AMERICAN CANCER SOCIETY

EFFECTIVE JULY 2025

ELECTRONIC APPLICATION DEADLINES: April 1 and October 15

ALL GRANT APPLICATION INSTRUCTIONS

AMERICAN CANCER SOCIETY, INC.
ACS Center for Innovation in Cancer Research Training

Web site: http://www.cancer.org
Email: CancerResearchTraining@cancer.org

MISSION

The mission of the American Cancer Society 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.

CENTER FOR INNOVATION IN CANCER RESEARCH TRAINING ALL

GRANTS INSTRUCTIONS

CONTENTS

GENERAL INFORMATION

1. AMERICAN CANCER SOCIETY (ACS) GRANT APPLICATION SYSTEM
- Current funding opportunities can be found on our website, here.
- Application materials are available in ProposalCentral after selecting the training grant mechanism for which you intend to apply.
- Follow instructions for login/register, completion, and submission.
- Key steps:
  - Filter on the "Grant Opportunities" Tab > "Choose American Cancer Society" > "Review Grant Types" > "Select Grant" > Apply Now"
  - Enter Project Title (unless already displayed) > SAVE. This permits access to other application components.
  - Saved applications are stored under "Proposals".

- Applications that were started but not submitted during a previous cycle should not be used to submit in a different cycle. Applicants should always start a new application in ProposalCentral each cycle. This ensures that applicants are submitting an updated application.
- See ProposalCentral login page for tutorials and additional details about the grant application process.
- For assistance with issues associated with ProposalCentral, click "Help" or contact ALTUM Customer Service at pcsupport@altum.com or 1-800-875-2562.

2. FORMAT
- Insert Principal Investigator (PI) name in the header for each template of the application. Do not change the footers on the templates.
- Application documents may be single- or double-spaced (if single spacing, enter a space between paragraphs).
- **Type size:** 12-point Times New Roman or 11-point Arial are the minimum font sizes for the
- text; 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.
- **Margins:** > 0.5 inches all around unless a form with different margins is supplied in the Application Templates.
- **Page numbering:** Number the pages in upper right corner according to the proposal sections listed in the Table of Contents.
- **Do not number:** Signature Page, Contact Page, General Audience Summary, Budget & Justification, if applicable, or the Appendix.
- **NIH Biosketches:** Use the current NIH format for all NIH Biosketches. If the NIH has modified the NIH biosketch, applicants may use the newly modified template, or the template provided in ProposalCentral.

3. UPDATES OF INFORMATION
The following updates should be communicated as specified to the ACS Center for Innovation in Cancer Research Training Program Office. If it is before you have received an application number, contact the ACS Center for Innovation in Cancer Research Training Program Office CancerResearchTraining@cancer.org.

Withdrawal of Application:
Notify the ACS Center for Innovation in Cancer Research Training Program promptly of your intent to withdraw your application. Include in your letter or email, the PI name, application number, and reason for withdrawal.

Change of Address: Notify the ACS Center for Innovation in Cancer Research Training Program via email if a mailing address, email address, or phone number has changed since application submission. Include the PI name and application number on the correspondence and update your information in ProposalCentral.

Change of Institution: Not allowed. Prior to the PI change of institution, the PI must contact the ACS Center for Innovation in Cancer Research Training Program to gather guidance regarding selection of a new PI at the currently funded institution.

Withdrawal of Student: Notify the ACS Center for Innovation in Cancer Research Training Program promptly if a selected student participating in an ACS Cancer Research Training program has decided to withdraw. Include in your email the institution, grant number and reason for withdrawal from the program.

Change of Principal Investigator: Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society and approved by the ACS Center for Innovation in Cancer Research Training Program. 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 ACS Center for Innovation in Cancer Research Training Program (CancerResearchTraining@cancer.org) before the form is submitted. This is a requirement for consideration of approval. To access the necessary form for change in principal investigator, go to: https://proposalcentral.com Post Award Management (PAM) system.

4. TITLE, PRINCIPAL INVESTIGATOR AND INSTITUTIONAL INFORMATION
Note: Not all fields are required for all applications; see grant-specific instructions.

Project Title: Do not exceed 150 characters including spaces; avoid abbreviations if possible.

Note: The title will be truncated after 81 characters on the title page. Once the application is submitted, the title of the application cannot be updated.

Principal Investigator/Applicant Information: Some of the information from your Professional Profile may already be displayed. If any information is outdated, *stop* and update the Professional Profile before completing this section and applying. Please keep all contact information current.

- **Citizenship Status:** On ProposalCentral under "Professional Profile," indicate your current citizenship status and country of citizenship. Note: US citizenship is not required to submit a grant. Submitting PIs must adhere to applicable laws related to citizenship and their institution's policies regarding employment and/ or student matriculation.
- **Degree and Independent Position Dates:** Under Professional Profile, indicate the date (months and year) your terminal degree was awarded and when your first independent faculty position (or equivalent) began, if applicable.
- **Space:** If applicable, indicate the approximate area of office space provided by your institution to support your program, along with the name of the department head

who can verify this commitment. You must insert a value for square footage under Professional Profile, even if that number is zero.

- **ORCID Identifier:** ORCID provides a persistent digital number that you own and control, and that identifies you from every other researcher. Please provide an ORCID identifier if you have one. To add the ORCID ID, click Professional Profile and connect/register for an ID. Once connected, return to your proposal, and click Save. Additional information on ORCID identifiers can be found at orcid.org.
- **Institution and Contacts:** Provide the required information for the PI's sponsoring institution and institution officials.

    Institutional Type Designation: Indicate using the radio buttons how the PI's institution is designated by the US Department of Education Eligibility Designations for Higher Education Programs | U.S. Department of Education. This may include designated Minority Serving Institution (MSI). If yes, then select the type of MSI from the dropdown list. Some common MSI combinations are provided in the dropdown menu, but the list is not exhaustive. Use the text box to enter the type if your institution's MSI or combination is not in the list.

    MSIs and Abbreviations:
    - ANNH: Alaska Native and Native Hawaiian
    - AANAPISI: Asian American and Native American Pacific Island Serving Institution
    - HSI: Hispanic Serving Institution
    - HBCU: Historically Black Colleges and Universities
    - NASNTI: Native American Indian Serving Non-Tribal Institution
    - PBI: Predominantly Black Institution
    - TCU: Tribal Colleges and Universities

- **Institutional Official:** Indicate the name and address of the official authorized to sign for the institution. Institutional Officials may electronically sign the application if required by the institution, but this is not required by ACS for submission. The PI must give the Institutional Official access to the application for e-signing to be completed. Provide a mailing address for disbursement of funds, if your grant is awarded funding.
- **Technology Transfer Officer (TTO):** Indicate the name and email address of the TTO. The TTO is responsible for technology transfer and other aspects of the commercialization of research that takes place at a university. The TTO will be responsible for reporting all IP updates to the ACS should the project be awarded funding.
- **Department Chair:** Indicate the name, department, and email address of the Department Chair. The electronic signature of the Department Chair is not required by the ACS.
- **Primary Mentor:** Complete all fields for mentor information (if applicable).
- **Additional Mentor(s):** Complete all fields for additional mentor information (if applicable).

Key Personnel: Defined as individuals who contribute to the development or execution of a training program in a substantive and measurable way (whether or not they receive salaries or compensation under the grant). Key Personnel are personnel that give >0% effort to the program, even if they are not being compensated. Enter the required information for each Key Person, including their designated role. **The PI is always considered Key Personnel, but do not list them under key personnel on ProposalCentral.**

Key Personnel can include individuals at the doctorate, master's, or baccalaureate level (e.g.

postdoctoral fellows, graduate students, and research assistants) if they meet this definition. Key Personnel are required to designate >0% effort, even if they are not being compensated.

The table below provides information about the documents required for each personnel class. See grant-specific instructions for detailed guidance.

REQUIRED SUPPORTING DOCUMENTS FOR NAMED PERSONNEL

Personnel	Designated "Key"	Biosketch	"Other Support" Documentation	Included in Budget & Justification	Letters
Administrative PI	Yes[a]	Yes	Yes	Yes	N/A
Co-Investigator	Yes	Yes	Yes[b]	Yes[c]	Letter of Agreement/ Support[b]
Collaborator	Yes	Yes	Yes[b]	Yes[c]	Letter of Agreement/ Support[b]
	No	No	No	No	
Consultant	Yes	Yes	Yes, if paid[b]	Yes, if paid[c]	Letter of Agreement/ Support[b]
	No	No	No	Yes, if paid	
Other	No	No	No	Yes	No
Mentor(s)[d]	Yes	Yes	Yes	Yes[d]	Letter of Agreement/ Support

[a] The PI is always considered Key Personnel but supporting documents should **not** be duplicated in the Key Personnel section on ProposalCentral.

[b] For postdoctoral fellows, technicians, and graduate students/assistants, supporting documents are not required.

[c] If Key Personnel are not being paid, enter $0 for the amount requested; percent effort is required. Note that the percentage effort indicated on the budget tool in ProposalCentral can be different than the requested compensation.

[d] For Cancer Research Internships and Post Baccalaureate Fellows grants, include the Primary Mentor and other mentors, if applicable, as Key Personnel.

Key Personnel Roles and Definitions

The **Principal Investigator** assumes authority and responsibility to direct the program. The ACS does not permit applications to be directed by multiple Principal Investigators.

A **Co-Investigator** is a vital program contributor (at the same or a different institution), often bringing a needed expertise to the training team. This person commits some level of measurable effort to the program and is therefore Key Personnel, whether compensated or not.

A **Collaborator** plays a lesser role in the thinking and logistics of the program than a co-investigator. Depending on the role and effort, a collaborator may be designated as Key Personnel and may be compensated.

A **Consultant** provides expert advice, most often for a fee. If the consultant contributes to the scientific development or execution of a project substantively and measurably, he or she should be designated as Key Personnel.

Other is defined as individuals who are compensated for their contribution to the program but are not considered Key Personnel (e.g., student assistants, technical staff).

A **Mentor** assists in the career and professional development of the trainee. A Primary Mentor should be identified and listed as Key Personnel.

5. GENERAL AUDIENCE SUMMARY

The general audience summary provides an overview of the institution, including the nature of the institution (e.g., university, nonprofit, academic health center, freestanding research facility, etc.). The principal investigator should use this section to describe the importance of the ACS Cancer Research Training grant to the institution, especially how the ACS Center for Innovation in Cancer Research Training grant will be used to leverage other resources to support cancer research, mentoring, and career-development. For the FIA award, the general audience summary should provide an overview of the strategic plan. This summary may be read by ACS staff members, potential donors, and the public.

- **ACS staff members** use these summaries to identify programs that align with the specific interests of donors and may share them with donors.

- Staff may use the summary for communicating with ACS staff and volunteers and local media about The ACS Center for Innovation in Cancer Research Training (CICRT) funded programs. Summaries of all grants funded by the American Cancer Society are also made available to the public. Therefore, do not include proprietary/confidential information.

The general audience summary should be written in an understandable way for the public. Describe concisely the goals of the Institution and how this award will facilitate/enhance cancer research career development of students and trainees. If symbols or Greek characters must be used, they should be spelled out to avoid formatting problems. See examples of *General Audience Summary in Appendix A.*

This form is limited to 3,100 characters including spaces and will truncate at that point. Comply with the character limit to permit readers (including peer reviewers) to fully appreciate the "big-picture perspective" of the proposal.

6. ASSURANCES AND CERITIFCATION

Before a student or trainee/fellow can begin a summer/fall research program, all associated research activities involving human subjects or vertebrate animals must be approved by an appropriate institutional committee including consent for minors. Additionally, all staff involved with trainees should receive appropriate training for working with minors. Compliance with current US Department of Health and Human Services and ACS guidelines for conflict of interest, recombinant DNA, and scientific misconduct is also required. If awarded, signatures by institutional officials obtained at the time of award activation signify an understanding and agreement to these requirements. Note: Applicants applying for the ACS Cancer Research High School program should include the means for data sharing with eCLOSE Institute in their IRB/IACUC application. A separate data use agreement between the institution and e-Close is required.

7. PI DATA SHEET

The PI demographic information is for use by the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office. While "prefer not to disclose" is an option, we **strongly encourage** all applicants to specify their demographic information to aid our program impact reports and evaluation of programs. We use this information for statistical purposes to describe our applicant pool. We are committed to investing in the research workforce from various professional disciplines, research and training expertise and lived experiences. This data enhances our ability to develop new funding opportunities to address current gaps in cancer research and training. ***This information is not accessible to peer reviewers and is not considered at peer review and only de-identified data will be shared internally for reporting programmatic impact.*** By sharing this information with us, you help the American Cancer Society track our progress and identify areas that need improvement.

8. RESUBMISSION

All resubmissions must create a new application in ProposalCentral. Please see grant-specific policies for the allowable number of resubmissions.

Resubmission guidelines:

- Submit a complete application electronically via ProposalCentral
- The title of the program can be altered.
- In the title page section, indicate that the application is a resubmission and select the resubmission number from the dropdown menu.
- Select the appropriate application number from the list of your prior submissions on ProposalCentral.
- Provide the peer review committee code that reviewed the previous application on the title page.

9. APPLICATION SUBMISSION AND REQUIRED E-SIGNATURE

- All application attachments, including the Appendix, must be uploaded as .pdf documents.
- Validate the application on ProposalCentral. An application that has not been validated cannot be electronically submitted.
- Applications must be electronically submitted on ProposalCentral by 11:59 PM ET on the specified deadline date. If the standard deadline falls on a weekend or holiday, applications will be due the following business day.
- The applicant's electronic signature is required on the Signature Page. The e-signature of the Institution Signing Official and the Department Head are optional but available for use should the institution require them. In order to e-sign an application, the signees must be included in the application Contacts in ProposalCentral.
- Technical questions regarding the electronic application process should be directed to Altum at https://proposalcentral.com/ or 1-800-875-2562.

Note: After submission, you will not be able to make any changes to the forms or upload any modifications to the files.

10. SPECIFIC INSTRUCTIONS BY GRANT MECHANISMS

ACS CANCER RESEARCH HIGH SCHOOL PROGRAM GRANT INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

2. APPLICATION TEMPLATES
Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.

3. TABLE OF CONTENTS (PAGE 1.1)
The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, include all sections including the (Renewal Only) section.

4. REPLY TO PREVIOUS REVIEW (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body.

IF THE APPLICATION IS A RESUBMISSION, complete this section clearly and briefly address the points raised in the previous critiques and direct the reader to the specific sections where text, figures, or tables have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

IF THE APPLICATION IS A RESUBMISSION OF A RENEWAL, the peer review committee reviews the critiques of the most recent application as part of the evaluation of a new proposal. Resubmission of Renewal applications also must include the Reply to Previous Review, discussing the critiques of the previous application, and documenting progress made toward addressing the points made in previous reviews.

Insert copies of the previous critiques immediately after the Reply to Previous Review, as illustrated in the Table of Contents. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages,* describe your plans for a 2-week summer cancer research program for up to 20 high school students. This should include overall goals and measurable objectives for the proposed program. Describe specific activities planned to support development of research skills and anticipated outcomes. How will the outcomes be measured, monitored, and evaluated? If you plan to collaborate with other institutions at the time of submission to develop the program, your application should reflect the involvement of each site and include uniform program metrics and logic models.

If you are applying without a pre-formed collaboration, provide information on your institution's expertise, and if funded, how your faculty and resources could be leveraged to potentially collaborate with other institutions who also applied without a pre-formed collaboration. Document your commitment to work with the American Cancer Society (ACS) and other funded ACS Cancer Research High School program sites to develop plans for engaging students in career development activities following the end of the summer experience.

Note: While you may leverage existing pathway programs for networking and career development activities for the ACS Cancer Research High School Program it is expected that students supported by these funds will be recruited, locally or regionally, specifically for the ACS Cancer Research High School Program.

6. PROSPECTIVE VOLUNTEER FACULTY MEMBERS (PAGE 4.1)

In the Faculty Member Table template, provide the name, rank title, affiliation, and cancer expertise of prospective doctoral level faculty members integrated with the ACS Cancer Research High School Program. It's recommended that proposed faculty members are representative of the Departments/Schools at your institution and varied backgrounds (health professionals, public, and science disciplines). In the Appendix, include brief NIH style biosketches for all named prospective faculty members, including current research support. Follow the format and instructions provided by the NIH. You may also include a hyperlink to the mentor's laboratory website or other research sites. **Note:** The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and pathway training programs.

7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In no more than 2 pages, briefly describe strategies for how the ACS High School Program opportunity will be promoted and publicized to eligible high school students within your community and beyond. Plans should include methods for promotion, i.e. websites, career fairs, digital media etc. They should also include strategies for engagement of various high school counseling offices and other outreach to high schools within your catchment areas, such as civic and social organizations, etc. This section should also describe the application and selection process.

Please Note: If funded, the URL to the ACS Cancer Research High School Program webpage used for recruitment and promotion, must be provided within 30 days following grant activation. The webpage should be co-branded using the ACS and Institution name and logo. Please send the URL of the program webpage to CancerResearchTraining@cancer.org and include in the Subject Field: Cancer Research High School PROGRAM URL LINK.

ACS CANCER RESEARCH High School Program SELECTION PROCESS

1. ACS Cancer Research High School Program Applicant Eligibility

- Rising sophomores, juniors, and seniors with an interest in any STEM discipline or related field.
- At least 16 years of age before the start of the program, for human subjects' compliance purposes.
- Applicants must be full-time students and cannot be enrolled in summer courses that interfere with the ACS Cancer Research High School Program.
- US citizenship is not required for the ACS Cancer Research High School students. Please follow your institution's policies regarding student employment and matriculation regarding citizenship.

2. ACS Cancer Research High School Applicant Selection
Briefly describe your process for application and selection of the twenty finalists, including the main components of the application, the composition of the selection committee and the evaluation criteria that will drive decision making. You may use an existing trainee committee, and you are allowed to include faculty external to your institution who have expertise in career development of trainees who are underrepresented in science and health professions. Include contingency plans for students who initially accepted but decline before the start of the program.

8. ENVIRONMENT /EXPERIENCES (PAGE 6.1)
Please limit this section to attributes of the environment that will specifically benefit high school students in your proposed ACS Cancer Research High School (i.e., existing infrastructure/pathway programs) and any cancer research programs and resources that have been implemented.

9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 7.1)
Provide a list of collaborators and consultants. The letter should outline the role that person will play with sufficient details for evaluation of the value of the individual contribution. If there are no collaborators/consultants for the ACS Cancer Research High School Program, enter "Not Applicable" on the template, and upload to ProposalCentral.

To foster communication about the ACS Cancer Research High School Program with local Society volunteers and staff, institutions are encouraged (not required) to include one or two Region representatives to participate as observers during the local ACS Cancer Research High School Program Selection Committee. ACS staff may not select students. In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists. **Note**: regional ACS staff should not be contacted for administrative, media or programmatic questions, please direct these inquiries to: CancerResearchTraining@cancer.org.

10. DETAILED BUDGET

Complete the budget page located online at ProposalCentral. Use a start date of June 1 of the next year.

    a. **Personnel.** Names and positions of all key personnel must be individually listed, and the

percentage of time devoted to the program by each person should be entered. List all key personnel (defined as individuals who will participate actively in the design and/or execution of the program and have a level of effort >0%) other than the PI. Details of contractual arrangements with personnel should be provided in the Justification of Budget section.

If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request $0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a percentage of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. For example, if 50 percent of an individual's annual salary is requested, then no more than 50 percent of that individual's annual cost for fringe benefits can be requested.

NOTE: For definitions of Key Personnel refer to [ACS CENTER FOR INNOVATION IN CANCER](#) [RESEARCH TRAINING ALL GRANT INSTRUCTIONS-](#)SECTION 4: REQUIRED INFORMATION

  b. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds $5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.

- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than $5,000 and/or that has a short service life (<1 year). Note: 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.

- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general-purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

c. **Supplies.** Group supplies into major categories (e.g., glassware, chemicals, radioisotopes, survey materials, animals, etc.).

d. **Travel.** List all travel expenses. Domestic travel (North America- USA, Canada, Mexico) expenses are allowed.

e. **Miscellaneous Expenditures.** List specific amounts for each item. Examples of allowed expenditure include publication costs and special fees (e.g., pathology, computer time and scientific software, and equipment maintenance).

f. **Subcontracts.** If any portion of the proposed research is to be carried out at another institution, enter the total direct costs on the online budget detail page on ProposalCentral. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor. Upload the form(s) when complete, entering the subcontractor's name in the "describe

attachment" field.

Subcontracts 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.

g. Administrative pages: A Letter of Agreement between institutions pertaining to the subcontract should be included in the Appendix. **Total Amount Requested.** Budget totals should reflect a maximum duration of 1 year. The maximum allowable budget is $25,000 for the 1-year project period. The amount on the application title page should match the total costs in the detailed budget section.

h. **Renewals.** For Renewal Applications, budget totals should reflect a maximum duration of 1 year. The maximum allowable budget is up to $25,000 for a 1-year project period.

11. JUSTIFICATION FOR FUNDS REQUESTED (PAGE 8.1)

This section must include the table provided in the template document; complete it by inserting the information requested about the number of students your institution will host for the funded project period. The maximum award is $25,000. This includes $500 per trainee for up to 20 students for the two-weeks students participating in the summer cancer research experience. The balance of the award may be used for other associated programmatic costs including up to $10,000 for staff support (See discretionary funds below). These latter amounts must agree with the numbers provided on the cover page of your application.

Discretionary Funds: Awarded institutions will receive discretionary funds (included in the total grant award amount) to use for the benefit of the program. Institutions are required to develop plans for engaging students in career development activities throughout the year (longitudinal activities) following the end of the summer. Discretionary funds or any remaining funds can be used for the following:

- Program Staff (up to $10,000)
- Program-related travel for the PI and Program Manager (if applicable) to local/regional/national ACS meetings, etc.
- Longitudinal career development and networking activities
- Educational and post-summer opportunities for students
- Promotional items such as T-shirt costs

In the template document, please summarize how the discretionary funds will be utilized. The discretionary funds should not be used to pay eCLOSE. ACS will directly pay eCLOSE for the research didactics and research kits.

Note: Awarded institutions will be required to submit a Report of Expenditures (ROE) detailing the ACS Cancer Research High School Program allowance spending 90 days following the expiration date of the project period.

Indirect Costs: Indirect costs **are not** allowed for the ACS Cancer Research High School Program.

12. OTHER SUPPORT (PAGE 9.1)

Applicants should ensure that they include all requested items listed below, especially when modifying Other Support documents submitted to other funding agencies.

The ACS does not require applicants and Key Personnel to sign their Other Support document.

Provide the following information separately for the PI and all other Key Personnel:

A. **Current Support.** List all current funding from intramural and extramural sources (e.g., federal institutional awards and grants from for-profit and not-for-profit agencies, including career development, research education support and other grants from the ACS). Provide for each award:
- Source of funds
- Grant number
- Project Title/Program Name
- Inclusive dates of approved or proposed program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- Total direct costs
- Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.
- An outline of the goals of the project/ training program in a brief paragraph.
- A clear indication of overlaps and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

B. **Pending Support.** List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).
- Source of funds
- Project title/Program Name
- Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- Total direct costs
- Role (e.g., PI, co-PI, co-I, etc.) and percentage effort or person-months. Classify person-months as academic, calendar, and/or summer.
- An outline of the goals of the project/training program in a brief paragraph.
- A clear indication of overlaps and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

Please notify the ACS Center for Innovation in Cancer Research Training (CICRT) program if a pending extramural grant is funded during the peer review process.

C. **Institutional Support (PI only). Provide a letter from the PIs Department Chair or Center Director** that includes the following information:
- Details of the institutional commitment to support the applicant's salary and cancer research training program, including salary support and dedicated space.
- Details of how the environment and institutional resources, including in-kind contributions, will directly support and contribute to the success of the candidate's cancer research training program.
- Faculty rank and the current term of the applicant's appointment.

D. **COMPLIANCE STATEMENTS (PAGE 10.1)**

Human Subjects

When conducting research on humans, provide rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. 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. On the planned enrollment form estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations. Also include estimates of the sample distribution by gender, race, and ethnicity (if available).

Potential benefits, risks, and knowledge gained. Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits to participants. Research specimens and data. If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

Collaborating sites. Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.
http://www.hhs.gov/ohrp/policy/populations/index.html.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval. Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed.

- Appropriateness of the strains, ages, genders of the animals to be used.

When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.
Note: For sites only utilizing the eCLOSE research program content, institutional IACACU approval is not required since their approval and MCA is inclusive of this.

Biohazards

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

Plans for Data Sharing
Investigators are expected to encourage and facilitate data sharing. Proposals should include a Data Sharing Plan:

- Description of your plan for sharing the data with other ACS Cancer Research High School Program cohort sites and eCLOSE Institute
- What will be your policies for access and sharing the data during the life of your award and after award closeout (5000 characters max)?
- What will be the format, mode of delivery and timetable for data distribution (5000 characters max)?
- Please include any provisions for appropriate protection of privacy, confidentiality, security, or intellectual property (5000 characters max).

E. IMPACT OF ACS CANCER RESEARCH HIGH SCHOOL PROGRAM (Page 11.1)

Renewal Applications ONLY. Applications for renewal of the ACS Cancer Research High School Program must provide all information requested in Templates 1.1 through 11.1.

Program Overview:

Provide an overview of outstanding accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the ACS Cancer Research High School Program.

Describe how the funds provided under the ACS Cancer Research High School Program were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program.

Updates of ACS Cancer Research High School Program Students

For students selected to participate in the ACS Cancer Research High School Program, include the following de-identified information, **as applicable**:

- Degrees working toward or received.
- Total number of students who participated in the program

- Student demographic information
- Names of schools' students attended
- Average GPA
- Career development activities (e.g., individualized coursework or workshops)

F. BIOGRAPHICAL INFORMATION FOR THE PRINCIPAL INVESTIGATOR AND PROSPECTIVE FACULTY MEMBERS

Provide information for all key personnel involved in the cancer research training program. Complete the NIH Biosketch template. **NOTE: Follow the format and instructions provided by the NIH. If the NIH has modified the NIH biosketch, applicants may use the newly modified template, or the template provided in ProposalCentral.**

G. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:
- Biographical Sketches of the Principal Investigator (PI)
- Prospective Doctoral level faculty members

REQUIRED appended materials:
- Logic Model for ACS Cancer Research High School Program milestones and evaluation criteria
  - https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf

OPTIONAL appended materials
- Reprints or pre-prints – limited to those highly relevant to the proposed plan.

Appended materials may also include:
- Letter of support from the ACS Region (See appendix B for contact information)
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

CRITERIA FOR THE REVIEW OF APPLICATIONS

The following items are used by reviewers in evaluating applications for ACS Cancer Research High School Program.

1. REPLY TO PREVIOUS REVIEW (if applicable)

State whether the application is a resubmission or resubmission of a renewal. Resubmitted applications critiques should detail the candidate's responsiveness to previous critiques, focusing on the strengths and weaknesses of their reply. For resubmission of renewal applications, detail the progress made addressing points made by reviewers in the critiques of the previous application.

2. DESCRIPTION OF PROGRAM PLAN

Critically evaluate the institution's plans for a 2-week summer cancer research program for up to 20 high school students. Are subsequent longitudinal career development and networking activities described? Are there clearly stated goals and measurable objectives for the 2-week research-summer experience? Are the plans feasible? Do the specific activities (including didactic components) support development of research skills and anticipated outcomes? How will the outcomes be measured, monitored, and evaluated? Is there evidence that the students' research-summer experience will leverage other resources to support students' future engagement in cancer research?

3. EVALUATION OF PROSPECTIVE VOLUNTEER FACULTY MEMBERS

Do the named faculty members have independent research programs with a cancer research focus? Consider the qualifications and reputation of the faculty members in cancer research and their experience working with students. Do the prospective faculty members represent various backgrounds (health professionals, public, and science disciplines)? Do they have documented interest and/or success in working with students? Have they previously worked with and/or participated in a pathway program(s)?

4. PROGRAM PROMOTION AND RECRUITMENT PLANS

Is there a plan to broadly promote and publicize the ACS Cancer Research High School Program to eligible high school students interested in science and health professions within the community and beyond? Are outreach efforts planned to increase exposure to potential applicants at local or regional academic institutions? Are various communication channels (i.e., electronic mail, list servers, bulletin boards, campus newsletters, etc.) being considered? Is there a well-defined selection process, including evaluation criteria for selecting the 20 finalists? Is there a clear appreciation for student eligibility?

5. CAREER DEVELOPMENT AND NETWORKING ACTIVITIES

Are there career development and networking activities planned to enrich the summer experience and to sustain interest throughout the year? Are the plans feasible? Is there evidence that these plans are leveraging other resources to promote interest in research? Are there activities planned for engaging students with peers in the cohort as well as other summer high school

and undergraduate/graduate students (if applicable) to create a collegial atmosphere? Does the program provide support to students to overcome barriers they may face?

6. ENVIRONMENT

Evaluate the appropriateness of the environment (academic and research) to support research and training. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference to any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit high school students and cancer research career development.

7. IMPACT OF CANCER RESEARCH HIGH SCHOOL PROGRAM

Renewal Applications Only. Renewal applications should be evaluated based on the impact of the institutions previously implemented ACS Cancer Research High School Program as evidenced by the academic advancement of the students. Renewal applications should highlight any outstanding accomplishments of the program. The reviewer should consider the following: (a) outstanding accomplishments and progress achieved in the period since the last competitive review; (b) how the funds provided under the ACS Cancer Research High School Program grant were used to benefit the program; (c) total number of students who participated in the program; (d) student demographic information; (e) average GPA; and (f) career development activities (e.g., individualized coursework or workshops).

8. JUSTIFICATION FOR FUNDS REQUESTED

Not to be factored into scoring. Include the total number of high school students requested each year of the project period and whether the requested funding amount is accurate. Describe how the PI discretionary funds (allowance) will be utilized. Are the budget items justified, specified, and accurate?

9. OVERALL RECOMMENDATIONS

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: Outstanding, Excellent, Good, Fair, Not Competitive.

ACS CANCER RESEARCH INTERNSHIP PROGRAM GRANT INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

2. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. *For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.*

3. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, include all sections including the (Renewal Only) section.

4. REPLY TO PREVIOUS REVIEW (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body.

IF THE APPLICATION IS A RESUBMISSION, complete this section clearly and briefly address the points raised in the previous critiques and direct the reader to the specific sections where text, figures, or tables have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

IF THE APPLICATION IS A RESUBMISSION OF A RENEWAL, the peer review committee reviews the critiques of the most recent application as part of the evaluation of a new proposal. Resubmission of Renewal applications also must include the Reply to Previous Review, discussing the critiques of the previous application, and documenting progress made toward addressing the points made in previous reviews.

Insert copies of the previous critiques immediately after the Reply to Previous Review, as illustrated in the Table of Contents. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages,* describe your plans for a 10-week summer cancer research program for

four to eight undergraduate students and subsequent longitudinal career development and networking activities following the summer and throughout the academic year. For example, students who begin training in the summer of a given year, plans should include at least quarterly career development and networking through May of the following year. This plan should include overall goals and measurable objectives for the proposed program. Describe specific activities planned to support development of research skills and anticipated outcomes. How will the outcomes be measured, monitored, and evaluated? Discuss plans for engaging students with peers to create a collegial atmosphere, and how the program will provide support to interns to overcome barriers they may face. Please include the following:

- Table outlining the curriculum and activities including research, mentoring, workshops, scientific meetings, etc.
- Timeline of proposed activities, clearly distinguishing which will occur summer, fall and spring semesters.

Note: While you may leverage existing pathway programs for networking and career development activities for the ACS Cancer Research Internship program, it is expected that students supported by these funds will be recruited, locally or regionally, specifically for the ACS Cancer Research Internship program.

6. PROSPECTIVE MENTORS (PAGE 4.1)

In the Mentor Table template, provide the name, rank title, affiliation, and cancer research focus of at least four (***but no more than eight***) prospective mentors. It's recommended that proposed mentors are representative of the Departments/Schools at your institution and varied backgrounds (health professionals, public, and science disciplines). It's anticipated that final decisions regarding pairing of mentors and mentees will be accomplished by the Selection Committee who will be cognizant of the student's interest and the mentor's expertise. In the Appendix, include brief NIH style biosketches for all named prospective mentors, including current research support. Follow the format and instructions provided by the NIH. You may also include a hyperlink to the mentor's laboratory website or other research sites. **Note:** The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and pathway programs.

7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In *no more than 2 pages*, briefly describe how the internship opportunity will be promoted and publicized to eligible undergraduate students who need access to cancer research training and career development within your institution and beyond. Recruitment plans should include how you will specifically recruit students for the ACS Cancer Research Internship program, both strategies and modes for program promotion for outreach to various departments and schools internally and externally to other local and regional academic institutions including community colleges.

Please Note: If funded, the URL for the ACS Cancer for Innovation in Cancer Research Training program webpage used for recruitment and promotion, is **<u>required</u>** within 30 days following grant activation. The webpage must be co-branded with the ACS and Institution's name and logo. Please send the URL to the program webpage to CancerResearchTraining@cancer.org, and include in the Subject Field: ACS CANCER RESEARCH INTERNSHIP PROGRAM URL LINK.

ACS CANCER RESEARCH INTERN SELECTION PROCESS

1. ACS Cancer Research Intern Applicant Eligibility
- Rising sophomores, juniors, and seniors with an interest in any STEM discipline or related disciplines.
- Applicants must be in good academic standing with at least a 3.0 overall GPA.
  Note: If the applicant's GPA is 2.5-3.0 a teacher's letter of recommendation is required.
- Applicants are ineligible for the program if their bachelor's degree is awarded before the program ends.
- Applicants must be full-time students and cannot be enrolled in summer courses concurrent with the internship.
- US citizenship is not required. Please follow your institution's policies regarding student employment and matriculation regarding citizenship.

2. ACS Cancer Research Intern Application and Selection
Briefly describe your application process and process for selection of the four to eight finalists, including the evaluation criteria that will drive decision making. Accordingly, the institution must establish a Selection Committee made up of faculty from the institution's schools and or faculty external to your institution who have expertise in research training and career development of students.

8. ENVIRONMENT /EXPERIENCES (PAGE 6.1)

This section should include attributes of the environment that will specifically benefit undergraduate students in your proposed internship program (i.e., existing infrastructure/pathway programs) and unique cancer research expertise, core facilities and career development resources.

9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 7.1)

Provide a list of collaborators and consultants. The letter should outline the role that person will play with sufficient details for evaluation of the value of the individual contribution. If there are no collaborators/consultants for the ACS Cancer Research Internships, enter "Not Applicable" on the template, and upload to ProposalCentral.

To foster communication about the ACS Cancer Research Internship Program with local Society volunteers and staff, institutions are encouraged to include one or two Region representatives as members of the local ACS Cancer Research Internship Selection Committee (ACS staff may not select interns but participate as an observer). In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists. Note: regional ACS staff should not be contacted for administrative, media or programmatic questions, please direct these inquiries to: CancerReserachTraining@cancer.org.

10. DETAILED BUDGET

A. Complete the budget page located online at ProposalCentral. For applications submitted in April, use a start date of January 1 of the next year. For applications submitted in October, use a start date of July 1 of the next year.

Personnel. Names and positions of all key personnel must be individually listed, and the percentage of time devoted to the program by each person should be entered. List all key

personnel (defined as individuals who will participate actively in the design and/or execution of the cancer research training program and have a level of effort >0%) other than the PI. Details of contractual arrangements with personnel should be provided in the Justification of Budget section.

If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request $0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a percentage of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. For example, if 50 percent of an individual's annual salary is requested, then no more than 50 percent of that individual's annual cost for fringe benefits can be requested.

NOTE: For definitions of Key Personnel refer to [ACS CENTER FOR INNOVATION IN CANCER RESEARCH TRAINING ALL GRANT INSTRUCTIONS-](#)SECTION 4: REQUIRED INFORMATION

B. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds $5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.

- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than $5,000 and/or that has a short service life (<1 year). Note: 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.

- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general-purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

C. Supplies. Group supplies into major categories (e.g., glassware, chemicals, radioisotopes, survey materials, animals, etc.).

D. Travel. List all travel expenses. Domestic travel (North America- USA, Canada, Mexico) expenses are allowed and do not require pre-approval.

E. Miscellaneous Expenditures. List specific amounts for each item. Examples of allowed expenditure include publication costs and special fees (e.g., pathology, computer time and scientific software, and equipment maintenance).

F. **Subcontracts.** If any portion of the proposed research is to be carried out at another institution, enter the total direct costs on the online budget detail page on ProposalCentral. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor. Upload the form(s) when complete, entering the subcontractor's name in the "describe attachment" field.

   Subcontracts 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.

   Administrative pages: A Letter of Agreement between institutions pertaining to the subcontract should be included in the Appendix.

G. **Total Amount Requested.** Budget totals should reflect a maximum duration of 3 years. The maximum allowable budget is $44,000 per year for a 3-year project period. The amount on the application title page should match the total costs in the detailed budget section.

H. **Renewals.** For Renewal Applications, budget totals should reflect a maximum duration of 3 years. The maximum allowable budget is $44,000 per year for a 3-year project period.

11. JUSTIFICATION FOR FUNDS REQUESTED (PAGE 8.1)

This section must include the table provided in the template document; complete it by inserting the information requested about the number of interns your institution will host each year and the funding request for the current grant. These latter amounts must agree with the numbers provided on the cover page of your application.

PI Discretionary Funds: In the template document, please summarize how the PI allowance will be utilized. Examples of allowable expenses include program-related travel, housing assistance, career development, and networking and educational opportunities. Details of internship allowance spending will be requested at close-out of the grant award.

Indirect Costs: Indirect costs <u>are not</u> allowed for the ACS Cancer Research Internships program.

12. OTHER SUPPORT (PAGE 9.1)

Applicants should ensure that they include all requested items listed below, especially when modifying Other Support documents submitted to other funding agencies.

The ACS does not require applicants and Key Personnel to sign their Other Support document.

Provide the following information separately for the PI and all other Key Personnel:

A. **Current Support.** List all current funding from intramural and extramural sources (e.g., federal institutional awards and grants from for-profit and not-for-profit agencies, including career development, and research education support and other grants from the ACS). Provide for each award:
   - Source of funds

- Grant number
- Project title/Program Name
- Inclusive dates of approved or proposed project. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- Total direct costs
- Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.
- An outline of the goals of the training program in a brief paragraph.
- A clear indication of overlaps and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

B. **Pending Support.** List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).
- Source of funds
- Project title/Program Name
- Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- Total direct costs
- Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. Classify person-months as academic, calendar, and/or summer.
- An outline of the goals of the project/program in a brief paragraph.
- A clear indication of overlaps and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

Please notify the ACS Center for Innovation in Cancer Research Training program if a pending extramural grant is funded during the peer review process.

C. **Institutional Support (PI only). Provide a letter from the PIs Department Chair or Center Director** that includes the following information:
- Details of the institutional commitment to support the applicant's salary and cancer research training program, including salary support and dedicated space.
- Details of how the environment and institutional resources will directly support and contribute to the success of the candidate's cancer research training program, including in-kind contributions.
- Faculty rank and the current term of the applicant's appointment.

13. COMPLIANCE STATEMENTS (PAGE 10.1)

Human Subjects

When conducting research on humans, provide a rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. 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. On the planned enrollment form

estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations. Also include estimates of the sample distribution by gender, race, and ethnicity (if available).

Potential benefits, risks, and knowledge gained. Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits to participants. Research specimens and data. If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

Collaborating sites. Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations. http://www.hhs.gov/ohrp/policy/populations/index.html.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval. Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed.
- Appropriateness of the strains, ages, genders of the animals to be used.

When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.

Biohazards

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

14. IMPACT OF ACS CANCER RESEARCH INTERNSHIP PROGRAM (Page 11.1)

Renewal Applications ONLY. Applications for renewal of the ACS Cancer Research Internship program must provide all information requested in Templates 1.1 through 11.1.

Program Overview:

Provide an overview of outstanding accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the ACS Cancer Research Internship program.

Describe how the funds provided under the ACS Cancer Research Internship grant were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program.

Progress of ACS Cancer Research Interns
For each intern appointed to the grant in the period covered since the last competitive review provide a summary of his or her training and progress, including the following information, as applicable:
- Degrees working toward or received.
- Mentor(s).
- Description of the intern's research project and progress.
- Career development activities (e.g., individualized coursework or workshops attended);
- Conference presentations.
- A description of the intern's contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); and
- Honors, awards, fellowships, and any other support received during the period of training.

Note: Supplemental materials will be accepted after the October 15th deadline through November 15th, 2025. However, these items should be limited to updated information about both present and past trainees, i.e., additional awards received, articles published, or highlights of any outstanding accomplishments by the fellows.

15. BIOGRAPHICAL INFORMATION FOR THE PRINCIPAL INVESTIGATOR AND MENTORS

Provide information for all key personnel involved in the cancer research training program. Complete the NIH Biosketch template. **NOTE: Follow the format and instructions provided by the NIH.**

16. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:
- Biographical Sketches of the Principal Investigator (PI) and Mentors

REQUIRED appended materials:
- Logic Model for ACS Cancer Research Internship program(milestones and evaluation)
  - https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf

OPTIONAL appended materials

- Reprints or pre-prints – limited to those highly relevant to the proposed plan.

Appended materials may also include:
- Letter of support from the ACS Region (See appendix B for contact information)
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

CRITERIA FOR THE REVIEW OF APPLICATIONS

1. REPLY TO PREVIOUS REVIEW (if applicable)

State whether the application is a resubmission or resubmission of a renewal. For resubmitted applications, detail the candidate's responsiveness to previous critiques, focusing on the strengths and weaknesses of their reply. For resubmission of renewal applications, detail the progress made addressing points made by reviewers in the critiques of the previous application.

2. DESCRIPTION OF PROGRAM PLAN

Critically evaluate the institution's plans for a 10-week summer cancer research program for four to eight undergraduate students and subsequent longitudinal career development and networking activities. Are there clearly stated goals and measurable objectives for the 10-week research-intensive summer experience? Are the plans feasible? Do the specific activities (including didactic components) support development of research skills and anticipated outcomes? How will the outcomes be measured, monitored, and evaluated? Is there evidence that the interns' research summer intensive experience leverages other resources to support interns' future engagement in cancer research?

3. EVALUATION OF PROSPECTIVE MENTORS

Are at least four prospective mentors named who have independent research programs with a cancer research focus? Consider the qualifications and reputation of the mentor(s) in cancer research and in mentoring undergraduate students. Do they have a documented interest and/or success in mentoring? Have they previously mentored undergraduate students and/or participated in a pathway program(s)?

4. PROGRAM PROMOTION AND RECRUITMENT PLANS

Is there a plan to broadly promote and publicize the ACS Cancer Research Internship program to eligible undergraduate students within their institution? Are outreach efforts planned to increase exposure to potential applicants at local or regional academic institutions including community colleges? Are varied communication channels (i.e., electronic mail, list servers, bulletin boards, campus newsletters, etc.) being considered? Is there a well-defined application and selection process, including application components and evaluation criteria for selecting the finalists? Is there a clear appreciation for intern eligibility?

5. CAREER DEVELOPMENT, NETWORKING AND MENTORING ACTIVITIES

Are there career development, networking and/or mentoring activities planned to enrich the summer experience and to sustain interest during the next academic year? Are the plans feasible? Is there

evidence that these plans are leveraging other resources to promote and sustain interest in research? Are there activities planned for engaging students with peers in the cohort as well as other summer undergraduate researchers (if applicable) and graduate students to create a collegial atmosphere? Does the program provide support to interns to overcome barriers they may face?

6. ENVIRONMENT

Evaluate the appropriateness of the environment (academic and research) to support research, training, and mentoring. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference to any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit cancer research career development.

7. IMPACT OF INTERNSHIP PROGRAM

Renewal Applications Only. Renewal applications should be evaluated based on the impact of the institutions previously implemented ACS Cancer Research Internship program, as evidenced by the academic advancement of the interns. Renewal applications should highlight any outstanding accomplishments of the ACS Cancer Research Internship program. The reviewer should consider the following:
(a) outstanding accomplishments and progress achieved in the period since the last competitive review; (b) how the funds provided under the ACS Cancer Research Internship grant were used to benefit the program; (c) intern contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); (d) career development activities; (e) Pubs/Manuscripts; and (f) interns invited to scientific meetings to present posters.

8. BUDGET

Not to be factored into scoring. Evaluate the overall budget and individual budget categories with respect to the award cap. Are the budget items justified, specified, and accurate? Is the percent effort of key personnel appropriate? Describe any suggested budget changes. Use specific amounts and/or percentages.

9. JUSTIFICATION OF FUNDS REQUESTED

Not to be factored into scoring. Include the total number of ACS Cancer Research interns requested each year of the project period and whether the requested funding amount is accurate? Describe how the PI discretionary funds (allowance) will be utilized. Are the budget items justified, specified, and accurate?

10. OVERALL RECOMMENDATIONS

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: Outstanding, Excellent, Good, Fair, Not Competitive.

ACS POST-BACCALAUREATE FELLOWS PROGRAM GRANT INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

2. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. *For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.*

3. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, include all sections including the (Renewal Only) section.

4. REPLY TO PREVIOUS REVIEW (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body.

IF THE APPLICATION IS A RESUBMISSION, complete this section clearly and briefly address the points raised in the previous critiques and direct the reader to the specific sections where text, figures, or tables have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

IF THE APPLICATION IS A RESUBMISSION OF A RENEWAL, the peer review committee reviews the critiques of the most recent application as part of the evaluation of a new proposal. Resubmission of Renewal applications also must include the Reply to Previous Review, discussing the critiques of the previous application, and documenting progress made toward addressing the points made in previous reviews.

Insert copies of the previous critiques immediately after the Reply to Previous Review, as illustrated in the Table of Contents. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages,* describe your plans for the 24-month cancer research experience tailored to the student's goals and individualized career development plans for the four ACS Post-Baccalaureate Fellows. This should include overall goals and measurable objectives for the cancer research experience. Describe specific activities planned to support development of research skills and anticipated outcomes.

> How will the outcomes be measured, monitored, and evaluated? Discuss plans for engaging Fellows with peers to create a collegial atmosphere, and how the program will provide support to Post-Baccalaureate Fellows individually and as a group to overcome barriers they may face. Please provide the following:
>
> - Process for developing, implementing and monitoring IDPs
> - Table outlining the activities including research, mentoring, workshops, scientific meetings, social support/networking, clinical exposure, or community service activities, etc.
> - Timeline of proposed activities, clearly distinguishing which will occur during the project period.

6. PROSPECTIVE MENTORS (PAGE 4.1)

In the Mentor Table template, provide the name, rank title, affiliation, and cancer research focus of at least four (***but no more than six***) prospective mentors. It is anticipated that final decisions regarding pairing of mentors and mentees will be accomplished by the Selection Committee who will be cognizant of the Fellows interest and the mentor's expertise. In the Appendix, include brief NIH style biosketches for all named prospective mentors, including current research support. Follow the format and instructions provided by the NIH. You may also include a hyperlink to the mentor's laboratory website or other research sites. **Note:** The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and pathway programs.

7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In *no more than 2 pages*, briefly describe how the ACS Post-Baccalaureate opportunity will be promoted and publicized to eligible individuals in science and health professions within your institution and beyond. Recruitment plans should include how you will specifically recruit Fellows for the ACS Post-Baccalaureate Program. In addition, plans should also include engagement of various departments and schools internally and outreach to other local and regional academic institutions including community colleges, to increase exposure to potential applicants who need access to research career development.

Please Note: Funded institutions are required to develop an ACS Post-Baccalaureate Fellows Program webpage on your institution's website. The URL to the ACS Post-Baccalaureate Fellows Program webpage used for recruitment and promotion must be provided within 30 days following grant activation. The webpage should be co-branded using the ACS and Institution name and logo. Please send the URL to the program webpage to [CancerResearchTraining@cancer.org.](mailto:CancerResearchTraining@cancer.org)

A. ACS POST-BACCALAUREATE FELLOW SELECTION PROCESS

1. ACS Post-Baccalaureate Fellows Applicant Eligibility

- Applicants must agree to participate in the ACS Post-Baccalaureate Fellow program full-time and cannot be simultaneously enrolled full-time in a graduate degree granting program.
- Bachelor's degree in any STEM discipline, health profession or related field
- < 3 years having a conferred bachelor's degree.
- US citizenship is not required for the ACS Post-Baccalaureate Fellows. Please follow your institution's policies regarding trainee employment and matriculation regarding citizenship.

2. ACS Post Baccalaureate Fellows Application and Selection

Briefly describe your application and the selection process for choosing the four finalists, including the composition of the selection committee, main components of the application and the evaluation criteria that will drive decision making. You may use an existing trainee committee, and you are allowed to include faculty external to your institution who have expertise in research training and career development.

8. ENVIRONMENT (PAGE 6.1)

Please limit this section to attributes of the environment that will specifically benefit Fellows in your proposed ACS Post-Baccalaureate Fellows Program (i.e., existing infrastructure/pathway programs) and any cancer research programs and resources.

9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 7.1)

Provide a list of collaborators and consultants. The letter should outline the role that person will play with sufficient details for evaluation of the value of the individual contribution. If there are no collaborators/consultants for the ACS Post-Baccalaureate Fellows program, enter "Not Applicable" on the template, and upload to ProposalCentral.

Note: To foster communication about the ACS Post-Baccalaureate Fellows Program with local Society volunteers and staff, institutions are encouraged to include one or two Region representatives as members of the local ACS Post-Baccalaureate Fellows Selection Committee. ACS staff may not select fellows but participate as an observer. In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists. Note: regional ACS staff should not be contacted for administrative, media or programmatic questions, please direct these inquiries to: CancerReserachTraining@cancer.org.

10. DETAILED BUDGET

Complete the budget page located online at ProposalCentral. Use a start date of June 1 of the next year.

A. Personnel. Names and positions of all Key Personnel must be individually listed, and the percentage effort for all key persons should be entered. List all Key Personnel for the ACS Post-Baccalaureate Fellows Program, whether they are receiving compensation or not. Details of contractual arrangements with Key Personnel should be provided in the Budget Justification section. If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request $0 for salary,

but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated. The costs to the institution of employee fringe benefits should be indicated as a percentage of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. For example, if 50 percent of an individual's annual salary is requested, then no more than 50 percent of that individual's annual cost for fringe benefits can be requested. **NOTE:** For definitions of Key Personnel refer to ACS CENTER FOR INNOVATION IN CANCER RESEARCH TRAINING ALL GRANT INSTRUCTIONS-SECTION 4: REQUIRED INFORMATION

B. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds $5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. *Note:* the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.

- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than $5,000 and/or that has a short service life (<1 year). *Note:* the cost of small or expendable equipment may be included in the direct cost total used to calculate Indirect costs.

- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general- purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

C. Supplies. Group supplies into major categories (e.g., glassware, chemicals, radioisotopes, survey materials, animals, etc.).

D. Travel. Domestic travel only; special consideration will be given for attendance at scientific meetings held in Canada.

E. Miscellaneous Expenditures. List specific amounts for each item. Examples of allowable expenses include program-related travel, housing assistance, career development, and networking and educational opportunities. Details of post-baccalaureate allowance spending will be requested at close-out of the supplement award.

F. Indirect Costs. To help the institution provide proper laboratory and clinical facilities, the Society will permit an indirect cost allowance of 10% of the direct costs, excluding permanent equipment. If there is a subcontract(s), indirect costs can be provided to the secondary institution through negotiation with the Principal Investigator's institution but the total amount of indirect costs, inclusive of subcontracts, may not exceed 10% of the award. Note: Applicants should not budget above or below the allowable indirect cost rate.

G. Total Amount Requested. Budget totals should reflect a maximum duration of 3 years. The maximum allowable budget is $660,000 for a 3-year project period which includes 10% allowable indirect costs. $220,000 per year ($200k direct costs and $20k indirect costs). The amount on the application title page should match the total costs in the detailed budget section.

H. Renewals. For Renewal Applications, budget totals should reflect a maximum duration of 2 years. The maximum allowable budget is $660,000 for a 2-year project period which includes 10% allowable indirect costs. Three hundred and thirty thousand dollars per year ($330,000) which includes $300,000 direct costs and $30,000 indirect costs. The amount on the application title page should match the total costs in the detailed budget section.

Note: For budgets that do not request the maximum allowable amount, if the grant is funded, the ACS will round the total to the nearest thousand dollars. We encourage applicants to budget the maximum allowed and request a budget amount that is rounded to an even thousand dollars.

11. JUSTIFICATION OF BUDGET (PAGE 8.1)

Provide budget justification on the template provided. Justify all items of permanent equipment costing over $5,000, as well as your needs for personnel, supplies, travel, and other miscellaneous items. If the budget includes a request for funds to be expended outside the United States or its territories, include an explanation of why such costs are essential for the successful conduct of the project, and why there are no alternatives. Provide details of contractual arrangements with key personnel in this section.

12. OTHER SUPPORT (PAGE 9.1)

Applicants should ensure that they include all requested items listed below, especially when modifying Other Support documents submitted to other funding agencies.

The ACS does not require applicants and Key Personnel to sign their Other Support document.

Provide the following information separately for the PI and all other Key Personnel:

A. **Current Support.** List all current funding from intramural and extramural sources (e.g., federal institutional awards and grants from for-profit and not-for-profit agencies, including career development, and research education support and other grants from the ACS). Provide for each award:
- Source of funds
- Grant number
- Project title
- Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- Total direct costs
- Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.

- An outline of the goals of the project/program in a brief paragraph.
- A clear indication of overlaps and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

B. Pending Support. List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).
- Source of funds
- Project title
- Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- Total direct costs
- Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. Classify person-months as academic, calendar, and/or summer.
- An outline of the goals of the project/program in a brief paragraph.
- A clear indication of overlaps and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

Please notify the ACS Center for Innovation in Cancer Research Training program if a pending extramural grant is funded during the peer review process.

C. Institutional Support (PI only). Provide a letter from the PIs Department Chair or Center Director that includes the following information:
- Details of the institutional commitment to support the applicant's salary and cancer research training program, including salary support and dedicated space.
- Details of how the environment and resources at the institution will directly support and contribute to the success of the candidate's cancer research training program.
- Faculty rank and the current term of the applicant's appointment.

13. COMPLIANCE STATEMENTS (PAGE 10.1)

Human Subjects
When conducting research on humans, provide a rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. 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. On the planned enrollment form estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations. Also include estimates of the sample distribution by gender, race, and ethnicity (if available).

Potential benefits, risks, and knowledge gained. Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential

benefits to participants. Research specimens and data. If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

Collaborating sites. Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.
http://www.hhs.gov/ohrp/policy/populations/index.html.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval. Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed.
- Appropriateness of the strains, ages, genders of the animals to be use.

When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.

Biohazards

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

14. IMPACT OF ACS POST-BACCALAUREATE FELLOWS PROGRAM (Page 11.1)

Renewal Applications ONLY. Applications for renewal of the ACS Post-Baccalaureate Fellows program must provide all information requested in Templates 1.1 through 11.1.

Program Overview:

Provide an overview of outstanding accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the ACS Post-Baccalaureate Fellows training program.

Describe how the funds provided under the ACS Post-Baccalaureate Fellows training grant were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program.

Describe how the ACS Post-Baccalaureate Fellow IDPs were used to help manage the Fellows training and career development. **Note:** Please do not include actual IDPs.

Progress of ACS Post-Baccalaureate Fellows

For each fellow appointed to the grant in the period covered since the last competitive review provide a summary of his or her training and progress, including the following information, as applicable:

- Degrees working toward or received.
- Mentor(s).
- Description of the fellows' research project and progress;
- Career development activities (e.g., individualized coursework or workshops attended).
- Conference presentations.
- A description of the Fellow's contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); and
- Honors, awards, fellowships, and any other support received during the period of training.

Note: Supplemental materials will be accepted after the October 15th deadline through November 15th, 2025. However, these items should be limited to updated information about both present and past trainees, i.e., additional awards received, articles published, or highlights of any outstanding accomplishments by the fellows.

15. BIOGRAPHICAL INFORMATION FOR THE PRINCIPAL INVESTIGATOR AND MENTORS

Provide information for all key personnel involved in the cancer research training program. Complete the NIH Biosketch template. NOTE: Follow the format and instructions provided by the NIH.

16. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:
- Biographical Sketches of the Principal Investigator (PI) and Mentors

REQUIRED appended materials:
- Logic Model for ACS Post-Baccalaureate Fellows Program milestones and evaluation criteria https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf

OPTIONAL

Reprints or pre-prints – limited to those highly relevant to the proposed plan.
Appended materials may also include:

- Letter of support from the ACS Region (See appendix B for contact information)
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

CRITERIA FOR THE REVIEW OF APPLICATIONS

1. **REPLY TO PREVIOUS REVIEW** (if applicable)

2. **State whether the application is a resubmission or resubmission of a renewal. For resubmitted applications, detail the candidate's responsiveness to previous critiques, focusing on the strengths and weaknesses of their reply. For resubmission of renewal applications, detail the progress made addressing points made by reviewers in the critiques of the previous application.**

DESCRIPTION OF PROGRAM PLAN

Critically evaluate the institution's plans for a 24-month cancer research program and plans for developing individualized career development plans for the four post-baccalaureate fellows that meet their individual goals and needs. Are there clearly stated goals and measurable objectives for the cancer research experience? Are the plans feasible? Do the specific activities support development of research skills and anticipated outcomes? How will the outcomes be measured, monitored, and evaluated? Is there evidence that the fellows research will leverage other resources to support fellow's future engagement in cancer research and their desired career path?

3. EVALUATION OF PROSPECTIVE MENTORS

Are at least four prospective mentors named who have independent research programs with a cancer research focus? Consider the qualifications and reputation of the mentor(s) in cancer research and in mentoring Post-Baccalaureate Fellows. Do they have a documented interest and/or success in mentoring? Have they previously mentored post-baccalaureate fellows and/or participated in a pathway program(s)?

4. PROGRAM PROMOTION AND RECRUITMENT PLANS

Is there a plan to broadly promote and publicize the ACS Post-Baccalaureate Fellows Program to eligible candidates within their institution? Are outreach efforts planned to increase exposure to potential applicants at local or regional academic institutions? Are varied communication channels (i.e., electronic mail, list servers, bulletin boards, campus newsletters, etc.) being considered? Is there a well-defined selection process, including evaluation criteria for selecting the finalists? Is there a clear appreciation for fellow eligibility?

5. CAREER DEVELOPMENT, NETWORKING AND MENTORING ACTIVITIES

Are there career development, networking and/or mentoring activities planned to enrich the summer experience and to sustain interest during the next academic year? Are the plans feasible? Is there evidence that these plans are leveraging other resources to promote and sustain student interest in research? Are there activities planned for engaging Fellows with peers in the cohort as well as other post-baccalaureate researchers (if applicable) and graduate students to create a collegial atmosphere? Does the program provide support to fellows to overcome barriers they may face?

6. ENVIRONMENT

Evaluate the appropriateness of the environment (academic and research) to support research, training, and mentoring. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference to any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit cancer research career development.

7. IMPACT OF POST-BACCALAUREATE FELLOWS PROGRAM

Renewal Applications Only. Renewal applications should be evaluated based on the impact of the institutions previously implemented ACS Post-Baccalaureate Fellows program, as evidenced by the academic advancement of the fellows. Renewal applications should highlight any outstanding accomplishments of the Post-Baccalaureate Fellows program. The reviewer should consider the following: (a) outstanding accomplishments and progress achieved in the period since the last competitive review; (b) how the funds provided under the ACS Post-Baccalaureate Fellows training grant were used to benefit the program; (c) how the ACS Post-Baccalaureate Fellow IDPs were used to help manage the fellows training and career development; (d) the fellows research progress; (e) career development activities; (f) Pubs/Manuscripts; and (g) fellows invited to scientific meetings to present posters.

8. BUDGET

Not to be factored into scoring. Evaluate the overall budget and individual budget categories with respect to the award cap. Are the budget items justified, specified, and accurate? Is the percent effort of key personnel appropriate? Describe any suggested budget changes. Use specific amounts and/or percentages.

9. OVERALL RECOMMENDATIONS

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: Outstanding, Excellent, Good, Fair, Not Competitive.

ACS CANCER RESEARCH FOSTERING INNOVATION AWARD (FIA) INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures

2. APPLICATION TEMPLATES
Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. *For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.*

3. STRATEGIC PLAN

In no more than 3 pages, describe how you will be engaged with the grantees and/or the ACS grantee community during the project period. The strategic plan should be a collaborative effort between the institution(s) the PI will partner with and/or the ACS Center for Innovation in Cancer Research Training. Discussions regarding the needs, expectations, strategies, and involvement between collaborating partners should drive the development of the strategic plan. Provide the goals of the partnership and how the proposed activities will achieve those goals. Include a timeline of the proposed activities within the strategic plan.

Areas of consideration when developing the strategic plan are provided below. This is not meant to be an exhaustive list but is instead meant to facilitate conversation between the Professor and the collaborators, given the specific needs or expectations of the ACS-associated entity.
- **Mentoring focus:** grantsmanship/grant proposals, publications, developing collaborations, recruiting, career development, mentoring faculty, visiting professorship.
- **Innovation advisor focus:** working with ACS staff to plan research career development and participate in planning curricula for an annual ACS grantee meeting.

4. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS

Include a letter of support on institution letterhead from the collaborating partner (e.g., an academic institution, the ACS) affirming that the partner agrees with the strategic plan. The partner should also outline that the ACS Professor will support the goals of the collaborative effort, such as cancer research career development, cancer research innovation, etc.

5. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted

ACS Center for Innovation in Cancer Research Training
Revised in July 2025

as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:
- Biographical Sketches of the Principal Investigator (PI)

Appended materials may also include:
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

APPENDIX A: EXAMPLE OF GENERAL AUDIENCE SUMMARY

The American Cancer Society Center for Innovation in Cancer Research Training programs (ACS CICRT) are essential programs that support our mission to enhance the cancer research and biomedical workforce. The Comprehensive Cancer Center (CCC) is the epicenter for cancer-related training activities at the university. The CCC also serves as a national leader in the training and career development of next-generation cancer researchers. Our activities support the creation of future cancer workforce and aim specifically to engage those who need access to cancer research training opportunities. The ACS Cancer Research program is one of five successful pathway programs currently run through the CCC. We serve more than 50 trainees each year, which include high school and undergraduate students, the vast majority are from low-resourced schools. Still, the demand for research training opportunities is great. Our Cancer program has an acceptance rate of just 4%. Sustaining and expanding programs like this are necessary to better meet the needs of aspiring cancer researchers and clinicians. Through the ACS Cancer Research High School Program, the CCC can attract the best and brightest students and encourage them to enter and persist in cancer-related careers. The payoff will be developing a cancer research workforce for the future uniquely equipped to address the needs of people at risk for and living with cancer and their families. The funds provided by this ACS grant will have a significant impact on the University's research productivity as well as mentoring their successful professional career development. It is our sincere hope that sustained funding for the ACS Cancer Research High School program will be obtained so that we can continue to be a part of this truly impactful program.

APPENDIX B: ACS Regional Staff Contact Information

Region	Name	Email
Northeast Region	Natasha Coleman	Natasha.coleman@cancer.org
Southeast Region	Riguey King	riguey.king@cancer.org
West and South Regions	Paula Aspiazu	paula.aspiazu@cancer.org
North Region	Karla Wysocki	Karla.Wysocki@cancer.org