Sponsoring institutions must submit the AMM application to the American Cancer Society on behalf of an accepted candidate.

PLEASE NOTE: Recent changes to the Fellowship application materials are noted in text that is blue.

MISSION

The American Cancer Society’s mission is to save lives, celebrate lives, and lead the fight for a world without cancer.
AUDREY MEYER MARS INTERNATIONAL FELLOWSHIP IN CLINICAL ONCOLOGY 

POLICIES

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AUDREY MEYER MARS INTERNATIONAL FELLOWSHIP IN CLINICAL ONCOLOGY

The purpose of the Audrey Meyer Mars International Fellowship in Clinical Oncology is to provide one year of advanced training in clinical oncology at participating cancer centers in the United States to qualified physicians and dentists from other countries, particularly countries where advanced training is not readily available. Applications for training in basic cancer research will not be accepted for the award.

Training will be conducted at one of the United States National Cancer Institute designated cancer centers participating in the program. A list of these cancer centers is included in these Policies.

1. FELLOWSHIP AWARD

The total Fellowship Award that may be requested is US$65,000. The stipend attached to the award may not exceed US$60,000 and must be determined according to the experience of the selected Fellow and the salary schedule of the institution as appropriate to the training level (postgraduate year). The award also provides a travel allowance equivalent to tourist/economy-class airfares between the home country of the Fellow and the US city in which the institution is located. No additional allowance will be included for travel of dependents or for shipment of automobiles or household effects. An appropriate amount may be included for travel to professional meetings in the United States as approved by the institution during the Fellowship period. No portion of the funding may be used for indirect costs.

Fellows also may request up to US$5,000 reimbursement of costs associated with taking the tests for ECFMG certification. Once the Fellow has arrived at the sponsoring institution, s/he should submit a letter requesting reimbursement along with detailed receipts for testing fees and associated expenses, such as review books, travel to the test site, etc.

2. REQUIREMENTS FOR APPLICANTS

- Applicants must be qualified physicians or dentists who have demonstrated an interest in clinical cancer management and who desire advanced training in clinical oncology. Preference will be given to applicants from countries where such training is not readily available.

- Applicants must be accepted for training by one of the participating institutions and must have fulfilled all requirements of the institution and of the state in which the institution is located. Since institutional requirements vary, applicants should contact the institution(s) of their choice for specific information.

All applicants for post-graduate medical fellowship training must be certified by the Education Commission for Foreign Medical Graduates (ECFMG). Information is available at: http://www.ecfmg.org. Up to $5,000 is available to reimburse each successful candidate for the cost of taking these tests, which may include reimbursement for associated expenses, such as review books, travel to the test site, etc. The American Cancer Society will arrange the payment of these funds to the Fellow after his or her arrival at the sponsoring institution for the fellowship training.

Graduates of foreign dental schools also are eligible for the AMM Fellowship. However, required credentials for post-graduate training vary from state to state. Consequently, it is advisable to contact the board of dentistry of the state in which training is desired to obtain specific information.

- Applicants must provide a copy of the statement of need letter from the ministry of health in their country of nationality or most recent permanent legal residence outside the United States.

Prospective applicants who are unsure of their eligibility or any other of the program requirements should contact the Society for clarification prior to submission of an application. Questions should be directed to:

Virginia Krawiec, MPA  
Director, Health Professional Training in Cancer Control  
Stella Jones, Program Coordinator  
404-329-5734  
stella.jones@cancer.org

3. APPLICATION PROCESS

Prospective fellows may apply to more than one institution. Applicants should contact directly the institution(s) of their choice requesting the institution's requirements and process for acceptance into the specific clinical training program desired. Because of the time needed to fulfill administrative requirements, applicants should contact the institution(s) of their choice as early as possible. Participating institutions may have differing deadlines for receipt of the application form, and it is the responsibility of the applicant to ascertain the deadline of the institution to which s/he is applying.

Institutions will submit the AMM application to the American Cancer Society on behalf of an accepted candidate. In order to apply for the fellowship, the application must be submitted electronically via proposalCENTRAL at https://proposalcentral.altum.com/ by the Sponsoring Institution.

*Note that the American Cancer Society cannot accept applications submitted directly by candidates.*

4. REQUIREMENTS FOR INSTITUTIONS

- Sponsoring United States institutions are those designated by the National Cancer Institute as a Clinical or Comprehensive Cancer Center.

- The institution must identify an established oncology expert to serve as a sponsor/mentor to supervise and guide the candidate in his/her program. The mentor must provide evidence of clinical expertise in the applicant’s area of interest and successful mentoring of prior faculty.

- Institutions should review applicant’s qualifications to determine if all institutional requirements are met. Institutions should not submit applications for candidates they would not accept for training.

- Institutions should complete Part II of the application for candidates that they would accept for training. This section should include a detailed description of the training program planned for the Fellow, documenting the Fellow’s duties and responsibilities to the institution as well as the institution's commitments to the Fellow. The candidate must agree to the program before the application is submitted to the American Cancer Society.

- Institutions must submit the completed application electronically on proposalCENTRAL by February 1 for Fellowships to begin in the same calendar year.
• US Institutions must agree not to recruit Fellows sponsored by the Audrey Meyer Mars program for permanent positions.

5. **SELECTION OF CANDIDATES**

The American Cancer Society is responsible for the selection of grant recipients. Approved applications from participating institutions will be evaluated on a competitive basis.

Institutions will be notified of the approval or disapproval of individual applications and funding decisions. Notice of the award will be sent to both the successful candidate and the institution in early May for a Fellowship to begin on a date agreed to by the Fellow and the institution. The starting date should be within one year of the award of the Fellowship, although in unusual circumstances the Society may agree to postpone the starting date. The request for a postponement must be made in writing by the institution and must outline the reasons for the delay.

Institutions are requested to notify candidates whose applications are not approved.

6. **OBLIGATIONS OF FELLOW**

• Successful candidates will be asked to certify that they will return to their home countries upon completion of their training.

• Fellows must submit a final written report of their training and related activities to the American Cancer Society during the last month of their Fellowship. The mentor at the sponsoring institution is required to co-sign this report.

7. **GRANT PAYMENTS, FINANCIAL RECORDS, AND REPORTS**

The Fellowship grant will be made directly to the institution, which will pay stipend and travel allowances to the selected Fellow and arrange for any appropriate payroll deductions. Institutions must maintain separate accounts for each grant, with substantiating invoices available for audit by representatives of the American Cancer Society. The Society is not responsible for expenditures made prior to the start date of the grant, for commitments against a grant not paid within 60 days following the expiration date, or any expenditure that exceeds the total amount of the award.

A report of expenditures must be submitted within 90 days of the expiration date of the grant as indicated in the award letter. Signatures of the sponsor and the institution’s financial officer are required. **Any unexpended funds must be returned to the Society.** Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution, or grants that may be awarded in the future, until reports are received. To access the necessary forms, please go to [https://proposalcentral.altum.com](https://proposalcentral.altum.com).

8. **PASSPORTS AND VISAS**

Fellows will be responsible for fulfilling all requirements to obtain passports and visas, including medical licensing tests. The host institutions will document Fellowship appointment, financial commitments, and the place and purpose of appointments.
9. HEALTH AND ACCIDENT INSURANCE

The American Cancer Society cannot assume responsibility for medical expenses incurred by Fellows during the tenure of their awards. Successful candidates should insure themselves against health and accident risks.
# APPENDIX: 2018 - AUDREY MEYER MARS PARTICIPATING INSTITUTIONS LISTING

## CALIFORNIA

**Richard Van Etten, MD, PhD**  
**Director**  
**Chao Family Comprehensive Cancer Center**  
University of California at Irvine  
101 The City Drive  
Building 23, Rt. 81, Room 406  
Orange, California 92868  
Phone: 714-456-6310  
Fax: 714-456-2240  
Email: vanetten@uci.edu

**Stephen Gruber, MD, PhD, MPH**  
**Director, Norris Comprehensive Cancer Center**  
University of Southern California  
1441 Eastlake Avenue, Nor 8302L  
Los Angeles, CA 90089-9181  
Phone: 323-865-3962  
Fax: 323-865-0061  
E-mail: sgruber@usc.edu

**Steven Rosen, MD**  
**Director, City of Hope Comprehensive Cancer Center**  
1500 E Duarte Rd  
Duarte, CA 91010  
Phone: 626-256-4673  
E-mail: srosen@coh.org

**Khaled Samer, MD, Director, Hematology/HCT BMT Fellowship**  
**City of Hope Comprehensive Cancer Center**  
Phone: 626-218-2405  
E-mail: skhaled@coh.org

## CONNECTICUT

**Charles S. Fuchs, MD, MPH**  
**Director, Yale Cancer Center**  
333 Cedar St. PO Box 208028  
New Haven, CT 06520-8028  
Phone: 203-785-4371  
Fax: 203-785-4116  
Email: charles.fuchs@yale.edu

## DISTRICT OF COLUMBIA

**Louis M. Weiner, MD**  
**Director, Lombardi Comprehensive Cancer Center**  
Georgetown University Medical Center  
3970 Reservoir Road, N.W  
Research Bldg., Suite E501  
Washington, DC 20057  
Phone: 202-687-2110  
Fax: 202-687-6402  
Email: weinerl@georgetown.edu

## FLORIDA

**Thomas Sellers PhD, MPH**  
**CEO & Center Director**  
H. Lee Moffitt Cancer Center & Research Institute  
12902 Magnolia Drive, MCC-CEO  
Tampa, FL 33612  
Phone: 813-745-3976  
Fax: 813-745-8337  
Email: Thomas.Sellers@Moffitt.org
ILLINOIS

Michelle Le Beau, PhD
Director, University of Chicago
Comprehensive Cancer Center
5841 South Maryland Avenue, MC 2115
Chicago, Illinois 60637-1470
Phone: 773-702-6180
Fax: 773-702-9311
E-mail: mlebeau@bsd.uchicago.edu

Leonidas C. Platanias, MD, PhD
Director
Robert H. Lurie Comprehensive Cancer Center
Center of Northwestern University
303 E. Superior Street, Lurie 3-125
Chicago, IL 60611
Phone: 312-908-5250
Fax: 312-908-1372
E-mail: l-platanias@northwestern.edu

NEW YORK

I. David Goldman, MD
Director, Albert Einstein Comprehensive Cancer Center
Albert Einstein College of Medicine
1300 Morris Park Avenue Chanin 209
Bronx, New York 10461
Phone: 718-430-2302
Fax: 718-430-8550
E-mail: igoldman@acom.yu.edu

Stephen G. Emerson, MD, PhD
Director, Herbert Irving Comprehensive Cancer Center
Columbia University Medical Center
1130 St. Nicolas Avenue
Room 508
New York, NY 10032
Phone: 212-851-5273
Fax: 212-851-5236
E-mail: semerson@columbia.edu

Candace S. Johnson, PhD
President and CEO
Roswell Park Cancer Institute
Elm and Carlton Street
Buffalo, New York 14263
Phone: 716-845-5772
Fax: 716-845-8261
Email: candace.johnson@roswellpark.org

Craig B. Thompson, MD
President and CEO
Memorial Sloan-Kettering Cancer Center
1275 York Avenue, Box 69
New York, New York 10065
Phone: 646 888-1062
Fax: 646 888-1120
Email: thompsonc@mskcc.org

NORTH CAROLINA

Boris C. Pasche, MD, PhD
Director, Wake Forest Comprehensive Cancer Center
Wake Forest University Health Sciences
Medical Center Boulevard
Winston-Salem, NC 27157-1082
Phone: 336-716-7971
Email: bpasche@wakehealth.edu

OHIO

Stanton L. Gerson, MD
Director
Case Comprehensive Cancer Center
Ireland Cancer Center
Case Western Reserve University
11100 Euclid Ave., Wearn 151
Cleveland, Ohio 44106-5065
Phone: 216-844-8562
Fax: 216-844-4975
Email: stanton.gerson@case.edu
Raphael E. Pollock, MD, PhD  
Director, The Ohio State University  
Comprehensive Cancer Center  
N924 Doan Hall  
410 W 10th Ave, Columbus, OH 43210  
Phone: 614-293-7171  
Fax: 614-293-3277  
E-mail: Christine.Scarcello@osumc.edu

TENNESSEE

Jennifer A. Pietenpol, PhD  
Director  
Vanderbilt-Ingram Cancer Center  
Vanderbilt University  
691 Preston Research Building  
Nashville, TN 37232-6838  
Phone: 615-936-1782  
Email: jennifer.pietenpol@vanderbilt.edu

Charles W.M. Roberts, MD, PhD  
Executive Vice President  
St. Jude Children's Research Hospital  
262 Danny Thomas Place  
Memphis, TN 38105  
Phone: 901-595-3532  
Email: charles.roberts@stjude.org

TEXAS

Clifton D. Fuller, MD, PhD  
Associate Professor, Department of Radiation Oncology  
The University of Texas MD Anderson Cancer Center  
1515 Holcombe Blvd, Unit 0097, Houston TX, 77030  
Phone: 713-563-2365  
Fax: 713-563-2334  
Email: cdfuller@mdanderson.org

WASHINGTON

Gary Gilliland, MD, PhD  
Fred Hutchinson/University of Washington Cancer Consortium  
1100 Fairview Avenue N., J5-200  
Seattle, WA 98109-1024  
Phone: 206-667-1349  
Email: gary@fredhutch.org
AUDREY MEYER MARS INTERNATIONAL FELLOWSHIP
IN CLINICAL ONCOLOGY

INSTRUCTIONS

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A. ACCESSING THE ACS GRANT APPLICATION SYSTEM

IMPORTANT – Prior to beginning an application, the Fellow must be accepted for training by a participating institution, who agrees to sponsor the applicant. For the purpose of completing an application, please note the following:

- The “Principal Investigator” is the prospective Fellow. The Principal Investigator creates the electronic application and completes “Part I: Applicant Form.”
- The “Sponsor” is the Sponsor/Mentor at the participating institution. The Sponsor must complete “Part II: Nomination of Candidate” and submit the electronic application.

To access the American Cancer Society Research site, please visit: http://www.cancer.org/research/applyforaresearchgrant/granttypes/audrey-meyer-mars-fellowships-in-clinical-oncology

After clicking on the link, you will be able to review the grant policies and instructions. You will also see a link where you can access the electronic grant application process at proposalCENTRAL.

Once you reach proposalCENTRAL, follow their instructions on how to create an account. Once you have created an account, you will need to complete the professional profile, which includes selecting the sponsoring institution.

After you create your professional profile, you may start your application by following the instructions below:

- Click on “Create New Proposal” to select a grant program and start your grant application. Locate the Audrey Meyer Mars International Fellowship in Clinical Oncology (AMM) and click on “Apply Now” to create a proposal.
- Once your proposal is created, click on the “Save” button; the links to the other pages of the application will appear in the Proposal Sections menu. Your saved application is stored under the “Manage Proposals” tab.

**In addition to completing Part II and submitting the application, the Sponsoring Institution is also responsible for completing proposalCENTRAL Section 5. Institution and Contacts.** Therefore, you must next select “Enable others to access your proposal.” Enter the name of your contact at the sponsoring institution. Make sure you give the contact “Editing Rights” to your application. This person will then be able to access and submit the application.

Please note: There are detailed tutorials provided on the proposalCENTRAL log in page under the “Help” tab.

If you have problems accessing or using the electronic application process, click on “Help” or contact ALTUM Customer Service at pcsupport@altum.com or 703-964-5840 (international) or 1-800-875-2562 (North America).
1. FORMATTING THE APPLICATION

Applicants must adhere to the following instructions.

- **Type size**: Use 12 point Times New Roman or 11-point Arial as the minimum font size for the text of the application.

- **Single-spaced text** is acceptable, and space between paragraphs is recommended.

- **Proposal Sections** There are two sections to this application. Part I is to be completed by the applicant. Part II is to be completed by the Sponsoring Institution.

- **Required Documents** The following documents must also be uploaded by the applicant under section 7 on proposalCENTRAL, titled Application Sections:
  - A copy of his/her curriculum vitae, including a publication list;
  - At least two letters of recommendation;
  - A copy of the statement of need letter from the ministry of health in their country of nationality or most recent permanent legal residence abroad; and
  - Documentation of ECFMG certification (if pending, this must be provided by the beginning of the fellowship training.)

2. COVER PAGES

The first few pages of the application form are considered cover pages. The cover pages include the Signature Page, Contact Page, and General Audience Summary. Most of the information that is collected online at proposalCENTRAL appears on the cover pages.

3. GENERAL AUDIENCE SUMMARY

The general audience summary is a very important part of the application and is intended to provide a clear overview of the proposed project to people who are not trained in the sciences but who are interested in cancer. These include stakeholder reviewers, ACS staff members, potential donors and the general public. **Stakeholders** are individuals without formal scientific or medical training who have a strong personal interest in the prevention and control of cancer. They are included as full voting members of all peer review panels. The Stakeholder evaluation of the general audience summary becomes an important part of the overall review of the application by the peer review committee since their primary focus is on how the proposed work will be of value to cancer patients and their families.

Summaries of all grants made by the Society are also made available to the **general public**. ACS staff members with responsibility for communicating about the ACS research and training program to local media may also use the summaries to describe the grants funded in a particular region of the country.

The general audience summary should be written in a way that makes the project easily understood by the audience described above without medical or scientific terms. Applicants for the Audrey Meyer Mars International Fellowship should describe the clinical oncology training they wish to obtain and how they propose to leverage their fellowship training to address cancer care needs in their home country upon their
return. Information about the sponsoring US cancer center and the available learning opportunities should also be included.

This form is limited to 3,000 characters, including spaces and will truncate at that point. Characters in excess of the limit are not transmitted with the application resulting in an incomplete summary. Failure to submit this correctly may result in the disqualification of your application.

4. APPLICATION TEMPLATES

An application consists of two parts that must be uploaded before the online application is submitted. Templates for Part I and Part II are available once an application is started on proposalCENTRAL. The templates must be downloaded to a computer and completed offline using word processing software. The instructions for completing the individual sections are detailed below. The sections must be converted into .pdf documents before being uploaded. Please see proposalCENTRAL’s FAQ or call support at 703-964-5840 if you need assistance.

5. PART I: APPLICANT FORM

Provide the information as requested on the form. Instructions are provided where narrative answers are required.

6. PART II: NOMINATION OF CANDIDATE (TO BE COMPLETED BY THE SPONSORING INSTITUTION)

The institution's plan for the candidate's training program must be designed to meet the specific needs of the candidate, and must be agreed to by the candidate before the application is submitted to the American Cancer Society. All institutional requirements must be met prior to the beginning of the award. See the AMM Policies.

Participating institutions may require receipt of the applicant’s portion of the application prior to the deadline date stated in this notice and it is the responsibility of the applicant to ascertain the deadline of the institution to which s/he is applying. It is the responsibility of the sponsoring institution to submit a completed application by the electronic and paper copy deadlines.

7. APPLICATION SUBMISSION AND REQUIRED SIGNATURES

Applications must be submitted in two formats: an electronic version and one paper copy

SUBMISSION OF ELECTRONIC APPLICATION

• All application attachments must be uploaded as .pdf documents. See proposalCENTRAL’s FAQ or contact support at 703-964-5840 (international) or 1-800-875-2562 (North America) if you need assistance.

• Validate the application on proposalCENTRAL (see item #8.). This is an essential step. An application that has not been validated cannot be submitted.
• Print the application via proposalCENTRAL. To do so, choose “Print” on the menu and select “Print Signature Pages and Attached PDF Files.” **Do not print cover pages for an application that has not been validated.**

• Get all signatures on the paper copy before submitting. Electronic signatures or signed copies that have been scanned are acceptable. We do not require original signatures. Please note, the signed copy of the front page is NOT uploaded in the electronic version; it is to be submitted with the paper copy.

• If any modifications were made during the signature process, make certain that all sections of the electronic version are revised to match the paper copy that is being submitted.

• If you have technical questions regarding the electronic application process, feel free to contact Altum at pcsupport@altum.com or 703-964-5840 (international) or 1-800-875-2562 (North America).

• Submission of the electronic version of application must be submitted by the Sponsoring Institution. The Sponsoring Institution is also responsible for mailing the application to the American Cancer Society.

• The electronic applications must be submitted at the proposalCENTRAL website by close of business (5:00 PM Eastern Time) on the specified deadline date. A paper copy is due one day after submission of the electronic copy. **If the deadline falls on a weekend or holiday, applications will be accepted the following business day.**

Please note: You will not be able to make any changes to the forms or upload any modifications to the files after submission.

**ASSEMBLY AND SUBMISSION OF PAPER COPY**

The paper copy of the application must carry the signatures (front page) and contact information (second page) for

• Sponsor
• The Institutional Signing Official
• The Department Head

**The single paper copy of the application must be received by the American Cancer Society Corporate Center no later than 5:00 PM Eastern time on the next business day following the deadline date for the electronic submission.**

The application should not be stapled. Send the complete application to:

**The American Cancer Society**  
**Extramural Research Department**  
**250 Williams Street NW, 6th Floor**  
**Atlanta, GA 30303-1002**  
**404-329-7558**