



**AMERICAN CANCER SOCIETY**

**CENTER FOR INNOVATION IN CANCER RESEARCH TRAINING  
POLICIES**

**EFFECTIVE JULY 2025**

**ELECTRONIC APPLICATION DEADLINES: April 1 and October 15**

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

**MISSION**

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

**ACS Center for Innovation in Cancer Research Training**  
**ALL GRANT POLICIES**  
**CONTENTS**

1. OVERVIEW OF CENTER FOR CICR TRAINING AND FUNDING MECHANISMS .....	3
2. AUTHORITY FOR MAKING GRANTS .....	3
3. SOURCE OF FUNDS .....	3
4. WHO MAY APPLY .....	3
5. TOBACCO-INDUSTRY FUNDING POLICY .....	4
6. ELIGIBLE INSTITUTIONS AND INSTITUTIONAL RESPONSIBILITIES .....	4
7. PEER REVIEW OF APPLICATIONS .....	6
8. APPLICATION DEADLINES .....	7
9. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW .....	7
10. GRANT MANAGEMENT AND PAYMENTS .....	7
11. ANNUAL AND FINAL PROGRESS REPORTS .....	8
12. PUBLICATIONS AND OTHER GRANT-RELATED COMMUNICATIONS .....	8
13. FINANCIAL RECORDS AND REPORTS .....	9
14. EXPENDITURES .....	10
15. OWNERSHIP OF EQUIPMENT .....	11
16. INTELLECTUAL PROPERTY RIGHTS .....	11
17. REQUEST FOR GRANT MODIFICATIONS .....	13
18. CANCELLATION OF GRANT .....	13
19. SPECIFIC POLICIES BY GRANT MECHANISM .....	13
ACS CANCER RESEARCH HIGH SCHOOL PROGRAM .....	13
ACS CANCER RESEARCH INTERNSHIP PROGRAM .....	17
ACS POST- BACCALAUREATE FELLOWS PROGRAM .....	22
ACS FOSTERING INNOVATIVE AWARD (FIA) PROGRAM .....	28
APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH INTEGRITY .....	30
APPENDIX B: INSTRUCTIONS FOR SUBMITTING DELIVERABLES .....	31

## 1. OVERVIEW OF CENTER FOR INNOVATION IN CANCER RESEARCH TRAINING AND FUNDING MECHANISMS

The American Cancer Society's (ACS) Center for Innovation in Cancer Research (CICR) Training supports the development of future cancer research and care professionals. This endeavor requires a multifaceted approach to attract individuals interested in mentored research training and career development for various scientific and healthcare roles.

Our funding supports programs at institutions engaged in innovative cancer research offering direct research experience under the guidance of established investigators. Trainees also participate in professional development and networking activities that provide them with the skills to navigate their academic journeys and future careers.

### **OVERVIEW OF GRANT MECHANISMS**

**ACS CANCER RESEARCH HIGH SCHOOL PROGRAM** is awarded to institutions to support implementation of introductory training in cancer research and oncology care careers for high school students.

**ACS CANCER RESEARCH INTERNSHIP PROGRAM** is awarded to institutions to support implementation of an experiential mentored research training program for undergraduate college students beginning in the summer with career development and networking activities extended throughout the year.

**ACS POST-BACCALAUREATE FELLOWS PROGRAM** is awarded to institutions to support implementation of a two-year cancer research certificate program for individuals with a bachelor's degree who intend to pursue a doctoral degree in various disciplines in biomedical science, data science, population health, public health, or health professions.

**ACS INNOVATION IN CANCER RESEARCH FOSTERING INNOVATIVE AWARD (FIA)** is awarded to former and current ACS Professors. Those interested in this award should discuss available opportunities with the Senior Vice President of the ACS Center for Innovation in Cancer Research Training. Send inquiries to [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org).

## 2. AUTHORITY FOR MAKING GRANTS

All ACS Center for Innovation in Cancer Research Training grants and awards are made by the Chief Executive Officer on behalf of the Society Board of Directors.

## 3. SOURCE OF FUNDS

The ACS Center for Innovation in Cancer Research Training obtains its funds principally from public donations collected annually by our many dedicated volunteers. To disseminate information about the American Cancer Society's Center for Innovation in Cancer Research Training to volunteers and the public, grantees may occasionally be asked to give brief presentations to professional and lay audiences.

## 4. WHO MAY APPLY

The American Cancer Society allows only one individual designated as principal investigator, responsible and accountable for the oversight of the cancer research training program (i.e., no co- principal or multiple principal investigators).

Applicants applying for the ACS Center for Innovation in Cancer Research Training grants are permitted to apply for and be recipients of additional funding opportunities from the American Cancer Society, if the PI meets all other eligibility requirements for that funding mechanism. Except for the FIA awards, applicants cannot apply for an existing Center Program grant that is active at your institution for the same mechanism by another faculty member. Applicants must be on a full-time faculty appointment at an eligible institution. Only one application is allowed from the same institution.

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

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

Tobacco industry funding includes:

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

The following do not constitute tobacco industry funding:

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

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

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

The American Cancer Society Innovation in Cancer Research Training funding opportunities are available to institutions who meet the institutional and administrative eligibility criteria. Eligible non-profit institutions may be academic institutions, cancer centers, or an equivalent non-profit institution with academic affiliations. All institutions must have an established cancer research program, experience with Pathways Programs, have an ACS, NIH or other nationally awarded institutional research or training grant. Institutions must be accredited to confer undergraduate and graduate degrees- bachelor, master, doctoral, and health professional degrees. Since grants awarded by the Center are institutional grants, only one application per institution will be accepted. We suggest that investigators who are interested in applying confer with their colleagues and develop consensus regarding who will be the submitting principal investigator. Questions regarding eligibility can be submitted to:

[CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org).

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

- A current letter from the Internal Revenue Service conferring 501(c)(3) status.
- Accredited to award degrees: 4-year undergraduate, graduate (master's and doctoral level) and health professional degree granting programs or have formal affiliation with an academic institution that does.
- Evidence of an active cancer research program, pool of senior investigators to service as mentors, and an ability to recruit individuals to apply for the ACS High School, Internships, and Post Baccalaureate Fellows programs.
- Documentation of appropriate resources and infrastructure to support the proposed program. These include, but are not limited to:
  - Adequate facilities and services.
  - Fiscal and grants management infrastructure to ensure compliance with ACS policies, and with federal policies regarding protections for human and animal subjects (e.g., a sponsored-projects office or a contract with an IRB or IACUC).
  - A process for appointment and promotion equivalent to those in academic settings for faculty and staff scientists; and
  - Evidence of education, training, and mentoring for trainees if appropriate for the grant mechanism.

Grants may include subcontracts with secondary institutions. Subcontracts for the cancer research training program 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 and its territories are not permitted.

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

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

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

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

guidelines as well as ACS guidelines regarding conflicts of interest, recombinant DNA, scientific misconduct, and all other applicable ACS policies and procedures.

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

Once a grant is awarded, an official institutional signature is required to signify an institutional agreement with all ACS policies and procedures. The institution is responsible for verifying that all documentation related to the grant is correct, including all representations made by any named researcher (e.g., position or title). Further, the institution is responsible for verifying and documenting the grantee's legal eligibility to work in the US for the duration of the award.

Each institution is required to ensure IRB approval for research trainees will participate within 3 months of grant activation. Approval documentation should be uploaded into the ProposalCentral Post Award Management System (PAM). Furthermore, IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval.

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

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

**Note:** If an institution has received ACS Center for Innovation in Cancer Research Training funding, an investigator from the same institution will not be eligible to apply for the same funding opportunity (only one PI may be awarded per institution, except for FIA grant).

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

## 7. PEER REVIEW OF APPLICATIONS

The ACS Center for Innovation in Cancer Research Training distributes applications to the most appropriate peer review committees and then assigns each application to at least two committee members for independent and confidential review.

Peer Review Committee composition depends on the number and content of the applications received and are comprised of members with appropriate expertise. The committees use application evaluation criteria that vary depending on the training grant mechanism. See individual instructions for details.

After the peer review committee discusses and scores the most competitive applications, it provides the application ranking, along with critiques of the applications and fundable scores, to be utilized for making funding decisions.

In general, applications for cancer research training grants that are not funded may be revised and resubmitted once or twice depending on the funding mechanism. Resubmitted applications are reviewed in the same detail as new applications and compete with new applications on an equal basis (see instructions for resubmission of applications). Applicants are not required to wait to hear if an application will be funded before resubmitting the application to an upcoming cycle.

## 8. APPLICATION DEADLINES

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

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

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

GRANTS	Application Deadline	Peer Review Meeting	Critiques Available
Cancer Research High School Program	Invited Only  April 1 October 15	June January	August March
Cancer Research Internship Program			
Post- Baccalaureate Fellows Program			
Fostering Innovative Award (FIA) Program	Invitation ONLY	TBD	TBD
	Application Deadline TBD		

## 9. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW

Approximately one month after receipt of the application, applicants will receive an email acknowledgement providing an application number, the assigned peer review committee, and the name and contact information for the Senior Vice President for the ACS Center for Innovation in Cancer Research Training. This email will be sent to the address in the professional profile supplied at the time of submission in ProposalCentral. Be certain the email address listed in your professional profile is active, since it will be used to notify you throughout the review and award process.

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

## 10. GRANT MANAGEMENT AND PAYMENTS

New grantees will receive a packet of information with instructions for activating the award. The activation form as well as other important information about the grant can also be found at

<https://proposalcentral.com/> (select the Award tab to see the Post Award Management site).

The ACS makes all payments to the sponsoring institution via electronic funds transfer or via a mailed check depending on the preference selected on the grant activation form.

Acknowledgement of payment by the sponsoring institution is not required. Continued funding by ACS throughout the grant period is contingent upon the institution's compliance with all terms related to the grant; failure to comply with all the grant terms may result in a suspension or cancellation of the grant, to be determined by ACS at its sole discretion. Personnel compensated in whole or in part with funds from the ACS are not employees of the Society. Consequently, institutions are responsible for issuing appropriate IRS tax filings for all individuals receiving compensation from ACS grants, and for withholding and paying all required federal, state, and local payroll taxes for such compensation. Any tax consequences are the responsibility of the individual recipient and the sponsoring institution. We advise all grant and award recipients to consult a tax advisor regarding the status of their awards.

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

Unless otherwise noted, annual and final reports are required (see specific funding opportunity regarding required reports). Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we greatly appreciate your assistance in fulfilling this important commitment to our donors. Information from these reports as well as possibly from the General Audience Summary may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

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

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

*When and how to acknowledge your ACS grant:*

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



ACS' support should also be acknowledged by the grantee and the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications. Grantees are encouraged to notify the ACS Center for Innovation in Cancer Research Training Program before public communication of their work so that external communication can be coordinated. [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org)

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

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

Although there is no formal ACS approval process for publications by Society grantees, it is helpful to notify the Senior Vice President for the ACS Center for Innovation in Cancer Research Training when manuscripts have been accepted for publication. This will allow ample time for additional public or Society-wide notifications. If your institution plans a press release involving any of your Society-supported cancer research training programs, please notify the Senior Vice President for the ACS Center for Innovation in Cancer Research Training in advance.

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

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



### **13. FINANCIAL RECORDS AND REPORTS**

A report of expenditure must be submitted within 90 days of the grant's expiration date shown in the award letter; annual financial reports are not required. Funds remaining at the end of each year of the award may be carried over to the next year. For funds remaining at the end of the grant term, see individual grant policies regarding no cost extensions (NCEs). Any change in terms, such as a no cost

extension, will alter the report's due date. The necessary forms can be found under the "Deliverables" tab at <https://proposalcentral.com/>.

Signatures of the principal investigator and the institution's financial officer are required. Any unexpended funds must be returned to the Society.

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

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

## 14. EXPENDITURES

American Cancer Society Center for Innovation in Cancer Research Training grants are not designed to cover the total cost of the cancer research training programs or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

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

### Indirect costs

For cancer research training grants that allow indirect costs, the calculation of allowable indirect costs includes all budget items except permanent equipment. Equipment that equals or exceeds \$5,000 with a useful life of more than one year is not included in the direct cost total used to calculate indirect costs. The indirect costs for a subcontract and/or subaward budget may be claimed by either the primary or the secondary institution, but not both. If indirect costs are applied to the subcontract budget, you must exclude the subcontract direct costs from the direct cost total used to calculate indirect costs. For example, if \$600,000 total direct costs are requested for a year, the maximum indirect costs are 10% (\$60,000). For a \$10,000 subcontract, 10% indirect costs (\$1,000) should be allocated for the subcontracting institution.

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

- **Administrative**
  - Secretary or administrative salaries not specifically related to the ACS cancer training programs
  - Membership dues except for trainees
- **Tuition, books, and fees** for individuals not recruited to participate in the ACS cancer research training programs.
- Office or laboratory setup and expenses:

- Office and laboratory furniture
- Rental of office or laboratory space
- Construction, renovation, or maintenance of buildings or laboratories
- **Other**
  - Foreign Travel outside North America (USA, Canada, and Mexico)

Society training grant funds may be used for computers for research and training purposes, which can be purchased with direct funds from the equipment budget. See specific policies for different funding mechanisms.

## **15. OWNERSHIP OF EQUIPMENT**

Equipment purchased under the ACS Center for Innovation in Cancer Research Training grants or grant extensions is for use by the principal investigator and collaborators. The title of such equipment shall be vested in the institution at which the principal investigator is conducting the research.

## **16. INTELLECTUAL PROPERTY RIGHTS**

As a not-for-profit organization supported by public contributions, the Society wishes to adopt policies and practices that enhance the likelihood that potentially beneficial discoveries and inventions will be exploited for the benefit of humankind. It is the desire of the Society that such inventions be administered in such a manner that they are brought into public use at the earliest possible time. Society recognizes that often this may be best accomplished through patenting and/or licensing of such inventions. To the extent the Grantee Institution's own policies permit individual investigators to own any right, title or interest in any Funded Invention, the Grantee Institution shall ensure that each Investigator complies with the provisions of these terms and conditions with respect to such Funded Invention.

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

- A. All notices required pursuant to this policy shall be in writing, and in this policy, the following terms shall have the meaning set forth below.
  - i. "Invention" shall mean any potentially patentable discovery, material, method, process, product, program, software or use.
  - ii. "Funded Invention" shall mean any Invention made in the course of research funded in whole or in part by a Society Grant.
  - iii. "Gross Income" shall mean gross royalty income received by Grantee in respect of a Funded Invention inclusive of income from a single sale of the Funded Invention, less a total of \$25,000 towards United States patent filing fees and an additional \$25,000 USD for international patent filing fees.
  - iv. "ACS Award" shall mean the total monetary amount of the Grant provided to the Grantee.
- B. The Grantee technology transfer officer shall provide the Society with an annual report for each Funded Invention. The annual report will be due by January 31 of each calendar year after an ACS Grant Award has been received. The annual report shall include a listing or

description of the following information for each Funded Invention: (1) all issued patents and pending patent applications, (2) all licenses, leases, or other revenue generating agreements, (3) all gross revenue for each preceding calendar year, (4) the filing, publication and issuance or grant of any application for a patent or other statutory right for a Funded Invention, and (5) the latest stage of development of any product arising from each Funded Invention. Grantee shall pay all costs and expenses incident to all applications for patents or other statutory rights and all patents and other statutory rights that issue thereon owned by Grantee (other than patent filing fees as provided for in Section A).

- C. Both the Society and Grantee, (the appropriate Grantee technology transfer officer managing Funded Invention), shall promptly inform the other of any suspected infringement of any patent covering a Funded Invention and of any misappropriation, misuse, theft or breach of confidence relating to other proprietary rights in a Funded Invention. The grantee and Society will discuss in good faith further action to be taken in this regard.
- D. Grantee will license a Funded Invention in accordance with Grantee Policy and established practices.
- E. The Society waives the receipt of income until the Gross Income from the Funded Invention exceeds \$500,000.

Once the Gross Income from a Funded Invention exceeds \$500,000, Grantee shall pay the Society annually 5% of Gross Income. Such payment shall be accompanied by an appropriate statement of account.

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

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

F. Development and Commercialization of Funded Invention

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

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

## 17. REQUEST FOR GRANT MODIFICATIONS

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

### a. No Cost Extension (NCE)

A grant may be extended without additional funds if a programmatic need is justified. NCEs requested after the grant's expiration date are not allowed.

### b. Leave of absence

Requests for a leave of absence will be handled on a case-by-case basis. If possible, please contact the ACS Center for Innovation in Cancer Research Training program office at least 30 days prior to the proposed beginning of leave.

### c. Key Personnel

Contact the Center for Innovation in Cancer Research Training program office to request modifications to Key Personnel, such as co-investigators and collaborators.

## 18. CANCELLATION OF GRANT

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

In the event a grant is canceled, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. The ACS assumes no responsibility for expenditures in excess of the prorated amount.

Follow Progress Reporting and Financial Reporting policies as described above.

## 19. SPECIFIC POLICIES BY GRANT MECHANISM

### ACS CANCER RESEARCH HIGH SCHOOL PROGRAM

#### DESCRIPTION

The ACS Innovation in Cancer Research High School program goal is to expose high school students to 1) the breadth of careers in oncology research, care, and community engagement; 2) development of an understanding of key cancer research principles and challenges; and 3) development of a broad, professional network. Since the cancer workforce involves individuals from many disciplines in science and healthcare, granted institutions should seek applicants with varied cancer research interests and career aspirations to apply. This also includes individuals from a variety of lived experiences such as those living with a disability, individuals from families who are first generation high school or college graduates, those from rural or medically underserved

communities or from families who are socially or economically disadvantaged. Through the grant funded program, it's anticipated that the granted institutions provide access to cancer research training and career development opportunities for aspiring cancer research and care professionals.

The ACS Cancer Research High School program supports the granted non-profit institutions' ability to implement a two-week virtual program that focuses on career development and research experience. The research content will be led by the ACS science education partner eCLOSE Institute. During the program, participants will be engaged in small group clinical case studies, career and professional development sessions and networking with fellow participants coordinated and led by teams at funded ACS Cancer Research High School program sites.

*The criteria for selection of the ACS Cancer Research High School program students by the granted institution will include a combination of personal and academic experiences which together signal the potential for students, with limited exposure to the field, to pursue a career in cancer or biomedical research.*

### **Who is Eligible Institutions**

Eligible non-profit institutions headquartered in the US compliant with the ACS eligibility requirements must have an active Cancer Research Program, pool of senior investigators to service as mentors, and can recruit individuals to apply for the ACS Cancer Research High School program. Selection of grantee institutions for the ACS Cancer Research High School program will be conducted by the ACS according to established guidelines and policies.

### **PI Eligibility**

**The ACS Cancer Research High School Program PI must meet the following criteria:**

- Work at a US academic institution or eligible non-profit
- Being a full-time faculty member
- Be an Assistant, Associate or Full Professor
- Have a track record of extramural cancer research or training funding
- Have a track record of mentoring
- Have publications in peer-reviewed journals
- Have administrative/leadership experience (i.e., deputy director or director of a program, center, or department)

### **Terms and Budget**

New grants (up to \$25,000) are awarded to institutions for a one-year project period to support exposure to cancer research and careers in oncology for high school students. This includes stipend support of \$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, career development, team building and networking activities. ACS will directly pay eCLOSE for the research didactics and research kits.

Once the grant is activated, payments will be disbursed monthly in equal installment during the project period. The ACS makes all payments to the sponsoring institution via electronic funds transfer.

**Resubmission:** New applications are allowed two resubmissions for the ACS Cancer Research High School Program proposals. Resubmitted applications compete on an equal basis with all applications.

**Renewals:** Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, one resubmission of a renewal application may be submitted. The subsequent application will be considered a new application.

**No Cost Extension (NCE):** An extension in time may be considered for extenuating circumstances or if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon a written request from the Principal Investigator. **An intent to request a NCE must be received within 90 days prior to the expiration of the grant to the Senior Vice President of the ACS Center for Innovation in Cancer Research Training. A written request using the ACS no-cost extension form must be received 60 days before the expiration date of the grant.** The most recent progress report must be completed prior to requesting an NCE.

### **Expenditure**

The American Cancer Society Center for Innovation in Cancer Research Training (CICRT) grants are not designed to cover the total cost of the Center training programs or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

The ACS is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes  $\leq$  \$5,000 per year; however, changes  $\geq$  \$5,000 will require a written approval from the ACS Center for Innovation in Cancer Research Training (CICRT) Office. This includes permanent equipment. Contact the ACS Center for Innovation in Cancer Research Training (CICRT) for guidance.

### **ALLOWABLE EXPENDITURES**

- Program staff salary and fringe support (up to \$10,000)
- Program-related travel
- Career development
- Networking and educational opportunities
- Post-summer opportunities for Cancer Research High School students
- Salary or stipend support for undergraduate or graduate students listed in the grant to carry out programmatic activities.

### **EXPENDITURES NOT ALLOWED**

***Travel outside North America and other items listed above in INSTITUTIONAL EXPENDITURES.***

### **Indirect Costs**

Not allowed.

### **Meetings**

All PIs are required to send the ACS Center for Innovation in Cancer Research Training Program Manager the name and contact information for your staff who is responsible for assisting you with program coordination to facilitate planning meetings and activities throughout the project period. For clarification contact [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org) prior to submitting your application.



## Program Website

Funded institutions are **required** to develop an ACS Cancer Research High School program webpage on your institution's website. 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 to the program webpage to [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org) and include in the **Subject Field:** ACS CANCER RESEARCH HIGH SCHOOL PROGRAM URL LINK.

## Change of Principal Investigator:

Prior to any change of Principal Investigator (PI), a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office before the form is submitted. This is a requirement for consideration of approval.

**Withdrawal of Student:** Notify the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office promptly if a selected student participating in the ACS Cancer Research High School program has decided to withdraw. Include in your email the institution and reason for withdrawal from the program.

## Data Collection

At the beginning of the ACS Cancer Research High School Program, a deliverable will be assigned in ProposalCentral, the Post Award Management system, which must be completed and submitted on the specified deadline date. At the end of the summer, PIs will also be responsible for completing the required deliverables- survey and report respectively. All PIs are required to send the ACS Center for Innovation in Cancer Research Training (CICRT) Program Manager the name and email address of staff who will be responsible for data tracking throughout the project period. Funded sites will only be responsible for submitting de-identified data on program participants.

## REQUIRED FINAL PROGRESS REPORT

A final progress report is required by the Principal Investigator. The final progress report is due at the end of the one-year project period. The Principal Investigator must submit a report on the ACS Cancer Research Training High School Program progress. This report should be written in lay language and submitted through ProposalCentral – Post Award Management system.

## REQUIRED FINANCIAL REPORT

For ACS's purposes, **funds are considered expended once they have been allocated from the ACS Cancer Research Training High School Program to the individual investigator**, who has a full year in which to spend the money allocated for the program. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Cancer Research Training High School program was in effect from April 1, 2026 – March 30th, 2027, the report of expenditures will be due on June 30, 2027.

To access the necessary form for a final report of expenditures, click <https://proposalcentral.com>; submission instructions are shown in Appendix B.



## **ACS CANCER RESEARCH INTERNSHIP PROGRAM**

### **DESCRIPTION**

The ACS Center for Innovation in Cancer Research Training (CICRT) Cancer Research Internship program supports a non-profit institution's ability to provide access to cancer research training and career development for undergraduate college students who are aspiring to become part of the future cancer research and care workforce.

Since the cancer workforce involves individuals from many disciplines in science and healthcare, granted institutions should seek applicants with varied cancer research interests and career aspirations to apply. This also includes individuals from a variety of lived experiences such as those living with a disability, individuals who are first generation high school or college graduates, those from rural or medically underserved communities or from families who are socially or economically disadvantaged. Through the grant funded program, it's anticipated that the granted institution provides access to cancer research training and career development opportunities for aspiring cancer research and care professionals.

*The criteria for selecting the interns by the granted institution will include a combination of personal and academic experiences which together signal the potential to introduce a student to cancer or biomedical research that would otherwise be unlikely to see or pursue this as a career opportunity.*

### **Who is Eligible**

#### **Eligible Institutions**

Eligible non-profit institutions headquartered in the US compliant with the ACS eligibility requirements must have an active Cancer Research Program, pool of senior investigators to service as mentors, and can recruit individuals to apply for the ACS Cancer Research Internship program. Selection of grantee institutions for the ACS Cancer Research Internship program will be conducted by the ACS according to established guidelines and policies.

#### **PI Eligibility**

**The ACS Cancer Research Internship PI must meet the following criteria:**

- Being a full-time faculty member
- Be an Associate or Full Professor
- Have a track record of extramural cancer research funding or training
- Have a track record of mentoring junior investigators
- Have publications in peer-reviewed journals
- Have administrative/leadership experience (i.e., deputy director or director of a program, center or department)

#### **Mentor(s)**

Principal Investigators (PIs) are required to identify mentors before applying, who are actively engaged in research, have a track record of mentoring undergraduates and/or participated in pathway program(s). Speaking with potential mentors during the application process is recommended. The mentor is expected to be committed to the program, supervising the trainees' research experience and supporting the career development of the trainee.

Proposed mentors should be 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.

### Term and Budget

New grants (up to \$44,000) are awarded to institutions for up to a three-year project period. Institutions awarded a grant will receive a total of \$22,000- \$44,000 per year (**all direct costs**), which will provide \$5,000 stipend support for each of the four to eight selected interns. An allowance is provided for the Principal Investigator (PI) to use at their discretion to benefit the interns. Payments will be disbursed in one lump sum. The ACS makes all payments to the sponsoring institution via electronic funds principal.

*The table below provides information about the ACS Cancer Research Internships Program Funding.*

<b>Requested # of ACS Cancer Research Interns</b>	<b>ACS Cancer Research Intern and Allowance Breakdown</b>	<b>Total Grant Amount</b>
Four ACS Cancer Research interns	[\$20,000 (\$5,000 stipend for each intern x 4) and \$2,000 allowance)]	\$22,000
Five ACS Cancer Research interns	[\$25,000 (\$5,000 for each intern x 5) and \$2,500 allowance)]	\$27,500
Six ACS Cancer Research interns	[\$30,000 (\$5,000 for each intern x 6) and \$3,000 allowance)]	\$33,000
Seven ACS Cancer Research interns	[\$35,000 (\$5,000 for each intern x 7) and \$3,500 allowance)]	\$38,500
Eight ACS Cancer Research interns	[\$40,000 (\$5,000 for each intern x 8) and \$4,000 allowance)]	\$44,000

**Resubmission:** New applications are allowed two resubmissions for the ACS Cancer Research Internships proposals. Resubmitted applications compete on an equal basis with all applications.

**Renewals:** Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, one resubmission of a renewal application may be submitted. The subsequent application will be considered a new application.

**No Cost Extension (NCE).** An extension in time may be considered for extenuating circumstances or if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon a written request from the Principal Investigator. **An intent to request a NCE must be received within 90 days prior to the expiration of the grant to the Senior Vice President of the ACS Center for Innovation in Cancer Research Training. A written request**

**using the ACS no-cost extension form must be received 60 days before the expiration date of the grant.** The most recent progress report must be completed prior to requesting an NCE.

## **Expenditure**

The American Cancer Society Center for Innovation in Cancer Research Training grants are not designed to cover the total cost of the ACS Cancer Research Internships program or the Principal Investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

The Society is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes < \$5,000 per year; however, changes > \$5,000 will require a written approval from the ACS Center for Innovation in Cancer Research Training (CICRT) Office. This includes permanent equipment. Contact the ACS Center for Innovation in Cancer Research Training (CICRT) program for guidance.

## **ALLOWABLE EXPENDITURES**

- Program-related travel
- Housing assistance
- Career development
- Networking and educational opportunities.
- Registration fees for travel to scientific meetings

## **EXPENDITURES NOT ALLOWED**

***Travel outside North America and other items listed above in INSTITUTIONAL EXPENDITURES.***

### **Indirect Costs**

Not allowed.

### **Annual Meetings**

All PIs are required to send the ACS Center for Innovation in Cancer Research Training (CICRT) Program Manager the name and contact information for your staff who is responsible for assisting you with program coordination to facilitate planning meetings and activities throughout the project period. Prior to applying contact [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org) for questions.

## **Program Website**

Funded institutions are **required** to develop an ACS Cancer Research Internship program webpage on your institution's website. The URL to the ACS Cancer Research Internship 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) and include in the Subject Field: ACS Cancer Research INTERNSHIP PROGRAM URL LINK.

## **Change of Principal Investigator:**

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

in Cancer Research Training (CICRT) Program Office [CancerResearchTraining@cancer.org](mailto: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.

**Withdrawal of Student:** Notify the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office promptly if a selected student participating in the Cancer Research Internships program has decided to withdraw. Include in your email the institution and reason for withdrawal from the program.

**Data Collection:** Funded PIs will be responsible for completing required deliverables-surveys and reports, respectively.

**REQUIRED INTERN AND MENTOR CONTACT FORM:** At the beginning of the program, PIs will be assigned the Intern and Mentor contact form as a deliverable in ProposalCentral, Post Award Management system that must be completed and submitted annually by the specified deadline.

To access the necessary form for the intern and mentor contact form, located in Appendix B, click <https://proposalcentral.com> for submission instructions.

**REQUIRED PROGRAM SURVEY INFORMATION:** To assess the benefit and impact of the ACS Cancer Research Internships program, interns and mentors are **required** to complete the American Cancer Society Cancer Research Internship surveys as participants in the ACS Cancer Research Internship program. The surveys will be administered at the start of the internship program (baseline), at the end of the summer, and a one-year annual follow-up survey. Interns and Mentors will receive a survey link from Karen Murphy [karen.murphy@cancer.org](mailto:karen.murphy@cancer.org) our Senior Scientist/Data Analyst. Funded PIs will be responsible for ensuring all interns and mentors complete the required surveys by the specified deadline.

**REQUIRED ACS IMAGE AND STORY RELEASE FORM :**The ACS Image and Story Release Form will be assigned as a deliverable in ProposalCentral, Post Award Management (PAM) system that must be completed and submitted annually by the specified deadline date. Please download the form and have all ACS Cancer Research interns review and sign the forms. Once you have received all forms, please save and upload all signed forms in ProposalCentral as one PDF file.

**Please Note:** By signing this form, ACS Cancer Research interns agree to the terms outlined in the form and gives the American Cancer Society (ACS) permission to use their photos, testimonials, quotes, videos, etc., as a way to highlight interns participating in the ACS Cancer Research Internships program as well as a way for the ACS to highlight the impact of the Cancer Research Internship program.

To access the necessary form for the image and story release form, click <https://proposalcentral.com>; submission instructions are shown in the Appendix B.

## **REQUIRED ANNUAL AND FINAL PROGRESS REPORTS**

Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we appreciate your assistance in fulfilling this important commitment to our donors. Information from these reports as well as from the General Audience Summary may be shared with donors

under a Non-Disclosure Agreement. Therefore, it does not include proprietary or confidential information.

- Both nontechnical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Final reports are due within 60 days after the grant has terminated. Forms for these reports can be found at <https://proposalcentral.com/> under the “Deliverables” tab.
- The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until 60 days after the official termination date of the grant. If the grant is terminated early, a final report must still be completed within 60 days of the termination date.
- Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding payment on all grants in effect at the recipient institution until reports are received.
- Please note that up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

These reports should be written in lay language and submitted through ProposalCentral – Post Award Management system.

To access the necessary form for annual and final progress reports, click <https://proposalcentral.com/>; submission instructions are shown in the Appendix B.

## **REQUIRED FINANCIAL REPORT**

For the Society's purposes, funds are considered expended once they have been allocated from the ACS Cancer Research Internships to the individual investigator, who has a full year in which to spend the monies allocated for the internships. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Cancer Research Internships grant was in effect from January 1, 2023 – December 31, 2025, the report of expenditures will be due on March 31, 2026.

To access the necessary form for the final report of expenditures, click <https://proposalcentral.com/>; submission instructions are shown in the Appendix B.

## ACS POST- BACCALAUREATE FELLOWS PROGRAM

### **DESCRIPTION**

The ACS Post-Baccalaureate Fellows program support a non-profit institutions' ability to implement a two-year cancer research experience for individuals with a bachelor's degree who intend to pursue a doctoral degree in biomedical science, data science, population health, public health, or a health profession. The individualized career development should be tailored to the Fellow's desired career path whether research only or a combination of research and data science, healthcare or public health or related fields.

Since the cancer workforce involves individuals from many disciplines in science and healthcare, granted institutions should seek applicants with varied cancer research interests and career aspirations to apply. This also includes individuals from a variety of lived experiences such as those living with a disability, individuals who are first generation high school or college graduates, those from rural or medically underserved communities or from families who are socially or economically disadvantaged. Through the grant funded program, it's anticipated that the grantee institution provides access to cancer research training and career development opportunities for aspiring cancer research and care professionals.

*The criteria for selection of ACS Post-Baccalaureate Fellows by the granted institution will include a combination of personal and academic experiences which together signal a Fellow's interest in cancer research or pursuing a career in cancer research.*

### **Who is Eligible:**

#### **Eligible Institutions**

Eligible non-profit institutions headquartered in the US compliant with the ACS eligibility requirements must have an active Cancer Research Program, pool of senior investigators to service as mentors, and can recruit individuals to apply for the ACS Cancer Research Post-Baccalaureate program. Selection of grantee institutions for the ACS Cancer Research Post-Baccalaureate program will be conducted by the ACS according to established guidelines and policies.

#### **PI Eligibility**

**The ACS Post-Baccalaureate PI must meet the following criteria:**

- Being a full-time faculty member
- Be an Associate or Full Professor
- Have a history of extramural cancer research funding
- Have a history of mentoring students or junior investigators
- Have publications in peer-reviewed journals
- Have administrative/leadership experience (i.e., deputy director or director of a program, center, or department)

#### **Mentor(s)**

Principal Investigators (PIs) are required to identify a mentor(s) before applying, who are actively engaged in research and has a track record of mentoring post-baccalaureate fellows in pathway program(s). The mentor is expected to be committed to the program, supervising the trainees research, and the career development of the trainee. Speaking with potential

mentors during the application process is recommended. Proposed mentors should be 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 Fellows' interest and the mentor's expertise.

### Term and Budget

New grants (\$660,000) are awarded to institutions for a three-year project period which includes 10% allowable indirect costs. This includes \$200,000 direct costs and \$20,000 indirect costs for the three-year project period. The maximum allowable budget per year is \$220,000 to support up to four Fellows.

Funds will be disbursed monthly in equal installments once the grant is activated. The award includes allowable expenses for personnel support including Mentor and PI support, program oversight and implementation and student expenses for cancer research career development during the 2-year certificate program for four Fellows.

*The table below provides information about the ACS Post-Baccalaureate Fellows Program Funding.*

**ACS Post-Baccalaureate Fellows Program Expenses Allowed**

<b>Financial Support</b>	<b>Description of Cost per year</b>
<b>Fellow's Stipends</b>	Range between \$30k- \$50k based on geographic differences (i.e., Boston, MA, Silicon Valley area of California, New York City and other high tech urban areas may request higher Fellows' stipends).
<b>Plus, additional Fringe Benefits</b>	Health insurance coverage, initial deposit to secure housing, discounted parking, and funds to offset moving expenses, housing & transportation and Childcare coverage are allowable.
<b>Allowable Training Expenses</b>	Tuition for specific courses ( $\leq 2$ courses per semester allowed and fees, if applicable), application fees, test preparation courses, annual travel to a professional/scientific meeting, allowance per student for equipment and lab supplies.
<b>Program Oversight and Implementation</b>	<ul style="list-style-type: none"> <li>• Principal Investigator: 5- 10% FTE based on NIH salary cap</li> <li>• Program Manager: 30- 50% FTE</li> <li>• Support Services and Mentors</li> </ul>

**Resubmissions:** New applications are allowed two resubmissions for the ACS Post-Baccalaureate Fellows proposals. Resubmitted applications compete on an equal basis with all applications.

**Renewals:** Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, one resubmission of a renewal application may be submitted. The

subsequent application will be considered a new application.

**No Cost Extension (NCE).** An extension in time may be considered for extenuating circumstances or if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon a written request from the Principal Investigator. **An intent to request a NCE must be received within 90 days prior to the expiration of the grant to the Senior Vice President of the ACS Center for Innovation in Cancer Research Training. A written request using the ACS no-cost extension form must be received 60 days before the expiration date of the grant.** The most recent progress report must be completed prior to requesting an NCE.

## **Expenditure**

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

The Society is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes < \$5,000 per year; however, changes > \$5,000 will require a written approval from the ACS Center for Innovation in Cancer Research Training (CICRT) Office. This includes permanent equipment. Contact the ACS Center for Innovation in Cancer Research Training (CICRT) for guidance.

## **ALLOWABLE EXPENDITURES**

- Tuition (< 2 courses per semester) and Fees (if applicable)
- Program-related travel
- Expenses to defray transition to participating in programs such as housing or transportation assistance, laptop computers, textbooks, etc.
- Expenses related to Career development such as tuition (optional 2 courses per semester maximum), fees for test preparation courses, application fees, or specialized career development workshops.
- Expenses associated with networking and educational opportunities
- Registration fees and travel expenses for attending scientific meetings

## **Indirect Costs:**

To help the institution provide proper laboratory and clinical facilities, the Society will permit an indirect cost allowance of up to 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.

**PAID PARENTAL LEAVE:** New parent postbaccalaureate (PB) Fellows may elect to take parental leave for the adoption or birth of a child. The PB Fellow will not perform research during family leave but will continue to receive their financial support from the institution where they are receiving training (stipend/salary) for up to 12 weeks (minimum of 4 weeks). In addition, ACS will allow the institution to extend the end date of the postbaccalaureate fellowship with a supplement equivalent to the amount of time used for ACS parental leave, allowing the PB Fellow to complete the full fellowship term, and retain their stipend/salary while on leave. The PB Fellow should review their institution's parental leave policy and confer with their Principal Investigator and human resources department prior to requesting ACS parental leave. If an institution offers paid parental leave for



postbaccalaureate Fellows, the PB Fellow must first use institutional leave or other supporting leave (e.g., the Fellow's state provides paid parental leave benefits). ACS will pay for additional leave up to a total of 12 weeks. PB Fellows may not receive paid leave from either the institution (or another source) and ACS concurrently. The fellowship supplement at the end would provide salary for a time equivalent to the amount of ACS (or institution + ACS) leave. Postbaccalaureate Fellows taking leave that extends beyond the grant end date would receive salary for up to 12 weeks leave and the time remaining on their grant. Prior to notifying the ACS, PBs should discuss parental leave with their mentor(s) and Program PI. Postbaccalaureate Fellows should notify their SVP (Dr. Ellie Daniels) in writing 30-60 days, or as soon as possible, before the anticipated leave. The PB Fellow must download and submit a Parental Leave Form in ProposalCentral, as well as upload a letter from their mentor/s acknowledging the leave. The PB fellow will be notified when their leave has been approved. The PB Fellow and their Program PI should notify their SVP (Dr. Ellie Daniels) by email upon returning to work.

### **ACS Post-Baccalaureate Fellows Meetings**

The ACS Post-Baccalaureate Fellow PIs should reserve approximately \$1500 per year for the PI to travel for ACS designated conferences. All PIs are required to send the ACS Center for Innovation in Cancer Research Training (CICRT) Program Manager ([CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org)) the name and contact information for your staff who is responsible for assisting you with program coordination to facilitate planning meetings and activities throughout the project period. For clarification contact [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org), prior to submitting your application.

### **Program Website**

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) and include in the Subject Field: ACS POST-BACCALAUREATE FELLOWS PROGRAM URL LINK.

### **Change of Principal Investigator:**

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office [CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org) before the form is submitted. This is a requirement for consideration of approval.

**Withdrawal of Student:** Notify the ACS Center for Innovation in Cancer Research Training (CICRT) Program promptly if a selected student participating in the Post Baccalaureate Fellows program has decided to withdraw. Include in your email the institution and reason for withdrawal from the program.

### **Data Collection**

Funded PIs will be responsible for completing required deliverables-surveys and reports, respectively.

## REQUIRED FELLOW AND MENTOR CONTACT FORM

At the beginning of the program, PIs will be assigned the Fellow and Mentor contact form as a deliverable in ProposalCentral, Post Award Management system that must be completed and submitted annually by the specified deadline.

To access the necessary form for the Fellow and Mentor contact form, click on this link <https://proposalcentral.com>; submission instructions are shown in the Appendix B.

## REQUIRED INDIVIDUALIZED DEVELOPMENT PLANS (IDPs):

The ACS does not require a specific IDP form; however, all IDPs should include training goals, professional development needs, career objectives and timeframe for each goal. The IDPs should clearly outline career development activities with timelines for carrying out activities and metric for achieving stated goals during the 2-year research experience. **The IDP is due in ProposalCentral 90 days after the Fellow begins the fellowship.** Since the IDPs are designed to enhance the fellow's competitiveness for transitioning to graduate or professional school, it should be a living document and check-in sessions should be scheduled to assess progress and facilitate problem solving for overcoming challenges that may arise. These progress check-ins will be instrumental in updating the IDP, at least annually. IDP should not be developed solely by the Fellow. Faculty with expertise in the desired career path of the fellow and other professionals such as counselors, or admissions directors should assist. This is beneficial for identifying Fellow strengths, gaps in knowledge, if any, areas for skill development aligned with desired career path including coursework, workshops, or experiential activities such as clinical shadowing to assist with development of a comprehensive IDP tailored to each Fellow. The program plan should include the process used to develop the IDP and track progress. IDP Resource Guide: [Science Career module for myIDP](#).

Administrative PIs will be responsible for uploading the Individualized Development Plans (IDPs) in ProposalCentral Post Award Management (PAM) system as a deliverable once IDPs are finalized and approved by the Administrative PI. When uploading the IDPs in ProposalCentral, the form should be uploaded as a PDF and saved in the following format (IDP\_ Student's Name). Submission instructions are shown in Appendix B for instructions on how to upload deliverables. ***Please Note:*** *If the IDP updates, you can upload the updated version in ProposalCentral annually.*

## REQUIRED PROGRAM SURVEY INFORMATION

To assess the benefit and impact of the ACS Post-Baccalaureate Fellows program, Fellows and mentors are **required** to complete the American Cancer Society Post-Baccalaureate Fellow surveys as participants in the ACS Post-Baccalaureate Fellows program. The surveys will be administered at the start of the fellow's program (baseline), and a one-year annual follow-up survey. Fellows and Mentors will receive a survey link from Karen Murphy [karen.murphy@cancer.org](mailto:karen.murphy@cancer.org) our Senior Scientist/Data Analyst. Funded PIs will be responsible for ensuring all Fellows and mentors complete the required surveys by the specified deadline.

## REQUIRED ACS IMAGE AND STORY RELEASE FORM

The ACS Image and Story Release Form will be assigned as a deliverable in ProposalCentral, Post Award Management (PAM) system that must be completed and submitted annually by the specified deadline date. Please download the form and have all ACS Fellows review and sign the forms. Once you have received all forms, save, and upload all signed forms in ProposalCentral as one PDF file.

**Please Note:** By signing this form, ACS fellows agree to the terms outlined in the form and gives the American Cancer Society (ACS) permission to use their photos, testimonials, quotes, videos, etc., to highlight fellows participating in the ACS Post-Baccalaureate Fellows program as well as a way for the ACS to highlight the impact of the ACS Post-Baccalaureate Fellows program.

To access the necessary form for the image and story release form, click <https://proposalcentral.com>; submission instructions are shown in the Appendix B.

## **REQUIRED ANNUAL PROGRESS REPORTS**

Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we appreciate your assistance in fulfilling this important commitment to our donors. Information from these reports as well as from the General Audience Summary may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

- Both nontechnical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Final reports are due within 60 days after the grant has terminated. Forms for these reports can be found at <https://proposalcentral.com/> under the “Deliverables” tab.
- The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until 60 days after the official termination date of the grant. If the grant is terminated early, a final report must still be completed within 60 days of the termination date.
- Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding payment on all grants in effect at the recipient institution until reports are received.
- Please note that up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

## **FINANCIAL RECORDS AND REPORTS**

For the Society's purposes, funds are considered expended once they have been allocated from the ACS Post-Baccalaureate award to the individual investigator, who has three years in which to spend the monies allocated for the post-baccalaureate program. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Post-Baccalaureate grant was in effect from January 1, 2024 – December 31, 2026, the report of expenditures will be due on March 31, 2027.

To access the necessary form for the final report of expenditures, click <https://proposalcentral.com>; submission instructions are shown in the Appendix B.

## ACS FOSTERING INNOVATIVE AWARD (FIA) PROGRAM

### **DESCRIPTION**

The ACS Fostering Innovation Award (FIA) provides funding to ACS Professors to participate as a leader in ACS initiatives by supporting ACS efforts to foster research innovation and career development. The overarching goal of this mechanism is to partner our ACS Professors with members of our ACS grantee community, capitalizing on their many strengths as thought leaders in their respective fields and as outstanding mentors.

#### **Who is Eligible:**

Former and current ACS Research Professors (RP) and Clinical Research Professors (CRP) are eligible to apply for this award. Those interested in this award should discuss available opportunities with the Senior Vice President of the ACS Center for Innovation in Cancer Research Training (CICRT). Send inquiries to [Ellie.Daniels@cancer.org](mailto:Ellie.Daniels@cancer.org).

ACS Fostering Innovation Award grantees are permitted to apply for and be recipients of additional funding opportunities from the American Cancer Society, if the PI meets all other eligibility requirements for that funding mechanism.

#### **Term and Budget**

The terms of this award will be flexible depending on the role and planned activities. The budget for this award is \$25,000/year. The project period may be up to 5 years depending on the scope of responsibilities approved by the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office.

Funds will be disbursed in monthly installments. The award amount and term should be commensurate with the role of the PI, program, and participation.

#### **Indirect costs**

Not allowed.

#### **Annual Meetings**

ACS FIA grantees should reserve approximately \$1500 each year for travel to ACS designated conferences and site visits to the institution in which the FIA grantee is partnering with.

Please send to the ACS Center for Innovation in Cancer Research Training (CICRT) Program Manager ([CancerResearchTraining@cancer.org](mailto:CancerResearchTraining@cancer.org)) the name and contact information for your administrative staff who is responsible for assisting you with travel and scheduling of proposed meetings throughout the project period.

### **REQUIRED ANNUAL PROGRESS REPORTS**

An annual progress report is required to be submitted in accordance with ACS reporting policies. Continued funding is contingent upon a successful relationship between the ACS Professor and the ACS community members that the ACS Professor is partnering with.

If the collaborative relationship is not meeting the terms set in the strategic plan and the ACS

award letter, the ACS Center for Innovation in Cancer Research Training (CICRT) Program Office should be notified. The SVP for the ACS Center for Innovation in Cancer Research Training (CICRT) may propose that a contingency plan be developed or may conclude that the award be terminated early.

## **FINANCIAL RECORDS AND REPORTS**

For the Society's purposes, funds are considered expended once they have been allocated from the Fostering Innovation Award (FIA) to the ACS Professor, who has the number of years outlined in the award letter in which to spend the monies allocated for the FIA award. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Fostering Innovation Award was in effect from January1, 2024 – December 31, 2026, the report of expenditures will be due on March 31, 2027.

To access the necessary form for the final report of expenditures, click <https://proposalcentral.com>; submission instructions are shown in the Appendix B.

## **APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH INTEGRITY**

The American Cancer Society seeks excellence in the discovery and dissemination of knowledge regarding the cause, prevention, detection, diagnosis, treatment, survivorship, and health policy of cancer. This requires that all individuals affiliated with, or funded by, the American Cancer Society adhere to the highest standards of professional integrity.

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

The ACS Center for Innovation in Cancer Research Training (CICRT) reserves the right to impose additional actions, such as dismissal from the ACS Cancer Research program, based on the severity of the misconduct and in alignment with the findings of the institutional investigation. All institutions funded to implement the ACS Cancer Research High School Program must adhere to federal requirements and related training involving minors.



## APPENDIX B: INSTRUCTIONS FOR SUBMITTING DELIVERABLES

### GRANT ACTIVATION FORMS ANNUAL PROGRESS/FINAL REPORTS TRANSFER REQUEST CHANGE OF INSTITUTION CHANGE OF TERM EXTENSION GRANT CANCELLATION CHANGE OF PRINCIPAL INVESTIGATOR REPORT OF EXPENDITURES

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

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

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

#### Uploading an Award Deliverable

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

**Note: If you have any questions regarding INSTRUCTIONS FOR SUBMITTING DELIVERABLES, please send Email to [grants@cancer.org](mailto:grants@cancer.org).**

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

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

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

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

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

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

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

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