Conquer Cancer – Rising Tide Foundation for Clinical Cancer Research Career Pathway Grants in Symptom Management

REQUEST FOR PROPOSALS (RFP)
Last Updated: March 25, 2020

Please visit https://www.asco.org/symptom-management-career-grant for the most up-to-date version of this document.

Full applications due: May 27, 2020 (by 11:59 PM Eastern Time)
Application portal: awards.asco.org

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About Conquer Cancer

Conquer Cancer, the ASCO Foundation, funds research into every facet of cancer to benefit every patient, everywhere. In 1964, seven oncologists created the American Society of Clinical Oncology (ASCO), now a global network of nearly 45,000 cancer professionals. As ASCO's foundation, Conquer Cancer helps turn science into a sigh of relief for patients around the world by supporting groundbreaking research and education across cancer's full continuum. For more information, visit CONQUER.ORG.

About Rising Tide Foundation for Clinical Cancer Research

Rising Tide Foundation for Clinical Cancer Research (RTFCCR) is a charitable, non-profit organization established in Switzerland in 2010. We strive to support ground-breaking cancer research that has the potential to create immediate and meaningful impact, directly enabling treatment access to patients. Funding goes to truly innovative and unique patient-centered clinical trials rather than basic research. For more information, visit www.risingtide-foundation.org/cancer-research.

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PURPOSE

Conquer Cancer, the ASCO Foundation, and Rising Tide Foundation for Clinical Cancer Research (RTFCCR) have partnered to establish the Conquer Cancer – Rising Tide Foundation for Clinical Cancer Research Career Pathway Grants in Symptom Management (the Grants) to support research in symptom management and build the next generation of clinical researchers in this field.

Symptom management research focuses on developing better approaches to prevent or treat acute or chronic symptoms and morbidities related to cancer, its treatment and caregiving. The goal of symptom management research is to identify effective ways to reduce harmful symptoms experienced by cancer patients and decrease cancer care costs related to poorly controlled symptoms. Training the next generation of practitioners is critical to fill the gaps in knowledge and sustain progress in symptom management research.

The goal of the Career Pathway Grants in Symptom Management is to recruit and retain individuals committed to conducting symptom management research. This unique grant program will support young physician scientists at a critical time in their academic careers – when they transition from training to principal investigators and begin to set up labs of their own. This grant program is intended to encourage these individuals to become leaders in academic research and inspire future generations of physician scientists.

FUNDING AVAILABLE & ROYALTIES FROM FUTURE REVENUES

Each Grant will consist of a grant made to a young physician scientist (the Principal Investigator Recipient) and a corresponding grant to the principal investigator's mentor (the Mentor Recipient). Up to six Grants will be awarded in 2020: up to three pairs of Grants will go to principal investigators and their mentors in North America, and up to three pairs of Grants will go to principal investigators and their mentors in Europe. Each Grant will include one (1) year of funding for the principal investigator and his or her mentor. Principal Investigator Recipients may apply for up to three (3) one-year Grant Extensions each of which, if approved by Conquer Cancer and RTFCCR in their sole discretion, will provide an additional one (1) year of funding for the Principal Investigator Recipient and the Mentor Recipient. Each Grant may be extended a maximum of three (3) times; each Grant may provide up to a total of four (4) years of funding for the Principal Investigator Recipient and Mentor Recipient.

Support for Principal Investigator Recipient: In the first year, each Principal Investigator Recipient will receive funding of $100,000 through his or her academic institution as he or she completes subspecialty training. Contingent upon approval by Conquer Cancer and RTFCCR, which may be granted in their sole discretion, Principal Investigator Recipients may receive up to three (3) one-year Grant Extensions, each for funding of $100,000, to support their research during their early career years as independent faculty.

Support for Mentor Recipient: In the first year, each Mentor Recipient will receive funding of $15,000 through his or her academic institution to provide support and "protected time" to mentor the corresponding Principal Investigator Recipient during the Principal Investigator's early career stage in translational, and/or patient-oriented cancer symptom management-focused research. Contingent upon approval by Conquer Cancer and RTFCCR, which may be granted in their sole discretion, of Grant Extensions for the

Principal Investigator Recipient, Mentor Recipients may receive up to three (3) additional years of funding of $15,000 a year.

*** <u>PRINCIPAL INVESTIGATORS AND THEIR ACADEMIC INSTITUTIONS MUST AGREE TO PAY RISING TIDE FOUNDATION FOR CLINICAL CANCER RESEARCH FIVE PERCENT (5%) OF ANY GROSS REVENUES GENERATED BY INTELLECTUAL PROPERTY CONCEIVED OF, DEVELOPED, OR CREATED AS PART OF THE RESEARCH PROJECT FUNDED BY THE GRANT (INCLUDING THROUGH COMMERCIALIZATION, PATENT ISSUANCE, LICENSING, OR OTHERWISE)</u>. ***

INTELLECTUAL PROPERTY AGREEMENTS AND TERMS AND CONDITIONS

Administration for the Grant will be provided by Conquer Cancer in consultation with RTFCCR, except as otherwise provided in this section of the RFP. In order to receive the Grant, the following conditions apply:

1. The successful Applicant and Sponsoring Institution must execute an <u>Intellectual Property Agreement</u> with Rising Tide Foundation for Clinical Cancer Research that provides that no more than five percent (5%) of gross revenues generated by intellectual property conceived of, developed, or created as part of the research project funded by the Grant (including through commercialization, patent issuance, licensing, or otherwise). All negotiation, execution, administration, and enforcement of Intellectual Property Agreements will be handled by Rising Tide Foundation for Clinical Cancer Research, without participation by Conquer Cancer.

2. The successful Applicant, Sponsoring Institution, and Mentor must enter into a separate <u>Terms and Conditions</u> document with Conquer Cancer. The Terms and Conditions in <u>Appendix A</u> sets forth selected provisions of the Conquer Cancer Terms and Conditions that the Applicant, Mentor, and Sponsoring Institution should review carefully before submitting an application. This RFP does not contain the complete Terms and Conditions document. Conquer Cancer reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the Applicant, Mentor, and Sponsoring Institution.

COMPLIANCE WITH APPLICABLE LEGAL REQUIREMENTS

The award of the Grant is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions (including those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Any Grant award is contingent upon Conquer Cancer's ability to transfer Grant funds to the Sponsoring Institution and/or individuals and support the research project to be conducted by the Applicant in compliance with all applicable legal requirements.

Conquer Cancer will not accept applications and/or make Grant awards to Sponsoring Institutions or individuals in those countries or regions that are subject to U.S. sanctions or that require Conquer Cancer to obtain a license from the Office of Foreign Assets Control. If it is impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the Sponsoring Institution and/or individual(s) pursuant to applicable legal requirements, the Grant will not be awarded to the Sponsoring Institution and/or individual(s). If, after payment of the first installment of a Grant award, it becomes impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer Grant funds to the Sponsoring Institution and/or individual(s) pursuant to applicable legal requirements, then Conquer Cancer shall have no obligation to pay additional installments of the Grant award. It is the responsibility of the Sponsoring Institution and/or the Applicant and Mentor to provide Conquer Cancer with the information or lawful means that permit Conquer Cancer to transfer the Grant funds in compliance with all legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control are:
- http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx
- http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx
- http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx

APPLICATION INFORMATION USE AND SHARING

Conquer Cancer may use and process the information submitted through the application form for several purposes, including but not limited to: 1) providing all information about the application to Rising Tide Foundation for Clinical Cancer Research and the joint reviewers, 2) evaluating the application, 3) communicating with you regarding your application and other opportunities that may be of interest to you, 4) publishing information regarding Conquer Cancer's grants and awards program on an anonymous basis, and 5) informing Conquer Cancer's grant making strategies and policies. Information submitted through this application form will be kept on secure servers accessible to Conquer Cancer personnel and third parties authorized by Conquer Cancer to perform functions on Conquer Cancer's behalf.

Research proposals submitted are considered confidential property of the Applicant. Conquer Cancer is permitted to share these research proposals with Rising Tide Foundation for Clinical Cancer Research, Conquer Cancer staff and reviewers, third party contractors, and potential supporters, and Conquer Cancer will require all to maintain appropriate standards of confidentiality.

By submitting an application form to Conquer Cancer, the Applicant grants Conquer Cancer the right to use all application information submitted, outside of the research proposal, in aggregate and de-identified form, for any purpose.

If an Applicant is selected for an award, the Applicant grants Conquer Cancer permission to deposit grantee information collected in any documents or communications related to the application (including but not limited to investigator name, degree(s), clinical specialty, Open Researcher and Contributor ID (ORCID), institution and institutional information, project title, abstract, grant start date and duration, and grant amount) into the Health Research Alliance (HRA) online database (HRA Analyzer) of privately funded grants.

If an Applicant is deemed fundable but Conquer Cancer does not have funding available, the Applicant grants Conquer Cancer and RTFCCR permission to share the full proposal to potential supporters.

KEY DATES

Online Applications Open: **February 10, 2020**
Full Applications Due: **May 27, 2020 (by 11:59 PM Eastern Time)**
Notification of Award: **August 2020**
Start of Grant Term: **October 1, 2020**

ELIGIBILITY

The program application is open to individuals who meet the following criteria:

- A physician (MD, DO, or international equivalent) in the first two years of final subspecialty training at an academic medical institution and within 10 years of obtaining his/her medical degree at the time of grant submission. Examples of subspecialty training include, but are not limited to, a hematology-oncology fellowship, a surgical oncology fellowship, or a radiation oncology residency. An MD, PhD is eligible if both degrees are completed prior to the start of the grant period;
- Must be enrolled in an oncology subspecialty training program at an academic medical institution in North America or Europe;
- Planning an investigative career in clinical oncology with a focus on symptom management research;
- Have a valid, active medical license in the country where the research will be conducted at the time of application;
- An institutional commitment for a faculty appointment at the time of grant submission is not required, but the applicant should be working in an oncology laboratory or clinical research setting;
- Have a primary mentor in symptom management research from the sponsoring institution. The mentor will ensure that adequate support and guidance are provided for successful completion of the proposed research project and provide career mentorship;
- The sponsor institution must assure support for the proposed research project. Appropriate institutional commitment to the program includes the provision of adequate staff, facilities, and resources that can contribute to the planning process and implementation of the project. The sponsor institution must agree to provide protected time to the Applicant/Principal Investigator.
- Applicant and Mentor must be an ASCO member or have submitted a membership application(s) with the grant application;
- Applicant must be able to commit at least 60% of full- time effort in research (applies to total research, not just the proposed project) during the award period;
- Applicant can hold only one grant/award from Conquer Cancer and RTFCCR at a time.

Conquer Cancer's Grants Selection Committee reserve the right to evaluate and determine applicants' eligibility based on the information and justifications included in the application materials. Applicants who are uncertain about their eligibility are encouraged to contact grants@conquer.org for clarification and provide their CV for evaluation. Members of the Conquer Cancer's Grants Selection Committee are not eligible to apply as a Principal Investigator or a Mentor on the Grant.

PEER REVIEW OF APPLICATIONS

Applications are peer-reviewed by a joint grants selection committee comprised of members of Conquer Cancer Grants Selection Committee and reviewers representing Rising Tide Foundation for Clinical Cancer Research, using a multi-stage review process. Each application is reviewed by committee members with expertise in the field as well as biostatisticians and patient advocates.

The reviewers will consider the following criteria when reviewing applications and determining funding decisions:

Primary Criteria
- Strength of the hypothesis-driven proposal with a clinical research focus or with the goal of generating the rationale for future clinical trials. (May include translational in vitro and/or animal experiments that are designed to address a clinical question.) (~35%)
  - Significance and originality of the proposed study and hypothesis
  - Appropriateness, feasibility, and adequacy of the proposed experiment and methodology
  - Appropriate and detailed statistical analysis plan
- A focus on patient-oriented or translational and, ultimately, clinical research
- Strength of the mentor in supporting the Applicant's proposal and in facilitating the Applicant's career development (~30%)
- Quality of the Mentor and the plan for mentoring interactions with the Applicant

Secondary Criteria
- Potential for the Applicant to pursue an academic clinical oncology career (~25%)
  - Potential favorable impact on career development of the Applicant
  - The qualifications and experiences of the Applicant. Factors considered include the quality and extent of past education, scientific training, research experience, research originality, productivity, potential for independent investigation, and commitment to a career in clinical oncology research.
- Availability of institutional resources to support the proposed project (~10%)
- Note: Priority will be given to those proposals that demonstrate a high level of patient input in their design.

AWARD DECISIONS

Award decisions will be made by the respective leadership of both Conquer Cancer and Rising Tide Foundation for Clinical Cancer Research, based on the recommendations of the grant reviewers.

AWARD NOTIFICATION

Applicants can expect to be notified in August 2020 via email. All communication regarding applications, including award notifications, will be sent to the primary email address on file. For questions, please contact grants@conquer.org.

APPLICATION CHANGES

The Applicant must notify Conquer Cancer immediately by sending an email to grants@conquer.org if any of the following conditions apply at any time from application submission through award notification:

1. <u>Withdrawal of Application</u>. Send an email to grants@conquer.org to inform the Conquer Cancer Grants and Awards team of the reason(s) for withdrawing the application. The email should include the Applicant's name, the title of the proposal, and the reason for withdrawing the application.

2. <u>Change of Institution or Position</u>. The Applicant has a career plan change, leaves his/her current position in the institution, or is unable to meet the eligibility requirements of this RFP. If the Applicant is selected to receive the Conquer Cancer-RTFCCR Career Pathway Grant in Symptom Management, Conquer Cancer and RTFCCR have the right in their sole discretion to withdraw the award.

3. <u>Mentor Change of Institution</u>**.** The Applicant's Mentor leaves his/her current position or institution.

4. <u>Change in Proposal (Scope, Timeline, Budget, etc.)</u>. The Applicant has significant changes in the submitted proposal affecting aims, research strategy, timeline, and/or budget. If Conquer Cancer is notified of the change in proposal after the Applicant is notified that he or she has been awarded the Grant, Conquer Cancer and RTFCCR have the right in their sole discretion to withdraw the award.

APPLICATION PROCEDURES

All applications must be submitted in accordance with the requirements and instructions of this Request for Proposals (RFP). All application materials must be in English and must be submitted online through the Conquer Cancer application portal at **awards.asco.org**. No paper applications sent by mail, e-mail, or fax will be accepted.

Applicants are encouraged to start their application early due to the complexity of the online application process. The full application must be submitted by 11:59 PM ET on May 27, 2020. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on May 27nd.

Helpful Tips for Using the Application Portal are included in Appendix B.

APPLICATION GUIDE

Sections of the full application are listed below. More details about each section, including requirements and instructions, are included in the next page.

1. Applicant Information (required)
2. Project Information (required)
3. Mentor & Sponsor Recommendation (required)
    a. Mentor Biosketch, Letter of Support and Mentoring Plan (required)
    b. Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
4. Project Timeline Form (required)
5. Personal Statement Form (required)
6. Budget (required)
7. Publication Form (optional) – maximum of two publications
8. Applicant's Biosketch (required)
9. Research Strategy (required)
10. Biostatistical Plan (required)
11. Cited References (required)
12. Patient Advocate Form (required)
13. Institutional Letter of Support from Department Chair or Dean (required)
14. Clinical Protocol (optional) – strongly encouraged
15. Supporting Documentation (optional)
16. Institutional Approval (required)
17. Review and Submit (required)

1. **Applicant Information (required).** This section includes the following:
   - Application Information. This information is pulled directly from your ASCO account profile. If you need to make any changes to your information, visit profile.asco.org. Please make sure that your profile has the most up-to-date information before you submit your full application.
     - First Name
     - Middle Name
     - Last Name
     - Designation
     - Primary Organization Name
     - Address (including city, state, and zip code)
     - Country
     - Primary email address (all future communications about the application will be sent to this address)
     - ORCID ID
     - ASCO Member ID
   - Additional questions and required information. Answer the following:
     - Do you have a medical degree or the international equivalent?
     - Do you have a full-time faculty appointment?
       (We consider the Instructor position as a faculty appointment).
     - Field of Clinical Training. Select all that apply.
     - Field of Research Training. Select all that apply.
   - After completing this form, click **"Mark as Complete".**

2. **Project Information (required).** Enter general information about the research project being proposed:
   - Research Project Title (250 characters maximum): Provide a short descriptive title of the research project.
   - Brief Research Project Description/Abstract (3000 characters maximum): Provide a brief abstract of the research project.
   - Lay Abstract (2500 characters maximum). Provide a layperson summary of the project. Describe your work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It should not include confidential information. If selected to receive the Grant, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
   - Specific Aims (5000 characters maximum per aim): Select the number of aims from the drop-drown list. Use a separate text box for each aim. List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology). The specific aims should state concisely and realistically what the research intends to accomplish and/or what hypothesis is to be tested and should list measurable objectives.
   - Subject Area: Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
   - Focus Area(s): Select all that apply. If "Other" is selected, provide information in the text field.

- Research Classification: Select a category that relates to your research project. The list has six broad categories of scientific interest in cancer research.
- Type of Research Study: Select the type from the drop-down list to indicate if the research project is "Clinical", "Pre-clinical", or "Health Services Research".
    o If "Clinical" is selected, indicate the clinical trial phase and clinical trial number or identifier.
- Assurances:
    o Animal Use. Indicate whether animals will be used in the research. If yes, select the appropriate status.
        ▪ If the status is Approved, enter the IACUC Approval Date, Expiration Date, and Number.
        ▪ If the status is Exempt, enter the Exemption Number.
    o Human Subjects. Indicate whether human subjects will be involved in the research. If yes, select the appropriate status.
        ▪ If the status is Approved, enter the IRB Approval Date, IRB Expiration Date, and Assurance Number.
        ▪ If the status is Exempt, enter the Exemption Number.
- Use of Drug(s): Indicate if the research involves the use of drug(s). If yes, enter the name of the drug(s) and the drug manufacturer(s). It is highly encouraged to include a letter from the manufacturer(s) or supplier(s) that they will provide the drug in the Supporting Documentation section of the application.
- Resubmission: Select "No" from the drop-down list.
- Acknowledgment: Select "Yes" to confirm that the Applicant has read and understood the Intellectual Property Agreements and Terms and Conditions indicated in this RFP.
- How many mentors do you have?
    o Select "1" from the drop-down list.
    o Indicate if the Mentor is an ASCO member (if not, the Applicant will be required to invite a Sponsor, who must be an ASCO member).
    o NOTE: It is important to enter the correct information, as it will affect which forms are required to be completed in the application.
- After completing this form, click **"Mark as Complete"**.

3. **Mentor and Sponsor Recommendation (required)**
   - The Mentor must be from the Applicant's sponsoring institution. For questions about selecting a Mentor, contact grants@conquer.org.
   - If it is indicated that the Mentor is not an ASCO member, a Sponsor Invite appears in the left navigation. The Sponsor must be an ASCO member from the Applicant's sponsoring institution and is *only required* when the Mentor is not an ASCO member.
   - To request a recommendation from the Mentor or Sponsor:
     - Click "Request a Recommendation".
     - Enter the First name, Last name, Email address, and a brief message (optional) to the Mentor or Sponsor.
       - **IMPORTANT:** If the Mentor is an ASCO member, make sure to enter the email address associated with the Mentor's ASCO user account, otherwise this recommendation will not be available to the Mentor when he/she logs in the system. If an incorrect email address is used, withdraw the request and create a new request using the correct email address.
     - Click "Send Request".
     - The Mentor receives an email with an invite to complete the recommendation by submitting a Biosketch, Letter of Support, and Mentoring Plan.
     - If a Sponsor was invited, the Sponsor receives an email with an invite to complete the recommendation by submitting a Biosketch and Letter of Support only.
     - When they click "Start" they will be asked if they wish to Accept or Decline the recommendation request from the Applicant. Upon Accepting, the Mentor and Sponsor will be able to complete and submit the recommendation within the site.
     - The Applicant will be notified by email when the Mentor or Sponsor makes a decision to Accept or Decline the recommendation.
   - To resend or withdraw the request, click the ellipsis **(…)** near the Mentor's name and email and select the appropriate option from the drop-down list as shown below.
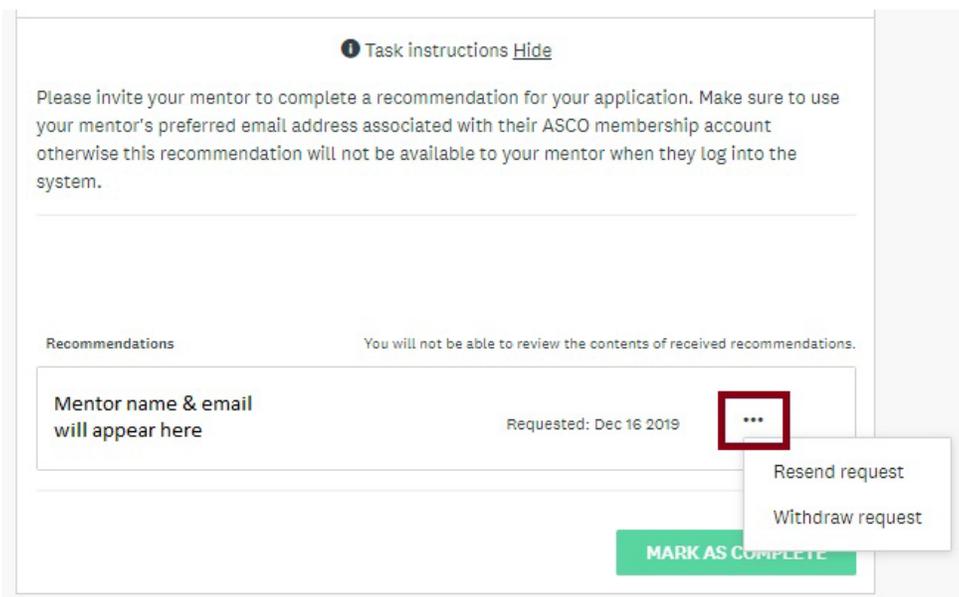
- **IMPORTANT:** The Mentor and Sponsor must complete their task and click "Submit" prior to the application deadline. The Applicant will not be able to submit the application until these tasks are submitted. Once the Mentor and Sponsor have submitted their documents, return to this task and click **"Mark as Complete".**

The Mentor must submit the following:
- Mentor's Biosketch. The Mentor must use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must not exceed five (5) pages. To complete the biosketch, refer to these instructions.
- Mentoring Plan. The Mentor must submit a mentoring plan (not to exceed 3 pages) that discusses the Mentee's career development plan and the mentoring or training activities that will be provided to the Mentee, including intended structure of the Mentor/Mentee interaction during the proposed investigation. It should discuss the Mentee's career development plan and how the Mentor will support the Mentee to develop the knowledge and skills necessary for a successful career in clinical oncology research, with a focus on cancer symptom management. The plan should also discuss mutual expectations of the individual roles of the Mentee and Mentor (including work schedule and frequency of meetings) and should delineate when and how progress assessments will occur. If selected to receive a Grant, the Mentee and Mentor will be required to report on the progress of the mentoring plan by submitting status progress reports.
- Letter of Support. This should include the following information:
  - Confirmation that the Applicant is in the first two years of final subspecialty training and within 10 years of obtaining his/her medical degree at the time of grant submission
  - A critical review of both the Applicant and the research proposal
  - The role of the Applicant in the development of the proposal
  - The role(s) or anticipated role(s) the Applicant holds (will hold) at the institution
  - The level of institutional commitment to the Applicant's career development as an independent clinical investigator in the area of cancer symptom management research
  - Assurance that the Applicant's sponsoring institution will provide adequate facilities and support for performance of the proposed work

The Applicant will be notified when the Mentor submits a recommendation. The Mentor must click "**Submit**" at the bottom of the page to trigger the email. The Applicant will not be able to view the documents submitted by the Mentor.

If a Sponsor was invited, the Sponsor must submit the following:
- Sponsor's Biosketch. The Sponsor must use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must not exceed five (5) pages. To complete the biosketch, refer to these instructions.
- Letter of Support. This should include the following information:
  - Confirmation that the Applicant is in the first two years of final subspecialty training and within 10 years of obtaining his/her medical degree at the time of grant submission
  - A critical review of both the Applicant and the research proposal
  - The role(s) or anticipated role(s) the Applicant holds (will hold) at the institution

- o The level of institutional commitment to the Applicant's career development as an independent clinical investigator in the area of cancer symptom management research
- o Assurance that the Applicant's sponsoring institution will provide adequate facilities and support for performance of the proposed work

The Applicant will be notified when the Sponsor submits a recommendation. The Sponsor must click "**Submit**" at the bottom of the page to trigger the email. The Applicant will not be able to view the documents submitted by the Sponsor.

4. **Project Timeline Form (required, use template provided).** Enter each major project milestone/activity, a brief description, the expected completion date, the status and if it is an associated deliverable. A deliverable is something that can be included in a progress report, such as a publication or an approval letter. The Applicant is not required to have deliverables. However, the timeline should make it clear what outcomes will be achieved during the Grant period.

   Download the template, then complete the following:
   - Enter the name of the milestone/activity
   - Enter a description of the milestone/activity
   - Enter the expected date of completion
   - Indicate whether the milestone/activity is a deliverable
   - Select the appropriate status
   - Do not enter any comments.

   Use this file naming convention: *[year program abbreviation]_Timeline_[last name] (e.g., 2020CPG_Timeline_Smith)*

   After completing the template, upload it, and click **"Mark as Complete"**.

5. **Personal Statement Form (required).**
   Enter answers to the following questions. Cutting and pasting from a Word document is allowed. Each response must not exceed 2000 characters.
   - Applicant's career plan. Provide a brief description of the Applicant's career plan.
   - Impact of award on applicant's career. Provide a brief explanation on how receiving this award would affect the Applicant's career.
   - Percentage time of research activities. Provide the percentage of time the Applicant will spend on total research activities.
   - Applicant's role. Describe briefly the Applicant's role versus the Mentor's role in the proposed research study.
   - Sources of salary support. List the sources of the Applicant's salary support.
   - Collection and support of data. Briefly describe who will collect and analyze the data.
   - Clinical potential of research project. Briefly describe the clinical potential of this research project.
   - Other funding sources. List other funding agencies/organization where this research proposal was or will be submitted. If none, indicate N/A.

After completing this form, click **"Mark as Complete".**

6. **Budget (required).** The award funds will be directed to the Sponsoring Institution and should be used towards salary support, supplies, equipment, travel, etc. necessary for the pursuit of the Applicant's research project. Award funds may not be applied to patient care costs that are reimbursable by a third-party payor, to the Applicant's ASCO membership dues, or to tuition or fees for academic courses.

    The budget must be directly entered into the budget section of the online application. Budget justification for the entire period <u>must</u> be entered in the "Description of Costs" column. The costs will calculate automatically at the bottom of the page as entered

    Budget Guidelines:
    - <u>Total Award</u>: Applicants can request $115,000 which is the total award amount for the first year of the Grant. Applicants who are selected to receive a Grant must request funding for each succeeding year (Grant Extensions). The funding for each Grant Extension is contingent upon the approval by Conquer Cancer and RTFCCR, in their sole discretion. $100,000 of the Grant amount should be used for a combination of research support and travel for the Applicant, as described below. No more than $15,000 should be included as support for the Mentor.
    - <u>Research support</u>: $98,500 should support costs directly related to the research project such as personnel salary* (research, analytics and patient care), supplies (research and patient care), patient outreach materials, patient travel if needed (i.e, taxi, bus, train or parking), equipment, IRB Approval, contracted services (patient care, laboratory or analytics) and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, professional membership dues, tuition fees, and fees for academic courses are unallowable costs.
      *Personnel salary must follow the NIH salary cap FY 2020.
    - <u>Travel</u>: Up to $1,500 can be allotted specifically for the Applicant's travel to the Conquer Cancer Grants and Awards Ceremony (one-time only) and for any other travel essential to conducting the study. Since the grant term starts on October 1, 2020 successful applicants can plan to attend the 2021 Conquer Cancer Grants and Awards Ceremony, which will take place during the ASCO Annual Meeting.
    - <u>Indirect costs</u>: The Grant will not support indirect costs and overhead costs.
    - <u>Support for Mentor</u>: No more than $15,000 should be included as Personnel Costs for the Mentor for the first year of the Grant.

    After completing this form, click **"Mark as Complete"**

7. **Publications (optional).** Up to two prior publications that highlight the Applicant's experience and qualifications may be included. The Applicant must be a co-author on these publications.

    To enter your publications:
    - Select the total number of publications from the drop-down list (1 or 2).
    - For each publication, enter the title, PubMed ID number, year, type (from the drop-down list), name, status (from the drop-down list), URL, and funding status (from the drop-down list).
    - Upload a copy of the publication. Use this file naming convention: *[year program abbreviation]_Publication[number]_[last name] (e.g., 2020CPG_Publication1_Smith; 2020CPG_Publication2_Smith)*

    After completing this form, click **"Mark as Complete".**

8. **Applicant's Biosketch (required).** Use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must not exceed five (5) pages. To complete the biosketch, refer to these [instructions]. **If the document uploaded exceeds the page limit, Conquer Cancer will return your application.**

    Use this file naming convention: *[year program abbreviation]_Biosketch_[Last name] (e.g., 2020CPG_Biosketch_Smith)*

    After completing this form, click **"Mark as Complete".**

9. **Research Strategy (required).** The research strategy is limited to four (4) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 4-page limit. **If the document uploaded exceeds the page limit, Conquer Cancer will return your application.**

    The Research Strategy must contain the following information:
    i. Significance and Background:
        1. Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
        2. Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in one or more broad fields.
        3. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will change if the proposed aims are achieved.

    ii. Innovation:
        1. Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
        2. Describe any novel theoretical concepts, approached or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

3. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

iii. Approach:

1. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Describe the rationale for how the exclusionary criteria for enrolling patients was designed.

2. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

3. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Appropriate detail and/or documentation in the Supporting Documentation section must be included to assure a reviewer that the applicant's project is feasible in the timeframe of the grant. Examples include: a letter confirming access to an experimental therapy or an approval letter from a cooperative group.

4. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

5. Clearly state the applicant's role in the project (e.g., writing of protocol, performing the assays, etc.). When human subjects are involved, the precautions to ensure patient safety and confidentiality and the relevance or implications for patient care should be explained.

6. List and describe the facilities and resources available to conduct the study, including a description of industry support for any clinical trials.

Use this file naming convention: *[year and program abbreviation]_ResearchStrategy_[Last name] (e.g., 2020CPG_ResearchStrategy_Smith)*

After completing this form, click **"Mark as Complete".**

10. **Biostatistical Plan (required). Applications will be reviewed by a biostatistician.** A detailed statistical plan is required for all applications. The plan is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. **If the document uploaded exceeds the page limit, Conquer Cancer will return your application.**

For clinical and in-vivo studies, this section should include the primary objective/hypothesis and primary endpoint of the study, description of experimental design and study groups that will be compared, justification of the proposed study sample size, detailed procedures for data analysis, and appropriate statistical considerations. An appropriate sample size justification will include all parameters required for the computation of the sample size: the effect size, power and type I error rates for each Aim. When relevant to the project, it will also state median follow-up, prevalence of mutations in a given population, and accrual rate, for example.

Laboratory-based in vitro research proposals should also include the primary objective/hypothesis and primary endpoint of the study, procedures for data analysis, and appropriate statistical details that describe the summary measures that will be used to meet the objectives of the study.

The Applicant should work with a biostatistician to develop the application. If statistics are not applicable to the project, the Applicant should upload a document stating that "Biostatistics are not applicable", and the reviewers will evaluate.

Use this file naming convention: *[year and program abbreviation]_BiostatisticalPlan_[Last name] (e.g., 2020CPG_BiostatisticalPlan_Smith)*.

After completing this form, click **"Mark as Complete".**

11. **Cited References (required).** Upload a bibliography of any references cited in the Research Plan.

    Use this file naming convention: *[year and program abbreviation]_CitedReferences_[Last name] (e.g., 2020CPG_CitedReferences_Smith)*

    After completing this form, click **"Mark as Complete".**

12. **Patient Advocate Form (required). Applications will be evaluated by a patient advocate** based on how well the Applicant explains the potential impact of the proposal. Write your response in a way that it will be understood by people who do not have scientific or medical backgrounds. It is recommended that the Applicant work with a patient advocate to develop the application. The Applicant must seek to ensure that their clinical studies are well-designed and ethical, minimizing patient burdens.

    Answer the question in the text box provided: **How will your career evolve to impact patient outcomes?**

    After completing this form, click **"Mark as Complete".**

13. **Institutional Letter of Support from Department Chair or Dean (required).** A letter from the Department Chair or Dean from the Applicant's sponsoring institution where the research project will be conducted must be provided. This letter must include a statement of institutional support that will enable the Applicant to perform the proposed research. This letter must be signed and on official letterhead. If the Mentor is the Department Chair, the Institutional Letter of Support must come from the Dean. **If the letter is not signed and not printed on official letterhead, Conquer Cancer will return your application.**

    Use this file naming convention: *[year and program abbreviation]_InstitutionalLOS_[Last name] (e.g., 2020CPG_InstitutionalLOS_Smith)*

    After completing this form, click **"Mark as Complete".**

14. **Clinical Protocol (optional, strongly encouraged).** If the research project involves a clinical protocol, it is strongly encouraged to upload a copy of the protocol.

Use this file naming convention: *[year and program abbreviation]_ClinicalProtocol_[Last name] (e.g., 2020CPG_ClinicalProtocol_Smith)*

After completing this form, click **"Mark as Complete".**

15. **Supporting Documentation (optional).** This section may be used to upload any necessary additional information required to properly review the application (e.g., letters documenting the feasibility of the project, a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, a letter of support for a collaboration, etc.). Applicants are encouraged to provide a letter of support for any investigational agents and letters of support from collaborating biostatisticians. Due to the limited time given to the reviewers, upload of any documents that are not critical to the review of the proposal or any additional publications is not allowable.

Use this file naming convention for each document you upload:
[year and program abbreviation]_SupportingDoc[number]_[Last name]
(e.g., 2020CPG_SupportingDoc1_Smith; 2020CPG_SupportingDoc2_Smith; etc.).

After completing this form, click **"Mark as Complete".**

16. **Institution Approval (required).** The Authorized Official representing the sponsoring institution must approve the completed application (both the project proposal and the budget) before submission by completing the "Institution Approval" task. This individual is typically from the institution's Office of Sponsored Research.

- To request a recommendation from the Institution Approver:
  - Click "Request a Recommendation".
  - Enter the First name, Last name, Email address, and write a message (optional) to the Institution Approver.
  - Click "Send Request". The Institution Approver will receive an email notification with the message.
  - If the Institution Approver accepts or decline the recommendation request, the Applicant will receive an email notification.
- To resend or withdraw the request, click the ellipsis **(…)** near the Institution Approver's name and email and select the appropriate option from the drop-down list.
- **IMPORTANT:** The Institution Approver must complete his/her task and click "Submit" at the bottom of the page **prior** to the deadline. An email notification will be sent to the Applicant confirming that the task has been completed. The Applicant will not be able to submit the application until this task is submitted. Once the Institution Approver has submitted the task, return to this section and click **"Mark as Complete"**.

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17. **Review and Submit (required).** The **Applicant** will not be able to navigate to this page until all required sections have been **"Marked as Complete"** and all **tasks** from the **M**entor, **S**ponsor (if applicable), and **I**nstitution **A**pprover have been **submitted**.

On the left navigation, click **"Submit"** to submit your application.

To download a copy of the application, click "**My Applications**". Click the ellipsis **(…)** on the specific application and click "**Download**".

On the next screen, select the desired options and click "**Download**".

A new tab will open. Once the download is ready, click "**Download**". The application will be downloaded as a zip file.

<u>APPLICATION SUBMISSION CHECKLIST</u>

All required and optional (if filled out) sections must be marked as complete and uploaded documents must follow the prescribed file naming convention.

- ☐ **Applicant Information (required)**
- ☐ **Project Information (required)**
- ☐ **Mentor & Sponsor Recommendation (required)**
    - o Mentor Biosketch and Letter of Support (required)
        - ▪ Mentor Biosketch
        - ▪ Mentoring Plan
        - ▪ Mentor Letter of Support
    - o Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
        - ▪ Sponsor Biosketch
        - ▪ Sponsor Letter of Support
- ☐ **Project Timeline Form (required)**
- ☐ **Personal Statement Form (required)**
- ☐ **Budget (required)**
- ☐ **Publication Form (optional)** – maximum of two publications
- ☐ **Applicant's Biosketch (required)**
- ☐ **Research Strategy (required)**
- ☐ **Biostatistical Plan (required)**
- ☐ **Cited References (required)**
- ☐ **Patient Advocate Form (required)**
- ☐ **Institutional Letter of Support from Department Chair or Dean (required)**
- ☐ **Clinical Protocol (optional)** – strongly encouraged
- ☐ **Supporting Documentation (optional)**
- ☐ **Institution Approval (required)**
- ☐ **Review and Submit (required)**

Appendix A. Terms & Conditions

Each Applicant selected to receive a Conquer Cancer - Rising Tide Foundation for Clinical Cancer Research Career Pathway Grant in Symptom Management (Award), his or her Sponsoring Institution, and his or her Mentor must execute a separate Terms and Conditions document with Conquer Cancer in order to receive the Award. This section of the RFP sets forth selected provisions of the Terms and Conditions that the Applicant, his or her Sponsoring Institution, and his or her Mentor should review carefully before submitting an application for the Award. This RFP does not contain the complete Terms and Conditions document. Conquer Cancer reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the Applicant, Sponsoring Institution, and Mentor.

Responsible Conduct of Research

(1) The Research Project will be conducted according to the highest scientific and ethical standards and in compliance with all applicable laws and regulations and with the policies of the Sponsoring Institution, including with respect to Sponsoring Institution's conflict of interest policies and procedures. To the extent policies of the Sponsoring Institution conflict with these Terms and Conditions, these Terms and Conditions will prevail.

(2) Upon request of Conquer Cancer, the PI Recipient will provide copies of documentation of Institutional Review Board approval for human research subjects to Conquer Cancer prior to commencing research on human subjects, if applicable.

(3) Upon request of Conquer Cancer, the PI Recipient will provide copies of documentation of Institutional Animal Care and Use Committee approval or international animal welfare board equivalent to Conquer Cancer prior to commencing research on animal subjects, if applicable.

Funds: Payment and Use

(4) The Award total for the first year is $115,000, which shall include $100,000 to support the Research Project and $15,000 for the Mentor. paid in two installments of $57,500, on or about October 1, 2020 and March 1, 2021 subject to compliance by PI Recipient, Sponsoring Institution, and Mentor with these Terms and Conditions. The Award funds will be paid to the Sponsoring Institution. The PI Recipient may apply for up to three (3) one-year Grant Extensions each of which, if approved by Conquer Cancer and Rising Tide Foundation for Clinical Cancer Research, in their sole discretion, will provide an additional one (1) year of funding of $115,000, which shall include $100,000 to support the Research Project and $15,000 for his or her Mentor. Each Grant may be extended a maximum of three (3) times; each Grant may provide up to a total of four (4) years of funding for the Principal Investigator Recipient and Mentor Recipient.

(5) The Award will be used solely as described in Section 4 of these Terms and Conditions and as detailed in the Research Project (including the grant proposal and budget).

(6) The Award will not support indirect costs or overhead costs of the Sponsoring Institution in administering the Research Project. For each year of the grant: $98,500 of the Award funds will be applied to research support. No more than $1,500 per year will be used to cover the Recipient's travel expenses (including to the ASCO Annual Meeting). No more than $15,000 will be used to support the mentor. Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit.

(7) Award funds will not be used for expenditures incurred prior to the first day of the Award Period (except for expenses related to travel to the Conquer Cancer Grants and Awards Ceremony) or after the last day of the Award Period. No additional expenses may be paid from Award funds after Conquer Cancer has received the Recipient's final expenditure report or after any unexpended funds have been returned to Conquer Cancer, which must be provided in accordance with specific paragraphs in the full Terms and Conditions.

(8) At the end of the Award Period, any unexpended funds and any funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

Requests for Budget Changes or Extensions

(9) The PI Recipient may move funds of up to 5% of the total yearly budget ($5,000) between budget categories or into new budget categories in the Research Project budget without prior written approval of Conquer Cancer. Notwithstanding the foregoing, budget limits on indirect and travel costs will be strictly followed and cannot be adjusted, and $15,000 of each year's Award funding must be used to support the Mentor.

(10) Budget changes of greater than 5% per year between budget categories will be approved in writing by Conquer Cancer before expenditure of funds. The PI Recipient will submit a re-budget request with a detailed justification of the proposed change through the application portal.

(11) Any request for a no-cost extension or budget change must be made through the application portal at least 90 days prior to the expiration of the Award Period. Requests received after the last day of the Award Period will not be accepted and will automatically be disapproved. Conquer Cancer will only allow a six month no-cost extension request, which will be approved or disapproved at its discretion.

(12) Requests for a six-month no-cost extension require a no-cost-extension request submission through the application portal and a detailed explanation of why the request is being made. Requests will only be approved if they pertain to Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

(13) If a no-cost extension is granted by Conquer Cancer, the Recipient will submit additional progress reports and financial expenditure reports every six months during the extension term.

(14) The PI Recipient may request Grant Extensions, each for an additional year of funding, up to three (3) times. The total number of years of funding provided by the Award may not be more than four (4) – up to a maximum of $460,000 of Award funds. Each request for a Grant Extension shall be made through the application portal no more than ten (10) months after the first date of the Award Period or the applicable Grant Extension Period, as appropriate. Each Grant Extension request will be approved or disapproved at the discretion of Conquer Cancer and Rising Tide Foundation for Clinical Cancer Research.

Change of Personnel

(15) The PI Recipient is not permitted to transfer the Award to a co-investigator, a member of the research project team, or a mentor. The PI Recipient's Mentor may not be changed without the prior written approval of Conquer Cancer. A request to change the PI Recipient's Mentor may be made through the application portal. Conquer Cancer will approve or disapprove the request at its discretion.

Changes in Research Focus and Project Scope

(16) Changes in the specific aims of the Research Project will not be allowed without prior written approval from Conquer Cancer. Any request for changes in the specific aims of the Research Project must be made through the application portal prior to performing any changes to the Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

(17) Major changes in research design require prior written approval from Conquer Cancer. A request must be submitted by the PI Recipient through the application portal prior to performing any aspects of any newly designed study. Examples of a major change include, but are not limited to, studying a different patient population than originally proposed or studying a different therapeutic than originally proposed. Conquer Cancer will approve or disapprove the request at its discretion.

(18) Minor changes in research methodology are not subject to prior approval by Conquer Cancer but must be explained and justified by the PI Recipient in the mid-year or annual progress report.

Institution Transfer

(19) If the PI Recipient accepts an appointment at another institution during the Award Period, and desires to have the Research Project transferred to the new institution, the Recipient will submit a request through the application portal to transfer the Award to the new institution at least 60 days before the anticipated date of transfer. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Award may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Research Project in a manner in which it was originally approved by Conquer Cancer. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Award to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the Research Project to Conquer Cancer. The new institution must

agree to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Award funds to the new institution.

(20) If the PI Recipient is unable or not permitted to transfer the grant to a new institution, the PI Recipient and the Sponsoring Institution will relinquish the Award and any unexpended funds and funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

Program Reporting

(21) Throughout the Award Period, the Recipient will submit expenditure reports and progress reports regarding the Research Project through the application portal. It is the responsibility of the Recipient to submit the reports in a timely manner. Conquer Cancer may contact appropriate persons connected to the Research Project to ensure the progress reports and expenditure reports are received as required. Recipient and Sponsoring Institution will comply with the then-current procedures of Conquer Cancer regarding submission of progress and expenditure reports.

(22) Noncompliance with any of these Terms and Conditions, including failure to submit progress or expenditure reports, may result in the withholding of payment on this Award or other awards of Conquer Cancer in effect at the Sponsoring Institution, or on Conquer Cancer awards that may be awarded in the future, or such other action deemed appropriate by Conquer Cancer.

(23) Any unobligated balance must be returned in full to Conquer Cancer along with the final Budget Summary. The check should be made payable to the "Conquer Cancer, the ASCO Foundation."

Post-Award Reporting Obligation

(24) The PI Recipient agrees to respond to Conquer Cancer's requests for information on his/ her career progress following the Award Period and may be requested to provide his/her current Curriculum Vitae or update his/her information through the application portal using the "Update CV or Publications" task. The information may be used for program evaluation and alumni communications. The PI Recipient understands that this obligation survives the Award Period and that he/she has an ongoing obligation to provide this information.

(25) Conquer Cancer reserves the right to include information relating to the Conquer Cancer - Rising Tide Foundation for Clinical Cancer Research Career Pathway Grants in Symptom Management in its periodic reports, annual reports, awardee directory, publicly accessible databases of privately funded grant awards, or in any other materials issued by or on behalf of Conquer Cancer or Conquer Cancer's affiliates.

Provision of Information to Funder

(26) The Recipient acknowledges, agrees, and consents to Conquer Cancer providing his or her current and future contact information to the Rising Tide Foundation for Clinical Cancer Research.

(27) The Recipient acknowledges, agrees, and consents to Conquer Cancer providing progress and expenditure reports and copies of press releases relating to the Award or the Research Project to the Rising Tide Foundation for Clinical Cancer Research.

Publications and Other Public Release of Results

(28) Conquer Cancer strongly encourages Recipient to submit the results of Research Project for publication or other public release. In the event the Recipient's results are published or otherwise publicly released either during or after the Award Period, the Recipient will provide Conquer Cancer with a copy of such publication or public release. All publications and public releases will include an acknowledgment of Conquer Cancer and the Rising Tide Foundation for Clinical Cancer Research (see Public Announcements and Acknowledgment).

(29) Conquer Cancer supports the widest possible dissemination of funded research results. Recipient is highly encouraged to publish in scientific journals that will provide public access to the research findings no later than twelve months after the date of publication.

Public Announcements and Acknowledgments

(30) Conquer Cancer will announce the Award and other recipients of the Conquer Cancer - Rising Tide Foundation for Clinical Cancer Research Career Pathway Grants in Symptom Management. Conquer Cancer anticipates that the Sponsoring Institution may wish to make a public announcement of this Award. The Sponsoring Institution will submit to Conquer Cancer any proposed announcement, press release, or other public statement by the Sponsoring Institution relating to the Award, prior to release, and to coordinate the release of such public announcement, press release, or statement with Conquer Cancer. A copy of any press release, announcement, or public statement must be provided to Conquer Cancer.

(31) The PI Recipient and the Sponsoring Institution will acknowledge the support of the Conquer Cancer, the ASCO Foundation, and Rising Tide Foundation for Clinical Cancer Research in all publications and presentations of the research funded by the Award. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Award will contain the acknowledgment, "This work was funded by a Conquer Cancer - Rising Tide Foundation for Clinical Cancer Research Career Pathway Grant in Symptom Management. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology®, Conquer Cancer®, or Rising Tide Foundation for Clinical Cancer Research."

Intellectual Property Rights

(32) Conquer Cancer will have no intellectual property rights or other rights in or to data collected or scientific discoveries made through the Research Project funded by the Award. Conquer Cancer encourages its recipients and their sponsoring institutions to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.

Appendix B. Helpful Tips for Using the Application Portal

Getting Started

To access the application portal, go to **awards.asco.org**

- *If you have an existing ASCO account,* use your ASCO credentials to log into the application portal. If you are having issues logging in, click the "Need Help?" link in the "Log-in" page.
- *If you do not have an ASCO account,* go to awards.asco.org and click "Log-in" in the top right corner of the screen. On the next screen, click "Create Account" and follow the prompts to complete your account setup and create a password. After your account is set up, you will be returned to the application portal.
- *To initiate an application,* once logged into the application portal, click "View Programs", select the program "Career Pathway Grants in Symptom Management", and click "**Apply**".

Eligibility Quiz
You will first be asked to complete an eligibility quiz. Once you have answered each question, click "**Mark as Complete**". If you are eligible, you will automatically have access to the full application and you will see the different sections of the application along the left navigation (e.g., Applicant Information). Select any section to begin working on your application. If you have any questions regarding eligibility, contact grants@conquer.org.

Navigating the Application

- Click "Save and Continue Editing" at the bottom of the page as you go through the application.
- When finished with a particular task (e.g., Project Information), click "Mark as Complete" at the bottom of the page to validate task completion.
- If you need to edit a task after it has been Marked as Complete, click the ellipsis **(…)** on the top right corner of the task as shown below. Select "Edit" to reopen the form.
  - *IMPORTANT! Do NOT click "Reset" as this will delete previously entered data!*
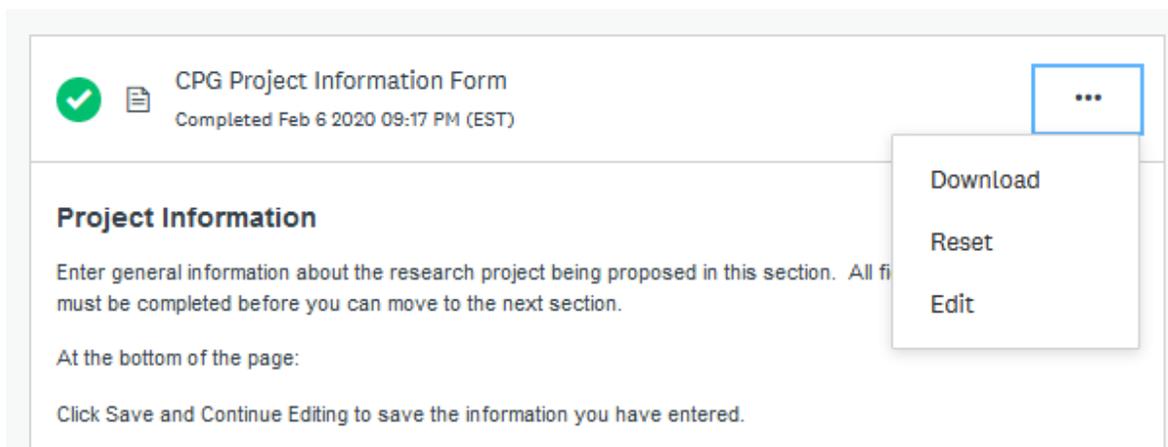
Receiving Notifications

Applicants should add awards@mail.asco.org and grants@conquer.org to their safe senders list to ensure they receive timely notifications associated with recommender task submissions, application submissions, etc. If Applicants are not receiving notifications, they should check their junk/spam folders first, then contact grants@conquer.org for additional assistance.

Uploading a Document

- Click "Show accepted formats" to determine the file formats accepted. Documents should not be password protected.
- Documents must follow the file naming convention and requirements for page limits, margins, and fonts (see individual application sections for details). **If any document you uploaded does not meet the specific criteria, Conquer Cancer will return your application.**
- To edit a file name, click the ellipsis **(…)** next to the file name as shown below. Select "Edit" and enter the new file name based on the file naming convention.
- To remove or replace an uploaded document, click the ellipsis **(…)** next to the file name as shown below. Select "Remove" then click "Attach File".
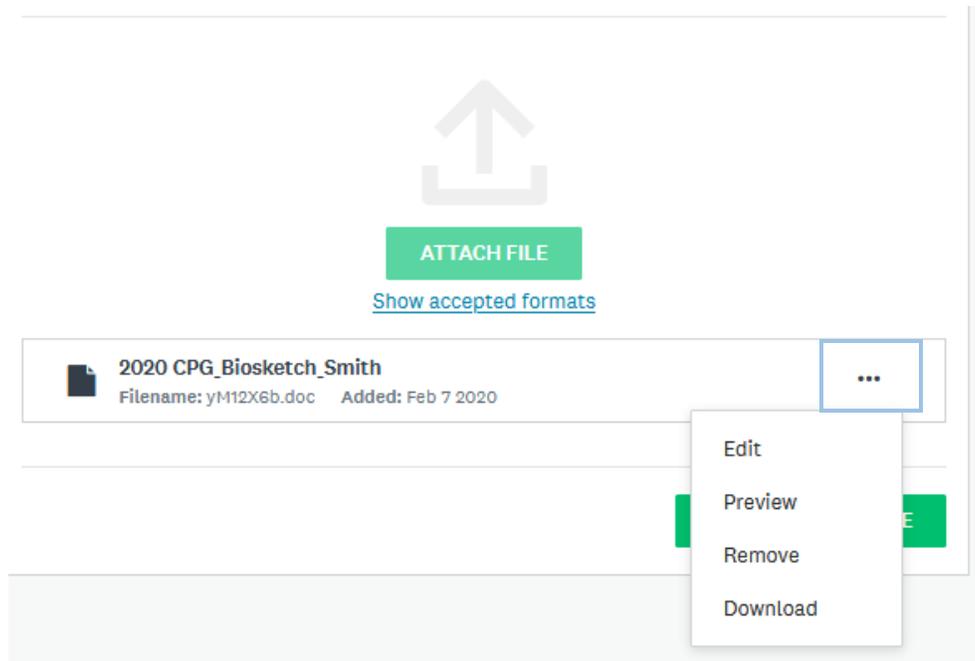
Requesting a Recommendation

- As part of your application process, you will need to "request a recommendation" from third-parties such as a Mentor, Sponsor, and Institution Approver. Click on the task and fill in the details of the Recommender including the First Name, Last Name, Email, and a brief message (optional) to send the recommender. Once the information is submitted, an automated email will be sent to the recommender letting them know that they've been asked to provide a recommendation. When the recommendation is submitted, the Applicant will be instantly notified.

- If the Recommender didn't receive an email invite, confirm that you sent the invite to the correct email address and there are no spelling errors, ask the Recommender to check their Spam/Junk Folder, or resend the Invitation.
- To resend or withdraw the request, click the ellipsis **(…)** near the Recommender's name and email and select the appropriate option from the drop-down list as shown below.