AMERICAN CANCER SOCIETY

CANCER HEALTH RESEARCH CENTER

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

EFFECTIVE APRIL 2025

ELECTRONIC APPLICATION DEADLINE: June 2, 2025

AMERICAN CANCER SOCIETY, INC.

Extramural Discovery Science Department

Program Contact: Joanne Elena, PhD, MPH (joanne.elena@cancer.org)

MISSION

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

Table of Contents

GENERAL INFORMATION

Applicant use of generative AI tools: An applicant is responsible for all content in their application, including any content generated using an AI tool or large language model. The applicant should appropriately credit an AI tool used in the development of their application and appropriately cite the source of the content whenever possible. Applicants should follow any guidelines or regulations in place at their institution, and the use of AI tools cannot conflict with the ACS Guidelines for Research and Peer Review Integrity in the Grant Policies.

1. ACCESSING THE GRANT APPLICATION SYSTEM

Once your LOI is approved in ProposalCentral, an application will be created for the CHERC PI. Separately, applications will be created for the Sub-Award PIs using the contact information provided in the LOI. Resubmissions may be allowed to skip the LOI step and be given direct access to the Center and Sub-Award application materials. Each application will appear in the active "proposals" section of each respective PI's 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 or 1-800-875-2562.

2. FORMATTING THE APPLICATION

- Insert Principal Investigator (PI) name in the header for each template of the application. For Center-specific templates, the CHERC PI should be listed. For Sub-Awards, the Sub-Award PI's name should be listed below the CHERC PI.
- **Type size:** Use 12-point Times New Roman or 11-point Arial as the minimum font size for the text of the application; 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.
- **Spacing:** 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 corner according to the proposal sections listed in the Table of Contents.
- **NIH Biosketches:** Use the current NIH format for all NIH Biosketches. If the NIH has modified the NIH biosketch, applicants may use the newly modified template, or the template provided in ProposalCentral. Biosketches should not exceed 5 pages.

3. UPDATES OF INFORMATION

The following updates should be communicated to Joanne Elena, PhD, MPH the Scientific Director of the CHERC program at joanne.elena@cancer.org.

- **Withdrawal of Application:** Notify the program contact promptly of your intent to withdraw your application. Include in your email the PI name, application number (if assigned), and reason for withdrawal. If the project has been funded by another organization, please list that funding agency.
- **Change of Address:** Notify the program contact if a mailing address, email address, or phone number has changed since submission. Include the PI name and application number (if assigned) on the correspondence and update your information in ProposalCentral.
- **Change of Institution:** If you change institutions between application submission and peer review, notify the program contact to inquire how this may impact eligibility and the review.
- **Change of Research Team:** Changes to the designated Center or sub-award PIs and projects should be communicated to the program office immediately.

4. REQUIRED INFORMATION

Project Title: Do not exceed the character limit shown in ProposalCentral, including spaces; avoid abbreviations if possible. Note: The title displayed on the pdf title page will truncate after 81 characters.

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

- **Citizenship Status:** On ProposalCentral under “Professional Profile”, indicate your current citizenship status and country of citizenship.
- **Degree and Independent Position Dates:** Indicate the date (months and year) your terminal degree was awarded and when your first independent faculty position (or equivalent) began, if applicable.
- **Space:** If applicable, indicate the approximate area of independent research space provided by your institution to support your research program. You must insert a value for square footage under Professional Profile, even if that number is zero.
- **ORCID Identifier:** 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.

Institution and Contacts: Provide the required information for the PI’s sponsoring institution and institution officials.

- **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 if your institution’s MSI or combination is not listed.

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.
- **Technology Transfer Officer (TTO):** Indicate the name and email address of the TTO. The TTO is the person responsible for technology transfer and other aspects of the commercialization of research that takes place at a university. The TTO will be responsible for reporting all IP updates to the ACS should the project be awarded funding.
- **Department Chair:** Indicate the name, department, and email address of the Department Chair. The electronic signature of the Department Chair is not required by the ACS.
- **Primary Mentor:** Complete all fields for mentor information (CSDG only).
- **Additional Mentor:** Complete all fields for additional mentor information (CSDG only).

Key Personnel: Defined as 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). **The PI is always considered Key Personnel, but do not list them under key personnel on ProposalCentral.**

Key Personnel can include individuals at the doctorate, master's, or baccalaureate level (such as postdoctoral fellows, graduate students, and research assistants) if they meet this definition.

Key Personnel are required to give >0% effort, even if they are not being compensated. The Center application should include all key personnel for Center and Sub-Awards because only one application will be submitted in the system. The supporting documents for key personnel associated with a Sub-Award project do not need to be duplicated for the Center application materials.

Key Personnel Designations and Definitions

The **CHERC Principal Investigator** assumes the authority and responsibility of the entire proposed Cancer Health Research Center, including the supportive core and its activities. The CHERC PI may serve as a mentor or collaborator on a sub-award but may not be the PI of a sub-award. The ACS **does not** permit applications to be directed by multiple Principal Investigators.

A Sub-Award Principal Investigator directs an individual sub-award project.

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 Clinician Scientist Development Grant sub-award. 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[a]	Yes	Yes	Yes	N/A
Co-Investigator	Yes	Yes	Yes[b]	Yes[c]	Letter of Agreement/Support[b]
Collaborator	Yes	Yes	Yes[b]	Yes[c]	Letter of Agreement/Support[b]
	No	No	No	No	
Consultant	Yes	Yes	Yes, if paid[b]	Yes, if paid[c]	Letter of Agreement/Support[b]
	No	No	No	Yes, if paid	
Other	No	No	No	Yes	No
Mentor(s)[d]	Yes	Yes	Yes	Yes[d]	Letter of Agreement/Support

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

[b] For postdoctoral fellows, technicians, and graduate students, other support documentation is not required.

[c] 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.

[d] For the mentored grants (i.e., CSDG), include the Primary Mentor and other mentors, if applicable, as Key Personnel and include the mentor(s) in the budget/budget justification.

5. CHERC GENERAL AUDIENCE SUMMARY

The general audience summary provides an overview of the proposed Center for people who are not trained in the sciences. This summary may be read by peer review Community Research Partners, ACS staff members, potential donors, and the public. Community Research Partners are individuals without formal scientific or medical training who are full voting members of peer review panels.

- The **Community Research Partner** 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 Center, the cancer health disparity(ies) the Center will be focused on, including the social and structural drivers of health that are driving the cancer health disparities in your local or regional area, and the potential impact of the proposed Center in the local and regional community on cancer health disparities. 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 CHERC proposal.

6. STATEMENT OF CANCER RELEVANCE AND IMPACT

This statement should be written for a non-scientific audience. Avoid the use of technical jargon. This form is limited to 1500 characters, including spaces, and will truncate at that point.

Describe how the Center and associated projects will contribute to a better understanding of the disease and/or improve our ability to prevent, detect, treat, or survive cancer. This may also include access to care, care delivery, and potential policy implications.

7. SELECTION OF RESEARCH PRIORITIES

Select the "health equity" research priority. Additional priorities may be selected if the proposed CHERC aligns with them, but this is not required. Indicate the percent alignment. If multiple priorities are selected, the total should equal 100%. Descriptions of the research priorities can be found in the CHERC RFA Policies document with further details on cancer.org.

8. JUSTIFICATION OF PROJECT ALIGNMENT TO ACS RESEARCH PRIORITIES

Explain how the proposed CHERC or sub-award projects align to the selected research priority/priorities. This form is limited to 1500 characters, including spaces, and will truncate at that point. See here on cancer.org for a listing, descriptions, and specific examples of research that may fall under the ACS priority areas. Please make sure that the priority area or areas are clearly stated. See Appendix C of the Standard Grant Application Instructions for examples. In addition, describe how the CHERC or sub-award aligns with the goal of the RFA.

Organize this justification into the following sections:

- ACS Priority Alignment
- Priority Area(s) and Percent Breakdown (for example: Treatment 50%; Health Equity 50%)
- Alignment with RFA Goals

9. PROJECT CODING: CSO CODES AND CANCER TYPES

Note: Project coding is not considered at peer review. Red asterisks in ProposalCentral indicate required fields.

Your selection of project codes permits identification of proposals and 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 of the Standard Grant Application Instructions for specific terms and examples.

Applicants must also select the type(s) of cancer relevant to the project; up to 5 cancer types may be selected.

10. ASSURANCES AND CERTIFICATION

All activities involving human subjects and vertebrate animals must be approved by the appropriate institutional committee before the grant can be activated. 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 grant can be activated. 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. Failure to comply may result in withholding of payments and/or cancellation of funding. For record keeping purposes, ACS requests that certification of the approval, clearly labeled with the assigned ACS application number, be uploaded to ProposalCentral within 3 months of grant activation.

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 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 in DEI and identify areas that need improvement.

12. RESUBMISSION

All resubmissions (if permitted to bypass the LOI stage) will be given access to the application materials in ProposalCentral. Applicants must select the resubmission number on the title page of the application. CHERCs may be resubmitted 2 times.

CHERC Center Resubmission guidelines:

- Submit a complete application electronically via ProposalCentral.
- The title of the project can be altered but the application must be marked as a first or second resubmission.
- Select the appropriate application number from the list of prior submissions on ProposalCentral (Center application only).
- Since the CHERC application consists of a Center application and individual Sub-Award applications, depending on the outcome of the initial review, we may request that individual Sub-Award applications resubmit instead of the entire CHERC application. The program office will communicate this decision, if applicable.

13. APPLICATION SUBMISSION AND REQUIRED E-SIGNATURES

- All application attachments, including the Appendix, **must be uploaded as .pdf documents.**
- Validate the application in 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.
- The individual sub-award applications should be included within the CHERC application and should not be individually submitted in ProposalCentral.

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

OVERVIEW OF CENTER AND SUB-AWARD REQUIREMENTS

Sub-Award Grant Mechanism	Eligibility Requirements
CHERC PI	1.) Be an independent researcher at an eligible US academic institution or non-profit; 2.) Have a strong track record addressing cancer health equity as evidenced by extramural cancer research funding, mentoring junior investigators, publications in peer-reviewed journals, and administrative/leadership experience
Clinician Scientist Development Grant	1.) Have clinical license and have a role in patient care; 2.) Have a faculty position (e.g., Assistant Professor); 3.) Cannot lead an independent research program and cannot have received R-level funding
Research Scholar Grant	1.) Terminal doctoral degree or equivalent; 2.) Independent investigator/researcher at any career stage

Sub-Award Grant Mechanism	Award Amount (direct costs)	Term
Center	No specified amount (total with sub-awards cannot exceed max)	4 years
Clinician Scientist Devel Grant	$135k/year; $540k maximum	3 or 4 years
Research Scholar Grant	$215k/year; $860k maximum	4 years

Award Grant Mechanism	Application Materials	Page Limits
Center	Renewal (if applicable) Reply to Review (if applicable) Center Description CHERC PI Biosketch CHERC PI Description CAB Collaboration Plan Timeline/Knowledge Transfer Environment; Compliance; Budget	3 pages 3 pages 5 pages (suggested)* 5 pages 3 pages (suggested)* 2 pages (suggested)* 4 pages (suggested)* No page limit ***Sections included for 15-page limit total**
Clinician Scientist Development Grant	Candidate Biosketch Experience/Career Goals Research Plan Mentoring and Training Plan Compliance Mentor Commitment Letter Recommendation Letters Budget	5 pages 3 pages 13 pages 5 pages No page limit No page limit 3 Letters (no page limit) No page limit
Research Scholar Grant	Candidate Biosketch Research Plan Compliance Budget	5 pages 13 pages No page limit No page limit

In 2025, the Postdoctoral Fellowship was removed as an option for sub-awards. Postdoctoral researchers may be included as personnel in the research sub-awards or may be integrated into the Center.

SPECIFIC INSTRUCTIONS BY GRANT MECHANISM

CANCER HEALTH RESEARCH CENTER

I. PREPARING THE APPLICATION

The CHERC PI is responsible for submitting the Center application materials and the complete Sub-Award applications. Each full Sub-Award application should be uploaded individually as a "Sub-Award Application" attachment type in the Center application.

II. APPLICATION TEMPLATES

Templates for the CHERC Center application are available once an application is started on ProposalCentral. Download and completed application templates offline using the instructions below. **All completed templates must be saved and uploaded as a PDF.** 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. CHERC PROGRESS AND RENEWAL PLAN (PAGE 2.1)

IF THE APPLICATION IS NOT A RENEWAL (i.e., previously funded under this announcement), upload the provided template with "Not Applicable" in the body.

For applications that have received previous funding, please include a description of work completed in the previous funding period, including the specific aims and progress to date. Describe how the Center and sub-projects in this application build upon and complement past work. This section should not exceed 3 pages.

3. REPLY TO PREVIOUS REVIEW (PAGE 3.1)

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

For resubmissions, address the points raised in the previous critiques and direct the reviewer to the specific sections of the text, figures, or tables where edits have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, underline, etc.). This section should not exceed 3 pages.

The Center's response to reviews should focus on the critiques directed at the Center and does not need to address comments specific to sub-award projects. If entire sub-award projects have been replaced as a result of reviewer feedback, then the Center should comment on this in their reply to review.

4. PREVIOUS CRITIQUES (RESUBMISSIONS ONLY)

Include a copy of the reviewer's critiques with your resubmitted application. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

Because the critiques are inclusive of the reviews for the Center and Sub-Award projects, the previous critiques need to be submitted only in the Center application (unless a sub-award is being resubmitted alone).

5. DESCRIPTION OF THE CANCER HEALTH RESEARCH CENTER (PAGE 4.1)

In *no more than 5 pages recommended*, 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.

Describe the vision, goals, and activities of the CHERC, the community it is designed to support, the health disparities addressed, and the Center's anticipated impact on the community. In addition, the CHERC PI should include a description of the CHERC supportive core(s) and any proposed activities. The CHERC supportive core should include operational and scientific activities designed to develop, promote, and enhance the scientific agenda of the CHERC, creating an optimal environment to address health equity research. Activities may include developing commonly used methods and tools, sharing resources, collaborations, facilitating relevant mentoring and training for students and early-stage investigators, pilot projects, community engagement, and disseminating research findings. Proposed evaluation metrics to monitor the progress and successes of the Core should be included as well. There is no designated budget cap for the CHERC supportive core, but all budgeted activities should be clearly described in the budget justification.

References (if applicable): Listed numerically, in order of their appearance in the text. Each reference listed must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. References are not included in the page limit.

6. BIOGRAPHICAL SKETCH OF CHERC PI (PAGE 5.1)

Complete the NIH Biosketch template. Follow the formats and instructions provided by the NIH. Do not exceed 5 pages. **Note:** If the NIH has modified the biosketch template, applicants may use the modified template, or the template provided in ProposalCentral.

7. CHERC PI (PAGE 6.1)

In *no more than 3 pages recommended*, provide information about the CHERC Principal Investigator (PI)'s qualifications to serve in this role. The CHERC PI will likely have attained the rank of Associate Professor or Full Professor, have a track record of cancer research funding related to health equity, mentoring junior investigators, publications in peer-reviewed journals, and administrative/leadership experience (i.e., deputy director or director of a program, center or department). Assistant Professors who have led large R-level or equivalent grants and have held health leadership positions may apply.

Note: The CHERC PI cannot be a recipient of a Sub-Award. A minimum of 10% effort is required for the CHERC PI. Salary support can be budgeted as a line item; or salary can be in-kind.

8. RESEARCH SUPPORT (PAGE 7.1)

List all sources of research support, Federal, non-Federal or Institutional, available to the CHERC PI through research grants, cooperative agreements, contracts, fellowships, and other means. Describe all awards, active support, and all applications pending review. Give the name of the granting agency, grant number, project title, award amount and term, your role (e.g., principal investigator, co-investigator, collaborator), and your percent effort.

9. COMMUNITY ADVISORY BOARD (PAGE 8.1)

No minimum number of members. Advisory Board members should represent the community served and can be at all levels of professional or executive leadership. The expertise of the Community Advisory Board should align with the Center's goals and the proposed deliverables of the CHERC and the Sub-Award projects. Additionally, members of the local ACS may be invited to Advisory Board meetings. There is no page limit for the list of CAB members.

Plans for Collaborative Engagement *(up to 2 pages recommended)***:** Describe how the Community Advisory Board will function and be integrated within the Center and Sub-Awards to achieve the CHERC's goals and vision within its community. Include responsibilities of Community Advisory Board members such as: decision making and problem-solving processes; monitoring and reporting progress; meeting mode and frequency; and communication strategy for planning and dissemination of findings.

10. ENVIRONMENT (PAGE 9.1)

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 the CHERC, the Sub-Awards, and the team members.

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
- any relevant accreditation from professional societies or organizations.

11. TIMELINE AND PLANS FOR KNOWLEDGE TRANSFER (PAGE 10.1)

- **Center Timeline:** Include a timeline with milestones for the project period.
- **Plans for Knowledge Transfer (required):** Clearly define your plan about how the results of the Center will be used to develop future research, and the Center's practical benefit in the local or regional community or the public's health in general.
- 4 pages maximum *recommended.*

12. BIOGRAPHICAL SKETCHES FOR KEY PERSONNEL (PAGE 11.1)

Complete the NIH Biosketch template for all Center-specific Key Personnel; 5-page maximum. Follow the formats and instructions provided by the NIH. Key Personnel associated exclusively with a Sub-Award project should be included in the application materials for the Sub-Award. **Note:** If the NIH has modified the biosketch template, applicants may use the modified template, or the template provided in ProposalCentral.

13. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 12.1)

Provide a list of collaborators and consultants on the template, indicating their name, title, and role. If there are no collaborators/consultants for the Center, enter "Not Applicable" on the template, and upload to ProposalCentral.

Each collaborator or consultant should outline the role they will play in a letter with sufficient details for evaluation of the value of the individual contribution. The letters should be uploaded as .pdfs to ProposalCentral under the "Letters of Support from Collaborators" attachment type.

14. STATEMENT OF INSTITUTIONAL SUPPORT (13.1)

The Department Chair (or equivalent) should provide the following information and any pertinent supporting documentation for the CHERC Principal Investigator only:

- Details of the institutional commitment to support the applicant's salary and research program, and the resources available to support the CHERC PI.
- The current term of the applicant's appointment.
- For non-tenure track applicants, additional descriptions of the space and resources committed to the project should be highlighted.

15. COMPLIANCE STATEMENTS (PAGE 14.1-14.2)

For applicants performing research with non-human subjects, check the box that most appropriately describes your research on the enrollment table.

Human Subjects

Selection of study population. When conducting research on humans, provide the rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. The institution is required to ensure IRB approval is obtained for the grant to start, and the approval documentation is uploaded into ProposalCentral within 3 months of grant activation.

The CHERC PI should describe the oversight for human subjects and provide information regarding the study population across all Sub-Awards. **Note:** Each Sub-Award PI will be responsible for submitting compliance statements specific to their Sub-Award application.

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

Also include estimates of the sample distribution by gender, race, and ethnicity (if available). For example, if your sample size is 200, to complete the total number of 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)
50% AA	100 (200 x 0.50)

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

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

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

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.

http://www.hhs.gov/ohrp/policy/populations/index.html.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval.

Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed;

- Appropriateness of the strains, ages, genders of the animals to be used;
- Justifications for, and appropriateness of, the numbers of animals 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 any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

Authentication of Key Biological and/or Chemical Resources

Briefly describe methods to ensure the identity and validity of key biological and/or chemical resources to be used in the proposed studies. These resources may or may not be generated with ACS funds and:

- may differ from laboratory to laboratory or over time;
- may have qualities and/or qualifications that could influence the research data; and
- must be integral to the proposed research.

These may include, but are not limited to, cell lines, specialty chemicals, antibodies, and other biologics. Researchers should transparently report how they have authenticated key resources, so consensus can emerge.

Standard laboratory reagents that are not expected to vary do not need to be included in the plan (e.g., buffers and other common biologicals or chemicals). After reviewers assess the information you provide in this Section, their questions will need to be addressed prior to an award.

In this section, focus only on authentication and/or validation of key resources to be used in the study. Include all other information within the page limits of the research strategy. Applications that fail to comply may be dismissed.

16. APPENDIX TO APPLICATION

Use the Appendix to submit other key documents as part of the application as needed. 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.

Avoid adding extraneous and/or lengthy materials to conserve Reviewer effort.

- Letters of collaboration and/or support
- Graphical representation of CHERC vision, activities, and subaward projects (recommended)
- Recent reprints or preprints (optional)
- Additional essential information

17. LETTERS OF RECOMMENDATION FOR MENTORED SUB-AWARD APPLICATIONS

The CHERC PI must enter the name and contact information for the recommendation letter writers for any mentored Sub-Award applicant (CSDG) in ProposalCentral. Once their information is entered, the letter writers can access the site to upload their letters. Instruct the letter writers to include the Sub-Award candidate's name in the title of the letter.

This step may be skipped only if there are no mentored Sub-Awards (i.e., only RSG Sub-Awards) in the CHERC application. The recommendations letters are ***required*** for all mentored grant applications.

18. SUB-AWARD APPLICATIONS

Sub-Award Applications, submitted individually as pdf files – **Required**

Each Sub-Award will be prepared by the Sub-Award PI in ProposalCentral, but following verification, the Sub-Award PI should save the application as a .pdf. This file must then be uploaded into the Center application under the "Sub Award Application" attachment type. Each CHERC should only submit one application for review, inclusive of all Center and Sub-Award materials.

19. DETAILED BUDGET

Complete the budget page located online at ProposalCentral for the Center and all Sub-Award applications. Use the "tagging" feature (i.e., a drop-down list on the right side of the budget page) in ProposalCentral to accurately associate each line item with the CHERC PI or a Sub-Award PI. Each Sub-Award PI must be entered in the Sub-Award PI section to appear in the drop-down menu.

Project Period and Start Date: CHERCs are for a maximum of 4 years. Use a grant start date of April 1, 2026.

Allocation and Expenditure of Funds: Funds for all Research Grant Sub-Awards must be overseen by the CHERC PI. See the Allowable Expenditures Policy for more information on allowable expenses.

Note: Each Sub-Award PI will submit a budget and justification for their project, but the CHERC PI is responsible for submitting a comprehensive CHERC budget for all Center activities, Center Personnel, Sub-Awards, and Subcontracts using the ProposalCentral budget section.

A. Personnel. Names and positions of all Key Personnel must be individually listed, and the precent effort for all key persons should be entered. List all Key Personnel for the Center application as well as all Sub-Award applications, whether they are receiving compensation or not (i.e., in kind). For CSDG sub-awards, the mentor(s) can be listed here if receiving compensation; maximum allowed is $10,000 regardless of the number of mentors. Details of contractual arrangements with Key Personnel should be provided in the Budget Justification section.

Sub-Award PIs must be selected at the time of application. However, members of a Sub-Award research team or other CHERC staff that have not been selected should be listed 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.

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

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

D. Travel. List all travel expenses. Travel expenses should be appropriate and related to the ACS research award. The CHERC PI and Sub-Award PIs should budget at least $1500 per year for travel to an ACS retreat.

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 (Sub-Awards are not included here), enter the total direct costs on the online budget detail page on ProposalCentral. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor. Upload the form(s) when complete, entering the subcontractor's name in the "describe attachment" field.

Subcontracts 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.

G. Indirect Costs. Indirect costs must not exceed 10% based on total direct costs for the CHERC (Center and sub-award projects), excluding permanent equipment. If a Sub-Award is at a non-CHERC institution, the allowable indirect costs are 10% for RSGs and 8% for CSDGs. 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 for RSGs or 8% of the award for CSDGs. If a subcontract is receiving indirect costs, list the indirect costs for each institution separately in the indirect costs section of the ProposalCentral budget form.

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

H. Total Amount Requested. Budget totals should reflect a maximum duration of 4 years. The total amount requested for the project period should match the total costs on the Title Page of the application. Total costs may not exceed $4.07 million, which includes 10% indirect costs ($3.7 million direct cost total allowed for the entire CHERC).

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.

16. JUSTIFICATION OF BUDGET

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.

GENERAL INFORMATION FOR SUB-AWARD GRANT MECHANISM APPLICATIONS

NOTE: See Section II above for information regarding proposal formatting, required information, and other general details. Requirements for individual Sub-Award application templates are provided below.

1. GENERAL AUDIENCE SUMMARY

The general audience summary provides an overview of the proposed research for people who are not trained in the sciences. This summary may be read by peer review Community Research Partners, ACS staff members, potential donors, and the public. Community Research Partners are individuals without formal scientific or medical training who are full voting members of peer review panels.

- The Community Research Partner uses the general summary to evaluate how the proposed work will benefit cancer patients and their families.
- 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.

Describe concisely the background, significance, question(s) being asked, information to be obtained, potential impact of your proposed research, and how the project is integrated into the CHERC. The general audience summary should ***not*** duplicate the structured technical abstract and should be written in an understandable way for the general public, so they can fully appreciate the "big-picture" perspective of the proposal. If symbols or Greek characters must be used, they should be spelled out to avoid formatting problems. See examples of General Audience Summaries in Appendix A of the Standard Grant Application Instructions.

The abstract field is limited to 3,100 characters, including spaces, and will truncate after that point.

2. STRUCTURED TECHNICAL ABSTRACT

The structured technical abstract is a summary of the proposed research or scholarly project for **general scientific** audiences. *See examples of Structured Technical Abstracts in Appendix B.*

Organize the abstract into the following sections:

- Background and integration of the Sub-Award project into the CHERC
- Objective/Hypothesis
- Specific Aims
- Study Design

The abstract field is limited to 3,100 characters, including spaces, and will truncate after that point.

The American Cancer Society may share the structured technical abstract under a non-disclosure agreement with a third party. Therefore, do not include proprietary information. Please notify the program office if you do not wish to have your abstract utilized in this manner.

3. STATEMENT OF CANCER RELEVANCE AND IMPACT

This statement should be written for a non-scientific audience. **Avoid the use of technical jargon.**

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?

The form is limited to **1500 characters,** including spaces and will truncate at that point.

4. SUB-AWARD RESUBMISSIONS

Sub-Award PIs will be given access to the sub-award application materials in ProposalCentral. On the title page of the applications:

- **Proposal type:** Select "Resubmission" from the drop-down menu.
- **Resubmission:** Select "Yes" from the drop-down menu.
- **Prior application selection:** Since sub-awards are not individually submitted in the system, there won't be a previous application to select. Select "prior proposal not in ProposalCentral."
- **First or Second Resubmission:** Select the resubmission number (first or second). RSGs and CSDGs may be resubmitted 2 times.

Sub-Award Resubmission guidelines:

- Complete the full application in ProposalCentral, but don't officially submit the sub-award application.
- The title of the project can be altered but the application must be marked as a first or second resubmission.
- Each Sub-Award PI that is resubmitting must include a response to reviewer critiques focused on the critiques of their Sub-Award application.

If a Sub-Award has been newly added to a CHERC application as part of resubmission of the CHERC, the new Sub-Award should be marked as "new" and prepared as a new application, not a resubmission.

5. VALIDATION OF APPLICATION MATERIALS AND SAVING

Once complete, validate the application in ProposalCentral. This will confirm that all application components have been uploaded.

After the validation step, save the completed application as a .pdf. The completed Sub-Award should then be uploaded in the Center application. **Do not** submit the Sub-Award application separately through ProposalCentral.

RESEARCH SCHOLAR GRANT

I. COVER PAGES

Complete all fields as described above under Required Information and General Information for Sub-Award Applications.

If you have received a letter from the ACS Eligibility Committee granting an eligibility exception, upload the correspondence in the Appendix.

II. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents. **All application materials for an individual Sub-Award need to be merged into a single .pdf and uploaded in the main CHERC application.**

For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.

1. TABLE OF CONTENTS (PAGE 1.1)

Complete the Table of Contents by indicating the appropriate page numbers for each section; limit the length of the Table of Contents to 2 pages.

2. BIOGRAPHICAL SKETCH OF APPLICANT (PAGE 2.1)

Complete the NIH Biosketch template, following the formats and instructions provided by the NIH. The Biographical Sketch may not exceed 5 pages. **Note:** If the NIH has modified the biosketch template, applicants may use the modified template, or the template provided in ProposalCentral.

3. REPLY TO PREVIOUS REVIEW (PAGE 3.1)

For resubmissions, address the points raised in the previous critiques and direct the reviewer to the specific sections of the text, figures, or tables where edits have been made. Revisions should be easily identifiable in the revised application (e.g.: bold type, italicized, or underline type). This section should not exceed 3 pages.

Focus only on the critiques specific to the sub-award project that is being resubmitted as part of the CHERC application.

4. PREVIOUS CRITIQUES (RESUBMISSIONS ONLY)

Only include a copy of the previous critiques if the applicant is resubmitting a standalone sub-award application. You may highlight the areas of the critiques specific to your sub-award. If the sub-award is being resubmitted as part of a full CHERC resubmission, then the previous critiques should be included in the full Center application only.

5. RESEARCH PLAN AND ENVIRONMENT (PAGE 4.1)

Section (A) below (Specific Aims) should not exceed 1 page. Sections (B) through (E) below must not exceed 12 pages. This page limit does not include Sections (F) through (I).

A. Specific Aims. List the objectives and goal(s) of the research proposed and briefly describe how the Specific Aims will contribute to achieving health equity. In addition, briefly describe the connection of the Sub-Award project to the goals/aims of the Center.

B. Background and Significance. Concisely summarize and critically evaluate related work pertaining to the focus of your research. State how successful completion of the proposed work will advance cancer health equity and how the proposed work will advance the CHERC's goals.

C. Innovation.

a. Explain how the application challenges and seeks to shift current social, political, research, or clinical practice paradigms in relation to health equity. Innovation may also be found in the study population by including understudied groups and/or novel aspects of disease.

b. Describe any novel theoretical concepts, approaches or methodologies, technologies or intervention(s) to be developed or used, and any advantage over existing methodologies, or intervention(s)addressing cancer health equity. Describe how this innovation has been enhanced by community, health systems, or public policy partnerships.

c. Explain any refinements, improvements, or new applications of theoretical concepts, models, methodologies, technologies, or interventions.

D. Preliminary Studies. Provide results of your prior research that are relevant to this proposal; reprints or preprints may be included in the Appendix. Note that the entire application is considered confidential, including reports of unpublished research.

E. 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, pitfalls, and limitations of your proposed methods and provide alternative approaches. Inclusion of an experimental timeline can be helpful.

F. Potential for Knowledge Transfer and Experimental Details *(3 pages or less)*. Create a clearly defined plan of how the results of the study will be used to develop future research and how it will practically impact cancer health equity. Concisely describe how the findings will be disseminated.

G. Environment. Briefly describe the space and equipment available to carry out the proposed research (e.g., space designated specifically for your research program, shared space and/or core facilities). Investigators must have an institutional commitment of research facilities, and the amount of committed space must be verified (see Statement of Institutional Support in Section 12 below). This section is required and especially important for all non-tenure track applicants.

H. 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 12-page limit of sections (b) through (e).

6. DETAILED BUDGET

Complete the budget page located online at ProposalCentral; use a start date of April 1, 2026. The details provided in this budget template should match the comprehensive CHERC budget (with each item tagged to the respective Sub-Award PI) that is filled out in the budget section on ProposalCentral.

A. Personnel. Names and positions of all key personnel must be individually listed, and the percentage of time to be devoted to the project by each person should be entered. List all key personnel (defined as individuals who will participate actively in the design and/or execution of the studies) other than the PI. Details of contractual arrangements with key personnel should be provided in the Justification of Budget section.

If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request $0 for

salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a 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: The Society does not cover the costs of student tuition or fees for graduate or undergraduate students.

B. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds $5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.
- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than $5,000 and/or that has a short service life (<1 year). Note: Equipment that equals or exceeds $5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs. the cost of small or expendable equipment should be included in the direct costs 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. Include travel funds for the PI to travel to national meetings and conferences to present their ACS funded research, to stay abreast of scientific updates in their field, or for career development activities. The budget should also include at least $1500 per year to attend ACS meetings/retreats.

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 direct costs on the online budget detail page on ProposalCentral. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor.

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.

G. Indirect Costs. If the Sub-Award is at the CHERC institution, then enter $0. An indirect cost allowance of up to 10% of the direct costs, excluding permanent equipment, can be included in the budget if the Sub-Award is at a non-CHERC institution.

IDC in Subcontracts: Indirect costs for a subcontract budget may be claimed by either the primary or the secondary institution, but not both. 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. If the secondary institution is claiming the indirect costs, then the direct costs for the subcontract must be subtracted from the total direct costs of the Center before calculating the indirect costs. If a subcontract is receiving indirect costs, list the indirect costs for each institution separately in the indirect costs section of the budget form.

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

H. Total Amount Requested. Research Scholar Grant Sub-Awards proposed within a CHERC application may budget $215,000 direct costs per year for a maximum duration of 4 years. If the Sub-Award is at an institution other than the CHERC institution, applicants can also request 10% indirect costs per year. The total budget may not exceed $860,000 at the CHERC institution (or $946,000 if at a non-CHERC institution) for the project period.

The amount on the application title page should match the total costs in the detailed budget section.

7. JUSTIFICATION OF BUDGET

Provide budget justification on the template. 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.

8. BIOGRAPHICAL INFORMATION OF KEY PERSONNEL (PAGE 5.1)

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

9. OTHER SUPPORT (PAGE 6.1)

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

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

The ACS does not fund projects that are supported all or in part by another agency. The ACS does not negotiate partial funding of grants with overlapping specific aims. Projects are considered to overlap if there are any shared Specific Aims or areas of budgetary overlap. The ACS Scientific Director makes final decisions regarding any questions of overlap.

The only exceptions are:

- Funds provided by the institution as start-up support to develop a new laboratory or to gather pilot data; and
- Awards that provide only salary support for the PI. In the latter case, if the salary support for the PI's contribution to the project is covered by the other agency, no additional salary support for the PI may be requested from the ACS.

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

A. Current Support. List all current funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS). Provide for each award:

a. Source of funds
b. Grant number
c. Project title
d. Inclusive dates of approved or proposed project. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
e. Total direct costs
f. Percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.
g. Project role (PI, Co-Investigator, etc.)
h. An outline of the goals of the project in a brief paragraph.
i. A clear indication of overlap and differences between this grant and the proposed study. If necessary, include an explanatory letter in the Appendix.

B. Pending Support. List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).

a. Source of funds
b. Project title
c. Inclusive dates of approved or proposed project. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
d. Total direct costs
e. Percent effort or person-months. For an active project, use person months, even if unsalaried, for the current budget period. Classify person-months as academic, calendar, and/or summer.
f. Project role (PI, Co-Investigator, etc.)
g. An outline of the goals of the project in a brief paragraph.
h. A clear indication of overlap and differences between this grant and the proposed study. If necessary, include an explanatory letter in the Appendix.

Please notify the Scientific Director if a pending extramural grant is funded during the peer review process since this could affect the feasibility of the PI's proposed effort (for cases of no scientific overlap) and, possibly, eligibility (for cases of scientific overlap).

C. Institutional Support. Provide the following information for the Sub-Award PI only:

a. For early-stage investigators, a description of any start-up funds provided by the institution to the applicant. If an applicant has received start-up funding from a source outside their institution, this should be included here as well or appropriately marked as start-up funding in the current support section. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.
b. Details of the institutional commitment to support the applicant's salary.
c. The current term of the applicant's appointment.

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 (Section 9, below) written by the Department Chair.

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

Provide a list of collaborators, co-investigators, and consultants on the template and upload the letters of support provided by each. The letter should outline the role that person will play with sufficient detail for evaluation of the value of the individual contribution. Upload the template with "Not Applicable" in the body if there are no collaborators, co-investigators, etc.

11. COMPLIANCE STATEMENTS (PAGES 8.1 – 8.2)

See the Compliance Statement section in the Center application instructions for guidance on completing this template.

12. STATEMENT OF INSTITUTIONAL SUPPORT (PAGE 9.1)

The Department Chair (or equivalent) should provide the following information for the Sub-Award 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. If the applicant has received start-up funding from a source outside their institution, this should be noted here as well.
- Details of the institutional commitment to support the applicant's salary and research program.
- The current term of the applicant's appointment.
- For non-tenure track applicants, additional descriptions of the space and resources committed to the project should be highlighted.

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.

13. APPENDIX TO THE APPLICATION

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

- Letter from ACS Eligibility Committee confirming eligibility (if applicable)
- Recent reprints or preprints (optional)
- Clinical protocols (if applicable)
- Logic model and diagrams for program projects and dissemination and implementation pilots (if applicable)

CLINICIAN SCIENTIST DEVELOPMENT GRANT

PART I – ADMINISTATIVE INFORMATION, CANDIDATE, RESEARCH PROJECT

I. COVER PAGES

Complete all fields as described above under Required Information and General Information for Sub-Award Applications.

If you have received a letter from the ACS Eligibility Committee, upload the correspondence in the Appendix.

II. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents. All application materials for an individual Sub-Award need to be merged into a single .pdf and uploaded in the main CHERC application.

For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.

1. TABLE OF CONTENTS (PAGE 1.1)

Complete the Table of Contents by indicating the appropriate page numbers for each section. Note: limit the length to 2 pages.

2. STATEMENT OF EXPERIENCE AND CAREER GOALS OF THE APPLICANT (PAGE 2.1)

In 3 pages or less, describe:

a. 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;
b. The training potential of the grant; include new technical and conceptual approaches the training will offer;
c. Short- and long-term career goals in cancer research and how the proposed training and research plans align with these goals.

3. BIOSKETCH OF THE APPLICANT (PAGE 3.1)

Complete the NIH Biosketch template, following the format and instructions provided by the NIH. The Biographical Sketch may not exceed 5 pages. **Note:** If the NIH has modified the biosketch template, applicants may use the modified template, or the template provided in ProposalCentral.

4. LIST OF RECOMMENDERS (PAGE 4.1)

List the name, title, and email address of three persons, **other than your proposed mentor(s)**, who can critically appraise your qualifications on the template. This contact information must also be provided in the Center application on ProposalCentral so that the letter writers can access the site to upload their letters. The CHERC PI will need to enter the contact information for the recommenders. Instruct the letter writers to include the CSDG candidate's name in the title of the letter.

They should be able to comment on your character, motivation, maturity, general knowledge, ability to use research techniques, originality, specialized experience, and training.

There are specific instructions on the site for you/the CHERC PI and your recommenders. The letters are required for your application to be considered at peer review.

Please Note for Resubmissions Only: Letters of recommendation can be reused within a calendar year of the initial proposal, but recommenders ***are required to upload the letters to ProposalCentral again***.

5. REPLY TO PREVIOUS REVIEW (PAGE 5.1)

IF YOUR APPLICATION IS A NEW SUBMISSION, upload this template with "Not Applicable" in the body to ProposalCentral.

For resubmissions, address the points raised in the previous critiques and direct the reviewer to the specific sections of the text, figures, or tables where edits have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

Focus only on the critiques specific to the sub-award project that is being resubmitted as part of the CHERC application in this response.

6. PREVIOUS CRITIQUES (RESUBMISSIONS ONLY)

Only include a copy of the previous critiques if the applicant is resubmitting a standalone sub-award application. You may highlight the areas of the critiques specific to your sub-award. If the sub-award is being resubmitted as part of a full CHERC resubmission, then the previous critiques should be included in the full Center application only.

7. RESEARCH PLAN AND ENVIRONMENT (PAGE 6.1)

Section (A) below (Specific Aims) should not exceed 1 page. Sections (B) through (E) must not exceed 12 pages. This page limit does not include Sections (F) through (H).

A. Specific Aims *(not to exceed 1 page)*. List the objectives and goal(s) of the research proposed. Briefly describe the Specific Aims for your proposed research and how it will contribute to achieving health equity. In addition, briefly describe the connection of the Sub-Award project to the goals/aims of the Center.

B. Background and Significance. Concisely summarize and critically evaluate work pertaining to the focus of your research. State how successful completion of the proposed work will advance cancer health equity and how the proposed work will advance the CHERC's goals.

C. Innovation.

- **a.** If applicable, explain how the application challenges and seeks to shift current social, political, research, or clinical practice paradigms in relation to health equity.
- **b.** Describe any novel theoretical concepts, approaches, methodologies, technologies, or intervention(s) to be developed or used, and any advantage over existing methodologies, or intervention(s) addressing cancer health equity. Describe how this innovation may be enhanced by community, health systems, or public policy partnerships.
- **c.** Explain any refinements, improvements, or new applications of theoretical concepts, models, methodologies, technologies, or interventions.

D. Preliminary Studies. Provide results of your prior research that are relevant to this proposal; reprints or preprints may be included in the Appendix. Note that the entire application is considered confidential, including reports of unpublished research.

E. Research Design. Describe your overall hypothesis, proposed methods, procedures, and plan for data collection and 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 strategies proposed will address the Specific Aims. Discuss potential difficulties, pitfalls, and limitations of your proposed methods and provide alternative approaches. Inclusion of an experimental timeline can be helpful.

F. Potential for Knowledge Transfer and Experimental Details *(3 pages or less)*. Create a clearly defined plan of how the results of the study will be used to develop future research and how it will practically impact cancer health equity. Concisely describe how the findings will be disseminated. Describe potential application of study findings to the work of ACS.

In addition to the required Knowledge Transfer components above, this section is also available if more in-depth descriptions of the study design, technologies, or other aspects needed to convey the specific approaches and procedures proposed.

G. Environment for Research and Training. Document the existence of an appropriate academic and research environment for the proposed research study and 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.

H. References (*no page limit)*. Each literature citation should include the title, authors, book or journal, volume number, page numbers, and year of publication. This section is not included in the 12-page limit of Sections (b) through (e).

8. DETAILED BUDGET

Complete the budget page located online at ProposalCentral; use a start date of April 1, 2026. The details provided in the budget template should match the comprehensive CHERC budget (with each item tagged to the respective Sub-Award PI) that is filled out in the budget section on ProposalCentral.

See the Detailed Budget in the RSG Instructions for information on each category. Any CSDG-specific budgetary items are listed below.

A. Personnel.

CSDG Mentor(s). List all mentor(s), defined as those individuals who will provide guidance, support and mentoring to you on this award; $10,000 per year is the maximum allowable for mentor(s), regardless of the number of mentors on the application.

G. Indirect Costs (IDC). If the Sub-Award is at the CHERC institution, then enter $0. An indirect cost allowance of up to 8% of the direct costs, excluding permanent equipment, can be included in the budget if the Sub-Award is at a non-CHERC institution. If indirect costs will be claimed by any secondary institution(s), then the direct costs of that Sub-Award or subcontract must not be included in the total direct costs of the primary institution used to calculate the indirect cost total.

IDC in Subcontracts: Indirect costs for a subcontract 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 8% of the award. If a subcontract is receiving indirect costs, list the indirect costs for each institution separately in the indirect costs section of the budget form.

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

H. Total Amount Requested. Budget totals should reflect a duration of 3-4 years, depending on the proposed term. The allowable per year direct cost is $135,000 per year with an 8%

indirect costs rate (at a non-CHERC institution). The amount on the application title page should match the total costs in the detailed budget section.

9. JUSTIFICATION OF BUDGET

Provide budget justification on the template provided for each item listed in the budget. This includes all permanent equipment costing over $5,000, 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, this section should include an explanation of why such costs are essential for the successful conduct for this project, and why there are no alternatives. Provide details of contractual arrangements with key personnel in this section.

Additional Mentors: If there is more than one mentor on the application, clearly specify the role and effort of each mentor, even if there is no associated cost.

10. LETTERS OF SUPPORT FROM COLLABORATORS (PAGE 7.1)

Provide a list of collaborators, co-investigators, and consultants on the template and upload the letters of support provided by each. The letter should outline the role that person will play with sufficient detail for evaluation of the value of the individual contribution. Upload the template with "Not Applicable" in the body if there are no collaborators, co-investigators, etc.

11. BIOGRAPHICAL SKETCHES OF KEY PERSONNEL (PAGE 8.1)

Complete the NIH Biosketch template, following the format and instructions provided by the NIH. Do not exceed 5-pages. Do not include the Mentor's Biosketch in this section. **Note:** If the NIH has modified the biosketch template, applicants may use the modified template, or the template provided in ProposalCentral.

12. OTHER SUPPORT (PAGE 9.1)

See the Other Support section of the RSG Instructions for guidance on completing parts A. Current Support and B. Pending Support of this template.

Please notify the Scientific Director if a pending extramural grant is funded during the peer review process since this could affect the PI's budgeted effort (for cases of no scientific overlap) or could compromise eligibility (for cases of scientific overlap, an NIH K-award, or an R01/R01-equivalent).

C. Institutional Support. Provide the following information for the PI only:

a. Details of the institutional commitment to support the applicant including protected time, salary support and other financial resources, administrative support and available space. If an applicant has received start-up funding from a source outside their institution, this should be included here as well or appropriately marked as start-up funding in the current support section.
b. The current term of the applicant's appointment.
c. Describe resources available to support the successful research career development of the applicant.

The Letter of Institutional Support written by the Department Chair should align with the details provided by the PI in Section C of this template. **There is no requirement that a CSDG applicant have startup funds or independent laboratory space.**

13. STATEMENT OF INSTITUTIONAL SUPPORT (PAGE 10.1)

A letter from the Department Chair (or equivalent) must be included in the application (upload in this section). This letter should clearly indicate the commitment of the institution to the support of the applicant and developing their research program. Details should include, but are not limited to, faculty rank, salary support, available space for the research proposal, the amount of protected

time for clinical researchers, administrative support, core facilities, institutional faculty development, research training, resources to support coursework or travel, or other resources to foster the successful career development of the applicant. The letter should also describe the Department's long-term goals for the applicant's career.

If applicable, include a description of any start-up funds provided by the institution to the applicant. If the applicant has received start-up funding from a source outside their institution, this should be noted here as well. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.

14. COMPLIANCE STATEMENTS (PAGE 11.1-11.2)

See the Compliance Statement section in the Center application instructions for guidance on completing this template.

PART II – TRAINING AND MENTORING PLAN

The proposed ***primary mentor*** is responsible for the completion of Part II using the templates provided.

15. PROGRAM GOALS AND PROPOSED TRAINING (PAGE 12.1)

Limit this section to 5 pages. The primary mentor is expected to compose the mentoring and training plan. The primary mentor should 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. Explain in detail the activities planned for the period of the award, including clinical, research, teaching, coursework, administrative duties, etc., and the skills the candidate will gain from the mentoring experience. Estimate the percentage of time allocated to each area. Include a table indicating the timeline of implementation and completion of the Training Plan.

If an additional mentor or mentoring/advisory team is involved in the candidate's training, describe their participation as well. A co-mentor, mentoring team, or advisory team is not required, but may be included if the applicant and primary mentor think it will be beneficial to the successful training and development of the applicant. For each mentor, describe their role, area of expertise, and the frequency and mode of contact with the Candidate.

16. TRAINING EXPERIENCE OF MENTOR(S) (PAGE 13.1)

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.

17. BIOGRAPHICAL SKETCH OF MENTOR(S) (PAGE 14.1)

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. The Biographical Sketch may not exceed 5 pages. **Note:** If the NIH has modified the biosketch template, applicants may use the modified template, or the template provided in ProposalCentral.

18. MENTOR(S) COMMITMENT LETTER(S) (PAGE 15.1)

A letter of commitment must be provided from the primary mentor. Additional mentors and advisors may also submit commitment letters, if appropriate for their involvement in the mentoring and training plan and the development of the Candidate. The letter should include an 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.

19. APPENDIX TO APPLICATION

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

Appended materials may include:

- Recent reprints or preprints (optional)
- Clinical Protocols (if applicable)
- Logic Model and/or Diagrams (for program projects and dissemination and implementation pilots – if applicable)

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.

EVALUATION OF CHERC APPLICATIONS

A. Assessment of CHERC

Do the goals of the CHERC seem likely to positively impact the community identified? Are the cancer health disparities they are addressing clearly defined? Do the proposed Sub-Award projects align with the stated goals of the Center? Are there limitations or needs at the CHERC institution and have these been sufficiently addressed? Will the CHERC institution leverage unique assets or partners in their community, such as local or regional institutions, community-based organizations, or local or state government to fill a resource need? What will be the main impact of the Center in its community to contribute to achieving health equity, and how will it be measured? Evaluate any unique features of the CHERC Center activities within the Center, the institution, or the broader community.

B. Reply to Previous Reviews

If applicable, did the applicant adequately respond to previous critiques, focusing on the strengths and weaknesses of their reply. Comment on the Center and the Sub-Awards individually.

C. Evaluation of CHERC PI

Is the CHERC PI an established researcher and qualified to oversee the Center? Do they have a track record of scholarly productivity in health equity?

C. Dissemination of Findings

How will results be shared with the local/regional community and with the scientific community? Will the plan share data/findings/information/products/resources that are meaningful to and useable by the community?

D. Community Advisory Board

Does the composition of the Community Advisory Board reflect the community served? Do Board members have suitable expertise? Are the roles for the members defined? Evaluate the organization of the Board and the roles of the members. Assess the adequacy of plans for decision making. Will the Advisory Board be integrated with the Center to enable the Center's goals to be realized? How will the Community Advisory Board be involved in activities to disseminate the findings of the research to the community? Is there broad representation across the institution and community, and is the representation sufficient?

E. CHERC Sub-Award Applications

Briefly describe the Sub-Award projects and their connection to the Center. Are the proposed Sub-Award projects aligned with the stated goals of the Center, and will the successful completion of the Sub-Awards advance the Center's stated aims? How will the research findings contribute to achieving health equity?

F. Environment and Resources

Evaluate the appropriateness of the environment (academic and research) for the proposed Center and Sub-Awards. 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 the presence of these resources will directly benefit the Center. If the Center is collaborating with local or regional institutions, medical centers, hospitals, community organizations, etc. evaluate the benefit, appropriateness, and impact of these collaborations to the CHERC.

G. Budget and Compliance Statements are reviewed but are not considered score driving evaluation criteria.

Note: Refer to the ACS Standard Grant Instructions Document for Reviewer Guideline Criteria for the Sub-Award Mechanisms: RSGs, CSDGs.

Each sub-award will be evaluated according to these criteria **and** its relevance to the Center's stated goals and integration into the Center. It should be clearly articulated how the Sub-Awards fit into the Center's goals and aims but also how the Center is utilizing the Sub-Awards to achieve its defined goals and aims.