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**SUSAN G.  
KOMEN.<sup>®</sup>**  
**NORTHEAST OHIO**



**FY19 SMALL GRANTS PROGRAM  
REQUEST FOR APPLICATIONS**

**FOR BREAST HEALTH SUPPORT PROJECTS  
PERFORMANCE PERIOD: APRIL 1, 2018 - MARCH 31, 2019**

**OUR MISSION: SAVE LIVES BY MEETING THE MOST CRITICAL NEEDS IN OUR COMMUNITIES  
AND INVESTING IN BREAKTHROUGH RESEARCH TO PREVENT AND CURE BREAST CANCER**

Susan G. Komen ® Northeast Ohio  
5350 Transportation Blvd., Ste. 22  
Cleveland, OH 44125  
[www.kommenneohio.org](http://www.kommenneohio.org)

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## TABLE OF CONTENTS

<b>Key Dates</b> .....	<b>3</b>
<b>About Susan G. Komen® Northeast Ohio</b> .....	<b>3</b>
<b>Notice of Funding Opportunity and Statement of Need</b> .....	<b>3</b>
<b>Small Grants Categories</b> .....	<b>4</b>
<b>Eligibility Requirements</b> .....	<b>4</b>
<b>Allowable Expenses</b> .....	<b>5</b>
<b>Important Granting Policies</b> .....	<b>6</b>
<b>Educational Materials and Messages</b> .....	<b>7</b>
<b>Review Process</b> .....	<b>8</b>
<b>Application Instructions</b> .....	<b>9</b>
<b>Appendix A: FY19 Small Grant Reporting Metrics</b> .....	<b>12</b>
<b>Appendix B: Writing SMART Objectives</b> .....	<b>13</b>

## KEY DATES

Small Grants applications are accepted throughout the year; however, requests for support of conferences or other educational events must be received at least six weeks prior to the event(s). Applications recommended for funding require board approval prior to award notification. Therefore, applications must be submitted according to the schedule below to allow for prompt approval and payment.

Application Due Date	Board Approval Date	Award Notification Date
April 23, 2018	May 7, 2018	May 11, 2018
June 18, 2018	July 2, 2018	July 6, 2018
August 27, 2018	September 10, 2018	September 14, 2018
October 22, 2018	November 5, 2018	November 9, 2018
January 7, 2019	January 21, 2019	January 25, 2019
February 18, 2019	March 4, 2019	March 8, 2019

## ABOUT SUSAN G. KOMEN® NORTHEAST OHIO

Susan G. Komen is the world's largest breast cancer organization, outside of the federal government, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Komen has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. Since its founding in 1982, Komen has funded more than \$956 million in research and provided more than \$2.1 billion in funding to screening, education, treatment and psychosocial support programs. Komen has worked in more than 60 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life. Komen Northeast Ohio is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Cleveland and Akron Race for the Cure®, Komen Northeast Ohio has invested more than \$15 million in community breast health programs in our 22 county service area. For more information, call (216) 292-2873 or visit [www.kommenneohio.org](http://www.kommenneohio.org).

## NOTICE OF FUNDING OPPORTUNITY AND STATEMENT OF NEED

Komen Northeast Ohio is currently offering Small Grants up to \$2,500 to support education programs, provider conferences/trainings, and survivor support programs described below. Innovative approaches to addressing the issues identified in the 2015 Komen Northeast Ohio Community Profile and existing health disparities are encouraged. In exceptional circumstances, grants can be made from \$3,000 up to \$5,000. Please consult with Affiliate staff prior to submitting an application requesting more than \$2,500. For applications seeking funds greater than \$5,000 or seeking to provide screening, diagnostic and/or treatment services, please refer to our Community Grants RFA.

The findings from the 2015 Komen Northeast Ohio Community Profile revealed many issues and barriers to quality, affordable breast health and breast cancer services in Northeast Ohio. The 2015 Community Profile can be found on our website at [www.kommenneohio.org](http://www.kommenneohio.org).

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## SMALL GRANTS CATEGORIES

### ***Educational/Outreach Grants***

Purpose: To explore new approaches to reduce breast cancer education barriers identified in Ashtabula, Cuyahoga, Lorain, Harrison, Jefferson, and Mahoning Counties. Education and outreach projects must lead to a documented breast cancer action (e.g., getting a screening mammogram; importance of follow-up after an abnormal mammogram).

Amount: Up to \$2,500.

Recognition requirements: Susan G. Komen Northeast Ohio must be recognized in all materials.

### ***Conference Grants***

Purpose: To support (e.g., logistics; registration fees; presenter fees, etc.) local scientific or educational conferences with presentations/sessions that have an emphasis on the interaction between advocate, public health, health care and scientific communities to address breast cancer disparities to achieve health equity. The presentations/sessions supported by Komen must be focused on breast cancer. (Note: Presenters at a conference cannot be funded through a Komen conference grant and a travel grant.)

Amount: Up to \$2,500.

Recognition requirements: Conference organizers must provide complimentary registration for at least two (2) Affiliate representatives and an Affiliate display area where appropriate. In addition, Susan G. Komen Northeast Ohio must be recognized in all materials.

### ***Patient Support Programs***

Purpose: Establish or expand free/low-cost survivor support groups and services that use evidence-based strategies to address the psycho-social, emotional, and physical issues faced by breast cancer patients and their family members. Programs should focus on keeping women in treatment to decrease breast health disparity outcomes.

Amount: Up to \$2,500

Recognition requirements: Susan G. Komen® Northeast Ohio must be recognized in all materials.

Evaluation requirements: A summary of results from any surveys and/or pre-/post-test must be included in the final report. Additionally, grantee is required to monitor and track specific demographic information for all program participants. Please see the Final Report Workplan Template uploaded on Komen Northeast Ohio's [small grants webpage](#).

## ELIGIBILITY REQUIREMENTS

The following eligibility requirements must be met at the time of application submission to apply:

- Individuals are not eligible to apply.
- Applications will only be accepted from governmental organizations under Section 170(c)(1) or nonprofit organizations under Section 501(c)(3) of the Internal Revenue Service (IRS) code. Applicants must prove tax-exempt status by providing a letter of determination from the IRS.

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- Applicant organizations must serve residents in one or more of the following locations:
    - Ashtabula County
    - Cuyahoga County
    - Harrison County
    - Jefferson County
    - Lorain County
    - Mahoning County
  - Proposed projects must be specific to breast health and/or breast cancer and address the Small Grants Categories listed in this RFA. If a project includes other health issues along with breast cancer, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.
  - All past and current Komen-funded grants or awards to applicant must be up-to-date and in compliance with Komen requirements.
  - If applicant, or any of its key employees, directors, officers or agents, is convicted of fraud or a crime involving any financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After this 12-month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that criminal misconduct will not recur.

## ALLOWABLE EXPENSES

Funds may be used for the following types of expenses, provided they are directly attributable to the project:

- Key Personnel & Salaries
- Consultants
- Supplies
- Reasonable travel costs related to the execution of the project
- Meeting costs
- Other direct project expenses

For more information, please refer to the descriptions in the Budget Section below.

Funds may **not** be used for the following purposes:

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
  - Specific examples include, but are not limited to, projects or programs designed to:
    - Understand the biology and/or causes of breast cancer
    - Improve existing or develop new screening or diagnostic methods
    - Identify approaches to breast cancer prevention or risk reduction
    - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
    - Investigate or validate methods
- Clinical services or patient care costs (e.g. screening, diagnostics, or treatment)

- Indirect Costs
- Education regarding breast self-exams/use of breast models
- Development of educational materials or resources
- Education via mass media (e.g. television, radio, newspapers, billboards), health fairs and material distribution. These methods may be used to promote projects, but evidence-based methods such as 1-1 and group sessions should be used to educate the community and providers
- Construction or renovation of facilities
- Political campaigns or lobbying
- General operating funds
- Debt reduction
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Event sponsorships
- Projects completed before the date of grant approval
- Land acquisition
- Project-related investments/loans
- Scholarships
- Thermography
- Projects or portions of projects not specifically addressing breast cancer
- Equipment, exceeding \$5,000

## IMPORTANT GRANTING POLICIES

Please note the following non-negotiable policies before submitting an application:

- The project must occur between April 1, 2018 and March 31, 2019.
- The effective date of the grant agreement is the date on which Komen fully executes the grant agreement and shall serve as the start date of the grant. **No expenses may be accrued against the grant until the contractual agreement is fully executed.** *The contracting process can take up to six weeks from the date of the award notification letter.*
- Any unspent funds over \$1.00 must be returned to Komen Northeast Ohio.
- At Komen's discretion, grant payment will be made in one installment after grant agreement execution or pending receipt and approval of a final report.
- Grantee will be required to submit one final report that will include, among other things, an accounting of expenditures and a description of project achievements. Additional reports may be requested.
- Certain insurance coverage must be demonstrated through a certificate of insurance at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold:
  - Commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death, and property damage;
  - Workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$1,000,000; and
  - Excess/umbrella insurance with a limit of not less than \$3,000,000.

- In the event any transportation services are provided in connection with project, \$1,000,000 combined single limit of automobile liability coverage will be required.
- Grantees are also required to provide Komen Northeast Ohio with a Certificate of Insurance with Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen Northeast Ohio, its officers, employees and agents named as Additional Insured on the above policies solely with respect to the project and any additional policies and riders entered into by grantee in connection with the project.

## EDUCATIONAL MATERIALS AND MESSAGES

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund projects that use educational messages and materials that are consistent with Komen messages, including our breast self-awareness messages - know your risk, get screened, know what is normal for you and make healthy lifestyle choices. The consistent and repeated use of the same messages can reduce confusion, improve retention and lead to the adoption of actions we believe are important for quality breast care. Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages:

<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>

*Breast Self-Exam must not be taught or endorsed*

According to studies, teaching breast self-exam (BSE) has **not** been shown to be effective at reducing mortality from breast cancer and therefore **Komen will not fund education projects that teach or endorse the use of monthly breast self-exams or use breast models**. As an evidence-based organization, we do not promote activities that are not supported by scientific evidence or that pose a threat to Komen's credibility as a reliable source of information on the topic of breast cancer.

*Creation and Distribution of Educational Materials and Resources*

Komen Affiliate grantees are encouraged to use Komen-developed educational resources, including messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are current, safe, accurate, consistent and based on evidence.

In addition, this practice will avoid expenses associated with the duplication of existing educational resources. Grantees can view, download and print all of Komen's educational materials by visiting <http://ww5.komen.org/BreastCancer/KomenEducationalMaterials.html>. If a grantee intends to use other supplemental materials, they should be consistent with Komen messages.

Komen materials should be used and displayed whenever possible.

If an organization wants to develop educational resources with Komen grant funds, they must discuss with Komen Northeast Ohio prior to submitting an application and provide evidence of need for the resource.

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*Use of Komen's Breast Cancer Education Toolkits for Black and African-American Communities and Hispanic/Latino Communities and Other Resources*

Komen has developed breast cancer education toolkits for Black and African-American communities and Hispanic/Latino communities. They are designed for educators and organizations to use to meet the needs of these communities. The Hispanic/Latino toolkit is available in both English and Spanish. To access the toolkits, please visit <http://komentoolkits.org>. Komen has additional educational resources, included on [komen.org](http://komen.org), that may be used in community outreach and education projects. Check with Komen Northeast Ohio for resources that may be used in programming.

## REVIEW PROCESS

Each grant application will be reviewed by at least three reviewers. They will consider each of the following selection criteria:

Percentages listed next to each selection criteria reflect the weight assigned to each category.

**Impact 25%:** How successful will the project be at increasing the percentage of people who enter, stay in or progress through the continuum of care, thereby reducing breast cancer mortality?

**Statement of Need 15%:** How well has the applicant described the identified need and the population to be served, including race, ethnicity, economic status and breast cancer mortality statistics? How closely does the project align with the Small Grant Category and target communities stated in the RFA?

**Project Design 20%:** How likely is it that proposed activities will be achieved within the scope of the project? How well has the applicant described the project activities to be completed with Komen funding? To what extent is the proposed project designed to meet the needs of specific communities including the cultural and societal beliefs, values and priorities of each community? How well does the applicant incorporate an evidence-based intervention and/or a promising practice? To the extent collaboration is proposed, how well does the applicant explain the roles, responsibilities and qualifications of project partners? How well does the budget and budget justification explain the need associated with the project?

**Organization Capacity 15%:** To what extent does the applicant's staff have the expertise to effectively implement all aspects of the project? How well has the applicant demonstrated evidence of success in delivering services to the target population described? To what extent has the applicant demonstrated they have the equipment, resources, tools, space, etc., to implement all aspects of the project?

**Monitoring and Evaluation 25%:** To what extent will the documented evaluation plan be able to measure progress against the stated project goal and objectives, and the resulting outputs and outcomes? To what extent are the applicant's monitoring and evaluation (M&E) resources/expertise likely to adequately evaluate project success?

The grant application process is competitive, regardless of whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.



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**Applicant Support:** Questions should be directed to:

Gina Chicotel, Director of Mission  
(216) 292-2873 x112  
gchicotel@komenneohio.org

## APPLICATION INSTRUCTIONS

The application must be completed and submitted via the Komen Grants e-Management System (GeMS), <https://affiliategrants.komen.org>. All applications must be submitted before the Application Deadline listed in the Key Dates section above. For an application instruction manual, please visit the Affiliate's grants webpage, <http://bit.ly/2GWHBPd>, or contact Gina Chicotel at (216) 292-2873 x112 or [gchicotel@komenneohio.org](mailto:gchicotel@komenneohio.org). When initiating an application in GeMS, please make sure it is a **Small Grants** application, designated "SG", and not a Community Grants ("CG") application to apply to this RFA.

## PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- **Letters of support or memoranda of understanding from proposed collaborators** to describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

## ORGANIZATION SUMMARY (limit 1,000 characters)

This section collects information regarding your organization's history, mission, programs, staff/volunteers, budget, and social media.

## PROJECT ABSTRACT (limit 1,000 characters)

This section requires the selection of the Small Grant Category to be addressed and a summary of the proposed project. The abstract is typically used by the Affiliate in public communications about funded projects.

## PROJECT NARRATIVE (limit 8,000 characters)

This section is the core piece of the application. It should address the review criteria and cover the following information:

- A description of the project or activity
- How the project will further Komen's mission
- How the project will reach the target audience/community
- For conference grants only- anticipated number of participants, description of target participants, description of conference format including specific topics to be covered and speakers, if known.

**For Conference Grants only**, upload a copy of the meeting or conference agenda, if known.

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## PROJECT TARGET DEMOGRAPHICS

This section collects information regarding the intended target audience(s) and target locations identified in the project. This does not include every demographic group the project will serve, rather this should be based on the groups that will be primarily served.

## PROJECT WORK PLAN

In the Project Work Plan section in GeMS, create objectives that are aligned with the allowable Small Grants Categories to support the following universal goal:

**Reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improve outcomes through patient navigation.**

The project must have at least one objective, and no more than three objectives, with each able to be evaluated. Please ensure that all objectives are SMART objectives:

Specific  
Measurable  
Attainable  
Realistic  
Time-bound

A guide to crafting SMART objectives is found in Appendix B or at <http://ww5.komen.org/WritingSMARTObjectives.html>

Each objective in the Project Work Plan must be reported on in the final report covering all project activities. **The Project Work Plan must include measurable objectives that will be accomplished with funds requested from Komen Northeast Ohio.** Objectives that will be funded by other means should **not** be reported here, but instead, can be included in your overall project narrative.

Attachments to support the Project Work Plan may include, but are not limited to:

- **Evaluation forms, surveys, logic model, etc.** that will be used to assess the progress and/or the effectiveness of these objectives.

## BUDGET SECTION

For each line item in the budget, **provide an estimated expense calculation and a brief justification** explaining how the funds will be used and why they are necessary to achieve proposed objectives. A description of each budget category follows:

## KEY PERSONNEL/SALARIES

This section requests personnel information for individuals playing a key role in completing the project. It should also include staff salary and benefits information based on the amount of time spent on the proposed project, if being requested from Komen. If no funds are requested from Komen for staff's salary, enter 0 in the "% of Salary on Project" Field.

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### **Attachments Needed for Key Personnel/Salaries Section:**

- **Resume/Job Description** – For key personnel that are currently employed by the applicant, provide a resume or *curriculum vitae* that includes education level achieved and licenses/certifications obtained. For new or vacant positions, provide a job description (*Two page limit per individual*).

### **CONSULTANTS**

This section should be completed if it is necessary for a third party to help with a piece of the project. Consultants are persons or organizations that offer specific expertise not provided by applicant staff and are usually paid by the hour or day.

### **SUPPLIES**

This section should include office supplies, education supplies, and any other type of supplies the organization will need to complete the project.

### **TRAVEL**

This section should be completed if travel expenses such as, conference travel, registration fees or mileage reimbursement by organization staff or volunteers related to project activity is necessary to complete the project.

### **OTHER**

This section should only be used for items that cannot be included in the existing budget sections.

### **PROJECT BUDGET SUMMARY**

This section includes a summary of the total project budget. Match funding must also be entered on this page.

### **Attachments Needed for the Project Budget Summary Section:**

- **Proof of Tax Exempt Status** – To document **federal tax-exempt status**, attach the organization's determination letter from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not attach your Federal tax return. To request verification of your organization's tax-determination status, visit the following page on the IRS Web site:

<https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs>

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## **APPENDIX A: FY19 SMALL GRANT REPORTING METRICS**

Grantees will be required to report on the below metrics in FY19 Final Reports. Grantees will only need to report on the Small Grant Category selected. For example, if a grantee is conducting an Education/Outreach project and has only education objectives, they will only report metrics for the Education/Outreach category.

### **Education/Outreach Programs**

- Type of education program
  - One-on-one, Group
- Audience (e.g., survivors, community, providers)
- Education topic (e.g. breast self-awareness, local resources, metastatic breast cancer)
- County where education program held
- Number of participants for each program/event
- Age
- Race
  - American Indian/Alaska Native, Asian, Black/African-American, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White, Unknown or Other
- Ethnicity
  - Hispanic/Latino, Non-Hispanic/Latino, Unspecified
- A summary of pre- and post-survey results from the education sessions

### **Conference/Symposium/Workshop**

- Title of conference, symposium or workshop
- Date of conference, symposium or workshop
- Number of people that attended conference, symposium or workshop
- Percent of conference, symposium or workshop that was breast cancer specific
- Provide a summary of the survey results from conference, symposium or workshop participants

### **Treatment Support**

- Count of treatment support services provided

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## APPENDIX B: WRITING SMART OBJECTIVES

Project planning includes developing project objectives. **Objectives** are specific statements that describe what the project is trying to achieve and how they will be achieved. Objectives are more immediate than the goal and represent milestones that your project needs to achieve in order to accomplish its goal by a specific time period. Objectives are the basis for monitoring implementation of strategies and/or activities and progress toward achieving the project goal. Objectives also help set targets for accountability and are a source for project evaluation questions.

### Writing SMART Objectives

To use an objective to monitor progress towards a project goal, the objective must be **SMART**.

A **SMART** objective is:

1. **Specific:**
  - Objectives should provide the “who” and “what” of project activities.
  - Use only one action verb since objectives with more than one verb imply that more than one activity or behavior is being measured.
  - Avoid verbs that may have vague meanings to describe intended output/outcomes (e.g., “understand” or “know”) since it may prove difficult to measure them. Instead, use verbs that document action (e.g., identify three of the four Komen breast self –awareness messages).
  - The greater the specificity, the greater the measurability.
2. **Measurable:**
  - The focus is on “how much” change is expected. Objectives should quantify the amount of change expected.
  - The objective provides a reference point from which a change in the target population can clearly be measured.
3. **Attainable:**
  - Objectives should be achievable within a given time frame and with available project resources.
4. **Realistic:**
  - Objectives are most useful when they accurately address the scope of the problem and programmatic steps that can be implemented within a specific time frame.
  - Objectives that do not directly relate to the project goal will not help achieve the goal.
5. **Time-bound:**
  - Objectives should provide a time frame indicating when the objective will be measured or time by which the objective will be met.
  - Including a time frame in the objectives helps in planning and evaluating the project.

## SMART Objective Example

**Non-SMART objective 1:** Women in Green County will be provided educational sessions.

*This objective is not SMART because it is not specific, measurable, or time-bound. It can be made SMART by specifically indicating who is responsible for providing the educational sessions, how many people will be reached, how many sessions will be conducted, what type of educational sessions will be conducted, who the women are and by when the educational sessions will be conducted.*

**SMART objective 1:** By September 2018, Pink Organization will conduct 10 group breast cancer education sessions reaching at least 200 Black/African American women in Green County resulting in a documented breast cancer action.

## SMART Objective Checklist

Criteria to assess objectives	Yes	No
<b>1. Is the objective SMART?</b>		
<ul style="list-style-type: none"><li>• <b>Specific:</b> Who? (target population and persons doing the activity) and What? (action/activity)</li></ul>		
<ul style="list-style-type: none"><li>• <b>Measurable:</b> How much change is expected?</li></ul>		
<ul style="list-style-type: none"><li>• <b>Achievable:</b> Can be realistically accomplished given current resources and constraints</li></ul>		
<ul style="list-style-type: none"><li>• <b>Realistic:</b> Addresses the scope of the project and proposes reasonable programmatic steps</li></ul>		
<ul style="list-style-type: none"><li>• <b>Time-bound:</b> Provides a time frame indicating when the objective will be met</li></ul>		
<b>2. Does it relate to a single result?</b>		
<b>3. Is it clearly written?</b>		

Source: Department of Health and Human Services- Centers for Disease Control and Prevention. January 2009. Evaluation Briefs: Writing SMART Objectives. <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>