

Purpose

The State Affiliate Grant Program is designed to enable State/Regional Affiliates to engage in activities that will have an overall benefit to their members, ASCO members, other state societies, and the oncology community at-large. The purpose of the State Affiliate Grant Program is to provide financial support to State/Regional Affiliates, which will assist them in implementing specific activities. The State Affiliate Grant Program allows ASCO to utilize its strength and expertise in raising funds – taking advantage of resources not available on the state level – and demonstrates ASCO’s commitment to strengthening state societies.

Possible projects include, but are not limited to:

- Succession Planning: Helping Societies Plan for the Future
- Census: Who’s Practicing Oncology in Your State
- Cost of Care: Ensuring Patients Receive the Care They Need
- Physician Workload Demands: How are Physicians Coping
- Developing a Communications Network to Address Coverage Issues
- Electronic Medical Reports: An Awareness Campaign to Promote Oncologists’ Transition to EMR
- ASCO University: State/Regional Affiliate Curriculum Development
- QOPI Certification

Funds obtained from ASCO through the State Affiliate Grant Program should not be used for general operating costs of the state society. This program is intended to support new projects and initiatives and not the routine operating expenses of societies. Grants will also not be provided for State/Regional Affiliates to carry out lobbying activities, including meetings with state and federal legislators, administrative officials or their staff. At least 75% of grant funds should be used to meet the objectives set forth in the application. No more than 25% of funds should go towards personnel expenses.

Grants are intended to support one year projects. Any application submitted for a multi-year project must demonstrate the society’s ability to fund the project in subsequent years.

Eligibility

ASCO has 48 State/Regional Affiliates. Grant applicants must be either the current President or Administrator/Executive Director of a state society that is formally affiliated with ASCO. Applications must illustrate a commitment by society leadership in carrying out the requested activities.

Grant Details

- Grant amount will not exceed \$10,000 each. ASCO reserves the right to award less than the amount requested.
- The grant application deadline is **November 17, 2009**.
- Grants will be disbursed no later than **March 26, 2010**.
- The grant period will begin **April 1, 2010**, and conclude **April 1, 2011**.
- Funds will be directed to the state society, not the individual.
- Grant recipients will be notified by mail from the Chair of ASCO’s Clinical Practice Committee.
- Grant recipients will be acknowledged at the State Affiliates’ Reception at ASCO’s Annual Meeting on June 6, 2010. Winning applicants should plan to have a representative present.
- A 6-month progress report is due **October 1, 2010**.
- A final report is due **May 3, 2011**.

Marketing Plan

The online grant application will be available **August 26, 2009** to the Presidents and Executive Directors/Administrators of each of the 48 State/Regional Affiliates. Information will also be available at www.asco.org/stateaffiliates.

Application Requirements

The grant application should consist of:

1. Project Description
2. Objectives
3. Deliverable/Expected Outcome
4. Society's Skill Set
5. Evaluation
6. Project Timeline
7. Benefit to other State/Regional Affiliates and/or the Oncology Community
8. Key Personnel to Carry out Project
9. Additional details
10. General Society Information
11. Project Budget

Method of Application

Applications will be accepted via the online process only. Applications must be submitted by **November 17, 2009**, or they will not be considered.

Joint Applications

Societies may combine resources to collaborate on a joint activity. A **single application**, listing all collaborating societies, should be submitted by the lead organization. The role and responsibilities of each participating society should be clearly defined throughout the application. The Budget Summary and spreadsheet should also illustrate how funds will be used by each society.

Grant Review

The State Affiliate Working Group will meet January 13, 2010, to review applications and select recipients.

Selection Process

Criteria for selecting an application will include:

1. Adequacy of demonstrated need for the activity being proposed..... 25%
2. Project will enhance the state society's skill set..... 25%
3. Benefit to other Affiliates and/or oncology community..... 25%
4. Appropriateness, feasibility, and adequacy of Affiliate's resources to carry out project..... 25%

Affiliate applicant may be requested by ASCO to provide additional information prior to the application selection process. Notification letters will be mailed from the Chair of ASCO's Clinical Practice Committee to recipients following the State Affiliate Working Group meeting. Funds will be disbursed to recipients no later than **March 26, 2010**. Recipients will be acknowledged at the State Affiliates' Reception at ASCO's Annual Meeting.

Status Reports

Recipients will be responsible for submitting a 6-month progress report, as well as, a final report – summarizing the activity, detailing allocation of funds, and measuring the outcome – within 30 days of the end of the grant period. Reports should be transmitted electronically via email. Reports will be reviewed by the State Affiliate Working Group to ensure the successful completion of the project. Recipients may also be asked to complete summaries, abstracts, or posters at the request of the State Affiliate Working Group.

Terms & Conditions

If, for any reason, a grant recipient is unable to carry out the proposed activity, that society must explain the reason in writing and refund the balance of the grant to ASCO. If you fail to submit a 6-month or final report, you will be required to return grant funds. Grant recipients will be required to provide detailed financial reports, including an explanation of in-kind support, the number of staff hours required to complete the project, and a comparison of budgeted versus actual expenses. Any unused funds must be returned to ASCO.

Schedule –

August 26, 2009	Grant application open to 48 State/Regional Affiliates
November 17, 2009	Deadline for submitting grant application to ASCO
Early-January, 2010	Applications processed and reviewed by State Affiliate Working Group
January 13, 2010	Working Group meets to select applications
Mid-February, 2010	Recipients notified via letter from CPC Chair
March 26, 2010	Funds disbursed to grant recipients
April 1, 2010	Beginning of grant period
June 6, 2010	Recipients acknowledged at State Affiliates' Reception
October 1, 2010	Six-month progress report due to ASCO
April 1, 2011	End of grant period
May 3, 2011	Final report due to ASCO