control and in successfully implementing projects or programmes related to the scope of their application. Organisations should have a dedicated core team of individuals (staff or volunteers) regularly engaged in and delivering their activities.
3. **Ability to receive funds**: Applicant organisations must comply with local regulations to receive funds from a foreign country. Applicant organisations have a dedicated bank account (no grant funding will be transferred to individual bank accounts). Please note, if the applicant organisation is from a country where the relevant Swiss bank is not authorised to send funds, UICC will unfortunately not be able to proceed with the selection.
4. **UICC grants**: The applicant organisation should not be responsible for delivering another project supported by a UICC grant at the same time as the grant for which they are applying. If the applicant has been a recipient of a UICC grant in the past and the grant period has ended, they can apply.

Project scope

Projects supported through these grants will have to fall into the scope described in this paragraph, and must be in line with UICC use of funds policy:

- **Project objective**: All projects supported should demonstrate their relevance in terms of the early detection of breast cancer.
- **Geographical scope**: The grants are open to all countries, with the exception, as mentioned in the eligibility criteria, of countries who are unable to receive funds from Switzerland.
- **Target audience**: Projects must demonstrate how they address inequity and increase access to or improve early detection in underserved, at risk, or vulnerable populations.
- **Project budget**: The grants awarded will support projects with a maximum of USD 20'000. The work funded should be compliant with UICC's grants funding criteria described in the section below.
- **Project duration**: Projects must have a maximum duration of one year, starting no later than November 2022.

- **Project with a novel element**: The project submitted can be a new one, or an extension of an existing project. It cannot be an existing ongoing project, programme or service without a novel element as the funding aims at developing new activities rather than sustaining projects that lack funding.
- **Project in line with the selection criteria**: The projects should demonstrate how they contribute to the grants selection criteria described in section 4 of these guidelines.

Grants funding criteria

The project will be compliant with UICC's grants funding criteria described below:

- **Exclusion criteria:**
  The project funds should not cover:
    o medical education programmes for medical personnel
    o medical supplies or equipment
    o medical services (i.e., tests, interpretation of tests, treatments, medication)
    o patient diagnosis and treatment
    o fundraising events
    o registration for conferences
    o research projects
    o professional dues or membership fees
    o liability insurance
    o rent
    o advertising unrelated to the project campaign
    o programme incentives
- **Equipment and office supplies:** Equipment and office supplies that are not directly linked with the project will not be covered. If they are part of the project, the spending shall not exceed 10% of the grant.
- **Overheads and administrative costs**: Overheads and administrative costs that are not directly linked with the project will not be covered. If they are part of the project, they should not exceed 15%.
- **Salaries**: Salaries that are not directly linked with the project will not be covered. Any contribution to staff salaries, or consultants involved in the project, must be appropriate to the level of overall funding required and must be sustainable after the funding period is over.
- **Co-funding**: The project supported is to be funded entirely by the UICC grant. All funding arrangements that involve another donor should be indicated by the applicant in the grant application, as it requires a prior agreement from UICC, in order to avoid any potential conflicts of interest.

Grant management system

Applications will be submitted through a grants management system. UICC uses an online grant management system called SmartSimple to manage the application process. All application materials and attachments must be submitted electronically through the UICC grant management system. The steps to access the platform, create your profile and send your application are described below:

1. **Access UICC's grant management system:** You can access SmartSimple at https://uicc.eu-1.smartsimple.eu/
2. **Access your account**
   - If you are a 'new' user in SmartSimple, you will be required to click the 'Register here' button under 'New to the system?' and complete the registration process.
   - After registering, you will receive an email with a link to create a password and login within the next five minutes.
   - Then go back to the login page and login to your new account.
   - If you are already registered in SmartSimple, please access the site and log in with your existing e-mail address and password.
3. **Start your application**
   - To start an application, select the 'Funding Opportunities' box under 'Applications'. A list of open opportunities will display.

- To apply for the grants, select 'Project Grants: Breast Cancer' and click the 'Apply Now' link to open the application. A new application form will be created and the default status of it is 'Draft'.
- Click on the 'Save Draft' button to activate the form and start working on it.
- If you start an application and need to complete it at a later time you can click the 'Save Draft' button at the bottom of the application.
- When you return to the platform you can find this saved application in by clicking on the 'In Progress' box under 'Applications' and open the application.

4. **Invite collaborators**
   - Several team members working on the application can be added to the SmartSimple application. These individuals can be from the applicant organisation, or from a collaborating organisation. In the latter case, collaborating team members will be asked to create an organisational account.
   - You can invite collaborators on the first page of the application. Please follow instructions on the platform if you wish to invite collaborators.
   - This step is optional and you can submit your application on your own.

5. **Fill in your application**
   - On the application, beneath the general instructions, you will find a number of tabs to complete (contact information, organisational capacity, etc.). Please ensure that you complete all tabs before submitting your application. Many of the questions are mandatory (they are marked with a red asterisk (*).
   - If you click 'Submit' without completing one of these fields, you will receive an error message directing you to the blank or uncomplete question.

6. **Update your application**
   - The contact information page contains your contact details from registration.
   - If there are any errors on your application (whether from an error entering the information or the information has changed since submitting a previous application) please update your profile by clicking on the circle with your initials in the upper right-hand corner.
   - You can update your application any time you wish before it is submitted.

7. **Submit your application**
   - When you are ready to submit your application click the 'Submit' button at the bottom of the application.
   - After clicking 'Submit' you will not be able to edit the application anymore.
   - You will receive an email confirming submission.
   - Please ensure you have received the acknowledgement message that confirms that your application was submitted.

8. **Communications from UICC through the platform**
- Reviewers might respond to you with questions via the grant management system. In this case, you will receive a notification from the SmartSimple system via email if additional information is required and additional emails as your application moves through the various phases of assessment.
- You will get regular updates on your application through SmartSimple emails.

In case you experience issues in creating your account or accessing SmartSimple, please contact Annah Espejo, Capacity Building Coordinator at espejo@uicc.org

3. Application questions

Interested applicants will be asked to complete the following questions through the grants management system. Please note that all applications have to be submitted electronically through SmartSimple, and applications submitted through other means will not be taken into consideration.

Organisation profile

1. **Applicant organisation** – Name of the organisation
2. **Address** – Address where the applicant organisation is based
3. **Date of creation of the organisation** – Please indicate the year in which your organisation was created
4. **Organisation website and social media** – Please share the url of your website and social media
5. **Is your organisation a UICC member?** – Please indicate if your organisation is currently a UICC member. Note that this opportunity is exclusive to members. If you are not yet a member and would like to join UICC, please contact membership@uicc.org to initiate your membership. You can proceed with this grant application, and in parallel process the membership request, but please note your membership request must be completed before the selection review process begins.
6. **Relationship with tobacco or alcohol industries** – Please highlight the statement corresponding to your organisation
   a. I confirm that our organisation does not have a relationship with the tobacco or alcohol industries
   b. Our organisation has a relationship with the tobacco or alcohol industry, namely: (please specify)

Organisational capacity

7. **Organisation description** – Describe the mission, scope of work, current programmes and role of your organisation in your country (200 words max)
8. **Breast cancer activities** – Describe the activities of your organisation focused on breast cancer (200 words max)
9. **Breast cancer activities –** Please indicate in which aspect of the patient pathway, or of breast cancer control, these activities are focused. Select all fields that apply
   o Prevention: Breast Cancer Risk Factors and Risk Reduction Strategies
   o Early Detection: Breast Health Awareness and/or Clinical Breast Exam
   o Early Detection: Screening
   o Diagnosis: Clinical Assessment, Diagnostic Imaging and Staging
   o Diagnosis: Breast Cancer Biopsy, Pathology and Subtypes
   o Treatment
   o Palliative Care
   o Survivorship
   o Advocacy
   o Other: please specify
10. **Previous projects** - Provide an example of a breast cancer project that has been previously implemented by your organisation. What was the focus, impact, budget and source of funding? Please write N/A if you have no example of previous project to share. (no min / max 300 words)
11. **Is your organisation currently benefiting from a UICC project grant?** – Yes/No. If yes, please specify what type of grant, and its end date.
12. **Staff** - How many staff are currently involved in your organisation? Please indicate if they are employees or volunteers.
13. **Annual operating budget** – Please state the organisation annual operating budget

14. **Ability to receive funds** – Does your organisation have a bank account of its own and comply with local regulations to receive funds from a foreign country (Switzerland)? Note: For Indian applications, a FCRA is required
15. **Organisation affiliations** – List your key partners including national and international networks

Project overview

16. **Title of the project to be funded** – Please share a brief name of the project for which you are requesting funding
17. **Name and title of the person leading the project to be funded** – Enter the name of the project leader and his/her title
18. **Name and title of other team members** – Indicate which key personnel will be working on the implementation of the project (ex: staff job title/role, their organisation, are they part of the team or to be recruited).
19. **Focus area** in b**reast cancer –** Please select all fields that apply to your project, noting that submissions must have a focus on early detection. While some other components can be included in the project, they should not be the emphasis:
    o Prevention: Breast Cancer Risk Factors and Risk Reduction Strategies
    o Early Detection: Breast Health Awareness and/or Clinical Breast Exam
    o Early Detection: Screening
    o Diagnosis: Clinical Assessment, Diagnostic Imaging and Staging
    o Diagnosis: Breast Cancer Biopsy, Pathology and Subtypes
    o Treatment
    o Palliative Care
    o Survivorship
    o Advocacy
    o Other: please specify
20. **Geographical scope** – What is the geographical scope of your project? Is it local, regional, national or international? Please state all geographic areas where it will be implemented.
21. **Project start and finish dates** – Indicate the estimated start and finish date of your project. Projects should be for a maximum duration of 12 months and start no later than November 2022.

Project description

22. **Project abstract** – Please provide a concise description of your project (min 100 / max 300 words)
23. **Target audience** – Who is the target audience of your project? Please be as specific as possible, including the type of population, age group, region etc.
24. **Need addressed** – What are the needs / gaps addressed by your project? Please provide background information, sources and references to your statements if possible (min 100 / max 500 words)
25. **Situational assessment** – Please outline any existing efforts in your country that currently address this need. What are the other services and systems that complement your project, and how is your project integrated or connected to the overall health system? If your country has a national cancer control plan, please describe how your project aligns with the plan. (min 100 / max 500 words)
26. **Project goal –** What is your project's overall goal? And specific objectives? Please define your specific objectives in a way that is measurable and in line with the overall goal of the project
27. **Project approach and implementation** – Describe the activities, approach and/or intervention to be implemented to address the gap and achieve your project goal and objectives (min 100 / max 500). Upload a project timetable indicating the activities, deliverables, and milestones of your project. An example of such a chart can be found here.
28. **Project relevance** – Why is the proposed approach an effective solution to address the gap and support early detection of breast cancer? Please outline the evidence supporting this choice of intervention, and describe any adaptations made given the context in which the project will be implemented (min 100 / max 300 words)
29. **Partnerships** – Outline partners you will be working with on this project and their main role
30. **Risk management** – List the risks you foresee with your project and how you plan to mitigate them (including delays in the project implementation). For instance, if the project will require ethical approval from the relevant institutional or national review board, the project must note how it proposes to mitigate the risk of an extended or delayed ethics review process

31. **Is your project a new project**? (tick a box)
    a. Yes, it is a new project
    b. No, it is an extension of an existing project (additional component)
    c. No, it is an existing project (no additional component)
32. **Extension of an existing project (for those who responded b in the previous question)** – What is the existing project (description, budget, partners, funder)? What has been the impact of the project to date? How will the UICC grant and the extension complement the existing project? Please share any available information or links on the existing project in the text and/or by uploading documents (min 300 / max 1000 words)

Project impact

33. **Anticipated impact** – Outline the expected impact of your project for your target audience, and any additional direct or indirect audiences. What is the impact expected at the end of the 12-month funding period? And in the longer term? (min 200 / max 500 words)
34. **Inequity** – Please indicate how this project seeks to 'close the care gap', specifically addressing or responding to existing inequities and benefitting hard-to-reach populations, underserved groups or stigmatised groups? (min 100 / max 300 words)
35. **Measuring success** – Please outline how the activities and outcomes of the project will be monitored and evaluated to assess progress towards the project goals (min 50 / max 300)
36. **Key performance indicators** – What are the key performance indicators for the project, and how will these be assessed?
37. **Plans for sustainability** – Outline how this project will continue to have an impact after the initial funding period has ended, for example, in terms of systems, platforms or resources that will be developed through this initial investment, or regarding integration into other activities, or through collaboration, partnerships, or policies etc. (min 100 / max 300 words)
38. **Health system strengthening** – How will this project contribute to strengthen the current health system? Which partnerships and links with other health sectors or services are envisaged? Integration with other cancers (women's cancers) or other health-related fields are encouraged (min 100 / max 500 words)
39. **Further information (optional)** – Add any other information you feel is relevant to your application) and link this to the needs of your target population within the geographic area you propose to serve

Project budget

40. **Budget details** – Please share the detailed budget breakdown in USD, including the expected costs of your project per activity, and detail any salaries covered as a separate item. For the projects supported by other partners / funding streams, please describe their contribution as part of the overall project budget.
41. **Project budget** – What is the overall total project budget requested in USD? Please note the maximum award is 20'000 USD.
42. **Project compliant with funding policy**– Is your project compliant with the UICC grants funding criteria outlined in the grants application guidelines? If not, please explain.
    a. Yes
    b. No, please explain
43. **Funding from other organisations** – Has your organisation already received funds for this project, or is planning to obtain co-sponsorship from a third party?
    a. Yes - If so, please specify who are the other funders as well as the level of funding of the overall budget.
    b. No

4. Selection process

The Selection Committee

The Selection Committee is composed of UICC staff, who will be responsible for:

- Inviting the Chair of the Review Committee as well as its members
- Performing the necessary due diligence of the application and assess eligibility criteria
- Communicating with the applicants to ensure all necessary documentation for the grant application has been submitted
- Assigning applications to the reviewers and guiding the Review Committee in the evaluation of the applications and use of selection criteria
- Liaising with the Chair to shortlist the awarded grantees
- Communicating the final decisions and results to the applicants.

The Review Committee

The applications will be reviewed by an independent Review Committee, consisting of international experts in breast cancer and chaired by Dr Julie Gralow. The Review Committee will be invited and appointed by UICC to evaluate the applications using the selection criteria. Each application will be reviewed by a minimum of two reviewers.

Selection criteria

The Review Committee will evaluate eligible applications according to the following criteria:

- **Organisational capacity**: The applicant organisation is of a size, and has a scope that would enable delivery of the project objectives. It has sufficient capacity to manage the level of funds requested.
- **Inequity**: The project demonstrates that it will specifically address or respond to existing inequities and be of benefit to hard-to-reach populations, underserved groups or stigmatised groups.
- **Project relevance and efficiency**: The project addresses a demonstrated regional or local need, and will support early detection of breast cancer, where diagnosis and treatment services are available. The intervention strategy proposed is evidence-based, resource appropriate and adapted to the local context. It builds upon the learning of, or success of, similar initiatives conducted globally, regionally or nationally.
- **Feasibility**: The project goals are achievable based on the requested grant funding and project timeline. The timeline is realistic and achievable. The budget proposed is in line with the activities of the implementation plan and project description.
- **Potential for impact**: The project has the potential to result in positive or improved outcomes for its target audience. The project will continue to have a positive impact in the longer term, after the end of the grant period. Expected impact and outcomes of the project must be clearly articulated in the project proposal.
- **Sustainability**: The project is sustainable. It is designed in a way that it can continue to deploy its effects after the grants period without additional funding from UICC. The project is embedded whenever possible and appropriate in the health system. Projects run in partnership with other institutions, in collaboration with the national health system and seeking synergies with other health interventions are encouraged.

5. Upcoming timelines and contact

Application timelines

Interested organisations are invited to apply from 29 March until 15 May 2022. As a first step, applications will be screened by UICC, who will review the eligibility criteria stated in this document. Applications that are eligible applications will be evaluated by the Review Committee, and will receive a final notification in September. Applicants will be informed of the status of their application after the eligibility review around June, and will receive the final news on their application in September.

- **Call for applications**: 29 March to 15 May 2022
- **UICC assesses eligibility of applications**: 15 May to early June
- **Review Committee evaluates the applications**: early June to mid-July
- **Selection Committee reviews the evaluations:** August
- **Selection Committee selects awardees:** early September
- **Public announcement of successful applicants:** October 2022

Contact

For all questions about the application or the grant management system please contact Annah Espejo at espejo@uicc.org directly.

For interest in joining UICC as a member, please contact membership@uicc.org