



**AMERICAN CANCER SOCIETY**

**DIVERSITY IN CANCER RESEARCH INSTITUTIONAL DEVELOPMENT GRANT POLICIES**

**EFFECTIVE AUGUST 1, 2022**

**ELECTRONIC APPLICATION DEADLINE: October 17, 2022**

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**MISSION**

**The American Cancer Society's mission is to save lives, celebrate lives, and lead the fight for a world without cancer.**

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**DIVERSITY IN CANCER RESEARCH PROGRAM**  
**DIVERSITY IN CANCER RESEARCH (DICR) INSTITUTIONAL DEVELOPMENT POLICIES**

**I. DICRIDG POLICIES**

**1. PROGRAM OVERVIEW**

The American Cancer Society's (ACS) Diversity in Cancer Research (DICR) Program aims to increase diversity in the cancer research workforce by increasing the number of under-represented minorities in the biomedical field. The DICR Institutional Development Grant (IDG) is specifically designed to enhance the competitiveness of faculty at minority-serving institutions (MSIs) when they apply for nationally competitive grant support as well as support faculty development and retention.

The DICR Institutional Development Grant (IDG) program targets minority serving institutions (MSIs) who will be eligible to submit grant applications to compete for funding. Implementation of this program will inform how we design a competitive national Diversity in Cancer Research Institutional Development Grants (DICR-IDG) program, to be launched in 2023. The national program will also be informed by a need's assessment being conducted to better understand faculty and student cancer research career development needs. For continuous program improvement, a program evaluation will be conducted.

**2. RESEARCH TO BE FUNDED**

This award is intended to increase capacity for cancer research career development at MSIs. For full applications, applicants will be required to outline their processes for recruitment, review, and selection for both the trainees and faculty candidates who will apply for and compete to receive support for research and career development awards. Funded institutions will create and administer a cancer research career development program. Principal Investigators (PIs) funded under this funding opportunity will become members of a Collaborative Learning Community (CLC), where there is an expectation to engage with members through the sharing of scientific advances, ideas, and resources to accelerate the translation of research discoveries to clinical impact.

**3. APPLICATION DEADLINE**

**Applications must be submitted electronically via proposalCENTRAL by 11:59 PM EST on October 17, 2022.** Access is available using links provided in the American Cancer Society web site [www.cancer.org](http://www.cancer.org) (see Instructions). No supplemental materials will be accepted after the deadline unless requested by staff for administrative purposes or when requested by the reviewers.

**4. ELIGIBILITY**

**A. Eligible Institutions**

Accredited colleges, universities, or medical schools, within the United States federally designated as a Minority Serving Institution (MSI) are eligible to receive this award. MSIs

are institutions of higher learning where at least 25-50% of their enrollment is comprised of a single or combination of racial or ethnic minorities, such as Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Universities (TCUs) and Asian American and Pacific Islander Serving Institutions (AAPISIs). For more information see: <https://www.govinfo.gov/content/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap28-subchapIII-partE-subpart3-sec1067k.htm>

The Society's grants and awards are made to not-for-profit institutions located within the US and its territories. A not-for-profit institution is one that can provide upon request:

- A current letter from the Internal Revenue Service conferring 501(c)(3) status;
- Evidence of an active research program with a track record of extramural funding and publications in peer reviewed journals; and
- Documentation of appropriate resources and infrastructure to support the proposed research. These include, but are not limited to:
  - o Adequate facilities and services;
  - o 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);
  - o A process for appointment and promotion equivalent to those in academic settings for staff scientists; and
  - o Evidence of education, training, and mentoring for fellows and beginning researchers appropriate to the grant mechanism.

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

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

The American Cancer Society does not assume responsibility for the conduct of the activities that the grant supports, or for the acts of the grant recipient, because both are under the direction and control of the grantee institution and subject to its medical and scientific policies.

Every grantee institution must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an

institutional review board (IRB), as specified by the National Institutes of Health Office for Human Research Protections of the US Department of Health and Human Services (DHHS).

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

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

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

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

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

**Note:** If an institution has received DICR IDG funding, an investigator from the same institution will not be eligible to apply for this funding opportunity (only 1 DICR IDG can be awarded per institution).

## **B. Eligible Principal Investigators of DICRIDGs**

The DICRIDG PI must meet the following criteria:

- A full-time faculty member at a federally designated MSI
- An Associate or Full Professor
- A track record of extramural cancer research funding
- A track record of mentoring junior investigators
- Publications in peer-reviewed journals
- Administrative/leadership experience (i.e. deputy director or director of a program, center or department)

**Note:** Scientific investigators or individuals who are funded for any project by the tobacco industry, or whose named mentors are so funded, are not eligible for ACS grants. See our full policy regarding Tobacco-Industry funding in our [All Grant Policies](#) document.

## **5. GRANT TERMS**

### **A. Budget and Award Period**

A total budget of \$2.631 M for a 4-year project period will support 26 trainees and junior faculty research. Sub-awards from this institutional block grant will then be awarded through the following ACS research grant mechanisms: Pilot Grants for new early career faculty, Clinician Scientist Development Grant (CSDG), Postdoctoral Fellowships (PF), and Master Scholars (MS) in Cancer Prevention and Control.

### **B. Indirect Costs**

ACS grants are not designed to cover the total cost of the Diversity in Cancer Research Institutional Development Grant program. The institution is expected to provide the required physical facilities and administrative services. In order to maximize the funds available to the junior investigators, indirect costs are not allowed for DICRIDGs. Society research and training grant funds may be used for computers for research and training purposes, which can be purchased with direct funds from the equipment budget.

### **C. Sub-Award Grant Mechanisms**

For more information on the Policies of each Sub-Award Grant Mechanism refer to the [ACS All Grants Policies](#) document. Policies specific to the DICRIDG award are in this document. The DICRIDG Principal Investigator is required to submit information on sub-awards within 30 days of the grant start date or as soon as pilot projects grants are awarded (see template in ProposalCENTRAL, post award management section)

**Table1: Features of the Award**

<b>Grant Subawards</b>	<b>Overview</b>
<p><b>Pilot Grants</b></p>	<p>Small grant for new early-career faculty to test feasibility and collect preliminary data for a larger cancer research study.</p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• New faculty within the first 6 years of starting a full-time faculty appointment.</li> <li>• Have not had an R-level funding or equivalent as PI. New.</li> </ul> <p><b>Number of Pilot Grants Supported: 16</b></p>
<p><b>Clinician Scientist Development Grants</b></p>	<p>Provides protected time for early-career clinical scientists (Instructor or Assistant Professor) to be mentored and lead a cancer research study to aid their development as independent clinical scientists.</p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Licensed clinicians within the first 6 years of starting a full-time faculty appointment.</li> </ul> <p><b>Number of CSDGs Supported: 2</b></p>
<p><b>Post-doctoral Fellowships</b></p>	<p>Provides mentored research experiences with the goal of becoming an independent investigator.</p> <p><b>Eligibility:</b> US citizen or permanent resident who has had a doctoral degree for LESS than 3 years</p> <p><b>Number of PFs Supported: 2</b></p>
<p><b>Masters Scholars in Prevention and Control</b></p>	<p>Provides support for Master-level public health (MPH) students to complete a practicum related to cancer prevention and control. Funds can also be used for Master of Science students to participate in research to fulfill Master thesis requirements</p> <p><b>Number of MS grants supported: 6</b></p>
<p><b>Career Development Funds</b></p>	<p>The Career Development Funds are discretionary funds to support career development.</p>

	<p>Potential Ways to use these funds:</p> <ul style="list-style-type: none"> <li>• <b>Cancer Research Faculty Development:</b> An educational program to provide foundational knowledge and develop skills (research, scientific presentation, and writing) for faculty interested in pursuing cancer research careers</li> <li>• Travel to professional meetings</li> <li>• Salary offset for a research program coordinator to support the implementation and management of the career development grant programs and activities, if needed</li> </ul>
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### **Additional Programmatic support from the American Cancer Society (ACS)**

- **ACS Professor Mentorship:**

ACS Clinical and Research Professors will be supported to serve as institutional mentors for career development and leadership development of faculty.

- **Grantee Meetings**

ACS Scientific Program staff will conduct quarterly meetings to assess progress, learn from implementation of career development activities and respond to concerns and challenges. ACS will convene a meeting with all grantees to be held every other year to assess progress, hear presentations of research and career development activities being implemented and progress being made, conduct career development workshops and a host of networking activities.

- **Research Collaborations with ACS**

To promote collaboration, Pilot Grantees, DICR Fellows, CSDG recipients, and the Masters in Cancer Prevention and Control Scholars will be provided enhanced access to data, resources, and ACS staff scientists in support of their research, including resources related to:

- Cancer Prevention Study 3 – ongoing study of >300,000 individuals
- Initiation of a new Diversity Cohort
- Surveillance data and expertise

### **D. Grants Management and Payments**

New grantees will receive a packet of information with instructions for activating the award. The activation form as well as other important information about the grant can also be found at <https://proposalcentral.com/> (select the Award tab to see the Post Award Management site).



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

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

**Note:** If a Sub-Award is terminated early for any reason, the Sub-Award PI is only entitled to the pro-rated amount of the award.

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.

## **E. Required Progress Reports**

Annual research progress reports are required for the Principal Investigator. The Principal Investigator must submit a report of the annual Diversity in Cancer Research Institutional Development Grant progress. This report shall consist of the following:

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

As soon as possible, following the Sub-Awardees funding in each year of the grant, but no later than 60 days following the anniversary date, PIs of Sub-Awards are required to submit an annual research progress report. See [All Grant Policies](#) for more information on reporting for each Sub-Award Mechanism.

In addition, the Technology Transfer Officer at the institution will be required to submit a yearly Intellectual Property (IP) report. See [All Grant Policies](#) for more information on IP reporting.

All required report forms for grants are located at <https://proposalcentral.com>.

## F. Final Reports

Final reports are due within 60 days after the grant has terminated. 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 of payment on all grants in effect at the recipient institution until reports are received.

**Note:** Up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

## G. Financial Records and Reports

For the Society's purposes, funds are considered expended once they have been allocated from the Diversity in Cancer Research Institutional Development Grant to the individual investigator, who has a full year in which to spend the monies allocated for pilot grants and multiple years for other sub-awards. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter. Since many allocations are not made until late in the award year, you may request an extension of the final report of expenditures.

For example, if a Diversity in Cancer Research Institutional Development Grant was in effect from July 1, 2021 – June 30, 2025, the report of expenditures will be due on September 30, 2025.

To access the necessary form for a final report of expenditures, go to <https://proposalcentral.com>.

## H. Expenditures

The American Cancer Society research grants are not designed to cover the total cost of the Diversity in Cancer Research Institutional Development Grant 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. **These funds cover direct cost only.**

### Expenditures Not Allowed

- Salary of principal investigator (DICRIDG Chair or pilot project grant recipient)

In addition, the Society's **research grants** do NOT provide funds (direct budget) for such items as:

- **Foreign Travel** (special consideration is given for attendance at scientific meetings held in Canada)

- **Administrative**
  - Secretarial or administrative salaries
  - Membership due
- **Tuition, books, and fees**
  - Student tuition and fees (graduate or undergraduate). However, tuition is an allowable expense for the principal investigator of a Clinician Scientist Development Grant, Postdoctoral Fellowship or Master Scholars
  - Books and periodicals, **except** required for Master Scholars or coursework in the approved training plan for Clinician Scientist Development Grants and post-doctoral fellows
- **Office or laboratory setup and expenses**
  - Office and laboratory furniture
  - Office equipment and supplies
  - Rental of office or laboratory space
  - Construction, renovation, or maintenance of buildings or laboratories
- **Other**
  - Recruiting and relocation expenses
  - Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)

Society research and mentored 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 each Sub-Award mechanism.

Society research grants can be used for the following expenditures:

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints
- Office equipment and supplies
- Research supplies
- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses).
- Costs of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than \$2,000 (Special justification is necessary for items exceeding this amount.)

Registration fees at scientific meetings

## I. Ownership of Equipment

Equipment purchased under ACS research grants or grant extensions is for use by the principal investigator and collaborators. Title of such equipment shall be vested in the institution at which the principal investigator is conducting the research. **Note:** Since Sub-Award PIs cannot transfer their grants to a different institution, equipment purchased with grant funds cannot be transferred to the new institution.

In the event the ACS authorizes the transfer of a grant to another institution, equipment necessary for continuation of the research project purchased with the grant funds may be transferred to the new institution, and title to such equipment shall be vested in the new institution.

## J. Publications and Other Grant-Related Communication

*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 [name of grant and number] from the American Cancer Society.” When there are multiple sources of support, the acknowledgment should read “Supported in part by [name of grant and number] from the American Cancer Society,” along with references to other funding sources.

The Society’s support should also be acknowledged by the grantee and the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications.

Although there is no formal ACS approval process for publications by Society grantees, it is helpful to notify the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) when manuscripts have been accepted for publication. This will allow ample time for additional public or Society-wide notifications. If your institution plans a press release involving any of your Society-supported research, please notify the ACS communications representative (contact information on your award letter) or the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) in advance.

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

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

## K. Notification of Changes

The following updates should be communicated as specified to the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)):

- **Withdrawal of Application:** Notify the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) promptly of your intent to withdraw your application. Include in your letter or email, the PI name, application number, and reason for withdrawal.
- **Change of Address:** Notify the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) via email if a mailing address, email address, or phone number has changed since a submission. Include the PI name and application number on the correspondence and update your information in proposalCENTRAL.
- **Request to Transfer Institution**  
A grantee who plans to change institutions during the grant period must contact the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) to initiate the transfer request process.
- **Change of PI:** 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 DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) before the form is submitted. This is a requirement for consideration of approval.
- **Leave of absence**  
Requests for a leave of absence will be handled on a case-by-case basis. If possible, please contact the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) at least 30 days prior to the proposed beginning of leave.
- **Cancellation of Grant:** If a grant is to be canceled prior to the original termination date, contact the DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)) 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 Society assumes no responsibility for expenditures in excess of the prorated amount. If an award is canceled after the initiation of the grant period, a final report will be due within 60 days of the termination date describing the work completed up to that point.

**Note: The Society reserves the right to deny requests for extensions, leaves of absence, or transfers.**

## L. Organizational Assurances

The DICRIDG Principal Investigator and his or her institution must ensure that organizational assurances/ certifications from all team members are obtained.

These may include:

- **IRB and/or IACUC Approvals.** If applicable, these are required before grant activation.
- **Human Subjects or Vertebrate Animals.** All activities involving either human or vertebrate animals as subjects must be approved by an appropriate institutional committee before the grant will be activated.
- **HHS Compliance.** Compliance with current US Department of Health and Human Services research subjects' protection regulations.
- **ACS Guidelines.** These include conflict of interest, recombinant DNA, and scientific misconduct and are required.

The DICRIDG Principal Investigator is responsible for the accuracy, validity, and conformity with the most current institutional guidelines for all administrative, fiscal, and scientific information in the application.

If funded, the institutional official signing the grant activation form further certifies that the DICRIDG Institution will be accountable both for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from this application. The DICRIDG Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

If a grant is funded, it is the responsibility of the institution to immediately report to ACS any action including recertification or loss of IRB approval that occurs during the term of the award that is related to the work described in the grant application.

**By accepting this award, the DICRIDG Principal Investigator agrees to the Guidelines for Maintaining Research and Peer Review Integrity that can be found in the Appendix of the [ACS All Grant Policies](#) document.**

## M. Resubmission of Unfunded Applications

- Resubmission of unfunded grants is not allowed.

## N. Renewals and Extensions of Awarded Grants

- These grants are not renewable.
- If an extension for the DICRIDG Principal Investigator is needed, the DICRIDG PI should discuss the request, amount of funds to be carried over, and the timeline with the ACS DICRIDG Program Office ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)). The DICRIDG Program Office must receive this request 60 days before the expiration date of the grant. Include an estimate of the funds to be carried over into the extension, and an explanation for the delay—i.e., which specific aims remain incomplete and why. In general, a grant may be extended for up to one year if a

programmatic need is justified and the funds to be carried over into the no-cost period do not exceed an amount equivalent to one year of support (direct costs).

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

#### **O. ADDITIONAL ACS GRANT POLICIES**

The following Policies apply to all ACS Grants. More information can be found in the [ACS All Grant Policies](#) document.

- Authority for Making Grants
- Source of Funds
- Tobacco-Industry Funding Policy
- Collaborations with ACS Intramural Scientists
- Receipt and Peer Review of Applications
- Intellectual Property Rights
- Guidelines for Maintaining Research and Peer Review Integrity (Appendix A)
- Instructions for submitting deliverables (Appendix B)







**AMERICAN CANCER SOCIETY**

**DIVERSITY IN CANCER RESEARCH INSTITUTIONAL DEVELOPMENT GRANT**

**INSTRUCTIONS FOR SUBMITTING AN APPLICATION**

**EFFECTIVE AUGUST 1, 2022**

**ELECTRONIC APPLICATION DEADLINE: October 17, 2022**

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

**Program Contact: Chanda Felton [Chanda.Felton@cancer.org](mailto:Chanda.Felton@cancer.org)**

**Voice: (404) 329-7558**

**Web site: <http://www.cancer.org>**

**Email: [DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)**

**MISSION**

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## GENERAL INFORMATION

### 1. ACCESSING THE GRANT APPLICATION SYSTEM

Once your LOI is approved in proposalCENTRAL, an application will be created for you. The application is in the active “proposals” section of your proposalCENTRAL account.

#### The key steps for Starting an application:

- **Edit Application:** Click on “Edit”. Enter a Project Title and click SAVE.
- **Accessing Application Sections:** After clicking “Save” you will have access to all application components.

**Enable Other Users to Access this Proposal:** Allow others (e.g., institutional administrators or collaborators) to view, edit, or submit your proposal by following these steps:

- Click the “Enable Other Users to Access this Proposal” section. .
- Add their e-mail address at the bottom and click the Find User button. The user must have a proposalCENTRAL account to be added.
- Select the appropriate access level from the drop down in the “Permissions” column and click the Accept Changes button. The possible access levels are:
  - **View:** View only; cannot change any details.
  - **Edit:** Can view and change information in the application; cannot submit the application or view the “Enable Other Users to Access this Proposal” screen.
  - **Administrator:** Can view, edit, and submit the application; can give access rights to others on the “Enable Other Users to Access this Proposal” section.

**Technical Assistance:** Detailed information is available through tutorials provided on the proposalCENTRAL login page. If you have problems accessing or using the electronic application process, click on “Help” or contact ALTUM Customer Service at [pcsupport@altum.com](mailto:pcsupport@altum.com) or 1-800-875-2562.

### 2. FORMATTING THE APPLICATION

Applicants must adhere to the following instructions:

- Insert Principal Investigator (PI) name in the header for each template of the application.
- **Type size:** Use 12-point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.
- Application documents may be single- or double-spaced (if single spacing, enter a space between paragraphs).
- **Margins:** ≥ 0.5 inches all around unless a form with different margins is supplied in the Application Templates.
- **Do not number:** Title/Signature Page, Contact Page, General Audience Summary, Structured Technical Abstract, and Statement of Cancer Relevancy and Impact, Justification of Alignment to Research Priorities, Budget & Justification, or the Appendix.
- **Page Numbering:** Number the pages in the upper right-hand corner according to the proposal sections listed in the Table of Contents.

### 3. UPDATES OF INFORMATION

The following updates should be communicated to DICRIDG Program Office at [DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org).

**Withdrawal of Application:** Notify the DICRIDG Program Office promptly of your intent to withdraw your application. Include in your letter or email, the PI name, application number, and reason for withdrawal. If the project has been funded by another organization, please list that funding agency.

**Change of Address:** Notify the Department via email if a mailing address, email address, or phone number has changed since a submission. Include the PI name and application number on the correspondence and update your information in proposalCENTRAL.

**Change of Institution:** If you change institutions between application submission and peer review, contact the Scientific Director to inquire how this may impact the review.

### 4. REQUIRED INFORMATION

**Note:** *Not all fields are required for all applications; see grant-specific instructions.*

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

**Note:** The title will be truncated after 81 characters on the title page.

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

**Key Personnel:** Individuals who contribute to the scientific development or execution of a project in a substantive and measurable way (whether or not they receive salaries or compensation under the grant) are considered Key Personnel. **The PI is always considered Key Personnel, but do not list them under key personnel on proposalCENTRAL.** Key Personnel can include individuals at the master's or baccalaureate level (such as graduate students and research assistants) if they meet this definition. "Zero percent" or "as needed" are not acceptable levels of involvement.

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

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

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

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

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

A **Mentor** assists in the scientific and professional development of the mentee. A Primary Mentor should be identified and listed as Key Personnel ONLY for Postdoctoral Fellowships and Clinician Scientist Development Grants. If additional mentors are identified, they should also be listed as Key Personnel.

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

### REQUIRED SUPPORTING DOCUMENTS FOR NAMED PERSONNEL

Personnel	Designated “Key”	Biosketch	“Other Support” Documentation	Included in Budget & Justification	Letters
Principal Investigator	Yes <sup>a</sup>	Yes	Yes	Yes	N/A
Co-Investigator	Yes	Yes	Yes <sup>b</sup>	Yes <sup>c</sup>	Letter of Agreement/Support <sup>b</sup>
Collaborator	Yes	Yes	Yes <sup>b</sup>	Yes <sup>c</sup>	Letter of Agreement/Support <sup>b</sup>
	No	No	No	No	
Consultant	Yes	Yes	Yes, if paid <sup>b</sup>	Yes, if paid <sup>c</sup>	Letter of Agreement/Support <sup>b</sup>
	No	No	No	Yes, if paid	
Other	No	No	No	Yes	No
Mentor(s) <sup>d</sup>	Yes	Yes	Yes	Yes <sup>d</sup>	Letter of Agreement/Support

<sup>a</sup> The PI is always considered Key Personnel but supporting documents should **not** be duplicated in the Key Personnel section on proposalCENTRAL.

<sup>b</sup> For postdoctoral fellows, technicians, and graduate students, other support documentation is not required.

<sup>c</sup> If Key Personnel are not being paid, enter \$0 for the amount requested; percent effort is required. Note that the percent effort indicated on the budget tool in proposalCENTRAL can be different than the requested compensation.

<sup>d</sup> For mentored grants (CSDG, PF), include the Primary Mentor and other mentors, if applicable, as Key Personnel. Only CSDGs should include the mentor(s) in the budget/budget justification.

**Citizenship Status (mandatory):** On proposalCENTRAL under “Professional Profile”, indicate your current citizenship status and country of citizenship.

**Justification of Eligibility:** Applicants must satisfy all eligibility requirements defined for each application type. Under Professional Profile, indicate the date (months and year) your terminal degree was awarded and when your first independent faculty position (or equivalent) began, if applicable. If you have a letter from the ACS Eligibility Committee, include in the Appendix and indicate this in the Table of Contents.

**Space:** If applicable, indicate the approximate area of independent research space provided by your institution to support your research program, along with the name of the department head who can verify this commitment. You must insert a value for square footage under Professional Profile, even if that number is zero.

**MSI Designation:** Indicate using the radio buttons whether the PI's institution is a US Department of Education designated Minority Serving Institution (MSI). If yes, then select the type of MSI from the dropdown list. Some common MSI combinations are provided in the dropdown menu, but the list is not exhaustive. Use the text box to enter the type if your institution's MSI or combination is not in the list.

MSIs and Abbreviations:

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

**Institutional Official:** Indicate the name and address of the official authorized to sign for the institution. Institutional Officials may electronically sign the application if required by the institution, but this is not required by ACS for submission. The PI must give the Institutional Official access to the application for e-signing to be completed. Provide a mailing address for disbursement of funds, in the event that your grant is awarded funding.

**Technology Transfer Officer (TTO):** Indicate the name and email address of the TTO. The TTO is responsible for technology transfer and other aspects of the commercialization of research that take place at a university. The TTO will be responsible for reporting all IP updates to the ACS should the project be awarded funding.

**Department Chair:** Indicate the name, department, and email address of the Department Chair. The electronic signature of the Department Chair is not required by the ACS.

**Primary Mentor:** Complete all fields for mentor information (if applicable).

**Additional Mentor(s):** Complete all fields for additional mentor information (if applicable).

**ORCID Identifier:** ORCID provides a persistent digital number that you own and control, and that identifies you from every other researcher. Please provide an ORCID identifier if you have one. To add the ORCID ID, click Professional Profile and connect/register for an ID. Once connected, return to your proposal, and click Save.

## 5. DICRIDG GENERAL AUDIENCE SUMMARY

For the DICRIDG application section, a General Audience Summary is required. The general audience summary provides an overview of the Institution for people who are not trained in the sciences. This summary may be read by peer review stakeholders, ACS staff members, potential donors, and the public. Stakeholders are individuals without formal scientific or medical training who are full voting members of peer review panels.

- The **stakeholder** uses the general summary to evaluate how the proposed work will benefit cancer patients, their families, and the community.

- **ACS staff members** use these summaries to identify projects that align with the specific interests of **donors** and may share them with donors.
- Staff may use the summary for communicating to local media about ACS-funded studies. Summaries of all grants funded by the Society are also made available to the **public**. Therefore, do not include proprietary/confidential information.

The general audience summary should be written in an understandable way for the general public. Describe concisely the goals of the Institution and how this award will facilitate/enhance cancer research career development of trainees and early-career faculty and position your institution/faculty to receive large cancer research grants. If symbols or Greek characters must be used, they should be spelled out to avoid formatting problems.

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

## 6. STATEMENT OF CANCER REVELANCE AND IMPACT

This section is important to the stakeholders (non-scientific members) on the peer review committees as well as to several general audiences, including donors. **Avoid the use of technical jargon.** This form is limited to 1,500 characters including spaces and will truncate at that point.

Describe how the project contributes short- and long-term to the control of cancer. For basic studies relying on experimental models (rather than human cancer cells, tissues, or clinical data) explain how the successful completion of the proposed work will lead to a better understanding of the disease or improve our ability to prevent, detect, treat, or manage cancer or cancer patients.

For studies involving human subjects, what do you expect to learn about how access to care impacts the overall cancer burden? How could your study improve both delivery of care and cancer outcomes? What effects do you anticipate on the morbidity, mortality, and/or quality of life of your study population? How might further investigations find potential value for health policy?

## 7. SELECTION OF RESEARCH PRIORITIES

Select the research priority or priorities to which your proposed project most strongly aligns and indicate the percent alignment. If multiple priorities are selected, the total should equal 100%. You are required to select a research priority area. Descriptions of the research priorities can be found in the [All Grant Applications Policies document](#) (pages 4-6).

## 8. JUSTIFICATION OF PROJECT ALIGNMENT TO RESEARCH PRIORITIES

Explain how your proposed project aligns to the selected research priority/priorities. If your project aligns to multiple priority areas, provide additional justification of the alignment to those areas in this section as well. Please make sure that the priority area or areas are noted in the statement. Note: This form is limited to 1,500 characters, including spaces. If the character limit is exceeded in this section, which is evaluated, it will be truncated. Examples of research



priority alignment statements are provided in Appendix C in the [All Grant Applications Policies document](#).

## 9. PROJECT CODING

**Note: Project coding is not considered at peer review. Red asterisks indicate required fields; not all grant types require project coding.**

Donors often have interests in funding specific types of cancer research. Your selection of project codes permits identification of proposals for consideration of donor-driven special funding. This information also assists the Society in communicating our research portfolio to the public.

Select the most appropriate Areas of Research (Common Scientific Outline—CSO) and Types of Cancer. Note that relevant items may be included under Resources and Infrastructure Related to [specific area]. See Appendix D for of the [All Grant Application Instructions](#) for specific terms and examples.

## 10. ASSURANCES AND CERTIFICATION

All activities involving human subjects and vertebrate animals must be approved by the appropriate institutional committee before the application can be funded. Compliance with current US Department of Health and Human Services and ACS guidelines for conflict of interest, recombinant DNA, and scientific misconduct is also required.

**Vertebrate Animals:** Every proposal involving vertebrate animals must be approved by an Institutional Animal Care and Use Committee (IACUC), in accordance with Public Health Service Policy on Humane Care and Use of Laboratory Animals, before the application can be funded. Enter the date of the most recent IACUC approval in the space provided.

All research supported by the ACS (including subcontracted activities) involving vertebrate animals must be conducted at performance sites covered under an approved Animal Welfare Assurance. It is the responsibility of the institution to immediately report to the ACS any action, including recertification or loss of IACUC approval, that is pertinent to the work described in the grant application.

**Human Subjects:** All proposed research projects involving human subjects must be approved by an Institutional Review Board (IRB) at an institution approved by the Office for Human Research Protections (OHRP) of the US Department of Health and Human Services (DHHS). Enter the institution's Assurance of Compliance number(s). Copies of the DHHS policy, assured status, and assurance numbers may be obtained from OHRP. Definitions and further clarification can be found at the [NIH Office of Extramural Research website](#).

**Submission of Approval Documentation:** If institutional review of human or vertebrate-animal subjects has not been finalized before the submission date of the application, you must indicate that approval is pending on the certification page and give the appropriate institutional reference numbers, if available. The Institution Official who signs during the grant activation process is responsible for confirming that approval has been granted for the research to begin. In addition, certification of the approval, clearly labeled with the assigned ACS application number, must be uploaded to proposalCENTRAL within 3 months of grant activation. Failure to comply may result in withholding of payments and/or cancellation of funding.

If a grant is funded, it is the responsibility of the institution to immediately report to the ACS any action, including recertification or loss of IRB approval, which occurs during the term of the award that is related to the work described in the grant application.

## 11. PI DATA

The PI demographic information is for use by the Extramural Discovery Science department. While “choose not to disclose” is an option, we **strongly encourage** all applicants to specify their gender, race, ethnicity, and sexual orientation. We use this information for statistical purposes to understand the diversity of our applicant pool. We are committed to investing in a diverse research workforce and this data enhances our ability to develop inclusive policies and new funding opportunities to address current limitations. ***This information is not accessible to peer reviewers and is not considered at peer review.*** By sharing this information with us, you help the American Cancer Society track our progress and identify areas that need improvement.

**Note:** The ACS ***requires*** that all ***grantees*** provide their demographic data at the time of grant activation. If an applicant selects “prefer not to disclose” at the time of application, they will be required to provide the information if the grant is funded.

## 12. RESUBMISSION

**All resubmissions must create a new application on proposalCENTRAL.** Please see grant-specific instructions for the allowable number of resubmissions.

### Resubmission guidelines:

- Submit a complete application electronically via proposalCENTRAL
- The title of the project can be altered but **must** be marked as a first or second resubmission.
- Select the appropriate application number from the list of your prior submissions on proposalCENTRAL.
- Provide the peer review committee code from the previous application on the title page.

## 13. APPLICATION SUBMISSION AND REQUIRED E-SIGNATURES

**We are now only accepting electronic submissions with e-signatures.**

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

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

#### 14. DETAILED BUDGET

Complete the budget page located online at proposalCENTRAL.

**A. Personnel.** Names and positions of all Key Personnel must be individually listed, and the percent effort for all key persons should be entered. List all Key Personnel for the DICRIDG, whether they are receiving compensation or not. For example, if CSDGs and PFs are included, key personnel would include the PI, all mentors, and key study personnel. Details of contractual arrangements with Key Personnel should be provided in the Budget Justification section. If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request \$0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

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

You may be invited to attend the Diversity in Cancer Research and Health Equity annual Retreat. To accommodate attendance, include approximately \$1,500 per year for the PI to travel to this meeting. For clarification contact the program manager, Chanda Felton ([DiversityEDS@cancer.org](mailto:DiversityEDS@cancer.org)), prior to submitting your application.

**NOTE:** For definitions of Key Personnel refer to [ACS ALL GRANT INSTRUCTIONS-SECTION 4: REQUIRED INFORMATION](#)

#### **B. Equipment**

- Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds \$5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment.
- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than \$5,000 and/or that has a short service life (<1 year).

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

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

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

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

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

**G.** Subcontracts for the research project may be with public or private institutions, provided they do not violate ACS policies. Subcontracts involving a contractor residing outside the borders of the United States are not permitted, unless the applicant can document that it is not feasible to have the work performed within the United States. Administrative pages: A Letter of Agreement between institutions pertaining to the subcontract should be included in the Appendix.

**Indirect Costs.** Indirect costs are not allowed.

**H. Total Amount Requested.** Budget totals should reflect a maximum duration of 4 years. Enter the total amount requested for the project period on the Title Page of the application. The amount entered on the title page must match the total costs in the budget section.

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

## 15. JUSTIFICATION OF BUDGET

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

## 16. ALLOCATION AND EXPENDITURE OF FUNDS

Funds for Master Scholars and Research Grants must be allocated by the local DICRIDG Committee before the expiration date indicated in the award letter. See Appendix for Award Amount and Term.

Once the award is made to the individual grantee, the Society considers the funds expended. If an individual award remains unspent, you will need to reallocate to another subaward.

## PREPARING THE APPLICATION

### I. DICRIDG APPLICATION MATERIALS

Templates for the DICRIDG are provided on proposalCENTRAL. **All templates must be saved and uploaded as a PDF.**

### II. APPLICATION TEMPLATES

An application consists of several sections that must be uploaded before the application is submitted. Templates for these sections are available once an application is started on proposalCENTRAL.

The templates must be downloaded to a computer and completed offline. Detailed below are the instructions for completing the individual sections. The sections must be converted into .pdf documents before being uploaded. Please see proposalCENTRAL's FAQ or call support at 1-800-875-2562 if you need assistance.

#### 1. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered and should be limited to 2 pages, including an itemized list of the contents in the Appendix.

#### 2. OVERVIEW OF INSTITUTION (PAGE 2.1)

In *no more than 3 pages*, provide a brief description of the institution, including the mission, history, and degree granting programs. Information regarding Institution resources and facilities should be described in the Environment Section.

#### 3. DESCRIPTION OF CAREER DEVELOPMENT PLANS (PAGE 3.1)

In *no more than 3 pages*, describe the institution's planned activities to promote career development of junior faculty and early career scientists affiliated with the Diversity in Cancer Research Institutional Development Grant Program. Examples of these activities include but are not limited to:

- mentoring and advisement by senior faculty with established cancer research careers.
- guidance on publishing scientific results.
- seminars on grant writing and research funding, teaching, mentoring, publishing, personnel/lab/office management, etc.
- critiques of draft applications for national peer reviewed research grants.
- guidance on developing collaborative research relationships, and
- advice on balancing an academic career and one's personal life

#### 4. ADMINISTRATIVE PI AND MENTORS (PAGE 4.1)

Provide information about the Administrative Principal Investigator (PI). The Administrative PI must be full-time faculty at a federally designated Minority Serving Institution (MSI), have attained the rank of Associate Professor or Full Professor, have a track record of extramural

cancer research funding, mentoring junior investigators, publications in peer-reviewed journals and administrative/leadership experience (i.e., deputy director or director of a program, center or department).

Provide the name, rank, title and affiliation of prospective Mentors. For mentors not at your institution, briefly describe their institutional affiliation with the option to include a hyperlink to the mentor's laboratory website or other research sites.

In the Appendix, include brief NIH style biosketches for all named prospective mentors, including current research support in the "Additional Information" section (part D). Follow the format and instructions provided by the NIH.

**Note:** The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and cancer research career development experiences of the Administrative PI and mentors.

## **5. SELECTION COMMITTEE AND PROCESS (PAGE 5.1)**

Briefly describe your review and selection process for eligible trainee and faculty candidates to apply for and compete to receive support for research and career development including the evaluation criteria that will drive decision making. See appendix for ACS review criteria.

The Administrative PI should serve as the Chair of this Committee. In the table provided, please include the name, degree, title, department/school, and expertise of each member assigned to the review committee. The selection committee may consist of internal and/or external faculty to your institution who have expertise in career development or specific scientific expertise. Include an NIH style biosketch for all members in the appendix of the application.

## **6. PLANS FOR PROMOTION OF SUBAWARD FUNDING OPPORTUNITIES AND RECRUITMENT (PAGE 6.1)**

In *no more than 3 pages*, describe how the funding opportunity will be promoted and publicized to eligible underrepresented minority (URM) trainees and faculty within your institution. Recruitment plans should include engagement of various departments and schools and, if applicable, outreach to other local and regional academic institutions to increase exposure to potential post-doctoral fellow applicants from ethnic or racial backgrounds that are defined as (URM) groups is allowed.

## **7. ENVIRONMENT (PAGE 7.1)**

Describe institutional resources and facilities to support research, training, and mentoring. The PI should also describe how resources at local/regional institutions will be leveraged, if applicable. Describe how the presence of these resources will directly benefit research career development.

Document the existence of an appropriate academic and research environment for the proposed research studies and training programs, including:

- departmental and other institutional personnel.
- ongoing research and other relevant activities.

- facilities and resources.
- relevant collaborative relationships; and
- any relevant accreditation from professional societies or organizations.

## 8. STATEMENT OF INSTITUTIONAL SUPPORT (PAGE 8.1)

Provide the following information for the Principal Investigator only:

- A description of any start-up funds provided by the institution to the applicant. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.
- Details of the institutional commitment to support the applicant's salary and research program.
- The current term of the applicant's appointment.

These details should be confirmed by the Department Chair in the Statement of Institutional Support.

Non-tenure track applicants should also include a more detailed description of the space committed to the project. If the applicant is in the same department as a previous mentor, provide information on the relationship between the mentor's research space, and the space available for the project, and the relationship between funded research projects in the mentor's laboratory and the present application. Documentation should be included in the Statement of Institutional Support written by the Department Chair.

## 9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 9.1)

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

## 10. EXPECTATIONS

### CREATE FUNDING OPPORTUNITY ANNOUNCEMENT

Guidance for creating funding opportunity announcement(s) for subawards. You may create separated funding opportunities for each mechanism or create one announcement for all or use a hybrid approach.

## 11. APPENDIX TO APPLICATION

Use the Appendix to submit other key documents as part of the application. However, please keep this section as brief as possible.

Required materials are specified. Other supporting materials can be included as needed.

- Biosketches: Administrative PI and Mentors (**required**) and Key Personnel of the DICRIDG,
- A letter of collaboration with the ACS region is **required** with the application
- Letters of support
- Recent reprints or preprints (optional)
- Logic Model - **Required**

It is not necessary to number the pages of the Appendix, but please list by categories (e.g., reprints, preprints) in the Table of Contents.

### III. OVERVIEW OF SUB-AWARD REQUIREMENTS

<b>Sub-Award Grant Mechanisms</b>	<b>Eligibility Requirements</b>
Pilot Grants	1.) Full-time faculty within the first 6-years of initial appointment; 2.) Have not obtained R-level funding
Clinician Scientist Development Grant	1.) Have clinical license and have a role in patient care; 2.) Be within first 6 years of starting faculty position (e.g., Instructor or Assistant Professor; 3.) Cannot have more than 3 years of prior postdoctoral mentored research training
Post-doctoral Fellows	1.) US citizens or Permanent residents; 2.) Be within 3 years of receiving a doctoral degree.
Master Scholars	Students must be enrolled in a master program with an interest in Cancer Control and Prevention or cancer research

### AWARD AMOUNT AND TERM

<b>Sub-Award Grant Mechanisms</b>	<b>Total Budget</b>	<b>Grant Term</b>	<b># Of Grants Supported</b>
Pilot Grants	\$480,000 (\$30,000 per grant per year)	1 year	16
Clinician Scientist Development Grant	\$1,200,000 (\$600,000 per clinician scientist)	4 years	2
Post-doctoral Fellows	\$351,000 (\$175,500 per postdoctoral fellow)	3 years	2
Master Scholars	\$300,000 (\$50,000 per master scholar)	4 years	6 (3 MS cohorts a year for 2 years)

### APPLICATION REQUIREMENTS FOR SUBAWARD GRANT MECHANISMS

When preparing applications for the subaward mechanisms, please include the following requirements.

<b>Sub-Award Grant Mechanisms</b>	<b>Requirements</b>	<b>Page limits</b>
Pilot Grants	Candidate Biosketch Plans for Career development Research Plan Compliance	5 pages 3 pages 5 pages No page limits
Clinician Scientist Development Grants	Candidate Biosketch Mentoring and Training Plan Research Plan Compliance Recommendation Letters	5 pages 5 pages 13 pages No page limits



		Three letters (no page limits)
Post-doctoral Fellowships	Candidate Biosketch Mentoring and Training Plan Research Plan Compliance Recommendation Letters	5 pages 3 pages 9 pages No page limits Three letters (no page limits)
Masters Scholars	Candidate and Plans for Career Development Plans for Practicum	3 pages  3 pages

**IV. REQUIRED INFORMATION FOR SUB-AWARD APPLICATIONS**

**1. RESEARCH PLAN REQUIREMENTS FOR PILOT GRANTS, CLINICIAN SCIENTIST DEVELOPMENT GRANTS (CSDGs), AND POST-DOCTORAL FELLOWS (PFs)**

**Section A below (Specific Aims) should not exceed 1 page. Sections B- F below must not exceed 5 pages for Pilot Grants, 9 pages for Post-Doctoral Fellowships (PFs) and must not exceed 12 pages for Clinician Scientist Development Grants (CSDGs). These page limits do not apply to Sections (G) through (J).**

- A. Specific Aims** (not to exceed 1 page). List the hypothesis, objectives and goals of your proposed research and briefly describe the scientific aims.
- B. Background and Significance.** Concisely summarize and critically evaluate the literature. Provide a model (i.e., animal model, or conceptual model) or theoretical framework guiding your research. Specifically state how the successful completion of the work proposed will advance scientific knowledge and/or aspects of clinical practice that are important for better understanding cancer or management of cancer patients or reduce burdens from cancer.
- C. Cancer Relevance:** How is this research relevant or how will it impact persons at risk for, or living with, cancer and their family members and/or caregivers? The relevance to cancer may be indirect, but the connection must be clearly articulated by the applicant.
- D. Innovation:** What is the potential that the proposed study will challenge and seek to shift current research understanding or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Does the research propose meaningful improvements or address critical gaps?
- E. Preliminary Studies.** Provide results of your prior research that are relevant to this proposal. Preliminary data aren't expected or required. Reprints or preprints may be included in the Appendix. Note that the entire application is considered confidential.
- F. Research Design.** Describe your overall hypothesis, proposed methods, procedures, and data analysis in enough detail to permit evaluation by other scientists; include your rationale for approaches and analysis. Explain your project's feasibility and how the experiments proposed will address the Specific Aims. Discuss potential difficulties and limitations of your proposed methods and provide alternative approaches. Inclusion of an experimental timeline can be helpful.

**G. Experimental Details** (optional – not to exceed 3 pages). This section is available if more in-depth description of the experimental design, technologies, or assays are needed to convey the specific approaches and procedures proposed. This section is also appropriate for articulating specifics regarding how you plan to use findings from this research to inform a larger study.

**H. Environment for Research and Training**

Briefly describe the existence of an appropriate academic and research environment for the proposed research study and/or training program, including:

- departmental and other institutional personnel.
- ongoing research and other relevant activities.
- facilities and resources.
- access to any populations or individuals to be studied.
- relevant collaborative relationships; and
- any relevant accreditation from professional societies or organizations.

Describe how the presence of these resources will directly benefit you and your research.

**I. Statement of Science Outreach and Advocacy** (*not to exceed 1 page*).

ACS considers it important that scientists communicate the results of their research to a wide range of communities. Explain the potential impact of your proposed project on your community, and to the ACS's mission to save lives, celebrate lives, and lead the fight for a world without cancer. Share any previous experiences in science outreach and advocacy. Describe your plans for disseminating your work in the cancer arena through advocacy, awareness, education, or service. Please include your plans for sharing your research and research findings with your (non-academic) community members and for engaging with community partners in the dissemination process.

**J. References.** Each literature citation should include title, authors, book or journal, volume number, page numbers, and year of publication. There is no page limitation; this section is not included in the research plan page limit of Sections (B) through (F).

**2. THE CANDIDATE AND CAREER GOALS**

**STATEMENT OF EXPERIENCE AND CAREER GOALS OF THE APPLICANT**

(Required for Post-doctoral Fellowships (PFs) and Clinician Scientist Development Grants (CSDGs))

In 3 pages or less, describe:

1. Clinical and research experiences that have been impactful and why. For all research experience, state the nature, results, location, time frame, with whom the work was conducted, and your role.

2. Anticipated training or skills building the candidate anticipates receiving. Include new technical and conceptual approaches the training will offer.

3. Short- and long-term career goals in cancer research and how the proposed training and research plans align with these goals.

**BIOSKETCH OF THE APPLICANT.** Complete the NIH Biosketch template, following the format and instructions provided by the NIH. In addition, please provide all post-doctoral research experience in the Mentored Training section. **Note:** The Biographical Sketch may not exceed 5 pages.

**LIST OF RECOMMENDERS.** List the name, title, and email address of three persons, other than your proposed mentor(s), who can critically appraise your qualifications. They should be able to comment on your character, motivation, maturity, general knowledge, ability to use research techniques, originality, specialized experience, and training.

**3. CAREER DEVELOPMENT PLAN** (Required for Master Scholars and Pilot Grants)

Summarize plans for career development.

**1. Masters' Scholars:** Summary of the candidate and career goals; composition and credential of the candidate's Thesis committee. Who will be the field instructor(s) for the **Practicum?** Describe the anticipated practicum activities and the research question or project for the master's Thesis.

**2. Pilot Grants:** Describe the candidate and their career development goals. How will the candidate participate in the career development activities being supported by the Career Development Enhancement Fund?

**4. MENTORING AND TRAINING PLAN**  
(Required for **ALL** subawards **except** Pilot Grants and Master Scholars)

The following sections must be prepared by the proposed **primary mentor(s)**.

- **Program Goals and Proposed Training**  
Describe the overall goals of the proposed program and indicate how the grant, if awarded, will advance the candidate's career as an independent researcher. Provide a description of the specific plans for research training, including core curriculum studies, courses, and lectures. For each mentor, describe their role, area of expertise, and the frequency and mode of contact with the Candidate should be provided. Explain in detail the activities planned for the period of the award, including clinical, research, teaching, coursework, administrative duties, etc., and skills the candidate will gain from the mentoring experience. Estimate the percentage of time allocated to each area. The primary mentor is expected to compose the mentoring and training plan. If an additional mentor is involved in the candidate's training, describe this person's participation as well. Include a table indicating the timeline of implementation and completion of the Training Plan.
- **Training Experience of Mentor(s)**  
Document your background and experience in training clinical and applied cancer researchers. Describe *in detail* (table format preferred) your mentoring experience (e.g., list the researchers you have trained, the extent of their training, and their current

involvement in clinical or applied cancer research). Fully describe your current professional responsibilities and activities.

- **Biographical Sketch of Mentor(s)**

Provide biographical information requested for *all mentors*. Complete the NIH Biosketch template. Follow the format and instructions provided by the NIH. Use a separate “Biographical Sketch” template for each mentor. **Note:** The Biographical Sketch may not exceed 5 pages.

- **Mentor(s) Commitment Letter(s)**

A letter of commitment must be provided from each mentor. The letter should include assessment of the Candidate’s research ability and potential, motivation, ability to plan and conduct research, knowledge of the field of study, and ability to work as a member of a research team. Letters may also include other attributes of the Candidate such as character or motivation. The letters will need to be uploaded as an attachment to your application.

Provide a description of the specific plans for research training, including core curriculum studies, courses, and lectures. For each mentor, describe their role, area of expertise, and the frequency and mode of contact with the Candidate should be provided. Explain in detail the activities planned for the period of the award, including clinical, research, teaching, coursework, administrative duties, etc., and skills the candidate will gain from the mentoring experience. Estimate the percentage of time allocated to each area. The primary mentor is expected to compose the mentoring and training plan. If an additional mentor is involved in the candidate's training, describe this person's participation as well. Include a table indicating the timeline of implementation and completion of the Training Plan.

## 5. COMPLIANCE (Required for any grants dealing with human or animal subjects)

### Human Subjects

- **Selection of study population.** When conducting research on humans, provide the rationale for selection of your target population including the involvement of children, minorities, special vulnerable populations, such as, neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations\*. This should include research subject gender and the rationale for why certain populations may be excluded based on your research question and specific aims. The institution is required to ensure IRB approval is obtained for the grant to start, and the approval documentation is uploaded into proposalCENTRAL within 3 months of grant activation.

Complete the planned enrollment form based on your proposed study sample size to estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable) and gender. Also include estimates of the sample distribution by gender and race and ethnicity (if available). For example, if your sample size is 200, to *complete the total number for the subjects’* column by race (based on what you know about the population demographics or the existing dataset you plan to analyze) multiply by the estimated percentage.

Estimated percentage of the population by race	Estimated total number of subjects
50% White	100 (200 x 0.50)
49% AA	98 (200 x 0.49)
1% Asian	2 (200 x 0.01)

For applicants performing non-human subjects research, please check the box that most appropriately describes your research.

- Potential benefits and risks and knowledge gained.** Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Additionally, provide justification for why potential risks to subjects are reasonable in relation to the anticipated benefits to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits of the alternative treatments and procedures, to participants in the proposed research.
- Research Specimens and Data.** If the proposed research involves biospecimens, provide a description of how the research material will be obtained from living subjects and what materials will be collected. Additionally, describe the specific non-biological data from human subjects and how it will be collected, managed and protected (e.g., demographic data elements), including who will have access to research data and what measures will be implemented to keep personally identifiable private information confidential.
- Collaborating sites**  
List any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

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

- Vertebrate Animals**  
IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to proposalCENTRAL immediately upon approval. Provide the rationale for inclusion of live vertebrate animals according to the 1) necessity for the use of the animals and species proposed; 2) appropriateness of the strains, ages, and gender of the animals to be used for the experimental plan proposed; and 3) justifications for, and appropriateness of, the numbers used for the experimental plan proposed. When completing the Targeted Enrollment Table, select non-human subjects' research and check the box that most appropriately describes your research.
- Biohazards**  
Briefly describe whether materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment, and describe what protections

will be used to mitigate any risk. The assessment related to biohazards should include potential biological or chemical hazards.

- **Authentication of Key Biological and/or Chemical Resources**

Briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies.

Key biological and/or chemical resources may or may not be generated with ACS funds and:

1. may differ from laboratory to laboratory or over time.
2. may have qualities and/or qualifications that could influence the research data; and
3. are integral to the proposed research.

These include, but are not limited to, cell lines, specialty chemicals, antibodies, and other biologics. Researchers should transparently report on what they have done to authenticate key resources, so that consensus can emerge. Standard laboratory reagents that are not expected to vary do not need to be included in the plan. Examples are buffers and other common biologicals or chemicals. Information in this section must focus only on authentication and/or validation of key resources to be used in the study; all other methods and preliminary data must be included within the page limits of the research strategy. Applications identified as non-compliant with this limitation may be withdrawn from the review process.

## **VI. EVALUATIONS OF SUB-AWARD APPLICATIONS**

Review Criteria and Reviewers Guidelines

### **PILOT GRANTS REVIEWER GUIDELINES CRITERIA**

A junior investigator's research is not expected to reflect the breadth and depth of a senior scientist. Nevertheless, the research plan must be fundamentally sound. In critiquing the research study, please be as specific and as detailed as possible about the following elements:

- A. Significance:** Does the project address an important problem or a critical barrier to progress in the field? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or interventions that drive this field?
- B. Cancer Relevance:** How is this research relevant to persons at risk for, or living with, cancer and their family members and/or caregivers and friends?
- C. Innovation/Improvement:** What is the potential that the proposed study will challenge and seek to shift current research understanding or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Does the research propose meaningful improvements or address critical gaps?

- D. Candidate/Research Team:** Does the PI and research team (including mentor(s)) have the training and experience needed to carry out the proposed research? Do team members have complementary skills and qualifications needed for successful implementation and analysis of the proposed research? Has the research team previously collaborated on research or publications? If not, are members of the proposed study team appropriate to carry-out the research?
- E. Approach:** Are the hypothesis and aims appropriate for answering the research question? Are the overall strategy, methodology, analyses, and timeline well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed?
- F. Environment:** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

**G. Compliance Statements**

- **Human Subjects.** If the project involves research on humans, are the plans for protection of human subjects from research risks justified in terms of the scientific goals and research strategy proposed? For example, are the potential benefits and risks to subjects articulated reasonable and appropriate given the study design, are there plans to conduct sub-analysis by group, are there plans for data security and confidentiality, biohazards and data and safety monitoring (if applicable) adequate?
- **Inclusion of Women, Minorities, and Children.** When the proposed project involves human subjects, evaluate the adequacy of the proposed plans for inclusion or exclusion of minorities, male and female genders, as well as children.
- **Vertebrate Animals.** The peer review committee will evaluate the involvement of live, vertebrate animals as part of the scientific assessment according to the following points: 1) necessity for the use of the animals and species proposed; 2) appropriateness of the strains, ages, and gender of the animals to be used for the experimental plan proposed; 3) justifications for, and appropriateness of, the numbers used for the experimental plan proposed.
- **Biohazards.** Reviewers will assess whether materials or procedures proposed are potentially hazardous to research personnel and/or the

environment, and if needed, determine whether adequate protection is proposed.

#### H. Overall Recommendations

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: outstanding, excellent, good, fair, or not competitive. See ACS SCORING GUIDELINES below for relationship between numeric scores and the descriptive terms used in this section. For outstanding proposals, concisely describing why there is excitement is as important as listing minor deficits. Briefly include recommendations for improvement to aid in resubmitting an application.

### CSDG REVIEWER GUIDELINES CRITERIA

Provided below are the guidelines used by reviewers to evaluate Clinician Scientist Development Grant applications. These are meant as general guidelines and are provided here as an aid for preparing your application.

#### A. CANDIDATE

Evaluate the qualifications of applicant considering the following items: goals and commitment to cancer research; past education; past training (board-eligible or board-certified), if appropriate; past research experience; number and relevance of previous publications; and overall appropriateness of candidate for the CSDG. **There is no requirement that the PI have start-up funds or independent laboratory space.**

#### B. Letters of Recommendation:

Provide an assessment of the confidential letters of recommendation, including research ability and potential, ability to plan and conduct research, knowledge of the field relevant to the proposed work, ability to work as a team, and personal characteristics. **To maintain confidentiality, all comments associated with recommendation letters will be removed before sharing with applicants.**

**Reply to previous reviews [if applicable]:** *Note whether this is a resubmission and comment on adequacy of response to critiques.*

#### C. RESEARCH PLAN

A junior investigator's research is not expected to reflect the breadth and depth of a senior scientist. Nevertheless, the research plan must be fundamentally sound. In critiquing the research study, please be as specific and as detailed as possible about the following elements:

- **Significance:** Does the project address an important problem or a critical barrier to progress in the field? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or interventions that drive this field?
- **Cancer Relevance:** How is this research relevant to persons at risk for, or living with, cancer and their family members and/or caregivers and friends?



- **Innovation/Improvement:** What is the potential that the proposed study will challenge and seek to shift current research understanding or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Does the research propose meaningful improvements or address critical gaps?
- **Candidate/Research Team:** Does the PI and research team (including mentor(s)) have the training and experience needed to carry out the proposed research? Do team members have complementary skills and qualifications needed for successful implementation and analysis of the proposed research? Has the research team previously collaborated on research or publications? If not, are members of the proposed study team appropriate to carry-out the research?
- **Approach:** Are the hypothesis and aims appropriate for answering the research question? Are the overall strategy, methodology, analyses, and timeline well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed?
- **Environment:** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

#### D. BUDGET

Evaluate the overall budget and individual budget categories with respect to the award cap and the project aims, mentoring plan, and training plan. Are the budget items justified, specified, and accurate? Is the project duration and PI percent effort (**minimum of 50%**) appropriate? Is there a potential overlap with the PI's other funded research? Describe any suggested budget changes (i.e., could relate to personnel, research materials and/or animals). Use specific amounts and/or percentages.

**Note: *It is the policy of the American Cancer Society not to fund projects that are supported all or in part by another agency.***

#### E. TRAINING AND MENTORING PLAN

- **PROGRAM GOALS AND PROPOSED TRAINING.** Assess the appropriateness of the proposed core curriculum, courses and lectures in enhancing the research training of the applicant, and their relevance to the applicant's career objectives.

- **INSTITUTIONAL RESOURCES AND ENVIRONMENT FOR TRAINING.** Evaluate the appropriateness of the environment (academic and research) for the proposed training program. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference any relevant accreditation from professional societies or organizations. Describe how access to these resources will directly benefit the candidate.
- **TRAINING EXPERIENCE OF MENTOR(S).** Evaluate the appropriateness of the mentor(s) experiences for their respective roles in the proposed training and mentoring plans. Consider the qualifications and reputation of mentor(s) in cancer research and in training cancer researchers, the commitment of mentor(s) to the plan, and the overall appropriateness of the mentor(s) and mentor(s) qualifications for the proposed research project.
- **BIOGRAPHICAL SKETCH OF MENTOR(S).** To assess qualifications of the mentor and training/mentoring history and to aid in the evaluation of parts (A) through (C) directly above.
- **SUPPORT OF MENTOR(S).** To convey the current funding of the mentor(s).
- **MENTOR[S] COMMITMENT LETTER[S].** To aid in the assessment of parts (A) through (C) directly above.

## F. COMPLIANCE STATEMENTS

- **Human Subjects.** If the project involves research on humans, are the plans for protection of human subjects from research risks justified in terms of the scientific goals and research strategy proposed? For example, are the potential benefits and risks to subjects articulated reasonable and appropriate given the study design, are there plans to conduct sub-analysis by group, are there plans for data security and confidentiality, biohazards and data and safety monitoring (if applicable) adequate?
- **Inclusion of Women, Minorities, and Children.** When the proposed project involves human subjects, evaluate the adequacy of the proposed plans for inclusion or exclusion of minorities, male and female genders, as well as children.
- **Vertebrate Animals.** The peer review committee will evaluate the involvement of live, vertebrate animals as part of the scientific assessment according to the following points: 1) necessity for the use of the animals and species proposed; 2) appropriateness of the strains, ages, and gender of the animals to be used for the experimental plan

proposed; 3) justifications for, and appropriateness of, the numbers used for the experimental plan proposed

- **Biohazards.** Reviewers will assess whether materials or procedures proposed are potentially hazardous to research personnel and/or the environment, and if needed, determine whether adequate protection is proposed
  
- **OVERALL RECOMMENDATIONS**  
Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: outstanding, excellent, good, fair, or not competitive. See Scoring Guidelines above for relationship between numeric scores and the descriptive terms used in this section. For outstanding proposals, concisely describing why there is excitement is as important as listing minor deficits. Briefly include recommendations for improvement to aid in resubmitting an application.

## **PF REVIEWER GUIDELINE CRITERIA**

Provided below are the guidelines used by reviewers to evaluate Postdoctoral Fellowship applications. These are meant as general guidelines and are provided here as an aid for preparing your application.

- |               |   |
|---------------|---|
| <b>PART I</b> | <b>CANDIDATE</b>                                      |
| A.            | STATEMENT OF EXPERIENCE AND CAREER GOALS OF APPLICANT |
| B.            | BIOSKETCH OF APPLICANT                                |
| C.            | LETTERS OF RECOMMENDATION                             |
| D.            | TRAINING POTENTIAL                                    |

Relying on the contents of sections (A) through (D) above, critically evaluate the qualifications of the applicant considering the following items: goals and commitment to cancer research; past education; past training (board-eligible or board-certified); past research experience; number and impact of previous publications; and overall suitability of the candidate for this award.

Provide an assessment of the confidential letters of recommendation, including research ability and potential, ability to plan and conduct research, knowledge of the field relevant to the proposed work, ability to work as part of a team, and personal characteristics. **To maintain confidentiality, please include this evaluation on the template so this content can be easily deleted prior to sharing with the applicant.**

Assess whether the fellowship broadens the training and experience of the applicant beyond what was obtained in their graduate work and aligns with the applicant's stated career goals.

### **Reply to previous reviews [if applicable]**

Note whether this is a resubmission and comment on the adequacy of the response to the prior critiques.

## **PART II PLANS FOR WORK UNDER FELLOWSHIP**

**Research Plan A:** A junior investigator's research is not expected to reflect the breadth and depth of a senior scientist. Nevertheless, the research plan must be fundamentally sound. In critiquing the research study, be specific and detailed about the following elements:

1. **Significance:** Does the project address an important problem or a critical barrier in the field? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or interventions that drive this field?
2. **Approach:** Are the hypothesis and aims appropriate for answering the research question(s)? Is the overall strategy, methodology, analyses and timeline well-reasoned and appropriate to accomplish the specific aims? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility? Will particularly risky aspects be managed.
3. **Cancer Relevance:** Is the proposed research important to cancer research? How is this research relevant to persons at risk for, or living with, cancer or their family members/caregivers? The relevance to cancer may be indirect, but the connection must be clearly articulated by the applicant.
4. **Candidate/Research Team:** Does the PI and research team (including mentors), have the training and experience needed to carry out the proposed research? Do team members have complementary skills and qualifications needed for successful implementation and analysis of the proposed research?
5. **Environment:** Will the scientific environment, in which the work will be done, contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?
6. **Statement of Science Outreach and Advocacy:** (FEEDBACK OPTIONAL, THIS SECTION SHOULD NOT BE INCLUDED FOR CONSIDERATION OF SCORING). Does the outreach and advocacy plan present any concerns (including, but not limited to, research compliance, participant safety, and/or feasibility)? Do you have any suggestions to improve the plan?

## **PART III PROPOSED TRAINING AND MENTORING PLAN**

### **A. Program Goals and Proposed Training**

Evaluate the appropriateness of the training activities, (i.e., core curriculum studies, courses and lectures), in enhancing the research training of the applicant, and their relevance to the applicant's career objectives.

### **B. Institutional Resources and Environment for Training**

Assess the suitability of the academic and research environment for the proposed training program. Consider departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference any relevant accreditation from professional

societies or organizations. Assess whether the availability of these resources will directly benefit the candidate.

**C. Training Experience of Mentor(s)**

Evaluate the appropriateness of the mentor(s) experiences for their respective roles in the proposed training and mentoring plans. Consider the qualifications and reputation of the mentor(s) in cancer research and in training cancer researchers, the commitment of the mentor(s) to the plan, and the overall appropriateness of the mentor(s) and mentor(s) qualifications for the proposed research project.

**D. Biographical Sketch of Mentor(s)**

To assess qualifications of mentor and training/mentoring history and to help aid in the assessment of parts (A) through (C) directly above.

**E. Support of Mentor(s)**

To convey the current funding of the mentor(s). This is critical because the budget for a postdoctoral fellowship award is predominantly stipend support.

**F. Mentor[s] Commitment Letter[s]**

To aid in the assessment of parts (A) through (C) directly above.

**PART IV COMPLIANCE STATEMENTS**

**1. Human Subjects.** If the project involves research on humans, assess whether the plans for protection of human subjects from research risks is justified in terms of the scientific goals and research strategy proposed. For example, are the potential benefits and risks to subjects reasonable and appropriate given the study design? If applicable, are the plans to conduct sub-analysis by group, for data security and confidentiality, biohazards and data and safety monitoring adequate?

**2. Inclusion of Women, Minorities, and Children.** When the proposed project involves human subjects, evaluate the adequacy of the proposed plans for inclusion or exclusion of minorities, male and female genders, as well as children.

**3. Vertebrate Animals.** Evaluate the involvement of live, vertebrate animals as part of the scientific assessment according to the following points: 1) necessity for the use of the animals and species proposed; 2) appropriateness of the strains, ages, and gender of the animals; 3) justifications for, and appropriateness of, the numbers of animals proposed.

**4. Biohazards.** Assess whether materials or procedures proposed are potentially hazardous to research personnel and/or the environment, and if needed, determine whether adequate protection is proposed.

**PART V OVERALL RECOMMENDATIONS**

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: outstanding, excellent, good, fair, or not competitive.

See ACS SCORING GUIDELINES below for relationship between numeric scores and the descriptive terms used in this section. For outstanding proposals, concisely describing why there is excitement is as important as listing minor deficits. Briefly include recommendations for improvement to aid in resubmitting an application.

## **MASTER SCHOLARS REVIEWER GUIDELINES CRITERIA**

### **PART I CANDIDATE**

Evaluate the appropriateness of the training activities (i.e., core curriculum studies, courses, and lectures) enhancing the research training of the applicant, and their relevance to the applicant's career objectives.

### **PART II THESIS COMMITTEE AND FIELD INSTRUCTOR(S)**

Evaluate the appropriateness of the thesis committee members and field instructor(s) for their respective roles in the proposed training and mentoring. Consider the qualifications and reputation of the mentor(s) in cancer research and in training cancer researchers.

### **PART III BIOGRAPHICAL SKETCH OF MENTOR(S)**

To assess qualifications of mentor and training/mentoring history and to help aid in the assessment of parts directly above.

### **PART IV PRACTICUM**

How well is the practicum experience described? Will the practicum provide meaningful experiences and skill building to aid in meeting the candidate career goals and contribute to completing the master thesis?

### **PART V OVERALL ASSESSMENT**

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: outstanding, excellent, good, fair, or not competitive. See ACS SCORING GUIDELINES below for relationship between numeric scores and the descriptive terms used in this section. For outstanding proposals, concisely describing why there is excitement is as important as listing minor deficits. Briefly include recommendations for improvement to aid in resubmitting an application.

## **ACS SCORING GUIDELINES**

Please use the *entire* range of scores (1.0 - 5.0). A suggested table of terms is provided. Match your score as closely as possible to your written recommendations.

**Outstanding (1.0 - 1.4):** The proposal is deemed outstanding considering all criteria for that grant mechanism. This rating indicates that the application is worthy of funding (budget permitting). If weaknesses exist, they are few and very minor; the strengths far outweigh these minor concerns. Applications receiving at least one Outstanding rating during preliminary review will be discussed at the meeting.

**Excellent (1.5 - 1.9):** The proposal merits strong support but has minor flaws that can be corrected relatively easily upon resubmission.

**Good (2.0 - 2.4):** The proposal is somewhat lacking in approach, excitement and/or significance, or may have multiple flaws. It represents a worthwhile research project but is not competitive for funding in the present form.

**Fair (2.5 - 2.9):** The proposal has serious flaws. The concept and approach should be fully reconsidered.

**Not Competitive (3.0 - 5.0):** The proposal has serious deficiencies and should not be supported as submitted.

**Abstain:** For various reasons (e.g. Conflict of Interest) a score is not given.

**Administrative Disapproval:** The proposal cannot be funded because of an administrative problem, such as ineligibility for the award mechanism.

**Scientific Disapproval:** This includes applications that raise serious concern including unethical or unacceptable research (used very sparingly).

## INSTRUCTIONS FOR SUBMITTING DELIVERABLES

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

The American Cancer Society subscribes to the Altum proposalCENTRAL **Post Award Management System (PAM)** 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 (PAM)** is the “Activation Form.” For the Activation Form **only**, please also email Greta McShan at [greta.mcshan@cancer.org](mailto:greta.mcshan@cancer.org) and cc: [grants@cancer.org](mailto:grants@cancer.org) notifying her that you have uploaded your Grant Activation Form.

#### **Uploading an Award Deliverable**

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

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

- To send correspondence to the DICRIDG Program Office at the ACS, click the “Correspondence” link from the Award Details screen
- From this page, you can see any correspondence that has already been sent by clicking the Blue link in the Message column
- Use the “Respond” link to respond directly to a message you have received



- To send a new message, click “Send Correspondence to DICRIDG Program Office at the top of the page
- Select the administrator(s) who should receive the correspondence email
- Enter a subject and text for the correspondence in the spaces provided
- Click the “Send Email” button to send the email(s) to the selected administrator

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

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

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

### **To upload other documents/deliverables such as Publications, CV, 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 or By email: [pcsupport@altum.com](mailto:pcsupport@altum.com).