



Appendix A: LOI Definitions of Personnel

Applicants/PIs should designate personnel on their proposed LOI as follows: *(Please note: roles may be limited by grant mechanism as listed. Only roles applicable to a specific grant mechanism will be listed in the application drop-down menu in proposalCENTRAL.)*

I. Applicant/Principal Investigator (PI):

The individual designated by the Applicant/PI's organization to direct the research project to be supported by the grant. The PI is responsible and accountable to the Applicant/PI organization officials and Susan G. Komen® for the proper conduct of the research project.

ROLE	Role limited to applicable grant mechanism:
Applicant/Principal Investigator (PI)	Required: All Grants (only 1 PI per LOI)

II. Key Personnel:

Komen defines Key Personnel as an individual who contributes to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the Grant. Typically, these individuals devote a defined percentage of effort to the project, and have doctoral or other professional degrees. Collaborators/Consultants at the postdoctoral or graduate student level may be considered Key Personnel if their involvement meets this definition. **Each Key Person must have a level of effort listed in proposalCENTRAL (0-100%).** Patient Advocate Mentor(s), the Lead Mentor, and members of the Mentoring Committee may list 0% effort. Other Key Personnel must list greater than 0% effort. Level of effort committed to the proposed project does not determine salary level. Salary levels are determined by the Applicant/PI's institutional policies. Salary support is not required for Key Personnel.

KEY PERSONNEL ROLE	CCR
Patient Advocate Mentor/Patient Advocate	Optional at LOI; Required at App
Collaborator (Key)	Optional
Co-Mentor	<i>Not allowed</i>
Committee Member	Required
Co-PI	<i>Not allowed</i>
Lead Mentor	Required (1 per grant)

Lead Mentor:

An individual designated to provide the research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and assist in the development of the proposed research project. The Lead Mentor must currently conduct breast cancer research, or alternatively at least one member of the Mentor Committee must have breast cancer research experience. Only 1 Lead Mentor is allowed per application. The Lead Mentor must be at the same institution as the PI and serve as the onsite representative for the entire Mentor Committee.

Patient Advocate Mentors (Optional at LOI, Required at Application):

Komen has a strong commitment to including breast cancer patient advocates to provide patient perspective in the design and implementation of both research projects and Career Development Plans. Patient Advocate Mentors can be involved early in the development of the project to provide input and ensure that the proposed work has impact for patients. During Letter of Intent (LOI) submission, they can assist by reviewing the scientific and patient impact section to help communicate the importance of the project to breast cancer patients. Patient Advocate Mentors must be included on Mentoring Committees and invited to project presentations to provide the patient point of view and a different perspective to the project. They can be included in clinical trial development, providing input on potential barriers to accrual and help develop patient education materials. Patient Advocate Mentors can also help communicate the importance of the results of the project to the public using lay language that everyone can understand. If a Patient Advocate Mentor is involved in the proposed research project, they are required to be listed as a Key Person and member of the Mentor Committee.

An identified Patient Advocate Mentor(s) will be required for CCR applications at Application and are strongly encouraged for all applications at all stages.

Mentor Committee Member:

An individual designated to assist in providing research, scientific, clinical, management, and leadership guidance necessary to foster the Applicant/PI's career advancement and assist in the development and patient impact of the proposed research project.

Collaborators (Key Person):

An individual that is working with the Applicant/PI, who benefits or strengthens the proposed research as a result of their expertise in the research area, provides an essential resource or equipment contribution, or offers the skills needed to efficiently execute the proposed research supported by the grant. Collaborators who are considered Key Personnel must contribute to the scientific development or execution of a project in a substantive, measurable way (ex. a researcher provides 13 unique cell lines that are critical to the completion of the project.) A collaborator may be employed by, or be affiliated with, the Applicant/PI's organization or another participating organization.

III. Non-Key Personnel:

Non-Key Personnel may include graduate students, postdoctoral fellows, research technicians, and/or collaborators who can easily be replaced without impacting the functionality of the grant or significantly impacting the execution of the proposed project (ex. a biostatistician or research technician who manages a mouse colony). A Non-Key Person may have 0% effort. If a Non-Key Person draws a salary from the grant budget, a level of effort must be listed.

NON-KEY PERSONNEL ROLE	
	<u>CCR</u>
Collaborator (Non-Key)	Optional
Graduate Student	Optional
Mentor	<i>Not Allowed</i>
Postdoctoral Fellow	Optional
Research Technician	Optional

Collaborators:

An individual working with the Applicant/PI in the scientific development and/or execution of the research project may be listed as a Collaborator. Collaborators should be listed as Key Personnel if their contribution is essential to the grant and if their role cannot be fulfilled by another Collaborator or individual. Collaborators may be listed as Non-Key Personnel if they do not meet the definition of Key Personnel, but will still be responsible for proposed work on the research project (ex. a biostatistician or technician who maintains a mouse colony). A collaborator may be employed by, or be affiliated with, the Applicant/PI's organization or another participating organization.

Graduate Student:

Komen does not utilize this category for Key Personnel. Graduate students may be listed as a Non-Key Person for CCR Grants.

Postdoctoral Fellow:

Komen does not utilize this category. Postdoctoral Fellows (CCR) may be listed as a Collaborator (either Key or Non-Key), if their role fits Komen's definition of either Key or Non-Key Personnel (see definitions above).

Research Technician:

Research technicians aid scientists in their experiments by monitoring and recording their findings and managing day to day activities of the lab. Research technicians are not considered Key Personnel and should be included as Non-Key Personnel. A Research Technician may be employed by, or be affiliated with, the Applicant/PI's laboratory, organization, or another participating organization.