



**AMERICAN CANCER SOCIETY**

**GENERAL GRANT POLICIES**

**EFFECTIVE JANUARY 2025**

**ELECTRONIC APPLICATION DEADLINE: June 1 and December 1**

**AMERICAN CANCER SOCIETY, INC.  
Extramural Discovery Science Department**

**Web site: <http://www.cancer.org>  
Email: [grants@cancer.org](mailto:grants@cancer.org)**

**MISSION**

The **American Cancer Society's** mission is to improve the lives of people with cancer and their families through advocacy, research, and patient support, to ensure everyone has an opportunity to prevent, detect, treat, and survive cancer.

**AMERICAN CANCER SOCIETY  
ALL GRANT POLICIES  
CONTENTS**

<b>1.</b>	<b>DESCRIPTION OF THE EXTRAMURAL DISCOVERY SCIENCE PROGRAMS AND FUNDING MECHANISMS OF THE AMERICAN CANCER SOCIETY .....</b>	<b>3</b>
<b>2.</b>	<b>GRANT PROGRAM OFFICES .....</b>	<b>6</b>
<b>3.</b>	<b>OVERVIEW OF GRANT MECHANISMS .....</b>	<b>7</b>
<b>4.</b>	<b>AUTHORITY FOR MAKING GRANTS .....</b>	<b>8</b>
<b>5.</b>	<b>SOURCE OF FUNDS .....</b>	<b>8</b>
<b>6.</b>	<b>WHO MAY APPLY .....</b>	<b>8</b>
<b>7.</b>	<b>TOBACCO-INDUSTRY FUNDING POLICY .....</b>	<b>9</b>
<b>8.</b>	<b>COLLABORATIONS WITH ACS DISCOVERY SCIENTISTS (IF APPLICABLE) .....</b>	<b>9</b>
<b>9.</b>	<b>ELIGIBLE INSTITUTIONS AND INSTITUTIONAL RESPONSIBILITIES .....</b>	<b>10</b>
<b>10.</b>	<b>APPLICATION DEADLINES .....</b>	<b>12</b>
<b>11.</b>	<b>NOTIFICATION OF APPLICATION RECEIPT AND REVIEW .....</b>	<b>12</b>
<b>12.</b>	<b>PEER REVIEW OF APPLICATIONS .....</b>	<b>12</b>
<b>13.</b>	<b>RESUBMISSION OF APPLICATIONS .....</b>	<b>13</b>
<b>14.</b>	<b>GRANT MANAGEMENT AND PAYMENTS .....</b>	<b>13</b>
<b>15.</b>	<b>ANNUAL AND FINAL PROGRESS REPORTS .....</b>	<b>13</b>
<b>16.</b>	<b>PUBLICATIONS AND OTHER GRANT-RELATED COMMUNICATIONS .....</b>	<b>14</b>
<b>17.</b>	<b>FINANCIAL RECORDS AND REPORTS .....</b>	<b>15</b>
<b>18.</b>	<b>EXPENDITURES .....</b>	<b>15</b>
<b>19.</b>	<b>OWNERSHIP OF EQUIPMENT .....</b>	<b>16</b>
<b>20.</b>	<b>INTELLECTUAL PROPERTY RIGHTS .....</b>	<b>16</b>
<b>21.</b>	<b>REQUESTS FOR GRANT MODIFICATIONS .....</b>	<b>18</b>
<b>22.</b>	<b>CANCELLATION OF GRANT .....</b>	<b>19</b>
<b>23.</b>	<b>SPECIFIC POLICIES BY GRANT MECHANISM .....</b>	<b>19</b>
	<b>RESEARCH GRANTS .....</b>	<b>19</b>
	RESEARCH SCHOLAR GRANT .....	19
	DISCOVERY BOOST GRANTS .....	22
	MISSION BOOST GRANT .....	24
	INSTITUTIONAL RESEARCH GRANTS .....	27
	<b>MENTORED TRAINING AND CAREER DEVELOPMENT GRANTS .....</b>	<b>32</b>
	CLINICIAN SCIENTIST DEVELOPMENT GRANTS .....	32
	POSTDOCTORAL FELLOWSHIPS .....	35
	<b>ACS PROFESSOR AWARDS .....</b>	<b>39</b>
	<b>REQUESTS FOR APPLICATIONS (RFA) .....</b>	<b>42</b>
	<b>APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH AND PEER REVIEW INTEGRITY .....</b>	<b>43</b>
	<b>APPENDIX B: INSTRUCTIONS FOR SUBMITTING DELIVERABLES .....</b>	<b>53</b>

## **1. DESCRIPTION OF THE EXTRAMURAL DISCOVERY SCIENCE PROGRAMS AND FUNDING MECHANISMS OF THE AMERICAN CANCER SOCIETY**

The American Cancer Society's Extramural Discovery Science Department supports training, early career investigators, and innovative cancer research across a wide range of disciplines, to meet critically important needs in scientific discovery to prevent, detect, treat, and survive cancer.

The Society offers extramural support for cancer-related research for all cancer types, across the cancer continuum that may be conducted in a laboratory, clinic, communities, or larger systems. ACS places a special emphasis on actionable research that seeks to address health equity, so that everyone has a fair and just opportunity to prevent, detect, treat, and survive cancer.

All ACS grant applications undergo rigorous, independent peer review to identify the most meritorious projects for funding. We strongly encourage all ACS grantees to share their data to enable reproducibility of results and maximize value to the scientific community and those affected by cancer.

**Note:** The Society releases special initiatives with [requests for applications](#) (RFAs) in addition to our standard investigator-initiated grants. Applicants should consult RFA-specific policies, if applicable, when responding to an RFA in the event modifications are made to our standard policies for the RFA.

These policies for our standard grant mechanisms are updated regularly and the current version of the policies supersedes any previous versions. However, active grants are not affected by policy changes to eligibility or the grant term and budget unless specifically communicated to the grantee by the program office in writing.

### **ACS RESEARCH PRIORITY AREAS**

The Extramural Discovery Science Department has established six areas to prioritize the research we fund to help advance our mission<sup>1</sup>. These include the following:

- **Etiology**

The American Cancer Society supports research into the causes of cancer and the incidence, initiation, and biology of cancers. To accelerate progress in understanding the causes of cancer, this priority area supports research to identify early, inherited, somatic, molecular, behavioral, environmental, and societal causes and risk factors impacting cancer incidence, progression and mortality. Research in this priority area could include:

- Understanding fundamental cellular processes in carcinogenesis including DNA damage, hypoxia, and extracellular matrix remodeling.
- Developing new cancer models to understand the intersection of genetics and exposures for cancer initiation.
- Understanding factors that contribute to tumor evolution including the adaptive immune system and its interplay with innate responses.
- Identifying and characterizing target genes involved in cancer using global scale genomic and epigenomic approaches.

- **Obesity/Healthy Eating and Active Living (HEAL)**

The American Cancer society supports research on diet, metabolism, physical activity, and nutrition-related factors to better understand these factors roles in cancer risk, progression, treatment, and survivorship. Studies can span the research continuum (i.e., from molecular to population). Research in this priority area could include:

- Determining how nutritional and environmental factors (including tumor microenvironment) alter cellular metabolism and impact cancer development, disease progression, recurrence, and survivorship.
  - Studying how body size and body composition (adiposity, lean mass) impact cancer treatment, prognosis, and survivorship.
  - Testing evidence-based interventions that lead to the adaptation of a healthy diet and/or adequate levels of exercise/physical activity.
- **Screening and Diagnosis**

The American Cancer Society supports research on cancer screening and early detection, diagnostics, and prognostics. We encourage studies focused on high mortality cancers and major cancer types lacking screening tests. Studies can span the research continuum (i.e., from molecular to population-based). Research in this priority area could include:

- Discovery and development of new screening opportunities, surveillance, and risk assessment, including developing or advancing technologies that could lead to reducing the burdens of cancer.
  - Development of diagnostic tests to distinguish high-risk early lesions from those that do not necessitate rushing into curative therapy incurring unnecessary side-effects and financial toxicity.
  - Improving understanding of the cellular and molecular underpinnings of the earliest stages of cancer and premalignant disease, with a focus on subtypes associated with health disparities.
  - Understanding and identifying barriers and social determinants of health that interfere with the adoption of recommended guidelines and/or the testing of innovative strategies to increase and sustain their uptake, equity, and effectiveness.
- **Treatment**

The American Cancer Society supports research to develop new cancer treatments, targets, and systems to monitor and treat resistant disease and to enhance opportunities in immunotherapy and precision medicine. To accelerate progress in cancer treatment, this priority area supports research to improve models and test interventions for prevention, tumor dormancy, recurrence, resistance, and metastasis. This priority area will further generate predictive preclinical models to streamline clinical testing of combination or multi-modal therapies by funding research on tumor microenvironment, heterogeneity, microbiome, and immune escape. Research in this priority could aim to improve timely access to treatment, increase participation rates of diverse populations in clinical trials and advance our understanding of barriers to receipt of timely and high-quality treatment. Research in this priority area could include:

- Identifying new agents, combinations, and approaches useful in cancer therapy.
  - Developing and integrating interventions which reduce barriers and social determinants of health that interfere with cancer treatments.
  - Development of systems to predict, and monitor for, resistance to treatment.
- **Survivorship**

Survivorship research focuses on improving the survivorship journey for cancer survivors and their caregivers including physical, emotional, financial, spiritual, and supportive services, including care delivery, from diagnosis through the balance of life. Research may address access barriers to high quality, equitable cancer care, treatment-related outcomes, palliative care, and communication research. Research in this priority area could include:

- Interventions focused on symptom management, treatment adherence, patient-reported outcomes, co-morbidities, psychological, spiritual, and physical well-being, and quality of life in cancer survivors
  - Research that addresses the mental, emotional, physical, and financial well-being of caregivers
  - Identification of prognostic factors for cancer and treatment-related outcomes
  - Research involving the delivery and practice of palliative care and the physical, mental, and emotional effects on patients receiving palliative care
  - Identifying underlying mechanisms and mitigation strategies for symptoms, adverse events, and co-morbidities that persist throughout survivorship.
- **Health Equity across the Cancer Control Continuum**

The American Cancer Society believes that everyone should have a fair and just opportunity to prevent, detect, treat, and survive cancer. Societal issues such as poverty, education, social injustices, unequal distribution of resources and power underpin profound inequities. These macro-environmental conditions where people are born, grow, live, work and age along with the available systems supporting health are known as the social determinants of health (SDOH). The SDOH are interrelated and extend across the life span to impact health. This area of research addresses the interplay between SDOH, and access to high quality care and services across the cancer continuum to achieve optimal outcomes for all. Research may include:

    - Multilevel research and multilevel interventions addressing root causes of cancer health disparities related to SDOH including classism and structural racism leading to improved health outcomes.
    - Implementation research involving underserved communities to test novel strategies for getting research evidence into clinical and public health practice
    - Culturally tailored approaches to health promotion strategies
    - Testing interventions addressing financial barriers, cost benefit, cost effectiveness and implications of health insurance and health policy on care across the cancer continuum.
    - Increasing diversity in clinical trial participants to improve access to cutting edge treatments and generalizability of study findings.

**Applicants are expected to explain how their proposed research integrates into at least one of the above research priorities and advances the mission of the ACS.**

<sup>1</sup>Elmore LW, Greer SF, Daniels EC, Saxe CC, Melner MH, Krawiec GM, Cance WG, Phelps WC. Blueprint for cancer research: Critical gaps and opportunities. CA Cancer J Clin. 2021; 71:107-139.

## **2. GRANT PROGRAM OFFICES**

### **BIOCHEMISTRY AND IMMUNOLOGY OF CANCER**

Doug Hurst, PhD, Scientific Director

Research in this program focuses on:

- Genes involved in cancer and the roles alterations in those genes (mutations, deletions, and amplifications) play in cancer processes
- Molecules involved in cancer (proteins, nucleic acids, lipids, and carbohydrates) and how alterations in those molecules affect the disease
- Potential targets for new treatments of cancer and mechanisms of signal transduction
- Investigations of the immunology of cancer including blood cell development, immunotherapy, inflammatory responses, immunosurveillance, and innate and adaptive immunity
- Investigations of oncogenic viruses, microbial pathogens, or the microbiome, and their involvement with molecular processes and pathways within cancer cells including tumor antigens and immunity

### **CELL BIOLOGY AND PRECLINICAL CANCER RESEARCH**

Paul Campbell, PhD, Scientific Director

Research in this program focuses on:

- Fundamental controls that dictate cancer cell development and regulation of cell growth, division, migration and fate
- Investigations of oncogenic viruses, microbial pathogens, or the microbiome, and their involvement with cellular processes and pathways within cancer cells and between cancer cells and normal cells
- Mechanisms driving cancer progression (including initiation, invasion, angiogenesis, metastasis, and treatment resistance) and therapy-associated morbidities
- Cancer biomarker discovery and development
- Discovery, synthesis and delivery of cancer drugs and biologics

### **CLINICAL AND POPULATION SCIENCES RESEARCH**

Joanne Elena, PhD, MPH, Scientific Director

Research in this program focuses on studies in humans that investigate how to prevent, detect, treat, and survive cancer. Special emphasis is placed on studies with relevance to diverse populations, with respect to age, gender, disability status, ethnicity/race, nativity and immigration status, geography, income, language, social class and sexual orientation.

Topics may include:

- Applying novel screening tools to more effectively detect cancer
- Implementation science studies to accelerate translation of evidence from research into practice
- Innovative methods and technologies to promote and sustain behavioral change
- Analysis of longitudinal data to identify factors associated with cancer risk and survival
- Advanced statistical methods and machine-learning to interrogate multiple large databases for risk prediction and prognostic modeling
- Access to care, cancer care delivery and palliative care research

- Health equity research to uncover root cause of inequities based on the social determinants of health and applying strategies to achieve health equity
- Strategies to increase and diversify participation in clinical trials

## **CAREER GROWTH AND RESEARCH EXCELLENCE**

Kathy Goss, PhD, Senior Scientific Director

The goal of this program is to launch the careers of early-stage cancer scientists into independent researchers and to support the research and mentoring activities of elite clinicians and scientists at the full professor stage of their career. This program accepts applications for Postdoctoral Fellowships, ACS Professor Awards, and Institutional Research Grants. Applications submitted to these mechanisms can focus on research topics across the cancer research continuum.

### **3. OVERVIEW OF GRANT MECHANISMS**

#### **A. RESEARCH GRANTS FOR INDEPENDENT INVESTIGATORS**

These awards are made only for project-related work that is wholly directed by the applicant.

**Research Scholar Grants (RSG)** provide support and resources for investigator-initiated research projects in a variety of cancer-relevant areas. RSGs support early career faculty as a career launching grant mechanism.

**Discovery Boost Grants (DBG)** are designed for exploratory research to develop research methodologies, establish feasibility, or pilot test high risk/high reward research across the research continuum. It is expected that the preliminary data generated from a Discovery Boost Grant will have the potential for securing additional grant funding to further the research once the project is completed and will open new and highly innovative areas for investigation.

**Mission Boost Grants (MBG)** are opportunities for investigators to seek resources for innovative clinical-enabling projects. MBGs potentially offer two stages of funding.

- **Stage I** requires the investigator to develop outcome-specific, unequivocal milestones that reduce the risks of studying a new drug, device, or procedure in patients.
- **Stage II** supports testing in cancer patients.

**Institutional Research Grants (IRG)** are awarded to institutions as block grants, providing pilot grant funding for early-stage independent investigators to conduct cancer research projects and compete for national-level funding.

#### **Guidelines for “Independence”**

For grants that require the applicant to be an independent investigator, the ACS uses the guidelines below to evaluate “independence.” These guidelines are intended to capture many qualities common to independent positions, but each item is not required to satisfy independence.

*Administrative independence* is typically demonstrated by a full-time faculty appointment (normally equivalent to Assistant Professor or higher); a tenure-track position; allocated office and/or laboratory space; a start-up package (early-career investigators); and institutional commitment defined and verified in a letter of support from a department chair or equivalent.

Evidence of *scientific independence* could include prior grant funding and senior-author publications.

Specific evidence of an applicant’s independence may include:

- **Degree(s):** PhD, MD, or terminal degree in the field of specialty.

- **Title/Appointment:** Assistant Professor (or higher); Research Assistant Professor; or comparable position (i.e., Assistant Member). Individuals with the rank of Instructor may apply if that rank confers principal investigator status at their institution.
- **Training Experience:** In most disciplines, applicants will have completed a period of postdoctoral or other research training.
- **Space:** Committed independent research facilities.
- **Publications:** Corresponding or senior authorship for publications in the investigator's main area of research interest. This is desirable but not required.
- **Institutional support:** At least partially through hard-money, or money for start-up or equipment.

**Time in Independent Career:** See the specific eligibility requirements for each mechanism for limits on years of eligibility. A career path or extenuating circumstances may merit an extension of eligibility. For instance, a documented leave of absence is not counted toward eligibility. Leaves of absence may include military service (that does not include research training/experience) and family leave.

## **B. MENTORED TRAINING GRANTS**

**Postdoctoral Fellowships (PF)** provide support and mentoring for new investigators to position them for independent careers in cancer research. These are meant to broaden the applicant's research training and experience.

**Clinician Scientist Development Grants (CSDG)** support protected time to allow faculty with clinical responsibilities but no independent research program to be mentored and participate in research training, thus aiding their development as independent clinician scientists. These investigators pursue questions relevant to improving health across the cancer research continuum.

## **C. ACS PROFESSOR AWARDS**

**ACS Professor Awards** are primarily honorific awards for individuals who have made seminal contributions in cancer research and/or seminal contributions in areas of clinical, psychosocial, behavioral, health policy, or epidemiologic cancer research. The unrestricted award supports unique research opportunities to foster creativity and innovation in cancer research. Professor Awards provide flexible funding for individuals who are expected to continue to make contributions that will change the direction of cancer or cancer research.

### **4. AUTHORITY FOR MAKING GRANTS**

All ACS grants and awards are made by the Chief Executive Officer on behalf of the Society's Board of Directors.

### **5. SOURCE OF FUNDS**

The ACS obtains its funds principally from public donations collected annually by our many dedicated volunteers. To disseminate information about the Society's Extramural Discovery Science Program to volunteers and the public, grantees may occasionally be asked to give brief presentations to professional and lay audiences.

### **6. WHO MAY APPLY**

The Society allows only one individual to be designated as principal investigator, responsible and accountable for the overall conduct of the project (i.e., no co-principal investigators, unless explicitly stated in the Policies for that grant mechanism).

Applicants may apply for multiple ACS awards, but the scientific scope of the proposed projects **must** be different. In addition, a grantee may not be the principal investigator on more than one ACS



grant at any time. Exceptions are made for recipients of grants in response to RFAs and for principal investigators of Institutional Research Grants, Mission Boost Grants, Discovery Boost Grants, and TheoryLab Collaborative Grants.

The ACS does not fund projects that overlap with other funded projects. Projects are considered to overlap if there are any shared *Specific Aims or areas of the budget*. Scientific Directors make final decisions regarding any questions of overlap. In cases of overlap, the PI may accept only one award if both are approved for funding. The ACS does not negotiate partial funding of grants with overlapping specific aims.

The only exceptions are:

- Funds provided to the PI as start-up support to develop a new laboratory; and
- Awards that provide only salary support for the Principal Investigator. In the latter case, if the salary support for the PI's contribution to the project is covered by the other agency, no additional salary support for the PI may be requested from the American Cancer Society.

Applicant eligibility requirements for each mechanism are located in the mechanism-specific policies below.

## **7. TOBACCO-INDUSTRY FUNDING POLICY**

Scientific investigators or individuals who are funded for any project by the tobacco industry, or whose named mentors are so funded, are not eligible for ACS grants. Any of these who accept tobacco-industry funding during the term of a grant must inform the Society, whereupon the grant will be terminated.

Tobacco industry funding includes:

- Funds from a company that is engaged, or whose affiliates are engaged, in the manufacture of tobacco produced for human use;
- Funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco goods; and
- Funds from a body set up by the tobacco industry or by 1 or more companies in the industry.

The following do not constitute tobacco industry funding:

- Legacies funds from tobacco industry investments (unless the name of a tobacco company or cigarette brand is associated with them);
- Funds from a trust or foundation established with assets related to the tobacco industry, but which no longer have any connection with the industry, even though the entity may bear a name that for historical reasons is associated with the tobacco industry.

Tobacco industry funding is defined for purposes of Society grants and awards applicants and recipients as money provided or used for any costs for research, including personnel, consumables, equipment, buildings, travel, meetings, and conferences, or operating costs for laboratories and offices. It does not include meetings or conferences unrelated to a particular research project.

## **8. COLLABORATIONS WITH ACS DISCOVERY SCIENTISTS (IF APPLICABLE)**

ACS Discovery intramural scientists and their staff ([Surveillance and Health Equity](#); [Population Science](#)) may participate in grants and contracts in many ways, including:

- Serving as unpaid consultants, collaborators, co-investigators, or mentors. Intramural scientists may not serve as a principal investigator on an ACS grant or contract.
- Contributing to the conceptualization, design, execution, or interpretation of a research study.
- Having primary responsibility for a specific aim within a standard research grant mechanism.

- Developing or contributing data for an extramural collaboration.
- Participating in a multi-institutional collaborative arrangement with extramural researchers for clinical, prevention, or epidemiological studies.

ACS intramural scientists may not receive salary support, but can receive travel expenses, or other funds from ACS-funded grants or contracts.

In most cases, the use of ACS research resources requires that at least one ACS intramural scientist be included as a collaborator on the grant application. Therefore, prior to submission of an application, the collaboration between extramural scientists and intramural scientists must be established according to the policies and procedures of ACS intramural research.

Intramural and extramural scientists may have access to reagents, laboratory equipment, and/or data to conduct the extramurally funded portion of the research, as established in their collaborative agreement.

While intramural scientists may write a description of the work to be performed by the intramural department, they may not write an applicant's grant application or contract proposal. However, the intramural scientist(s) should review and approve sections relevant to the collaboration.

ACS intramural scientist participation must comply with disclosure, non-disclosure, and conflict-of-interest regulations.

## **9. ELIGIBLE INSTITUTIONS AND INSTITUTIONAL RESPONSIBILITIES**

The Society's grants and awards are made to not-for-profit institutions physically located within the US and its territories. Eligible institutions should be able to provide:

- A current letter from the Internal Revenue Service conferring nonprofit status;
- Evidence of an active research program with a track record of extramural funding and publications in peer reviewed journals; and
- Documentation of appropriate resources and infrastructure to support the proposed research. These include, but are not limited to:
  - Adequate facilities and services;
  - Fiscal and grants management infrastructure to ensure compliance with ACS policies, and with federal policies regarding protections for human and animal subjects (e.g., a sponsored-projects office or a contract with an IRB or IACUC);
  - A process for appointment and promotion equivalent to those in academic settings for staff scientists for grant mechanisms limited to early career researchers; and
  - Evidence of education, training, and mentoring for fellows and early-stage researchers if appropriate for the grant mechanism.

Grants may include subcontracts with secondary institutions. Subcontracts for the research project may be with public or private institutions, provided they do not violate ACS policies. Subcontracts involving a contractor residing outside the borders of the United States are not permitted, unless the applicant can document that it is not feasible to have the work performed within the United States.

Grant applications will not be accepted, nor will grants be made, for research conducted at:

- For-profit institutions;
- Federal government agencies (including the National Laboratories);
- Organizations supported entirely by the federal government (except postdoctoral fellowship applications);

- Organizations that primarily benefit federal government entities, such as foundations operated by or for the benefit of Veterans Affairs Medical Centers (VAMC). However, qualified academic institutions may submit applications on behalf of a VAMC if a Dean's Committee Memorandum of Affiliation is in effect between the 2 institutions.

The American Cancer Society does not assume responsibility for the conduct of the activities that the grant supports, or for the acts of the grant recipient, because both are under the direction and control of the grantee institution and subject to its medical and scientific policies. The institution of the PI is responsible for the accuracy, validity, and conformity with the most current institutional guidelines for all administrative, fiscal, and scientific information in the application.

Every grantee institution must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an institutional review board (IRB), as specified by the National Institutes of Health Office for Human Research Protections of the US Department of Health and Human Services (DHHS).

Furthermore, applicants, applicant institutions, and grantee institutions must adhere to DHHS guidelines as well as ACS guidelines regarding conflicts of interest, recombinant DNA, scientific misconduct, and all other applicable ACS policies and procedures.

To signify agreement with all ACS policies and procedures, an application for a grant must bear the e-signature of the principal investigator. For postdoctoral fellowship applications, e-signatures of the principal investigator and primary mentor are required. Space is provided for e-signatures for the departmental chair (or equivalent) and institutional official to accommodate institution-specific requirements for proposal submissions, but neither are required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

Once a grant is awarded, an institutional official signature's is required signifying institutional agreement with all ACS policies and procedures. The institution is responsible for verifying that all documentation related to the grant is correct, including all representations made by any named researcher (e.g., position or title). Further, the institution is responsible for verifying that the grantee is either a US citizen, a permanent resident with a Resident Alien Card ("Green Card") where applicable, or a non-citizen with required US government visa status. If the award does not require US citizenship or permanent residency, the institution is responsible for documenting the grantee's legal eligibility to work in the US for the duration of the award. For Postdoctoral Fellowships, if the terminal degree is granted after submission of the application, the institution must verify that the degree has been awarded prior to grant activation.

The institution is required to ensure IRB approval is obtained for the grant to start, and the approval documentation is uploaded into ProposalCentral within 3 months of grant activation. Furthermore, IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral within 3 months of grant activation.

It is the responsibility of the institution to immediately report to ACS any finding that any information presented to ACS in connection with the application and/or grant is false. It is also the responsibility of the institution to immediately report to ACS any action including recertification, loss of certification, breach of contract, misconduct, or change in employment status for a named researcher with the institution. This includes administrative leave, which may occur during the term of any award, pertinent to the work described in the grant application.

Failure to abide by the terms above, or by any other ACS policy or procedure, may result in suspension or cancellation of the grant, at the sole discretion of ACS.

**By accepting an American Cancer Society award, you agree to the Guidelines for Maintaining Research and Peer Review Integrity found in the Appendix of these policies.**

## 10. APPLICATION DEADLINES

Applications for grants and awards must be submitted electronically via ProposalCentral (see Instructions) by 11:59 PM ET on the specified deadline date. If the deadline falls on a weekend or holiday, the application deadline moves to the following business day.

No supplemental materials will be accepted after the deadline unless requested by ACS staff or reviewers.

### DEADLINE, REVIEW, NOTIFICATION, AND ACTIVATION SCHEDULE

GRANTS	Application Deadline	Peer Review Meeting	Critiques Available	Programmatic Review	Grantee Notification	Grant Start
Research Scholar Grant	June 1 December 1	September March	November May	December June	January August	April 1 October 1
Discovery Boost Grant						
Mission Boost Grant						
Clinician Scientist Development Grant						
Postdoctoral Fellowship						
Institutional Research Grant	June 1	September	November	December	January	April 1
ACS Professor Award	LOI Deadline: September 1	March	NA	June	August	October 1
	Application Deadline: December 1					

## 11. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW

Approximately one month after receipt of the application, applicants will receive an email acknowledgement providing an application number, the assigned peer review committee, and the name of their Scientific Director with contact information. This email will be sent to the address in the professional profile supplied at the time of submission in ProposalCentral. Be certain the email address listed in your professional profile is active, since it will be used to notify you throughout the review and award process.

**Post-Review Notification.** Applicants will receive the reviewers' critiques approximately 4-6 weeks after peer review. Funding decisions will be communicated to applicants approximately 10-12 weeks after peer review.

The timeline provided for application review and funding decisions is an estimate and may vary.

## 12. PEER REVIEW OF APPLICATIONS

The Society's Scientific Program distributes applications to the most appropriate peer review committee, and then assigns each application to at least 2 scientific reviews and 1 Community Research Partner for independent and confidential review. Peer Review Committees' composition depends on the number and content of the applications received and are comprised of members

with appropriate scientific expertise, plus between 1 and 4 Community Research Partners, depending on committee size. A Community Research Partner is an individual usually without formal training as a scientist or health professional who has a strong personal interest in advancing the effort to control and prevent cancer through research and training. This interest could stem from a personal experience with the disease, such as survivorship, a family cancer experience, or caregiving.

Peer review committees use application evaluation criteria that vary depending on the grant mechanism. See individual instructions for details.

After the peer review committee discusses and scores the most competitive applications, it provides the application ranking, along with critiques of the applications and scores, to be utilized for making funding decisions. Funding decisions are made by the EDS leadership during programmatic review.

### **13. RESUBMISSION OF APPLICATIONS**

In general, applications for research grants that are not funded may be revised and resubmitted once or twice depending on the funding mechanism. Resubmitted applications are reviewed in the same detail as new applications and compete with new applications on an equal basis (see instructions for resubmission of applications).

Applicants are not required to wait for confirmation about whether a pending application will be funded before resubmitting the application to an upcoming cycle.

If the PI wishes to submit a similar proposal and the allowed number of resubmissions has been exhausted, the research plan must be modified by approximately 50% or more to be submitted as a new application.

### **14. GRANT MANAGEMENT AND PAYMENTS**

New grantees will receive a packet of information with instructions for activating the award. The activation form as well as other important information about the grant can also be found at <https://proposalcentral.com/> (select the Award tab to see the Post Award Management site). Grant activation forms are due approximately 1 month before the anticipated start date of the award. The grant activation form must be submitted and processed before grant payments will start. A delay of start may be requested if this is not possible. Grants that are not activated within 6-months without an approved extension, will be canceled.

Grant payments will be made at the end of each month. The ACS makes all payments to the sponsoring institution via electronic funds transfer or via a mailed check depending on the preference selected on the grant activation form.

Acknowledgement of payment by the sponsoring institution is not required. Continued funding by ACS throughout the grant period is contingent upon the institution's compliance with all terms related to the grant; failure to comply with all of the grant terms may result in a suspension or cancellation of the grant, to be determined by ACS at its sole discretion.

Personnel compensated in whole or in part with funds from the ACS are not employees of the Society. Consequently, institutions are responsible for issuing appropriate IRS tax filings for all individuals receiving compensation from ACS grants, and for withholding and paying all required federal, state, and local payroll taxes for such compensation. Any tax consequences are the responsibility of the individual recipient and the sponsoring institution. We advise all grant and award recipients to consult a tax advisor regarding the status of their awards.

### **15. ANNUAL AND FINAL PROGRESS REPORTS**

Unless otherwise noted, annual and final reports are required for all grants. Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we greatly appreciate

your assistance in fulfilling this important commitment to our donors. Information from these reports may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information. All progress reporting forms are available at <https://proposalcentral.com/> under the “Deliverables” tab.

- An annual progress report must be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Additionally, the PI institution’s Technology Transfer Officer (TTO) is required to submit an annual intellectual property report.
- A final progress report is due within 60 days after the grant has terminated. The final report should cover the entire grant period. In the event a grant is extended without additional funds or is terminated early, the final report is due 60 days after the new termination date of the grant.
- Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.
- Please note that up-to-date annual reports are required when requesting any grant modifications, including institutional transfers or no-cost extensions.

## **16. PUBLICATIONS AND OTHER GRANT-RELATED COMMUNICATIONS**

*When and how to acknowledge your ACS grant:*

Publications resulting from research or training activities supported by the American Cancer Society must contain the following acknowledgment: “Supported by [grant number and grant DOI] from the American Cancer Society.” When there are multiple sources of support, the acknowledgment should read “Supported in part by [grant number and grant DOI] from the American Cancer Society,” along with references to other funding sources.

ACS’s support should also be acknowledged by the grantee and the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications. Grantees are encouraged to notify their scientific program office before public communication of their work so that external communication can be coordinated.

The American Cancer Society Extramural Discovery Science grant award process registers new grants with Crossref and assigns a Digital Object Identifier (DOI) number to each. The DOI number will allow tracking and identification of publications, patents, and other work that resulted from this grant award. The DOI link in ProposalCentral is located on the Award Details page. Your Crossref DOI link leads to a page of publicly available information about this grant award. The information on Crossref includes the grant number, the grant amount, the dates of the award, the title of the research project, the names of the investigators, the research institution, and the lay summary for the research.

The American Cancer Society Extramural Discovery Science requests the use of ORCID identifiers during the application and grant award processes. ORCID enables researchers to seamlessly track and share data between their record, funders, publishers, data repositories, and other research workflows. By virtue of accepting an ACS grant, the grant recipient agrees to allow ACS permission to connect with their ORCID ID record and automatically update their ORCID record with the grant award information.

Although there is no formal ACS approval process for publications by Society grantees, it is helpful to notify your Scientific Director when manuscripts have been accepted for publication. This will allow ample time for additional public or Society-wide notifications. If your institution plans a press release involving any of your Society-supported research, please notify your Scientific Director in advance.

ACS grants to you a limited, revocable, non-transferable license to use the ACS logo (as shown below) in association with your funded work. We encourage you to use it on scientific posters, Power Point presentations, and any other visual presentation about your funded work where the ACS is noted as a funding source. In turn, you agree to provide any materials featuring the ACS logo upon our request.

Permission to use the logo is limited to the uses outlined in the above paragraph. It should not imply ACS endorsement of products such as guidelines, websites, software for mobile devices (apps), tool kits, and so on.



## 17. FINANCIAL RECORDS AND REPORTS

A report of expenditures must be submitted within 90 days of the grant's expiration date shown in the award letter. An electronic report of expenditures must be submitted in ProposalCentral Post-Award Management. Annual financial reports are not required, and funds remaining at the end of each year of the award are automatically carried over to the next year. For funds remaining at the end of the grant term, see individual grant policies regarding no cost extensions (NCEs). Any change in terms, such as a no-cost extension, will alter a report's due date.

Signatures of the principal investigator and the institution's financial officer are required. Any unexpended funds must be returned to the Society *via* the following mailing address:

American Cancer Society Inc.  
Attn: Grants Coordinator, Discovery  
P.O. Box 720310  
Oklahoma City, OK 73172

Grantees must submit financial reports in a timely manner. If this is not possible, the grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

Institutions must maintain separate accounts for each grant, with substantiating invoices available for audit by representatives of the ACS. The Society is not responsible for expenditures made prior to the start date of the grant, costs incurred after termination or cancellation of the grant, costs incurred after the last date at the current institution, in the event of a transfer and, commitments against a grant not paid within 60 days following the expiration date, or any expenditures that exceed the total amount of the award. (See also Section 19, "Cancellation.")

**Note: Institutional Research Grants** and **ACS Professor Grants** have different reporting requirements; please see the mechanism-specific policies for more information.

## 18. EXPENDITURES

American Cancer Society *research* grants are not designed to cover the total cost of the research proposed or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

It is the recommendation of the Society not to exceed the accumulated monthly installments of the grant. In the event of a cancellation or transfer, the institution is only entitled to the prorated amount of the award accumulated between the start and end dates (See Section 19, Cancellation and Transfer of Grant).

## Indirect costs

For grants that allow indirect costs, the calculation of allowable indirect costs includes all budget items except permanent equipment. Equipment that equals or exceeds \$5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs. The indirect costs for a subcontract and/or subaward budget may be claimed by either the primary or the secondary institution, but not both. If indirect costs are applied to the subcontract budget, you must **exclude** the subcontract direct costs from the direct cost total used to calculate indirect costs. For example, if \$100,000 total direct costs are requested for a year, the maximum indirect costs are \$10,000. For a \$10,000 subcontract, 10% indirect costs (\$1,000) should be allocated for the subcontracting institution, and 10% indirect costs on \$90,000 (\$9,000 indirect) should be allocated for the primary institution. This results in a total cost of \$110,000 for the year.

The Society's **research grants** do NOT provide funds (direct budget) for such items as:

- **Administrative**
  - Administrative salaries not specifically related to the research project
  - Membership dues
- **Tuition, books, and fees**
  - Student tuition and fees (graduate or undergraduate). However, tuition is an allowable expense for the principal investigator of a Clinician Scientist Development Grant (CSDG)
  - Books and periodicals, except required texts for coursework in the approved training plan for a Clinician Scientist Development Grant (CSDG)
- **Office or laboratory setup and expenses**
  - Office and laboratory furniture
  - Office equipment and supplies
  - Rental of office or laboratory space
  - Construction, renovation, or maintenance of buildings or laboratories
- **Other**
  - Recruiting and relocation expenses
  - Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)

Society research grant funds may be used for computers for research purposes, which can be purchased with direct funds from the equipment budget. See specific policies for different funding mechanisms. In addition, the Society's research grants may provide funds (direct budget) for foreign travel, but budgeted travel should be relevant to the ACS-funded project.

## 19. OWNERSHIP OF EQUIPMENT

Equipment purchased under ACS research grants or grant extensions is for use by the principal investigator and collaborators. Title of such equipment shall be vested in the institution at which the principal investigator is conducting the research. In the event the ACS authorizes the transfer of a grant to another institution, equipment necessary for continuation of the research project purchased with the grant funds may be transferred to the new institution, and title to such equipment shall be vested in the new institution.

## 20. INTELLECTUAL PROPERTY RIGHTS

As a not-for-profit organization supported by public contributions, the Society wishes to adopt policies and practices that enhance the likelihood that potentially beneficial discoveries and inventions will be exploited to the benefit of humankind. It is the desire of the Society that such inventions be administered in such a manner that they are brought into public use at the earliest possible time. The



Society recognizes that often this may be best accomplished through patenting and/or licensing of such inventions. Accordingly, the Society has adopted the following patent policy that is binding on all Grantees and not-for-profit Grantee Institutions (hereinafter "Grantee"), excluding postdoctoral fellowship Grantees at the National Institutes of Health and other government laboratories, for whom the applicable patent policies of the federal government shall apply. To the extent the Grantee Institution's own policies permit individual investigators to own any right, title or interest in any Funded Invention, the Grantee Institution shall ensure that each Investigator complies with the provisions of these terms and conditions with respect to such Funded Invention.

Acceptance of a Grant from the Society constitutes acceptance of the terms and conditions of this policy. In the event of any conflict between this policy and the Grantee's policy, the terms and conditions of this policy shall govern.

- A. All notices required pursuant to this policy shall be in writing, and in this policy, the following terms shall have the meaning set forth below.
  - i. "Invention" shall mean any potentially patentable discovery, material, method, process, product, program, software or use.
  - ii. "Funded Invention" shall mean any Invention made in the course of research funded in whole or in part by a Society Grant.
  - iii. "Gross Income" shall mean gross royalty income received by Grantee in respect of a Funded Invention inclusive of income from a single sale of the Funded Invention, less a total of \$25,000 towards United States patent filing fees and an additional \$25,000 USD for international patent filing fees.
  - iv. "ACS Award" shall mean the total monetary amount of the Grant provided to the Grantee.
- B. The Grantee technology transfer officer shall provide the Society with an annual report for each Funded Invention. The annual report will be due by January 31 of each calendar year after an ACS Grant Award has been received. The annual report shall include a listing or description of the following information for each Funded Invention: (1) all issued patents and pending patent applications, (2) all licenses, leases, or other revenue generating agreements, (3) all gross revenue for each preceding calendar year, (4) the filing, publication and issuance or grant of any application for a patent or other statutory right for a Funded Invention, and (5) the latest stage of development of any product arising from each Funded Invention.

Grantee shall pay all costs and expenses incident to all applications for patents or other statutory rights and all patents and other statutory rights that issue thereon owned by Grantee (other than patent filing fees as provided for in Section A).
- C. Both the Society and Grantee, (the appropriate Grantee technology transfer officer managing Funded Invention), shall promptly inform the other of any suspected infringement of any patent covering a Funded Invention and of any misappropriation, misuse, theft or breach of confidence relating to other proprietary rights in a Funded Invention. Grantee and Society will discuss in good faith further action to be taken in this regard.
- D. Grantee will license a Funded Invention in accordance with Grantee Policy and established practices.
- E. The Society waives the receipt of income until the Gross Income from the Funded Invention exceeds \$500,000.

Once the Gross Income from a Funded Invention exceeds \$500,000, Grantee shall pay the Society annually 5% of Gross Income. Such payment shall be accompanied by an appropriate statement of account. The income to the ACS from Grants other than Mission Boost Grants and block grants will not exceed four (4) times the amount of the total ACS Award. The income to the ACS from Mission Boost Grants will not exceed ten (10) times the amount of the total Mission Boost Award. The income to the ACS from block grants where grant funding is allocated to multiple subaward projects, such as Institutional Research Grants (IRGs), shall not exceed four (4) times the portion of the total award allocated by the institution to the sub-awardee.

Payments shall be made on an annual basis by January 31, the year after the year that Income was received. Should Grantee not be able to make a payment by January 31 for any calendar year in which income was received, Grantee shall inform the Society at least seven days prior to missing a payment. Grantee shall have a grace period of 90 days to make the missed payment. Failure to make payments after the 90-day grace period will be deemed a breach of this agreement. The Society shall have the right to audit, at the Society's expense, the Grantee's books and records annually.

The term of this Agreement shall extend until the expiration of the last to expire patent in any jurisdiction that covers the Funded Invention, or three years past decline of revenue to \$0, or once the cap has been met.

#### F. Development and Commercialization of Funded Invention

The Society wishes to support and accelerate the commercialization and deployment of the results from Grantee's research. To help Grantee bring its Funded Invention to market as quickly as possible, Grantee shall inform The Society if Grantee decides to commercialize or seek investment in any Funded Invention. The Society requests that the Grantee offer The Society an opportunity to fund, facilitate, invest, or otherwise participate in such commercialization efforts via ACS BrightEdge, its impact venture capital fund (<https://www.acsbrightedge.org/>).

**Please note that the American Cancer Society is unable to renegotiate the terms of this agreement with any individual institution.**

### 21. REQUESTS FOR GRANT MODIFICATIONS

All Forms can be found under the Deliverables tab at <https://proposalcentral.com/>. Please note that up-to-date annual reports are required prior to approval of any grant modifications including transfers and no-cost extensions. **The ACS reserves the right to deny requests for extensions, leaves of absence, or transfers.**

- **No Cost Extension (NCE)**

A grant may be extended without additional funds if a programmatic need is justified. Not available for all grant mechanisms; see grant-specific sections for details regarding NCEs. NCEs requested after the grant's expiration date are not allowed.

- **Leave of absence**

Requests for a leave of absence will be handled on a case-by-case basis. If possible, please contact the Scientific Director at least 30 days prior to the proposed beginning of leave.

- **Request to transfer institution**

A grantee who plans to change institutions during the grant period must contact the Scientific Director to initiate the transfer request process. See grant-specific sections for more details about this request.

- **Key Personnel**

Contact your Scientific Director to request modifications to Key Personnel, such as co-investigators and collaborators.

## 22. CANCELLATION OF GRANT

If a grant is to be canceled prior to the original termination date, contact your Scientific Director and submit the Request for Cancellation form found in the “Deliverables” section at <https://proposalcentral.com>. The ACS may cancel a grant at its sole discretion if the institution fails to comply with the terms and obligations related to the grant.

In the event a grant is canceled or transferred, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. If a Postdoctoral Fellowship is cancelled prior to its end date, payments of the fellowship allowance will be prorated on a monthly basis. Please see the specific policies for Institutional Research Grants regarding the cancellation of a pilot project grant. The ACS assumes no responsibility for expenditures in excess of the prorated amount.

Follow Progress Reporting and Financial Reporting policies as described above.

## 23. SPECIFIC POLICIES BY GRANT MECHANISM

### RESEARCH GRANTS

#### RESEARCH SCHOLAR GRANT

##### DESCRIPTION

Research Scholar Grants (RSG) provide support for independent, self-directed researchers to conduct research. Applicants may pursue research questions across the cancer research continuum. These grants typically contribute to the cost of salaries, consumable supplies, and other miscellaneous items required in the research. Applicants must be independent, self-directed researchers or clinician scientists, and their institution must provide space and other resources customary for independent investigators.

The application must convey the commitment of the institution to the applicant and the proposed research activities. The Society will only recognize one principal investigator, who is responsible and accountable for overseeing the project.

Note that most applicants are early career investigators; however, for some special funding initiatives, eligibility is expanded to any faculty rank.

- RSG applicants submitting a project to the Health and Energy through Active Living Every Day (HEALED) Gold Medal Initiative RFA: the 10-year cutoff and extramural funding limits do not apply.

##### ELIGIBILITY

**Who is Eligible:** Independent investigators and clinician scientists within the first ten years of their initial independent faculty appointment or equivalent are eligible to apply. Applicants cannot have more than one R01/R01-like grant as a principal investigator at the time of application. Some flexibility is given for extenuating circumstances. Our guidelines for “independence” can be found [here](#).

##### Current Grant Support

Applicants are ineligible for an RSG if, at the time of application, they are the principal investigator (including multi-PI) of more than one research project award (R01 or R01-like) grant. R01-like is defined as an award that is more than three years and greater than \$100,000 per year in direct costs. R01 and R01-equivalent grants in a No Cost Extension at the time of application, count toward the funding limit. Training awards, mentored career development awards, start-up funding, and other

awards solely or primarily for the support of the salary of the applicant (e.g., NIH K-awards) are excluded from this definition. Company-sponsored clinical trials that are not investigator-initiated may be excluded as well.

Although applicants may apply for multiple awards, a grantee may not be the principal investigator on more than one Research Scholar Grant at any time. Exceptions are made for RSGs in response to RFAs. We allow RSG recipients to concurrently hold the following research grants if no overlapping scientific objectives: MBG, DBG, TLC, and IRGs.

Applicants who are not eligible but have experienced extenuating circumstances (e.g., family leave, medical leave, etc.) may request a review and eligibility extension but must do so no later than six weeks prior to the application submission deadline (by October 15 for the December 1 deadline; by April 15 for the June 1 deadline). A request for evaluation of eligibility should be sent to [grant.eligibility@cancer.org](mailto:grant.eligibility@cancer.org). Attach (1) a letter explaining your rationale for requesting an exception to the eligibility rules, (2) a full curriculum vitae, and (3) a NIH Biosketch.

If your request is approved, you will receive correspondence via email confirming your eligibility to apply; this letter should be included in the Appendix of your application.

### **TERM AND BUDGET**

Research Scholar Grants are funded up to \$215,000 per year (direct costs), plus 10% allowable indirect costs, with a project period up to four years. Equipment that equals or exceeds \$5,000 with a useful life of more than one year, must be excluded from the direct cost total used to calculate indirect costs.

Personnel may receive salary support up to the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

**Resubmission:** Two resubmissions are allowed for Research Scholar Grant proposals.

**No Cost Extensions (NCE)** for up to 1-year may be requested by the PI. The PI should consult with their Program Office prior to submitting their NCE request form to determine which form is most appropriate. **The most recent progress report must be completed prior to requesting an NCE.** Typically, the total dollar amount that is allowed to be carried over must be equal to or less than one year of direct costs (or equivalent period of the NCE), plus 10% allowable indirect costs. The NCE form and estimate of funds to be carried over must be submitted in ProposalCentral at least 30 days before the end of the grant. The program office may also request a budget and justification for the NCE term.

### **EXPENDITURES**

ACS is flexible in response to the changing needs of a research program. The principal investigator may make minor alterations (changes <\$15,000/year) within the approved budget except where such expenditures conflict with ACS' policies.

Major changes in expenditures (>\$15,000 per year) require written approval from your Scientific Director. However, for permanent equipment, the annual threshold requiring written approval is >\$5,000. Contact your Scientific Director for guidance.

### **CHANGE OF INSTITUTION**

Recipients of a Research Scholar Grant may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact your Scientific Director as soon as possible. Please note that when a grant is transferred, the institution is only

entitled to the prorated amount of the award accumulated between the start and termination dates. The transfer request form can be found under the Deliverables tab at <https://proposalcentral.com/>.

Prior to a transfer, the ACS must receive the following:

- A request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab).
- A statement from an administrative official at the original institution relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.
- Research Scholar Grant transfer forms (grant information, contact information, assurances and certification, and grant activation information). These must be completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. The final financial report must be submitted within 60 days of the date the transfer was requested.

Information regarding other types of grant modifications can be found in Section 18 of this Grant Policies document.

## **DISCOVERY BOOST GRANTS**

### **DESCRIPTION**

Discovery Boost Grants (DBG) are designed for exploratory research to develop methodologies, establish feasibility, or pilot test high risk/high reward projects across the cancer research continuum. The applicant's institution must provide space and other resources customary for independent investigators. Preliminary data are not required for a Discovery Boost Grant application; that said, strong data and/or evidence to support the proposed project will be favorably received at the review stage. It is expected that the data and findings generated from a Discovery Boost Grant will have the potential for securing additional grant funding to further the research once the project is completed and open new and highly innovative areas for investigation.

### **ELIGIBILITY**

[Independent investigators](#) at any career stage are eligible to apply. Investigators must have a doctorate degree, (MD, PhD, DVM, or equivalent), and have a full-time faculty position or equivalent at a college, university, medical school, or other fiscally responsible, not-for-profit research organization within the United States. There are no citizenship restrictions.

### **TERM AND BUDGET**

**Discovery Boost Grants** are funded up to \$135,000 per year for up to two years, plus 10% indirect costs. The maximum allowable budget is \$297,000 for a two-year project period. Equipment that equals or exceeds \$5,000 with a useful life of more than one year is not included in the direct cost total used to calculate indirect costs. These grants are not renewable.

Personnel may receive salary support up to the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

**No Cost Extensions (NCE)** for up to 1-year may be requested by the PI. The PI should consult with their Program Office prior to submitting their NCE request form to discuss which NCE form is most appropriate. **The most recent progress report must be completed prior to requesting an NCE.** Typically, the total dollar amount that is allowed to be carried over must be equal to or less than one year of direct costs (or equivalent period of the NCE), plus 10% allowable indirect costs. The NCE form and estimate of funds to be carried over must be submitted in ProposalCentral at least 30 days before the end of the grant. The program office may also request a budget and justification for the NCE term.

**Resubmission:** One resubmission is allowed for Discovery Boost Grant proposals.

### **EXPENDITURES**

ACS research grants are not designed to cover the total cost of the research proposed nor the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

ACS is flexible in response to the changing needs of a research program. The principal investigator may make minor budget alterations; changes less than \$15,000 per year do not require written approval from your Scientific Director.

Major changes in expenditures (>\$15,000 per year) require written approval from your Scientific Director. However, for permanent equipment, the annual threshold requiring written approval is >\$5,000. Contact your Scientific Director for guidance.

## **CHANGE OF INSTITUTION**

Recipients of a Discovery Boost Grant may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact your Scientific Director as soon as possible. Please note that when a grant is transferred, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. The transfer request form can be found under the Deliverables tab at <https://proposalcentral.com/>. Prior to a transfer, the ACS must receive the following:

- A request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab).
- A statement from an administrative official at your original institution relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.
- Discovery Boost Grant transfer forms (grant information, contact information, and assurances and certification, and grant activation information). These must be completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. This final financial report must be submitted within 60 days of the date the transfer was requested.

Information regarding other types of grant modifications can be found in Section 18 of this Grant Policies document.

## **MISSION BOOST GRANT**

### **DESCRIPTION**

The American Cancer Society has historically focused its investments on grant mechanisms that help launch the careers of investigators in cancer research. These investments have funded some of the brightest minds in cancer research. They've also broadly expanded knowledge about cancer biology in cells, animals, and humans, and about cancer health services and disparities, in addition to providing training for many healthcare professionals.

Mission Boost Grants (MBG) are designed to support research projects that specifically focus on the translation to human testing. Mission Boost Grants are opportunities for independent investigators at all levels to seek additional, or "boost," resources for innovative, clinical-enabling projects. MBGs offer two stages of funding.

- **Stage I** requires the investigator to develop outcome-specific, unequivocal milestones that reduce the risks of studying a new drug, device, or procedure in patients. Stage I MBG studies can be preclinical or clinical in nature.
- **Stage II** allows investigators to receive support for an additional period for advancing the research to clinical testing in cancer patients. Stage II MBG studies must involve testing in humans.
  - It requires the investigator to have successfully completed the Stage I milestones.
  - Investigators can apply for Stage II grants after 18 months of Stage I, provided they have completed the milestones.
  - Stage I MBG recipients may apply for Stage II funding for up to 18 months following the Stage I end date.

### **Focus of the Mission Boost Program**

To be considered for an MBG, research projects must focus on studies in cancer patients, such as:

- Treatment – First Time in Humans (FTIH); clinical proof-of-concept (PoC); side effect reduction
- Diagnostics/Prognostics/Medical Devices – Clinical validation in humans
- Prevention – Including initial incidence or recurrence in humans (biomarker based/biomarker testing) and the identification and testing of interventions

PIs are encouraged to develop collaborations with pharmaceutical companies/private entities to fully realize a project.

### **ELIGIBILITY**

Applicants must:

- Be an independent, full-time faculty member (or equivalent) at a not-for-profit, US-based research institution that has facilities and support to enable preclinical and clinical studies.
- In 2025, the requirement that MBG applicants be current or former ACS grantees or fellows was eliminated.

**Note:** A MBG PI cannot hold more than one MBG at a time.

### **TERM AND BUDGET**

Mission Boost Grants will be composed of two stages of funding:

**Stage I** will be for a term of up to two years in duration with an allowable budget of \$135,000 per year direct costs plus 10% allowable indirect costs (\$297,000 allowable total costs). Specific outcome-based milestones must be defined, which are focused on enabling clinical testing during Stage II. Following at least 18 months of Stage I funding and completion of milestones, the Boost Grantee will be eligible to apply for Stage II funding.



**Stage II** will be for a term of up to 18 months with an allowable budget up to \$545,000 direct costs plus 10% allowable indirect costs.

For both Stage I and Stage II studies, if requested and approved by the Scientific Director, a maximum of six months will be allowed for no cost extensions.

We recognize that the two stages of the Mission Boost Grant may be inadequate to fully fund progress to human testing in many circumstances. It is our hope that MBG funding will be a catalyst to attract additional funding to more rapidly deliver benefits of research to cancer patients.

**No Cost Extensions (NCE)** for up to 1-year may be requested by the PI. The PI should consult with their Program Office prior to submitting their NCE request form to discuss which form is most appropriate. **The most recent progress report must be completed prior to requesting an NCE.** Typically, the total dollar amount that is allowed to be carried over must be equal to or less than one year of direct costs (or equivalent period of the NCE), plus 10% allowable indirect costs. The NCE form and estimate of funds to be carried over must be submitted in ProposalCentral at least 30 days before the end of the grant. The program office may also request a budget and justification for the NCE term.

**Resubmission:** One resubmission is allowed for both Stage I and Stage II proposals.

## **EXPENDITURES**

Mission Boost Grants are intended to fit a variety of needs in scientific investigations related to cancer. A grant is generally made to cover the cost of such items as salaries and benefits for professional and technical personnel, special equipment, supplies, and other miscellaneous items required to conduct the proposed research. Personnel may receive salary support up to a maximum that equals the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

It is the intent of ACS to be flexible in response to the changing needs of a research program. The Principal Investigator may make minor alterations within the approved budget except where such expenditures conflict with the policies of the ACS. Major changes require written approval from the ACS. A major budget change is one that is greater than \$15,000/year during the grant funding period. The \$15,000 threshold does not apply to the purchase of permanent equipment. The purchase of permanent equipment has a \$5,000/year threshold, beyond which written approval is required by the ACS. Please contact your Scientific Director for guidance.

## **CHANGE OF INSTITUTION**

Recipients of a Mission Boost Grant may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact your Scientific Director as soon as possible. Please note that when a grant is transferred, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. The transfer request form can be found on the awarded grant's post award management system (under deliverables) at <https://proposalcentral.com/>.

Prior to a transfer, the American Cancer Society must receive the following:

- A request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab).
- A statement from an administrative official at your original institution relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.

- Mission Boost Grant transfer forms (grant information, contact information, and assurances and certification, and grant activation information). These must be completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. This final financial report must be submitted within 60 days of the date the transfer was requested.

Information regarding other types of grant modifications can be found in Section 18 of this Grant Policies document.

## **INSTITUTIONAL RESEARCH GRANTS**

### **DESCRIPTION**

An Institutional Research Grant (IRG) is a block award to an institution that enables it to allocate pilot grants to independent, early-career investigators who are not yet principal investigators of NIH R01-level or equivalent grants (but who are eligible to apply for them). The intent is to support early-stage faculty in initiating cancer research projects and obtaining preliminary results that will enable them to be competitive for national research grants.

**REQUIREMENTS FOR APPLICANTS FOR IRG PILOT PROJECT GRANTS** (see below for additional information).

The purposes of the IRG program are to:

- Support the development of promising early-career investigators to conduct independent cancer research
- Support institutional efforts to provide pilot funding to early-career investigators so they can develop projects and secure preliminary data to successfully compete for larger, national level awards; and
- Foster engagement between funded institutions and their pilot grantees with the American Cancer Society at both the national and local levels..

Any nonprofit, non-government institution that has 1) a robust cancer program with a significant number of established investigators conducting cancer research *and* 2) a replenishing pool of early-stage faculty interested in cancer research may apply to receive an IRG. Since an IRG is awarded to an institution as a whole, resources should be available to support cancer-focused proposals from investigators from any health sciences school, college, or department within the institution. **An institution cannot have more than one IRG in effect at any one time.**

Because the intent of the IRG is to support the efforts of institutions to foster the early career development of cancer researchers, funding preference will be given to institutions that document a program of career development mentoring activities intended to accomplish this objective. Through the IRG, ACS also intends to promote collaboration across cancer research disciplines and among institutions. Several institutions within a city, state, or other geographical region can form a consortium to apply for an IRG, and such applications are encouraged. Institutions that have IRGs may partner with other, usually smaller biomedical research institutions in their region to form a consortium. These types of consortia ensure access to the program by institutions that do not have a sufficiently large pool of early-career investigators on their own.

### **PRINCIPAL INVESTIGATOR ELIGIBILITY**

The IRG PI must meet the following eligibility criteria:

- Hold a rank of Associate or Full Professor at an eligible institution (see above)
- Demonstrate a track record of extramural cancer research funding and peer-reviewed publications
- Demonstrate a track record of mentoring junior investigators
- Have significant administrative/leadership experience (i.e., deputy director/chair or director/chair of a program, center, or department)

### **ELIGIBILITY FOR IRG PILOT GRANT APPLICANTS**

IRG pilot grants are intended to support independent, self-directed investigators early in their careers, for whom an institution must provide research facilities, resources, or space customary for an independent investigator. Applicants must be eligible to apply for independent national competitive research grants but may not currently hold an NIH R01 or R01-like grants. ACS defines an R01-like grant as an award that is more than three years in duration and greater than \$100,000 per year in direct costs.

Applicants for pilot grants must be within six years of their first independent research or faculty appointment. Support of mid- or late-career investigators or postdoctoral fellows is not permitted. Institutions may request a limited-time exception to allow faculty who are beyond the six-year eligibility limit but lack six years of independent research experience to apply for IRG pilot grants or had significant extenuating circumstances or interruptions to their research careers. This type of exception may be most relevant for emerging centers or institutions that are in early stages of developing their cancer research programs and the capacity of their faculty to conduct cancer research. Exceptions should be approved by the EDS Program Office overseeing the IRG Program.

Recipients of IRG pilot grants are not required to be US citizens; however, any applicant who is not a US citizen must hold a visa that will allow him or her to remain in the US long enough to complete the IRG pilot grant. It is the responsibility of the institution to determine and document the visa status of any non-citizen recipient of IRG funds. *Note: the ACS will not intercede on behalf of non-citizens whose stay in the US may be limited by their visa status.*

## **IMPLEMENTATION OF THE PILOT GRANT PROGRAM**

### **IRG Pilot Grant Review Committee**

The ACS believes that established faculty at the institution are in the best position to determine what investigators should receive their pilot project awards. Accordingly, the institution (or consortium) must establish an IRG Pilot Grant Review Committee made up of diverse representatives from the across the institution's schools, colleges, and departments. The primary purpose of this committee should be to manage the peer review of applications from eligible early-career faculty for support from the ACS IRG and make recommendations for allocation of the funds. The use of the committee to allocate funds from other sources is not permitted.

The committee members, who serve on a rotating basis, should include both established and early-stage faculty with national funding and experience with successful submission of grants and/or peer review. The chair of the IRG Pilot Grant Review Committee is the principal investigator of the IRG grant.

Neither the principal investigator nor any members of the IRG Pilot Grant Review Committee may receive funds from the IRG. To foster engagement of the IRG Program with the American Cancer Society, institutions are expected to include one or two ACS representatives as members of the IRG Pilot Grant Committee. (Note: ACS staff may not vote on allocating funding to projects because this would constitute a conflict of interest). The principal investigator is responsible for working with the ACS to develop the plan for engagement between the institution and ACS if none exists.

### **Pilot Grant Application Review and Awarding of Funds**

The following general procedure for pilot grant application submission, peer review, and funding allocation is recommended:

- I. At least one call for applications and at least one formal meeting of the IRG Pilot Grant Review Committee should occur each year although more frequent calls and review may be necessary for larger institutions or consortia. The Request for Applications (RFA) announcement should be disseminated broadly across the institution to ensure awareness of the funding opportunity for all eligible individuals.
- II. Individual eligible applicants submit written proposals for funding, preferably using the forms and biographical information sheets that the ACS provides with the application. The IRG Committee chair assigns each request to two or more committee members for review.
- III. IRG Pilot Grant Committee members are invited to review and score the applications using an NIH or ACS-type priority scoring system and provide critiques highlighting the score-driving strengths and weaknesses. During the committee meeting, conflicts of interest, including

committee members who serve as mentors or close collaborators of an applicant, should be removed from the discussion and must abstain from voting. The applications will be ranked, and the IRG Pilot Grant Review Committee sets a “pay line” according to the quality of the science and the amount of money available. Note: Only meritorious applications with high scores should receive pilot grant funding. The chair is strongly encouraged to hold another review cycle and encourage applicants to revise and resubmit their proposals rather than fund non-competitive applications.

IV. Following the meeting, the IRG Pilot Grant Committee chair communicates funding decisions to all applicants, along with written evaluation of the grant application. Pilot grant awardees should be informed that publications resulting from research supported by the ACS must contain an acknowledgment, such as "Supported by Grant #IRG \_\_\_\_\_ from the American Cancer Society. (See Instructions, Summary Tables, for more information.)

### **BASIS AND AMOUNT OF AWARD**

The total amount of money awarded to an institution is in support of the applicant pool, defined as early-stage investigators who are eligible to apply for independent national competitive research grants, but who do not currently hold an NIH R01 or R01-like grant. Applicants may request up to \$120,000 per year for four years for new applications, and up to \$100,000 per year for four years for renewal applications. The funds may be distributed at the discretion of the IRG review committee with respect to the number of pilot grants awarded – **a minimum of two and maximum of six pilot awards with a minimum amount is \$20,000 and maximum amount of \$60,000 may be awarded each year. The number and amounts of pilot grants do not have to remain the same year-over-year during the four-year grant.**

ACS encourages awarding the entire grant amount at the beginning of the project period. Institutions, at their own discretion, may also supplement individual awards from other institutional funds. For renewals, supplementation of at least \$80,000 over the four-year funding period is required, but there are no restrictions related to the source of the institutional resources (e.g., philanthropy, other grants, etc.).

Pilot grantees may apply for a one-year competitive renewal of a previously funded award. The IRG Pilot Grant Committee must require and review a progress report when considering the application for a second year of funding.

### **TERM OF THE AWARD**

#### **2025 Updates:**

- The IRG award term has increased from 3 years to 4 years.
- ACS will commit \$480,000 over a 4-year award period for new grants.
- For renewals, ACS will commit \$100,000 per year over the 4-year term, and institutions are required to supplement this funding with a commitment of at least \$80,000 over the 4-year term.

New grants (\$480,000) are awarded to institutions for a four-year period. The maximum allowable budget per year is \$120,000 to support between two and six, with a minimum of \$20,000 and maximum of \$60,000, subawards. Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, a new renewal application may be submitted one year following the unsuccessful application. Following two unsuccessful renewal applications and/or a period of 4 years after the initial IRG ended, the subsequent application will be considered a new application.

**No Cost Extension.** An extension for up to one year without additional funds may be considered for extenuating circumstances or if an institution's renewal application is not successful, upon written request from the principal investigator. After discussing with the Program Office, the PI must download,

complete, and upload the NCE request form in the Deliverables tab at <https://proposalcentral.com/>. **The request must be received 60 days before the expiration date of the IRG grant, and the most recent progress report must be completed prior to requesting an NCE.**

### **Allocation and Expenditure of Funds**

Funds must be allocated by the local IRG Committee before the expiration date indicated in the award letter. Pilot grantees have one year from the time of receipt of their pilot grants to spend their allocations, **even if this extends past the end date of the IRG award**. An institution can decide internally to extend the term of an individual pilot grant so that funds remain available to complete the project; this does not require approval of the EDS Program Office overseeing the IRG Program.

If any funds from an individual pilot award (i.e., IRG subaward) remain unspent, they must be either: 1) competitively reallocated by the IRG Pilot Grant Review Committee to another new or current pilot grant; or, if this is not possible, 2) returned to the ACS at the time of grant termination and submission of the Final Report of Expenditures. Examples of a need to reallocate awarded funds could include premature award termination due to departure of the funded investigator or early termination of the project for scientific reasons or successful NIH funding.

If the entire IRG award made to an institution is not allocated as subawards within the normal term of a grant, any unallocated funds cannot be carried forward to a renewal IRG. However, funds may be carried forward to subsequent years of the same IRG at the institution's discretion without requiring ACS approval.

### **Allowable Expenditures**

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel for the purpose of carrying out the proposed research project
- Publication costs, including reprints
- Costs of computer time
- Special fees (pathology, data analysis, photography, etc.)
- Stipends for graduate students and postdoctoral fellows as long as they have an active role conducting the research funded by the pilot grant
- Equipment costing less than \$2,000 (Note: Special justification is necessary for items exceeding this amount; please send request to the IRG Program Office)
- Registration fees for scientific conferences

### **Disallowed Expenditures**

*The items below are in addition to those listed above in **INSTITUTIONAL EXPENDITURES section of the general grant policies***

- Salary of principal investigator (IRG Chair or pilot grant recipient)
- Honoraria and travel expenses for visiting lecturers

### **Indirect Costs**

ACS grants are not designed to cover the total cost of an IRG program. The institution is expected to provide the required physical facilities and administrative services. To maximize the funds available to the early-stage investigators, indirect costs are not allowed for IRGs.

### **CHANGE OF PRINCIPAL INVESTIGATOR**

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the EDS Program Office

overseeing the IRG Program before the form is submitted. This is a requirement for consideration of approval.

Forms can be found under the Deliverables tab at <https://proposalcentral.com/>.

### **PROGRESS REPORTING**

As soon as possible following the award of pilot grants in each year of the grant, but no later than December 31, the principal investigator must submit a report of the annual IRG project allocations. This report shall consist of the following:

- The overall funding percentage for the year, i.e., awarded applications as a percent of total applications reviewed;
- The name of each awardee with degree(s);
- The title of the project, its term, and the amount awarded; and
- The project abstract submitted with the IRG pilot grant application.

This information will be added to the database record for institution's grant and provided to the shared with ACS staff, including those working with the institution, to facilitate engagement between ACS and the pilot grantees. *Submission of this information early in each grant year is strongly encouraged.*

Forms can be found under the Deliverables tab at <https://proposalcentral.com/>; submission instructions are shown in Appendix B.

### **REQUIRED FINANCIAL REPORTS**

For ACS's purposes, **funds are considered expended once they have been allocated from the IRG to the individual investigator**, who then has a full year in which to spend the monies allocated. Since many allocations are not made until late in the award year, the final report of expenditures is not due until 15 months after the expiration date stated in the award letter. For example, for an IRG in effect from January 1, 2022, to December 31, 2024, the report of expenditures will be due on March 31, 2026.

Only a one-time, 3-month extension on the final report of expenditures is allowed. To request an extension, please contact the EDS Program Office overseeing the IRG Program. If a subaward of a parent IRG is still in progress by the final report of expenditure deadline, estimations of how the funds will be expended should be included in the report of expenditures. If monies remain unallocated after the projections are mapped, please refer to the policy above in that funds must be reported as unexpended and a refund to the American Cancer Society is warranted.

Forms can be found under the Deliverables tab at <https://proposalcentral.com/>; submission instructions are shown in Appendix B.

## MENTORED TRAINING AND CAREER DEVELOPMENT GRANTS

### CLINICIAN SCIENTIST DEVELOPMENT GRANTS

#### DESCRIPTION

The Clinician Scientist Development Grant (CSDG) supports faculty with clinical responsibilities but without an independent research program to become independent investigators as clinician scientists. Clinician scientists are investigators licensed to provide clinical care and trained to conduct research.

This grant is designed for individuals, trained primarily as clinicians, who seek to maintain clinical practice and conduct research while strengthening their capacity to conduct cancer research. During the award term, individuals are expected to have an active role in clinical care and acquire the research training, mentoring, and experience necessary for transitioning into a successful career as an independent investigator.

In addition to the research project itself, the activities during the award period must be designed to develop the necessary knowledge and skills in relevant areas through mentoring and training such as course work, lectures, seminars, self-directed learning, or workshops.

**Note: Doctoral-level applicants who are non-clinicians, and clinicians no longer involved in clinical care, are not eligible to apply for the CSDG, but may be eligible to apply for a Discovery Boost Grant, Research Scholar Grant, or Postdoctoral Fellowship.**

#### ELIGIBILITY

Individuals meeting the following criteria are eligible to apply without prior approval from the American Cancer Society:

1. Hold a doctoral degree (e.g., MD, MD/PhD, DO, DDS, DNP, DSW, PharmD, PhD, PsyD, DVM), or terminal degree for their field, with an active license (or equivalent certification for their field) to provide clinical care.
2. Must be a current full-time faculty member. Applicants must provide justification to support the need for mentoring. Faculty serving as PI of an independent research program and/or independent extramural research funding (e.g., PI of an NIH Research Grant or equivalent) may not apply.
3. Current or former PIs of individual development grants (e.g., K08, K22, K23, or equivalent) are not eligible to apply.
4. Must have institutional commitment for the applicant to devote at least 50% effort to research and training.

Applicants who are not eligible but have experienced extenuating circumstances or are unsure about their eligibility status should contact [grant.eligibility@cancer.org](mailto:grant.eligibility@cancer.org).

#### MENTOR(S)

The candidate is required to identify a mentor before submitting an application, who is actively engaged in research in the proposed area and has a track record of mentoring individuals at a similar career stage to the applicant. The mentor is expected to be committed to the proposed research project, supervising the applicant's research, and the career development of the candidate. Applicants may have co-mentors or a mentoring team, if appropriate for the development of the project and the applicant, but a primary mentor must be identified. The applicant should work with their mentor(s) in the development of the application.



## TERMS AND BUDGET

Applicants may apply for a project period of 3 to 5 years, depending on the amount of mentored research training that they require based on their previous experience. Applicants must adequately justify the requested grant project period. Awards are made for up to five years and up to \$135,000 per year (direct costs), plus 8% allowable indirect costs.

- Applicants must obtain institutional commitment to dedicate at least 50% of their time to the proposed research and training plan.
- The budget for the grant period may include the applicant's salary, prorated according to the percent of effort devoted to the project, and additional funds for the research and training activities proposed.
- The budget may include salary and benefits for the mentor(s) up to \$10,000 per year — the maximum amount regardless of the number of mentors.
- Grant-funded salaries of the applicant and mentor(s) may not exceed the NIH cap. If the salary of either exceeds this cap, the institution may supplement ACS's contribution from other sources.
- Budgets must be realistic estimates of the funds required for the proposed research.
- CSDG applicants should reserve approximately \$1,500 per year for the PI to travel for ACS-designated conferences, to include the biennial [Jiler Professors and Fellows conference](#) in their first or second year of the grant and the annual Kathleen M. Foley Palliative Care Retreat and Research Symposium, if your application focuses on palliative care and/or symptom management. For clarification contact grants@cancer.org, prior to submitting your application.

**Resubmission:** Two resubmissions are allowed for Clinician Scientist Development Grants. Resubmitted applications compete on an equal basis with all applications.

**No Cost Extensions (NCE)** for up to 1-year may be requested by the PI. There are two different NCE request forms in ProposalCentral, and the PI should consult with their Program Office prior to submitting their NCE request form to discuss which form is most appropriate. **The most recent progress report must be completed prior to requesting an NCE.** Typically, the total dollar amount that is allowed to be carried over must be equal to or less than one year of direct costs (or equivalent period of the NCE), plus 8% allowable indirect costs. The NCE form and estimate of funds to be carried over must be submitted in ProposalCentral at least 30 days before the end of the grant. The program office may also request a budget and justification for the NCE term.

## CHANGE OF INSTITUTION

Recipients of a Clinician Scientist Development Grant may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. **Contact your Scientific Director of your intent to transfer as soon as possible.** Please note that when a grant is transferred, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. The transfer request form can be found under the Deliverables tab at <https://proposalcentral.com/>.

Prior to the formal transfer, the ACS must receive the following:

- A request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab).
- A statement from an administrative official of note, at the original institution, relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.

- CSDG transfer forms (title page, contact information page, and assurances and certification page) completed by the appropriate individuals at the new institution. These should indicate acceptance of the grant and document appropriate resources and mentorship.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and ACS has approved the transfer. The final accounting must be submitted within 60 days of the transfer request.

#### **CHANGE OF PRIMARY MENTOR**

A change of primary mentor for recipients of Clinician Scientist Development Grants is not routinely allowed but will be considered on a case-by-case basis. If a change in primary mentor also involves a change in project and/or institution, a new application may be required. **Contact your Scientific Director as soon as possible.**

Information regarding other types of grant modifications can be found in Section 18 of this Grant Policies document.

## **POSTDOCTORAL FELLOWSHIPS**

### **DESCRIPTION**

Postdoctoral Fellowships are designed to support individuals in a temporary period of mentored research training and study to enable new investigators to competitively qualify for independent careers in cancer research. Peer reviewers will consider whether the fellowship broadens the applicant's research training and experience.

An application for a Postdoctoral Fellowship must be endorsed by the applicant's proposed mentor and the head of the department in which the training will be conducted. A plan of training must be formulated and agreed on by the mentor and the applicant and described in detail in the application. Preliminary data included in the application must be carefully attributed to the person(s) responsible. There is an expectation that the fellow will commit 100% of research efforts to this project. Clinical scientists must contact the appropriate Scientific Director prior to applying to discuss the anticipated level of clinical service (no less than 80% FTE) during the award period.

### **TERM AND ELIGIBILITY**

- **US citizenship is not required for Postdoctoral Fellows.** Non-citizens must hold appropriate visas at time of application. It is the responsibility of the applicant's institution to ensure that a non-US citizen has a visa which will allow the applicant to apply for, accept, and complete the fellowship.
- Researchers who are not in a designated "postdoctoral" position at their institution (e.g., research scientist, staff scientist, instructor) are not eligible to apply. Applicants may hold the title of postdoctoral scholar, postdoctoral fellow, postdoctoral researcher, or similar.
- An awardee may not hold a Postdoctoral Fellowship Award from another funding source (federal or non-federal) at the same time as the American Cancer Society Award. If an applicant who currently has another fellowship applies for, is awarded, and accepts the ACS fellowship, they must relinquish the other fellowship.
- Applicants must have obtained their doctoral degree prior to activation of the fellowship.
- Applicants may apply for two- or three-year fellowships, depending on how long they have held their doctoral degree. ACS uses the application deadline date to determine eligibility and the duration of fellowship awards. The month and year are used when determining the time that the terminal degree has been held.
- **Submitting a new 3-year fellowship application when the applicant is eligible for only a 2-year fellowship will result in the application being withdrawn without review.**

The following table may be used to clarify eligibility:

<b>At the time of application deadline if terminal degree has been held:</b>	<b>Maximum Fellowship Term (based on application deadline date)</b>
0 to < 3.0 years	3 years
≥ 3.0 to ≤ 4.0 years	2 years

Individuals who have held a terminal degree for more than four years (month and year) at the time of application generally are not eligible for a fellowship. However, the following are not considered in the determination of eligibility:

- **Exempt Training:** Internships, residencies, and oncology subspecialty training are not considered research training, and do not count toward the 4-year limit beyond the terminal degree. In this case, we consider the time since completion of medical/clinical training in the eligibility determination and not the time since the degree was conferred.

- **Leave of Absence:** An appropriately documented leave of absence will not be counted in the years of eligibility. Leaves of absence may include military service (that does not include research training/experience), family leave, and teaching in a non-research position.

Applicants who are not eligible but have experienced extenuating circumstances and would like to request an extension may request an eligibility review but must do so no later than six weeks prior to the application submission deadline (by October 15 for the December 1 deadline, by April 15 for the June 1 deadline).

A request for evaluation of eligibility should be sent to [grant.eligibility@cancer.org](mailto:grant.eligibility@cancer.org). Please attach: (1) a letter that includes the rationale for requesting an exception to the American Cancer Society eligibility rules; (2) a full curriculum vitae; and (3) a Biosketch. If your request is approved, you will receive correspondence via email confirming your eligibility to apply, which should be included in the Appendix of your application. If there are additional eligibility questions upon evaluation of the submitted application, you may be contacted by the ACS grants office to resolve any issues.

### **RESUBMISSION**

Applications may be resubmitted once. An extension of up to one year will be given to applicants resubmitting applications who are no longer within the 4-year cut off. If you are unsure about your eligibility, please reach out to the Scientific Program office where your grant was initially reviewed. Revised applications will be reviewed in the same detail as the original submission and compete on an equal basis with new applications (see Postdoctoral Fellowship Instructions).

### **MENTOR(S)**

The candidate is required to identify a mentor before submitting an application, who is actively engaged in research in the proposed area and has a track record of mentoring individuals at a similar career stage to the applicant. The mentor is expected to be committed to the proposed research project, supervising the applicant's research, and the career development of the candidate. The mentor must have sufficient funding to support the research project proposed by the applicant. Applicants may have additional mentors or a mentoring team, if appropriate for the development of the project and the applicant, but a primary mentor must be identified. The applicant should work with their mentor(s) in the development of the application, but the application must be written, in whole, by the applicant and not the mentor(s).

### **BUDGET**

A Postdoctoral Fellowship consists of a stipend/salary and fellowship allowance. Institutional indirect costs may not be recovered from these funds. In most cases, No Cost Extensions are not allowed for Postdoctoral Fellowships but exceptions due to extraordinary circumstances may be discussed with the EDS Program Office overseeing the Postdoctoral Fellowship Program.

**Stipend/Salary:** Awards cover \$66,000, \$68,000, and \$70,000 for the first, second, and third years respectively. Fellows eligible for only two years will receive progressive stipends of \$68,000 and \$70,000, respectively. The annual stipend must be used solely for the salary support of the fellow and is not intended to cover fringe benefits. The institution may supplement the stipend, as long as 100% of the research effort on ACS Fellowship is maintained. ACS does not withhold any amount for income tax purposes. The applicant should contact the Internal Revenue Service to determine the tax status of the fellowship.

**Fellowship Allowance:** Each fellow will receive \$4,000 per year during the fellowship plus \$1,500 in the last year. The annual allowance may be used to help defray costs incurred for the benefit of the fellow; the use of the funds is at the discretion of the fellow. Examples of such costs are health insurance, workshop costs, and expenses associated with attending and/or presenting at a domestic scientific meeting(s). The additional \$1,500 in the last year of the fellowship is to be prioritized for

travel costs to attend the American Cancer Society [Jiler Professors and Fellows Conference](#), if offered that year, or expenses associated with presenting at another domestic scientific meeting.

### **PAID PARENTAL LEAVE**

New parent postdoctoral fellows (PFs) may elect to take parental leave for the adoption or birth of a child. The PF will not perform research during family leave but will continue to receive the ACS stipend/salary for up to 12 weeks (minimum of 4 weeks). In addition, ACS will extend the end date of the postdoctoral fellowship with a supplement equivalent to the amount of time used for ACS parental leave, allowing the PF to complete the full fellowship term, and retain their stipend while on leave. The PF should review their institution's parental leave policy prior to requesting ACS parental leave. If an institution offers paid parental leave for postdoctoral fellows, the PF must first use institutional leave or other supporting leave (e.g., the fellow's state provides paid parental leave benefits). ACS will pay for additional leave up to a total of 12 weeks. PFs may not receive paid leave from both the institution (or another source) and ACS concurrently. The fellowship supplement at the end would provide salary for a time equivalent to the amount of ACS (or institution + ACS) leave. Postdoctoral fellows taking leave that extends beyond the grant end date would receive salary for up to 12 weeks leave and the time remaining on their grant. Prior to notifying the ACS, PFs should discuss parental leave with their mentor(s).

Postdoctoral fellows should notify their Scientific Director 30-60 days, or as soon as possible, before the anticipated leave. The PF must download and submit a Parental Leave Form in ProposalCentral, as well as upload a letter from their mentor/s acknowledging the leave. The PF will be notified when their leave has been approved. The PF and their mentor should notify their Scientific Director by email upon returning to work.

### **CHANGE OF INSTITUTION**

Recipients of a Postdoctoral Fellowship may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. **Email your Scientific Director as soon as possible.** If the change of institution is accompanied by a change in mentor or project the request may be denied and/or a new application may be required. Forms can be found under the "Deliverables" tab at <https://proposalcentral.com/>.

- A request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab). If the primary mentor or project will also change, please refer to the Change of Mentor section below.
- A statement from an administrative official at the original institution relinquishing the grant.
- A Postdoctoral Fellowship transfer form (fellowship information, contact information, and assurances and certification, and fellowship activation information), completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- The final Report of Expenditures from the original institution, together with a check for any unexpended funds. Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. This final financial report must be submitted within 60 days of the date the transfer was requested.

### **CHANGE OF PRIMARY MENTOR**

A change of primary mentor for the recipients of Postdoctoral Fellowships is not routinely allowed but will be considered on a case-by-case basis. If a change in primary mentor also involves a change in project and/or institution, a new application may be required. **Contact your Scientific Director to discuss a change of mentor as soon as possible.**

### **CHANGE OF ROLE AT INSTITUTION**

ACS Postdoctoral Fellows must remain in a mentored non-faculty role at their institution for the duration of the award. Fellows must dedicate 100% research effort to the funded ACS project for the entire project term. Contact your Scientific Director for guidance prior to making any role change.

### **GRANT CANCELLATION**

If the fellow cancels their fellowship early for any reason, the Postdoctoral Fellowship cannot be transferred to a different postdoctoral fellow. **Please notify your Scientific Director of your intention to cancel the funded award as soon as possible.**

## **ACS PROFESSOR AWARDS**

### **DESCRIPTION**

ACS Professor awards are primarily honorific awards for individuals who have made seminal contributions in cancer research. Applicants must be at the rank of full professor and have made, and will likely continue to make, impactful contributions to change the direction of cancer research. These notably cancer research achievements could have been fundamental, preclinical, clinical, psychosocial, behavioral, health policy and/or epidemiologic in focus. Commitment and success in scientific mentoring and leadership as well as community engagement are also carefully considered.

The award of up to \$80,000 per year can be budgeted at the applicant's discretion to support creative and innovative pursuits in cancer research. ACS Professors are expected to be spokespeople for ACS and for cancer research in general.

### **Program Contacts:**

Kathy Goss, PhD

[kathleen.goss@cancer.org](mailto:kathleen.goss@cancer.org)

[nicole.lopanik@cancer.org](mailto:nicole.lopanik@cancer.org)

### **TERMS AND ELIGIBILITY**

Applicants must have obtained the rank of full professor.

ACS Professor awards are made for an initial five-year period. These awards may be renewed for one more five-year term, contingent upon peer review of activities and progress made during the initial award period. The application of renewal will not compete with candidates applying for a new award.

While funding will not continue beyond the end of the 10-year period, the title of ACS Professor should be used throughout the scientist's career. Awardees who resign during the tenure of the award are encouraged to continue using the title. If the awardee no longer holds an appropriate position, retires, or is deceased, the grant terminates. ACS will support up to 40 active ACS Professorships at one time. **The total number of active professorships could be lower than 40 depending on the competitiveness of new and renewal applications.**

### **Expected Conditions for ACS Professor Awards**

- The position will carry all rights and privileges normally provided at the institution.
- In accordance with normal practices of the institution, the awardee may look forward to promotions and to appropriate salary increases.
- The awardee will be provided with physical facilities and administrative services to conduct research and/or have access to clinical facilities.
- The awardee will be expected to periodically speak on behalf of the American Cancer Society and to use the title as appropriate in professional appearances and publications. Speaking appearances will be arranged to be mutually convenient to the awardee and the ACS.
- The awardee will be expected to make a good-faith effort to attend the biennial [Harry and Elsa Jiler American Cancer Society Professors and Fellows Conference](#).

### **APPLICATION REVIEW POLICIES FOR NEW AWARDS**

Letter of Intent (LOIs) are due between June 1 and September 1. All Professor applications, following LOI approval, are due on the Winter application deadline (typically December 1)

New applications are reviewed together in a single, standing peer review committee. All applications will be assigned 2-3 scientific reviewers. A virtual site visit may be required as part of the review process and will be coordinated by the Scientific Director of the Professor Program.

Applicants who either do not have their LOI approved or submit an application that is not funded may submit a new application, in accordance with the standard application process. We highly recommend waiting 2-3 years before re-applying. We do not provide written critiques following peer review; however, upon email request to the program contact, the Scientific Director of the Professor Program will provide a verbal summary of review by phone or videoconference.

### **APPLICATION REVIEW POLICIES FOR RENEWALS**

ACS Professors have gone through a rigorous peer review process that identified them as an individual who has made seminal discoveries in their field and is recognized as a thought leader and successful mentor whose contributions are projected to continue. The purpose of the renewal is to ensure that the recipient continues to be a highly productive investigator, who is continuing to make significant contributions through research, mentoring, leadership and service. During review of renewal applications, the ACS Professor peer review committee will evaluate whether the ACS Professor has served as a spokesperson for ACS through participation in Society-sponsored events and through use of the American Cancer Society Professor title on publications and during speaking engagements.

### **BUDGET**

The Professor awards provide funding for a five-year term of up to \$80,000 per year (direct costs only). The budget is completely discretionary.

### **REQUIRED REPORTS**

**Annual Reports:** A non-technical progress report is due each year within 60 days after the first and subsequent anniversaries of the start date of the grant. This form, which focuses more on ACS engagement and activities as a spokesperson for ACS and the cancer research community more than scientific progress, can be found at <https://proposalcentral.com/> under the “Deliverables” tab.

**Final Report:** A final progress report, covering the entire grant period, is due within six weeks of the termination date of the award. The final progress report template is provided in the “Deliverables” section at <https://proposalcentral.com/>. In the event the award has been extended without additional funds, the final report is not due until the new termination date of the grant. If the award is terminated early, a final report must be submitted within six weeks of the early termination date.

### **CHANGE OF INSTITUTION**

Recipients of an ACS Professor Award may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. The review of the transfer request may require a virtual site visit. **Email the Program Contact as soon as possible regarding the transfer.** The transfer request form can be found under the “Deliverables” tab at <https://proposalcentral.com/>.

Note: up-to-date annual reports are required when requesting an institutional transfer.

Prior to a transfer, the American Cancer Society must receive the following:

- The request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab).
- A statement from an administrative official at the original institution relinquishing the grant.
- The Report of Expenditures from the original institution together with a check for any unexpended funds.
- ACS Professor Award transfer forms (grant information, contact information, and assurances and certification, and grant activation information) completed by the appropriate individuals at the new institution, indicating acceptance of the grant.



- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. This final financial report must be submitted within 60 days of the date the transfer was requested.

### **CARRYOVER OF FUNDS**

If a Professor Award is renewed, the PI may carryover any remaining funds from the original award to the renewal award. The PI, or designated administrative staff member, must submit a letter to the program office requesting that the remaining funds be carried over; include the total amount to be carried over and an explanation for why the funds were not expended. If approved, a letter confirming carryover approval will be provided to the grantee.

The Report of Expenditures must be submitted for the initial Professor Award when it ends, but instead of returning the remaining funds, the ACS finance office will carry the funds over to the renewal, and the institution will keep the funds.

### **NO COST EXTENSION**

ACS Professors may request a no cost extension for up to 1-year. Professors must reach out to the program office to discuss the request prior to submitting an NCE request form in ProposalCentral. The program office may request a budget and justification for the NCE term.

## REQUESTS FOR APPLICATIONS (RFA)

Active RFAs can be found on our website, [here](#). The RFAs listed here are submitted using the standard application materials on ProposalCentral.

### Improving Mortality from Prostate Cancer Together (IMPACT)

- Applications accepted under the PF, CSDG, DBG, and RSG mechanisms.
- Active Fall 2024
- **No longer accepting applications for this RFA.** Applicants may resubmit unfunded applications to the respective standard grant mechanism if they meet eligibility criteria for the standard grant mechanism.

### Health and Energy through Active Living Every Day (HEALED) Gold Medal Initiative

- Active Spring 2024 and Summer 2025 (current cycle)
- Applications accepted under the RSG, CSDG, and PF mechanisms

### Discovery Boost RFAs

- **Arizona-DBG:** To support research in Arizona; the PI must be at an eligible Arizona institution. Active starting Spring 2022.
- **Advancing Health Equity and Addressing Cancer Disparities (AHEAD)-DBG:** To fund pilot, first-in-field, innovative strategies that increase quality cancer screening, clinical trials, and cancer care closer to home.
  - **No longer accepting applications for this RFA.** Applicants may resubmit unfunded applications to the standard Discovery Boost Grant mechanism.

### ASTRO-Clinician Scientist Development Grant (CSDG)

- To foster the research career of a clinician scientist in radiation oncology.
- Applicants may be board certified medical physicists, in addition to the other CSDG eligibility criteria.
- Active starting Spring 2022; will be available again during the Winter 2025 cycle.

### Pilot and Exploratory Research Projects in Palliative Care of Cancer Patients and their Families (PEP)

- **No longer accepting applications for this grant mechanism.**
- **For PEP grants in effect, please refer to the grant-specific policies included in your award packet.**

### Research Scholar Grants in the Role of Health Policy and Healthcare Insurance in Improving Access to and Performance of Cancer Prevention, Early Detection, and Treatment Services (RSGI)

- **Only accepting resubmissions for this grant mechanism.**
- **For RSGI grants in effect, please refer to the grant-specific policies included in your award packet.**

## **APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH AND PEER REVIEW INTEGRITY**

The American Cancer Society seeks excellence in the discovery and dissemination of knowledge regarding the cause, prevention, detection, diagnosis, treatment, survivorship, and health policy of cancer. This requires that all individuals affiliated with, or funded by, the American Cancer Society adhere to the highest standards of professional integrity. Grant reviewers for the American Cancer Society will also be held to the highest codes of conduct and integrity in performing their essential function of peer review.

The American Cancer Society provides grant funds for individuals at academic and other not-for-profit institutions to promote cancer-related training, research, and treatment. This represents a contractual relationship with such institutions, and it is an accepted responsibility and obligation of those institutions to provide policies and procedures for their faculty, staff, and students that address possible misconduct in training, research, and treatment of patients. Moreover, it is the responsibility and obligation of faculty, students, and staff engaged in scientific research and training to be aware of policies and procedures for addressing possible misconduct at their institutions, and to follow those procedures in reporting possible misconduct.

While questions of the integrity of applicants, grantees, and reviewers are very infrequent, they do occur. Ensuring that all questions regarding research integrity are handled in a discrete, but thorough, manner is the responsibility of the Scientific Program Directors managing the review process and portfolios of funded grants, and of the Senior Vice President for Extramural Discovery Science.

The actions of the Scientific Directors and the Senior Vice President for Extramural Discovery Science must ensure:

- the confidentiality and anonymity of the individual raising the question of misconduct,
- the integrity of the American Cancer Society and its review processes,
- the rights of the individual accused of misconduct, and
- their own credibility and integrity.

### **Article I**

#### **Standards and Definitions:**

##### **1.1 Research Misconduct by Applicants or Grantees**

The American Cancer Society uses the following definitions related to scientific misconduct outlined in the Federal Guidelines [Federal Register, Vol. 65, No. 235, pg. 76260-76264].

- Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.<sup>1</sup>
- Research, as used herein, includes all basic, applied, and demonstration research in all fields of science, engineering, and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, biology, chemistry, psychology, natural sciences, social sciences, and statistics, and all research involving human subjects or animals.<sup>1</sup>
- Fabrication is defined as making up data or results and recording or reporting them.<sup>1</sup>

- Falsification is defined as manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.<sup>1</sup>
- The research record is defined as the record of data or results that embody the facts resulting from scientific inquiry. It includes, but is not limited to, research proposals, laboratory records (both physical and electronic), progress reports, abstracts, theses, oral presentations, internal reports, and journal articles.<sup>1</sup>
- Plagiarism is defined as the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion.<sup>1</sup>
- Reported Qualifications must be accurate (e.g., years since degree earned).

## **1.2 Research Misconduct by Peer Review Committee Members**

The American Cancer Society has adopted the following definitions of misconduct by members of a Peer Review Committee. Misconduct in review is defined as:

- Review for an application for which there is a clear conflict of interest (COI) between the reviewer and applicant. Examples of a COI include joint work on a recent publication, collaboration on a grant, or having trained together.
- Failure to notify ACS personnel of actual, potential, perceived, or potentially perceived conflicts of interest.
- Any communication pertaining to review-related materials between a reviewer and an applicant or applicant's mentor, when the application includes an element of training.
- Any communication of the unpublished content of a grant application by a reviewer with any individual who is not a permanent or ad hoc member of the peer review committee to which an application is assigned, or who has not been approved by the Scientific Director for such communication.
- Any use of the unpublished content or concepts of a grant application in pursuit of scientific or career goals by a reviewer.
- Any review or use of the contents of a grant application by a reviewer who might have, or might be perceived to have, a conflict of interest with the applicant or his/her mentor, when the application includes an element of training.

## **1.3 Confidentiality Standard for Reviewers**

To preserve the integrity of the peer review process, all parties involved in the review process must adhere to the following practices regarding confidentiality and non-disclosure:

- Reviewers must not discuss applications reviewed with any individual not designated as a part of the review process, and especially not with applicants or their mentors in the case of training grants, either before or after the peer review meetings.
- Any inquiries to a peer review panel member regarding an application from an applicant, PI, Co-PI, consultant, or their mentor, to a member of a peer review committee or the

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<sup>1</sup> The above definitions are outlined in the Federal Guidelines [Federal Register, Vol.65, No.235, pg.: 76260-76264]

Extramural Discovery Advisory Council must be reported immediately to the Scientific Director.

- All materials related to the review process must be destroyed or given to the Research Program Manager at the end of the review meeting.
- For purposes of this standard, materials related to the review process include, but are not limited to paper, bound volumes, flash drives, electronic files accessed via the internet, and oral presentations or discussions.

#### **1.4 Conflict of Interest Standard for Reviewers**

To preserve the integrity of the peer review process, all participants in the process must adhere to these principles and practices:

- Reviewers must not be an employer or employee of an applicant and may not be employed by the same institution as an applicant within three years of the date of submission of an application.
- Reviewers must not be a party to any agreement for future employment or other agreement or arrangement with an applicant or any person listed as key personnel on an application.
- Reviewers must not have served as mentors or collaborators of an applicant within three years of the date of an application.
- Reviewers must not participate in the review of an application submitted by a standing member of a peer review committee serving on the same review committee, with the exception of Institutional Research Grants.
- Reviewers must not be under the health care of, or providing health care to, an applicant or any person listed as key personnel on an application.
- Reviewers must not have received, or have the potential to receive, direct financial benefit from the application.
- Reviewers must not be pursuing research projects which might be viewed as being in direct competition with applicants or their collaborators and colleagues. Nor should a reviewer have potential to receive direct benefit from an application's rejection for funding.
- Reviewers must not have any cause of action, dispute, or claim against, or any long-standing scientific or personal differences with, the applicant or any person listed as key personnel on an application.

### **Articles II**

Policies:

#### **2.1 Policy Governing Misconduct by Applicants and Grantees**

##### **2.1.1 Scientific Misconduct by Applicants:**

Any allegations of scientific misconduct must be brought to the immediate attention of the Scientific Director in charge of the Peer Review Committee that is responsible for reviewing the work in question. If possible, allegations of scientific misconduct on the part of an applicant in the submission of a grant proposal should be raised in advance of the review meeting. The Scientific Director will then bring the allegation to the attention of the Senior Vice President for Extramural Discovery Science at ACS. The Senior Vice President for Extramural Discovery Science will

evaluate the allegation and make a determination on the misconduct issue and the appropriate next steps to be taken to engage in further investigation or action in accordance with Article III, section 3.1.1, “Procedure for Handling Allegations of Scientific Misconduct by Applicants.”

#### 2.1.2 Scientific Misconduct by Grantees:

In instances where alleged scientific misconduct occurs after the awarding of a grant, such as in the publication of falsified data, the Scientific Director will bring the allegation to the attention of the Senior Vice President for Extramural Discovery Science at ACS. The Senior Vice President for Extramural Discovery Science will evaluate the allegation and make a determination of the appropriate steps to be taken to engage in further investigation or action as defined in Article III, section 3.1.2, “Procedure for Handling Allegations of Scientific Misconduct by Grantees.”

#### 2.1.3 Professional Misconduct by Grantees:

In instances where alleged professional misconduct occurs after the awarding of a grant, such as an allegation of sexual harassment by a principal investigator, the grantee should follow the reporting guidelines in Article III, section 3.1.3, “Procedure for Handling Allegations of Professional Misconduct by Grantees.”

## **2.2 Policy Governing Misconduct by Peer Review Committee Members**

### 2.2.1 Confidentiality:

Confidentiality is at the heart of the peer review process and is imperative for objective evaluation and free expression in the review process. The applicant-reviewer relationship is a privileged alliance founded on the ethical rule of confidentiality. To maintain the essence and integrity of the peer review process, ACS and its appointed peer reviewers must ensure and be assured that the confidentiality of the applicant’s information, the contents of the grant application, and the proceedings of the review panel will be maintained. Such confidentiality adheres when a person discloses information to another with the understanding that the information will not be divulged to others without the consent of the party who disclosed the information, or as otherwise required by law. In the context of peer review, this rule upholds the applicants’ rights to have the information they submit, whether in proposal form or in communications, kept confidential. The rule also ensures that those involved in the review process maintain their obligation to keep confidential any information concerning an application. In fact, the very existence of a submission should not be revealed (or confirmed), to anyone other than those within the review process unless and until the application is funded. To this end, all contents, evaluation and discussion of applications shall be confined to Peer Review Committee (PRC) members and ACS staff personnel (Scientific Director, Senior Vice President for Extramural Discovery Science, Program staff), responsible for managing the review process of that PRC. For these purposes, reviewers include all standing, Community Research Partners and ad hoc reviewers of PRCs and members of the Extramural Discovery Science Advisory Board. In rare and specific instances, discussion of applications with, or in the presence of, non-committee members can occur after obtaining the written consent of the Scientific Director. Reviewers must not discuss reviews with applicants or their mentors in the case of training grants, either before or after the review meetings. Reviewers also must not communicate the contents of any grant applications with individuals not associated with the review process. Any materials related to the review process must be disposed of at the meeting, and all final critiques given to the Scientific Director.

If an allegation of a breach of reviewer confidentiality is brought forward, that allegation will be communicated to the Senior Vice President for Extramural Discovery Science who will determine if an investigation of that allegation is warranted. The Senior Vice President for Extramural Discovery Science will then follow the appropriate steps as defined in Article III, section 3.2 “Procedure for Handling Reviewer Misconduct and Conflicts of Interest.”

### 2.2.2 Conflict of Interest:

An objective evaluation of grant proposals is essential to the peer review process. In achieving this goal, there must be no conflict of interest, apparent conflict of interest or pending future conflict of interest between any participant in the review process and the applicants or their collaborators and colleagues. In this setting, reviewers include standing, Community Research Partners and *ad hoc* Peer Review Committee (PRC) members and members of the ACS Extramural Discovery Advisory Council responsible for, and participating in, the review process. There are numerous bases for conflicts of interest, and these can include: employment, professional relationships, personal relationships, financial benefit, industry affiliation or other interests. The conflicts can be real or perceived. For Definitions of Conflict of Interest, refer to Section 1.5.

Reviewers may not make use of any of the contents of a grant for their own research purposes or those of their collaborators and colleagues. Reviewers must exercise proper due diligence in investigating and disclosing any potential conflict of interest that might exist between themselves and an applicant or the applicant's collaborators or mentors. The Conflict of Interest Statement attached as EXHIBIT A shall be submitted to ACS prior to the beginning of Peer Review.

If an allegation of a reviewer conflict of interest is brought forward, that allegation will be communicated to the Senior Vice President for Extramural Discovery Science who will determine if an investigation of that allegation is warranted. The Senior Vice President for Extramural Discovery Science will then follow the appropriate steps as defined in Article III, section 3.2, "Procedure for Handling Reviewer Misconduct and Conflicts of Interest".

Reviewers and Community Research Partners must submit electronically signed forms confirming compliance with required terms for confidentiality, conflict of interest, and relationship disclosure.

## **Article III**

Procedures for Handling Conflicts of Interest and Allegations or Findings of Misconduct:

To ensure the integrity of the peer review process and the integrity of ACS-sponsored research, it is necessary that the procedures for dealing with allegations of misconduct be clearly understood by all reviewers and ACS personnel. Procedures for handling allegations of misconduct by applicants, grantees and reviewers are detailed in the following sections.

### **3.1 Procedures for Handling an Allegation of Scientific Misconduct by Applicants or Grantees**

#### 1.1.1 Procedure for Handling Allegations of Scientific Misconduct by Applicants:

In the event that an allegation of scientific misconduct by an applicant is brought forward to a Scientific Director or other ACS staff, all effort must be made to investigate the validity of the allegation while maintaining the confidentiality of the individual making the allegation, the anonymity of the person against whom the allegation is made, and the integrity of the review process. The Scientific Director must immediately inform the Senior Vice President for Extramural Discovery Science of the allegation and provide all relevant information regarding the allegation. It is the Senior Vice President's responsibility to evaluate the likelihood of scientific misconduct; and, if warranted, it is the Senior Vice President's responsibility to contact the appropriate institutional office at the applicant's institution regarding the allegation. The Senior Vice President for Extramural Discovery Science will then serve as the point of contact between the ACS and the institutional official[s] handling issues of scientific misconduct.

If determined to be appropriate, the Senior Vice President for Extramural Discovery Science will forward an allegation of scientific misconduct and all pertinent information to the Research Integrity Officer at the institution sponsoring the grant application in question or at which the alleged

scientific misconduct was carried out. If there is not a Research Integrity Officer, the Dean of the School in question or its chief academic officer will be contacted. In the instance that the person[s] making the allegation does not contact the American Cancer Society but raises the allegation of scientific misconduct with the appropriate institutional official according to their established institutional procedures, it is the responsibility of the institution to contact the American Cancer Society regarding the allegation, any investigation of the allegation, and the outcome of that investigation. All such correspondence will be held in strict confidence and will not be made public by the American Cancer Society irrespective of the outcome of the investigation. The American Cancer Society assumes no responsibility in carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of scientific misconduct. However, acceptance or nonacceptance of the findings of the institutional investigation is at the discretion of ACS, and additional clarification may be requested.

Allegations of scientific misconduct in a grant application may be made by individuals who are colleagues, trainees, or reviewers. In the instance that an allegation of scientific misconduct is made in reference to a grant application, the Senior Vice President for Extramural Discovery Science will contact the institutional official at the sponsoring research institution and seek to follow their established protocol for investigating such allegations. If an investigation is deemed necessary, it will be the responsibility of the sponsoring institution to carry out the investigation, to keep the ACS aware of the progress, and to report the outcome of the investigation to the Senior Vice President for Extramural Discovery Science. The written report should include findings, actions taken, and any pending actions.

In fairness to the applicant, the review process must continue while the allegation of scientific misconduct undergoes assessment. Review may continue either in the standing review committee or under the By-pass to Council review mechanism. Under no circumstance should a reviewer, Scientific Director, or ACS staff raise the issue of the allegation in a peer review meeting or meeting of the ACS Extramural Discovery Advisory Council. If that were to occur, review of that application could not be completed without bias; and review of the application must therefore be discontinued immediately and deferred to ad hoc reviewers or the Extramural Discovery Advisory Council. If a reviewer suspects scientific misconduct, which is discovered at the time of the meeting, it is appropriate to request the Chair of the PRC or Council take a "break" and discuss the issue privately with the Scientific Director. The Scientific Director will then take the proscribed administrative steps following the adjournment of the review meeting.

The ACS will complete the process of peer review of the application but will suspend any administrative action which would result in funding of the award in question until the resolution of the investigation. At the conclusion of the investigation, the ACS will require the Office of Research Integrity or comparable entity at the applicant's sponsoring institution to provide a written statement detailing the results of the investigation including any actions taken, or actions pending. Failure of the institution to carry out such an investigation in a timely manner or to provide written results of the investigation will result in the administrative disapproval of the application. If the applicant is absolved of any scientific misconduct, the ACS will reinstitute administrative action that can result in funding for the award if it was approved and is within the fundable pay-line. In the instance that scientific misconduct has occurred, the ACS will administratively inactivate the application. Also, in the case of a finding of scientific misconduct, the investigator may no longer be eligible to participate in ACS funded awards, either as principal investigator, coinvestigator, collaborator, mentor, or consultant. The investigator also may not be eligible to serve in any capacity in reviewing ACS grant proposals.

### 3.1.2 Procedure for Handling Allegations of Scientific Misconduct by Grantees:

In the event that an allegation of scientific misconduct by a grantee is brought forward to a Scientific Director or other ACS staff, all effort must be made to investigate the validity of the



allegation while maintaining the confidentiality of the individual making the allegation and the anonymity of the person against whom the allegation is made. The Scientific Director, or ACS staff contacted about the alleged scientific misconduct, must immediately inform the Senior Vice President for Extramural Discovery Science of the allegation and provide all relevant information regarding the allegation. It is the Senior Vice President's responsibility to evaluate the likelihood of scientific misconduct; and, if warranted, it is the Senior Vice President for Extramural Discovery Science's responsibility to contact the appropriate institutional office at the applicant's institution regarding the allegation. The Senior Vice President for Extramural Discovery Science will then serve as the point of contact between the ACS and the institutional official[s] handling issues of scientific misconduct.

If determined to be appropriate, the Senior Vice President for Extramural Discovery Science will forward an allegation of scientific misconduct and all pertinent information to the Research Integrity Officer at the institution sponsoring the grant in question or at which the alleged scientific misconduct was carried out. If there is not a Research Integrity Officer, the Dean of the School in question or its chief academic officer will be contacted. In the instance that the person[s] making the allegation does not contact the American Cancer Society but raises the allegation of scientific misconduct with the appropriate institutional official according to their established institutional procedures, it is the responsibility of the institution to contact the American Cancer Society regarding the allegation, any investigation of the allegation, and the outcome of that investigation. All such correspondence will be held in strict confidence and will not be made public by the American Cancer Society irrespective of the outcome of the investigation. The American Cancer Society assumes no responsibility in carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of scientific misconduct. However, failure of the institution to immediately notify ACS of an allegation and/or investigation of scientific misconduct, or to carry out an investigation in a timely manner, or to provide written results to include findings, action taken, or any pending actions of the investigation, is in non-conformance with the terms and obligations of the grant and may result in the suspension of ACS funds for all grants awarded at the institution, to be decided by ACS in its sole discretion. Acceptance or non-acceptance of the findings of the institutional investigation is at the discretion of the American Cancer Society, and additional clarification may be requested.

If the investigator has an active ACS award, funding of that award will be suspended until the allegation has either been confirmed or be proven to be erroneous. If the allegation is proven not to have merit, the award may be reinstated by ACS at the date of notification of those findings by the sponsoring institution. If the allegation of scientific misconduct is confirmed, the award will be terminated and any residual funds, as of the date of notification of the sponsoring institution of the allegation, must be returned to the ACS. In the case of a finding of scientific misconduct, the investigator may no longer be eligible to participate in ACS funded awards, either as principal investigator, co-investigator, collaborator, mentor, or consultant. The investigator may also not be eligible to serve in any capacity in reviewing ACS grant proposals.

The publication of data serves to further the interests of the scientific pursuit, and specifically in the case of the ACS, the pursuit of eliminating the burden of cancer. Therefore, it is incumbent on both the ACS and the scientific community to ensure that any instances of misrepresentation of findings in a scientific study are apparent to the scientific community. To that end, a finding of falsification or misrepresentation of data in a published forum must be reported to the editor-in-chief of the journal in which such data is reported. It is the responsibility of the Senior Vice President for Extramural Discovery Science to coordinate such notification with the appropriate sponsoring institutional official according to their established policies and in conjunction with the policies of the journal. If the sponsoring institution does not have a policy regarding notification of the journal, then the Senior Vice President for Extramural Discovery Science will notify the editor-in chief of the journal according to the journal's established policies. In the case of findings of falsification or

misrepresentation of published data supported by ACS funds, any active grant[s] held by the responsible individual will be terminated and that individual may no longer be eligible for ACS funding via any mechanism as a principal investigator, co-investigator, collaborator, mentor, or consultant. That individual may also not be eligible to participate in ACS review in any capacity.

### 3.1.3 Procedure for Handling Professional Misconduct by Grantees:

For purposes of this subsection, the following definitions apply:

- Finding/Determination: (1) the final disposition of a matter under organizational policies and processes, to include the exhaustion of permissible appeals; or (2) a conviction of a sexual offense in a criminal court of law.
- Administrative leave/Administrative action: any temporary/interim suspension or permanent removal of an individual, or any administrative action imposed on an individual by the grantee under organizational policies or codes of conduct, statutes, regulations, or executive orders, relating to activities, including but not limited to, teaching, advising, mentoring, research, management/administrative duties, or presence on campus.

The grantee's institution is required to notify ACS (1) of any finding/determination regarding the principal investigator (PI) or co-PI that demonstrates a violation of grantee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, sexual assault, or other professional misconduct; and/or (2) if the PI or co-PI is placed on administrative leave or if any administrative action has been imposed on the PI or any co-PI by the awardee relating to any finding/determination or an investigation of an alleged violation of grantee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, sexual assault, or other professional misconduct. Such notification must be submitted to the Senior Vice President for Extramural Discovery Science within ten days of (1) the finding/determination, (2) the date of the placement of the PI or co-PI on administrative leave, or (3) the date of the imposition of an administrative action, whichever is sooner. Each notification must include the following information:

- ACS grant number;
- Name of individual being reported;
- Type of notification (choose one):
  - Finding/determination that the reported individual has been found to have violated grantee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault; or
  - Placement by the grantee of the reported individual on administrative leave or the imposition of any administrative action on the individual by the grantee relating to any finding/determination or an investigation of an alleged violation of awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault;
- Description of the finding/determination and action(s) taken, if any; and,
- Reason(s) for, and conditions of, placement of the individual on administrative leave or imposition of administrative action.

If (1) the institution notifies ACS of a finding of professional misconduct by a grantee, or (2) the institution notifies ACS that administrative action has been taken against a grantee because of a finding/determination that the grantee committed professional misconduct, ACS will consider the

policy violation findings on a case-by-case basis. ACS may respond to a misconduct finding by, but not limited to, substituting or removing principal investigators or co-principal investigators, reducing award funding, and--where neither of those options are available or adequate--suspending or terminating awards. If the award is terminated, any residual funds, as of the date of notification, must be returned to ACS. The grantee may no longer be eligible to participate in ACS funded awards, either as principal investigator, co-investigator, collaborator, mentor, or consultant. The grantee may also not be eligible to serve in any capacity in reviewing ACS grant proposals.

If the institution notifies ACS of administrative action taken against a grantee pending an investigation of an allegation of professional misconduct and the investigator has an active ACS award, funding of that award will be suspended until the allegation has either been confirmed or determined to be erroneous. If the allegation is determined not to have merit, the award may be reinstated by ACS at the date of notification of those findings by the sponsoring institution. If the allegation of professional misconduct is confirmed, ACS will consider the policy violation findings on a case-by-case basis. If the award is terminated, any residual funds, as of the date of notification, must be returned to the ACS. In the case of a finding of professional misconduct, the grantee may no longer be eligible to participate in ACS funded awards, either as principal investigator, co-investigator, collaborator, mentor, or consultant. The grantee may also not be eligible to serve in any capacity in reviewing ACS grant proposals.

Institutions are strongly encouraged to conduct a thorough review of these guidelines to determine whether these guidelines necessitate any changes to the institution's policies and procedures. Institutions should likewise ensure that, in carrying out their investigating, disciplinary, and reporting obligations under these guidelines, they are at all times in compliance with state and federal laws, regulations, and guidelines applicable to the institution.

### **3.2 Procedure for Handling Reviewer Misconduct and Conflicts of Interest**

In the event that an allegation of reviewer misconduct, such as failure to acknowledge a conflict of interest, is brought forward to a Scientific Director or other ACS staff, all effort must be made to investigate the validity of the allegation while maintaining the confidentiality of the individual making the allegation, the anonymity of the person against whom the allegation is made, and the integrity of the review process. The Scientific Director or other ACS staff contacted regarding the alleged misconduct must immediately inform the Senior Vice President for Extramural Discovery Science of the allegation and provide all relevant information regarding the allegation. It is the Senior Vice President for Extramural Discovery Science's responsibility to evaluate the likelihood of reviewer conflict of interest or misconduct; and, if warranted, it is the Senior Vice President for Extramural Discovery Science's responsibility to handle the investigation internally or to inform the appropriate institutional office at the reviewer's institution about the allegation if aspects of the reviewer misconduct violate any of the tenets of professional behavior established by that institution. The Senior Vice President for Extramural Discovery Science will then serve as the point of contact between the ACS and the institutional official handling issues of reviewer misconduct.

Some elements of reviewer misconduct represent conduct that will only have relevance for the appropriateness of the reviewer's role as a member of a peer review committee. For instance, if there is inappropriate communication between reviewer and applicant or an applicant's mentor or colleagues. In a case of this type, all elements of the investigation of the reviewer misconduct will be handled by ACS personnel at the discretion of the Senior Vice President for Extramural Discovery Science. In cases where a reviewer does not retain the confidentiality of the applicant's information or the content of his or her application, and makes that information available to a third party, it will be at the discretion of the Senior Vice President for Extramural Discovery Science to handle the issue internally at ACS or contact the Office of Research Integrity at the reviewer's institution, based upon an initial assessment of whether such conduct violates the rules of conduct

established by that institution. For instance, if there is communication of the contents of a grant proposal by a reviewer to a competitor in the same field as the applicant, or if the reviewer makes use of findings or ideas in an application to further his or her own research interests. In the instance of such an allegation, the American Cancer Society assumes no responsibility for carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of misconduct. It is the institution's responsibility to handle the misconduct according to their established procedures, and to submit to ACS a written report that includes findings, actions taken, and any pending actions. However, acceptance or non-acceptance of the findings of the institutional investigation is at the discretion of ACS, and additional clarification may be requested. In any instance of a finding of reviewer misconduct, that individual may no longer be eligible to serve in any capacity in reviewing ACS grant proposals and may be barred from receiving any ACS grant funds.

**References:**

The American Cancer Society Confidentiality, Non-Disclosure Rules and Conflict of Interest: Information for Reviewers of Grant Applications, Version 6/3/2005.

"Confidentiality in Peer Review" (section 3.7.1). Pugh MB, ed. American Medical Association Manual of Style: a guide for authors and editors. 9th ed. Baltimore, MD: Williams & Wilkins; 1997:136-137.

Federal Register, Vol. 65, No. 235, pg. 76260-76264.

## APPENDIX B: INSTRUCTIONS FOR SUBMITTING DELIVERABLES

The list of deliverables with webforms accessible within the Post-Award Management System include:

- GRANT ACTIVATION FORM
- ANNUAL PROGRESS/FINAL REPORTS
- TRANSFER REQUEST
- CHANGE OF INSTITUTION
- CHANGE OF TERM EXTENSION OF TERM
- GRANT CANCELLATION
- CHANGE OF PRINCIPAL INVESTIGATOR

The American Cancer Society subscribes to the Altum ProposalCentral **Post Award Management System** to facilitate management ACS grants. The system is designed to collect and store grant information from grantees. Grantees are asked to keep their ProposalCentral profile current for the duration of the grant.

The site will house all reports, requests and correspondence pertaining to a grant and is accessible to both ACS staff and grantees. Grantees may provide access to others at their institution (e.g., grants officers) using the instructions provided below.

All awardees of an ACS grant will need to upload deliverables to ProposalCentral. The first deliverable we will be collecting through the **Post Award Management System** is the “Activation Form.” For the Activation Form **only**, please also email Greta McShan at [greta.mcshan@cancer.org](mailto:greta.mcshan@cancer.org) and cc: [grants@cancer.org](mailto:grants@cancer.org) notifying her that you have uploaded your Grant Activation Form.

### **Uploading an Award Deliverable**

- Log onto <https://proposalcentral.com/>
- **PI must enter their ProposalCentral username and password in “Applicant Login” to access their award detail information**
- Click on the “Awarded” link or “all Proposal” link
- In the Status column, click on the “Award Details” link
- On the Award Details screen, click on the “Deliverables” link at the bottom of the screen
- The schedule of deliverables due for the award is shown chronologically
- Click “Save” to upload the deliverable. You can replace the uploaded document with another document by clicking “Browse” again, selecting a different document from your computer files and clicking “Save” (adding description of deliverable is optional).
- Click “Close”

### **Send Email (Correspondence) to an ACS Administrator**

- To send correspondence to a Scientific Director at the ACS, click the "Correspondence" link from the Award Details screen
- From this page, you can see any correspondence that has already been sent by clicking the Blue link in the Message column
- Use the "Respond" link to respond directly to a message you have received
- To send a new message, click "Send Correspondence to Scientific Director" at the top of the page
- Select the administrator(s) who should receive the correspondence email
- Enter a subject and text for the correspondence in the spaces provided
- Click the "Send Email" button to send the email(s) to the selected administrator

Once an application is awarded it moves from ProposalCentral into the Post Award Management System. People who previously had access to your application in ProposalCentral will not have access to your awarded grant in the Post Award Management System. You may need to allow access to different users than those listed in ProposalCentral to enable them to upload various reports on your behalf.

### **To grant another user access to your award and submit deliverables**

- Person(s) must be a registered user on ProposalCentral. If they are not, ask them to register as a new user at: <https://proposalcentral.com/>
- Once user is registered, from Award Detail screen click "Contacts" and "User Access" link
- Click on "Manage User Access to Award" at the top of the screen
- Enter and confirm email address of person
- Click on "Add" button
- Change the Permissions role from View to Administrator
- Click on "Save" button to activate access for new person

### **To upload other documents/deliverables such as publications, CV, ad hoc IP reports, etc.**

- Click the "Add Deliverable" link on the Award Deliverable screen. Select "Other" from the drop-down menu next to "Deliverable Type" from the pop-up screen
- Type in the "Deliverable Description" (i.e., Publications; CV; etc.)
- Click "Browse" to upload their document
- Click "Save"

Additional information and help can be obtained through ProposalCentral customer support desk:

By phone: 1-800-875-2562 toll free

By email: [pcsupport@altum.com](mailto:pcsupport@altum.com)