



**AMERICAN CANCER SOCIETY**  
**DIVERSITY IN CANCER RESEARCH POST-BACCALAUREATE FELLOWS PROGRAM**  
**POLICIES**

**EFFECTIVE: March 2023**

**ELECTRONIC APPLICATION DEADLINE: May 1, 2023**

**AMERICAN CANCER SOCIETY, INC.**

**ACS Center for Diversity in Cancer Research Training**

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

**MISSION**

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

## TABLE OF CONTENTS

|  |    |
|--|----|
| <b>DIVERSITY IN CANCER RESEARCH (DICR) POST- BACCALAUREATE FELLOWS PROGRAM</b> ..... | 3  |
| <b>I. DIVERSITY IN CANCER RESEARCH (DICR) POST- BACCALAUREATE POLICIES</b> .....     | 3  |
| 1. PROGRAM OVERVIEW.....   | 3  |
| 2. APPLICATION DEADLINE .....  | 3  |
| 3. ELIGIBILITY .....   | 3  |
| 4. WHO MAY APPLY .....   | 3  |
| 5. RESUBMISSION OF UNFUNDED APPLICATIONS .....                                       | 4  |
| 6. AWARD TERM & BUDGET .....   | 4  |
| 7. REPORTING .....   | 5  |
| 8. REQUIRED PROGRESS REPORTS .....   | 5  |
| 9. FINANCIAL RECORDS AND REPORTS .....   | 6  |
| 10. ASSURANCES AND CERTIFICATION .....   | 6  |
| <b>II. GENERAL INFORMATION</b> .....   | 7  |
| 1. ACCESSING THE GRANT APPLICATION SYSTEM.....                                       | 7  |
| 2. FORMATTING THE APPLICATION .....  | 7  |
| 3. UPDATES OF INFORMATION .....  | 8  |
| 4. APPLICATION SUBMISSION AND REQUIRED E-SIGNATURES .....                            | 8  |
| <b>III. DICR POST-BACCALAUREATE INSTRUCTIONS</b> .....                               | 11 |
| <b>IV. APPENDIX</b> .....  | 15 |
| <b>APPENDIX A: INSTRUCTIONS FOR SUBMITTING DELIVERABLES</b> .....                    | 16 |

# DIVERSITY IN CANCER RESEARCH (DICR) POST- BACCALAUREATE FELLOWS PROGRAM

## I. DIVERSITY IN CANCER RESEARCH (DICR) POST- BACCALAUREATE POLICIES

### 1. PROGRAM OVERVIEW

The American Cancer Society's (ACS) Diversity in Cancer Research (DICR) Post-Baccalaureate Fellows Program aims to increase diversity in the cancer research workforce by increasing the number of under-represented groups in the biomedical field. The goal of this program is to expose fellows to cancer research and provide career development activities that will help them prepare for a career in cancer research.

The DICR Post-Baccalaureate Fellows program is designed as a two-year cancer research experience for individuals with a bachelor's degree who intend to pursue a doctoral degree in biomedical science, data science, population health, public health, or a health profession.

High priority will be given to individuals from underrepresented minority (URM) groups. Specific populations that are underrepresented in science, including grant funding, such as certain racial and ethnic groups, first generation college graduates, or those from socio-economically disadvantaged backgrounds. These groups are collectively called populations underrepresented in science. (<https://diversity.nih.gov/about-us/population-underrepresented>)

*The criteria for selection of fellows will include a combination of personal and academic experiences which together signals a fellow's interest in cancer research or pursuing a career in cancer research.*

### 2. APPLICATION DEADLINE

**Applications must be submitted electronically via proposalCENTRAL by 11:59 PM EST on May 1, 2023.** Access is available using links provided in the American Cancer Society website [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.

### 3. ELIGIBILITY

#### A. Eligible Institutions

Institutions must have an active Cancer Research Program, pool of senior investigators to service as mentors, and an ability to recruit individuals to apply for the DICR Post-Baccalaureate Fellows program. Selection of grantee institutions for the DICR Post-Baccalaureate Fellows program will be conducted by the ACS according to established guidelines and policies.

### 4. WHO MAY APPLY

#### A. PI Eligibility

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

**The DICR Post Baccalaureate PI must meet the following criteria:**

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

**5. RESUBMISSION OF UNFUNDED APPLICATIONS**

Applications that are not funded may be revised and resubmitted, subject to the following:

- Only one resubmission is permitted.
- The same eligibility criteria apply as in a first submission.
- Resubmitted applications compete on an equal basis with all applications.
- Letters of support may be reused if the application is resubmitted within a calendar year of the initial proposal. The applicant must upload the letters to proposalCENTRAL again.

**6. AWARD TERM & BUDGET**

This award term is for a 3-year project period. The total award amount is \$660,000 which includes 10% allowable indirect costs. The award includes allowable expenses for program oversight and implementation and student expenses for cancer research career development during the 2-year certificate program which begin in August of 2024. Budget allocations includes costs for program oversight, career development, and a 2-year certificate program for four fellows to begin in August of 2024.

You may carry-over unspent funds (all years) except for the last year if you are requesting a no-cost extension. No Cost Extensions (NCE) for up to 1-year may be requested by the PI. The PI should consult the Program Office at [DiversityResearchTraining@cancer.org](mailto:DiversityResearchTraining@cancer.org) prior to submitting the NCE request form found on ProposalCentral at least 90 days prior to the end of the project period. Typically, the total dollar amount allowed to be carried over must be equal to or less than one year of direct costs, plus 10% allowable indirect costs.

**A. BUDGET:**

- **Program Oversight and Support Allowed:**
  - Principal Investigator: 5- 10% FTE based on NIH salary cap
  - Program Manager: 30- 50 % FTE
  - Support Services and Mentors
- **Student Stipends and Training Expenses Allowed**

| Student Expense Category                        | Description of cost per student per year   |
|---|--|
| Stipend<br><br>Plus, additional fringe benefits | \$35,000 - \$50,000 based on geographic differences (i.e., Boston, MA, Silicon Valley area of California, New York City and other high tech urban areas may request a higher student stipends)<br><br>Expenses to offset Housing & Transportation Allowed<br>May budget up to \$5,500 /year per student per year, health care coverage, childcare coverage |
| Training Expenses                               | Tuition and fees( if applicable) , annual travel to a professional/scientific meeting, allowance per student for equipment and lab supplies  |
|   |  |

**7. REPORTING**

At the beginning of the program, PIs will be assigned a deliverable (Fellows/Mentor contact form) in ProposalCentral to collect demographic information the institution collected from the trainees and mentors. This deliverable will be assigned in the Post Award Management system and must be completed and submitted by the specified deadline. At the end of each year and at the end of the program, the PIs will also be responsible for completing required deliverables-survey and report, respectively. All PIs are required to send the Diversity in Cancer Research Training (DICR) Program Manager [DiversityResearchTraining@cancer.org](mailto:DiversityResearchTraining@cancer.org) the name and contact information for your staff responsible for data tracking and assisting with program coordination to facilitate planning meetings and activities throughout the project period.

**Individualized Development Plans (IDPs):**

Administrative PIs will be responsible for uploading the Individualized Development Plans (IDPs): in ProposalCentral Post Award Management (PAM) system as a deliverable by August 30, 2024. When uploading the IDPs in ProposalCentral, the form should be uploaded as a PDF and saved in the following format (IDP\_ Student's Name). See appendix for instructions on how to upload deliverables. **Please Note:** *If the IDP updates, you can upload the updated version in ProposalCentral annually.*

**8. REQUIRED PROGRESS REPORTS**

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

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

This report shall consist of the following:

- The fellows name, project title or area of focus, and Mentor
- Methods used to recruit students, program webpage.
- Overview of the fellows planned research activities
- Outcome(s)/anticipated outcome(s)
- Knowledge and skills gained
- Poster abstract; Pubs/manuscript
- Perceived benefit of the post-baccalaureate program
- Progress on fellows individualized professional development plans
- Activities implemented for networking and engagement of fellows within the cohort and among mentors and other scientists and trainees at your institution
- Interactions with ACS region
- Press releases or other media communications, videos, pictures, and internet-based communications that highlights the impact of the program.

## 9. FINANCIAL RECORDS AND REPORTS

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

For example, if a Diversity in Cancer Research (DICR) Post-Baccalaureate was in effect from January 1, 2024 – December 31, 2026, the report of expenditures will be due on March 31, 2027.

## 10. ASSURANCES AND CERTIFICATION

Before a fellow can begin a summer/fall research project, all associated research activities involving human subjects or vertebrate animals must be approved by an appropriate institutional committee. Compliance with current US Department of Health and Human Services and ACS guidelines for

conflict of interest, recombinant DNA, and scientific misconduct is also required. If awarded supplemental funding, signatures by institutional officials obtained at the time of award activation signifies an understanding and agreement to these requirements.

## II. GENERAL INFORMATION

### 1. ACCESSING THE GRANT APPLICATION SYSTEM

- Access the ACS Research site at [www.cancer.org](http://www.cancer.org).
- Select “Our Research” > “Apply for Grant” > Scroll to see our Grant Mechanisms and Funding Opportunities
- Select link to your grant, which opens the electronic application process at proposalCENTRAL.
- Follow instructions for login/register, completion, and submission.

#### 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 the Diversity in Cancer Research (DICR) Program Office at [DiversityResearchTraining@cancer.org](mailto:DiversityResearchTraining@cancer.org)

**Withdrawal of Fellow:** Notify the Diversity in Cancer Research (DICR) Program Office at [DiversityResearchTraining@cancer.org](mailto:DiversityResearchTraining@cancer.org) promptly if a selected fellow participating in the DICR Post-Baccalaureate program has decided to withdraw from the program. Include in your email, the fellows name, email address, and reason for withdrawal from the program.

**Change of Principal Investigator:** Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. 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 Diversity in Cancer Research (DICR) Program Office [DiversityResearchTraining@cancer.org](mailto:DiversityResearchTraining@cancer.org) before the form is submitted. This is a requirement for consideration of approval. To access the necessary form for change in principal investigator, go to: <https://proposalcentral.com> Post Award Management (PAM) system.

**Individualized Development Plans:** Notify the ACS Center for Diversity in Cancer Research (DICR) Training Office at [DiversityResearchTraining@cancer.org](mailto:DiversityResearchTraining@cancer.org) promptly if a selected fellow participating in the DICR Post-Baccalaureate program IDP has been updated. All updated IDPs should be uploaded in ProposalCENTRAL annually.

### 4. 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***



**AMERICAN CANCER SOCIETY**

**DIVERSITY IN CANCER RESEARCH POST-BACCALAUREATE FELLOWS PROGRAM**

**INSTRUCTIONS FOR SUBMITTING AN APPLICATION**

**EFFECTIVE: March 2023**

**ELECTRONIC APPLICATION DEADLINE: May 1, 2023**

**AMERICAN CANCER SOCIETY, INC.**

**ACS Center for Diversity in Cancer Research Training**

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

#### **MISSION**

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

### III. DICR POST-BACCALAUREATE INSTRUCTIONS

#### PREPARING THE APPLICATION

##### 1. DICR POST-BACCALAUREATE APPLICATION MATERIALS

Templates for the DICR Post-Baccalaureate program are provided on proposalCENTRAL. **All templates must be saved and uploaded as a PDF.**

##### 2. 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.

##### 3. 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.

##### 4. REPLY TO PREVIOUS REVIEW (resubmissions) (PAGE 2.1)

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

**All resubmissions must create a new application on proposalCENTRAL.**

*IF THE APPLICATION IS A RESUBMISSION*, then complete this section to clearly and briefly address the points raised in the previous reviews and direct the reader to the specific sections where text revisions have been made. **Do not exceed 3 pages.** Text changed in response to reviewers' comments should be identifiable in the revised application (e.g., bold type, line in the margin, underlining, etc.).

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

##### 5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages*, describe your plans for the 24-month cancer research experience tailored to the students' goals and plan for developing individualized career development plans for the four post-baccalaureate fellows that meets their individual goals and needs. This should include overall goals and measurable objectives for the cancer research experience. Describe specific activities planned to support development of research skills and anticipated outcomes.

How will the outcomes be measured, monitored, and evaluated? Discuss plans for engaging fellows with peers to create a collegial atmosphere, and how the program will provide support to post-baccalaureate fellows to overcome barriers they may face. Discuss potential difficulties and provide alternative approaches, including virtual engagement if COVID-19 impacts onsite research (brief Covid contingency plan) , career development and/or networking plans.

- Provide a table that outlines the activities including research, mentoring, workshops, scientific meetings, social support/networking, clinical exposure, or community service activities, etc.
- Create a timeline of proposed activities, clearly distinguishing which will occur during the project period.

## 6. PROSPECTIVE MENTORS (PAGE 4.1)

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

## 7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In *no more than 2 pages*, briefly describe how the post-baccalaureate opportunity will be promoted and publicized to eligible underrepresented minority (URM) groups within your institution and beyond. Recruitment plans should include how you will specifically recruit fellows for the DICR Post-Baccalaureate program. In addition, plans should also include plans for engagement of various departments and schools internally and, if applicable, outreach to other local and regional academic institutions including community colleges to increase exposure to potential applicants that are defined by as URM groups. Recruitment of post-baccalaureate fellows from Minority-Serving Institutions (MSIs) is expected if Minority Serving Institutions are within your region of the country. Include letters of support from partnering institutions in the Appendix. **Please Note:** If funded, the URL to the program webpage used for recruitment and promotion, must be provided within 30 days following grant activation.

### A. Selection of Post-Baccalaureate Fellows

#### 1. Applicant Eligibility

- a. Bachelor's degree in any STEM discipline or health profession
- b. Applicants must agree to participate in the post-baccalaureate program full-time and cannot be simultaneously enrolled full-time in a graduate degree program
- c. US citizenship is not required for DICR Post-Baccalaureate Fellows. Please follow your institutions policies regarding student employment and matriculation regarding citizenship.

## 2. Post Baccalaureate Selection

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

## 8. ENVIRONMENT (PAGE 6.1)

Please limit this section to attributes of the environment that will specifically benefit fellows in your proposed DICR post-baccalaureate program (i.e., existing infrastructure/pipeline programs) and any cancer research programs and resources.

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

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

**Note:** To foster communication about the DICR post-baccalaureate program with local Society volunteers and staff, institutions are encouraged to include one or two Region representatives as members of the local DICR post-baccalaureate Selection Committee. (Note: ACS staff may not select fellows but participate as an observer. In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists.

## 10. DETAILED BUDGET

Complete the budget page located online at proposalCENTRAL for the DICR Post-Baccalaureate Fellows application.

**Project Period and Start Date:** This award is for a maximum of 3 years. Use a grant start date of January 1, 2024.

**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 DICR Post-Baccalaureate program, whether they are receiving compensation or not. Details of contractual arrangements with Key Personnel should be provided in the Budget Justification section. If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request \$0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a 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.

**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. **Note:** the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.

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

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

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

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

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

## **F. Indirect Costs.**

To help the institution provide proper laboratory and clinical facilities, the Society will permit an indirect cost allowance of up to 10% of the direct costs, excluding permanent equipment. If there is a subcontract(s), indirect costs can be provided to the secondary institution through negotiation with the Principal Investigator's institution but the total amount of indirect costs, inclusive of subcontracts, may not exceed 10% of the award.

**Note:** Applicants should not budget above or below the allowable indirect cost rate.

**G. Total Amount Requested.** Budget totals should reflect a maximum duration of three 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 budget the maximum allowed and request a budget amount that is rounded to an even thousand dollars.

## 11. 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.

## IV. APPENDIX

In the Appendix, list the materials by category (i.e., biosketches, letters, pre-prints/reprints, etc.). Biosketches for the PI and at least four prospective mentors must be included in the Appendix.

*Optional* appended materials:

- Letters of support from Cancer Center Director/Partners/Collaborators
- Logic Model for post-baccalaureate program milestones and evaluation criteria
  - [https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide\\_161122\\_162808.pdf](https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf)
- References if this list makes the Program Plan exceed the 5-page limit.
- Reprints or pre-prints – limited to those highly relevant to the proposed plan.
- Additional pages that support the institution's overall application.

**APPENDIX A: 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** to facilitate management ACS grants. The system is designed to collect and store grant information from grantees. Grantees are asked to keep their ProposalCENTRAL profile current for the duration of the grant.

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

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

**Uploading an Award Deliverable**

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

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

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



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

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

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

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

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

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

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

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

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