CONQUER CANCER FOUNDATION OF ASCO
LONG-TERM INTERNATIONAL
FELLOWSHIP (LIFe)

2020 REQUEST FOR PROPOSALS

Last Updated: June 18, 2019

Application Deadline: January 15, 2020

Conquer Cancer®, the ASCO Foundation
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Please visit asco.org/LIFe for the most up-to-date version of the Request for Proposals.

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.
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Purpose

The Long-term International Fellowship (LIFe) provides early-career oncologists in low- to middle-income countries the support and resources needed to advance their training by deepening their relationship with a mentor in the United States, Canada, or European Union (EU). During a one-year Fellowship, the recipients receive valuable training and experience, which they will use to effect change in cancer care in their home country. Fellowships are a combination of clinical training and clinical and laboratory research in accordance with institutional rules and regulations. Recipients are expected to return to their home institutions within one year of completing the Fellowship and disseminate the knowledge they have gained.

Funding Available

For 2020, one Fellowship is available for a recipient from any country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Appendix A for the list of countries) working in any cancer-related specialty area. Additional Fellowships may be awarded as funding becomes available. Fellowships are given based on individual merit and availability of funds.

The Fellowship total is $115,000 USD for one year and will be paid in two equal installments. Any costs in excess of $115,000 are the responsibility of the host institution.

Funds will be sent from Conquer Cancer to the U.S., Canadian, or European Union institution that is hosting the LIFe recipient prior to the Fellowship start date. The host institution will then be responsible for financial management of the Fellowship. Any funds not spent on the Fellowship will be returned to Conquer Cancer.

Physician Payments Sunshine Act

The Physician Payments Sunshine Act, or “Sunshine Act”, is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at https://www.asco.org/about-asco/legal/conflict-interest/open-payments.

The Sunshine Act requires manufacturers of pharmaceutical drugs and devices, as well as group purchasing organizations, to report payments or transfers of value made to CMS-designated teaching hospitals and U.S. licensed physicians. (Please see the following excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. “As required by section 1128G(e)(11) of the Act, we proposed to define “physician” as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.”) Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency.
Conquer Cancer understands that payments made through this award may be reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations.

Conquer Cancer has entered into agreements with the supporters of this award that require that Conquer Cancer provide reportable information under the Sunshine Act. **U.S.-LICENSED PHYSICIANS OR CMS-DESIGNATED TEACHING HOSPITALS WHO ARE PARTICIPANTS IN LONG-TERM INTERNATIONAL FELLOWSHIPS MAY BE REPORTED ON THE CMS OPEN PAYMENTS WEBSITE AS HAVING RECEIVED PAYMENTS OR TRANSFERS OF VALUE FROM MANUFACTURERS OF PHARMACEUTICAL DRUGS AND/OR DEVICES.** If there are any questions about reporting due to the Sunshine Act, please contact Gray Ladd, Manager, Grant Compliance, at 571-483-1700 or operations@conquer.org.

Disclaimer: The information on this section is not intended to provide legal advice. For legal advice concerning the Sunshine Act, the applicant must consult his/her institution or legal counsel.

See the Terms and Conditions section for more information.

**Eligibility Criteria**

Applicants must meet the following criteria in order to qualify for the Long-term International Fellowship:

1. **Must be a Full Member of ASCO, or a pending member awaiting acceptance.** To apply for new membership, or to renew an existing membership, go to [http://www.asco.org/membership](http://www.asco.org/membership).

2. **Must be a physician (MD, DO, or international equivalent) who has completed a subspeciality training program (such as hematology-oncology fellowship or radiation oncology residency) or the equivalent.**

3. **Must be a citizen of a country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Appendix A for the list of countries).**

4. **Must have less than 10 years of experience in the field of oncology.**

5. **Must not have received more than one year of training in the United States, Canada, or the European Union (for instance, attended medical school, participated in internships, fellowships, research positions or residency programs).**

6. **Must not already be at the host institution at the time of application submission.** This Fellowship cannot be used to extend an existing fellowship or program of work.

7. **Must commit to returning to their home country within one year following the completion of the Fellowship.**
8. Must have a pre-existing relationship with a mentor who is a Full Member of ASCO and is employed at a U.S., Canadian, or E.U. institution with sufficient infrastructure to provide for a one-year fellowship.

Questions about eligibility, application process, and application requirements should be sent via email to grants@conquer.org.

Please note that applicants who receive LIFe will be required to:

1. Possess and keep current a valid passport issued by their country of citizenship;
2. Obtain a valid visa and provide evidence to Conquer Cancer of their visa status;
3. Comply with the requirements governing their stay in the U.S., Canada, or the E.U.; and
4. Maintain a legal visa status throughout the duration of the Fellowship.

LIFe recipients must have visa sponsorship for the full period of the fellowship. Funds will not be disbursed to the host institution without proof of a valid visa. Questions about sponsorship and acceptance of foreign nationals to a fellowship program, or Visa application requirements, should be sent to the host institution. Conquer Cancer does not sponsor visas.

The Conquer Cancer Grants Selection Committee reserves the right to evaluate and determine an applicant’s eligibility based on the information and justifications included in the application materials.

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)
The award of the YIA 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 and embargoes (including but not limited to those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Proposals, any grant award is contingent on Conquer Cancer’s ability to transfer grant funds to the sponsoring institution and/or individual(s) 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 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. 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 the
applicant 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/Pages/default.aspx)
- [http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx](http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx)
- [http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx](http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx)

**Key Dates**

Online Applications Open:    July 1, 2019  
Full Applications Due:       January 15, 2020 (11:59 PM ET)  
Award Notification Date:     April 2020  
Grant Term:                 July 1, 2020 – June 30, 2021*

*Requests for alternate start dates will be reviewed on a case-by-case basis.

**Application Process**

All applications must be submitted in accordance to 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 grants portal at [https://grants.conquer.org](https://grants.conquer.org). No paper applications, or applications sent by e-mail 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 January 15, 2020. No late applications will be accepted.** Applicants are encouraged to submit early because technical assistance will not be available after 5:00 PM ET on the due date.

**Getting Started on the Conquer Cancer Grants Portal**

*If you are a new user*, click the “New User?” link on the homepage and complete the registration process.

*If you are an existing user*, use your email address as your log in ID. If your email address has changed, send an email to grants@conquer.org to update your login ID. **Do not register for a new account with a new email address to avoid duplicate records.** For password help, click the “Forgot Password?” link on the homepage. If you have previously applied for a Conquer Cancer grant, an ASCO Professional Development Program, or have participated on a Conquer Cancer review committee, your login information should be the same.
To initiate an application, click Apply for Funding on your homepage, once logged in to the grants portal, and select the “2020 Long-term International Fellowship”.

**Selection Process**

Applications are reviewed for completeness, and selection is made by the LIFe Review Subcommittee, which consists of current and/or former members of Conquer Cancer Grants Selection Committee and current and/or former members of ASCO’s International Affairs Committee.

Selection will be made using the following criteria:

- High level of oncologic need in applicant’s home country.
- Strong merit and potential of applicant including clinical training, board certification, scholarly activity, and limited training (less than one academic year) in the U.S., Canada, or the European Union.
- Fellowship plan which includes didactic opportunities (tumor board, research meetings) and clinical shadowing experience.
- An applicable, achievable, and publishable research project.
- Support from the home institution including ability to assist the applicant with implementing the results of the research project and to continue researching in the area of interest.
- A host with strong academic and professional status and a background in the area of fellowship research focus who agrees to provide appropriate supervision to the applicant over the course of the fellowship.
- A host institution with applicable academic focus, accreditation, and an active clinical fellowship program.

**Award Notification**

All communications will be sent to the primary email address entered for the Principal Investigator. Please ensure that this email address is correct.

Please add grants@conquer.org to your safe senders list and/or check your spam folder if you are not receiving communications such as the online system registration confirmation, application submission confirmation, etc. Applicants can expect to be notified in April 2020 by email to their primary email address.

For questions, please email grants@conquer.org.
Application Information Use and Sharing

Conquer Cancer may use and process the information submitted through this application form for several purposes, including but not limited to: 1) evaluating the application, 2) communicating with you regarding your application and other opportunities that may be of interest to you, 3) publishing information regarding Conquer Cancer’s grants and awards program on an anonymous basis, and 4) 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 research proposals with Conquer Cancer staff and reviewers, third party contractors, and potential supporters, and Conquer Cancer will require all to maintain the 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 permission to share the full proposal to potential supporters.
Terms & Conditions

Each applicant selected to receive a LIFe, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a LIFe. This section of the RFP sets forth selected provisions of the Terms and Conditions that the applicant and his or her Sponsoring Institution should review carefully before submitting an application for a LIFe. 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 and Sponsoring Institution.

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) The 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) The 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 Fellowship total is $115,000 paid in two installments of $57,500, on or about July 1, 2020, and January 1, 2021, subject to compliance by Recipient, Mentor, and Sponsoring Institution with these Terms and Conditions. The Fellowship funds will be paid to the Sponsoring Institution.

(5) Budget Guidelines: No more than $60,000 will be used for salary and $15,000 for benefits relating to the Recipient; no more than $20,000 will be applied to support the Research Project; no more than $15,000 will be applied to overhead and indirect costs of the Sponsoring Institution in administering the Fellowship; and no more than $5,000 will be used to cover the Recipient’s travel expenses (specifically for the Recipient’s travel between his/her home country and the Sponsoring Institution, as well as travel expenses for attending the Conquer Cancer Grants and Awards Ceremony). Any costs in excess of $115,000 are the responsibility of the Sponsoring Institution.

(6) Fellowship funds will not be used for expenditures incurred prior to the first day of the Fellowship Period (except for expenses related to travel to the Conquer Cancer Grants and Awards Ceremony) or after the last day of the Fellowship Period. No additional expenses may be paid from Fellowship funds after the earlier of Conquer Cancer’s receipt of the Recipient’s final
expenditure report or the return of any unexpended funds to Conquer Cancer, which must be provided in accordance with specific paragraphs in the full Terms and Conditions.

(7) At the end of the Fellowship Period, any unexpended funds and any funds expended inconsistent with the budget guidelines will be returned to Conquer Cancer.

Renewal of Fellowship

(8) Any renewal of the fellowship will be at the joint wishes of the Recipient, Mentor, and the Sponsoring Institution and at no cost to Conquer Cancer. Any such renewal will be for a period of no longer than one (1) year following conclusion of the Fellowship Period. Immediately upon conclusion of any such renewal, Recipient shall fulfill his/her obligation to return to his/her Home Country in accordance with these Terms and Conditions. During any such renewal period, Recipient shall provide reports to Conquer Cancer every ninety (90) days regarding the status of his/her renewal and plans to return to his/her Home Country. The Recipient will notify Conquer Cancer of the renewal by submitting a request through the grants portal least ninety (90) days prior to the expiration of the Fellowship Period.

Changes in Research Focus

(9) Any request for changes in the specific aims of the Research Project must be made through the grants portal prior to performing any changes to the Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

(10) Major changes in research design require the prior written approval of Conquer Cancer. A request will be submitted by the Recipient through the grants 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.

(11) Minor changes in research methodology are not subject to prior approval by Conquer Cancer, but must be explained and justified by the Recipient in the semi-annual progress report.

Institution Transfer

(12) The Recipient may apply to transfer the Fellowship to another institution along with transfer of the Mentor. The Recipient and Mentor will submit a request through the grants portal to transfer the Fellowship to the new institution at least 90 days before the anticipated date of transfer. Subject to Conquer Cancer’s written approval and in Conquer Cancer’s sole discretion, the Fellowship may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Fellowship. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Fellowship to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the budget guidelines to Conquer Cancer. The new institution will
agree in writing to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Fellowship funds to the new institution.

Change of Mentor

(13) If the Mentor becomes unable to continue the supervision of the Recipient’s training, a replacement may be named by the Sponsoring Institution pending the prior approval by Conquer Cancer.

Program Reporting

(14) Every six months during the Fellowship Period, the Recipient will submit expenditure reports and progress reports through the grants 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 Fellowship 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.

(15) Noncompliance with any of these Terms and Conditions, including the failure to submit progress or expenditure reports, may result in the withholding of payment on this Fellowship 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.

(16) 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 Foundation.”

Post-Fellowship Reporting Obligation

(17) The Recipient is required to submit post-Fellowship reports following the completion of the Fellowship Period as directed in Exhibit A. Conquer Cancer will provide detailed instructions for completing the report. It is the responsibility of the Recipient to submit the report in a timely manner.

(18) The Recipient will respond to Conquer Cancer’s requests for information on Recipient’s career progress following the Fellowship Period and may be requested to provide his/her current Curriculum Vitae or update his/her information through the grants portal using the “Update CV or Publications” task. The information may be used for program evaluation and alumni communications. The Recipient understands that this obligation survives the Fellowship Period and that he/she has an ongoing obligation to provide this information.

(19) Conquer Cancer reserves the right to include information relating to the Fellowship 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 the Funder

(20) The Recipient acknowledges, and agrees, and consents to Conquer Cancer providing that his or her current and future contact information may be provided to the Funder.

(21) The Recipient acknowledges, and agrees, and consents to Conquer Cancer providing that progress and expenditure reports and copies of press releases relating to the Award Fellowship or the Research Project may be provided to the Funder.

Physician Payments Sunshine Act

(22) The Physician Payments Sunshine Act, or “Sunshine Act”, is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at https://www.asco.org/about-asco/legal/conflict-interest/open-payments. The Sunshine Act requires manufacturers of pharmaceutical drugs and devices, as well as group purchasing organizations, to report payments or transfers of value made to teaching hospitals and U.S. licensed physicians. (Please see the following excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. “As required by section 1128G(e)(11) of the Act, we proposed to define “physician” as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.”) Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency. Conquer Cancer understands that payments made through the Conquer Cancer Foundation of ASCO Young Investigator Award are reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Conquer Cancer Foundation of ASCO Young Investigator Award that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer’s understanding is that payments made to the Recipient of the Conquer Cancer Foundation of ASCO Young Investigator Award are reportable as research grants under the Sunshine Act.

(23) The Sunshine Act requires that all reportable payments or transfers made starting August 1, 2013 be reported to CMS. To assist Conquer Cancer in complying with its reporting obligations to its supporters, the Recipient agrees to provide information to Conquer Cancer, including: State of License; State License Number; National Provider Identifier (NPI) Number; and, Name of related covered drug, device, biological or medical supply. Recipient must submit the information through the grants portal by the due date specified.
(24) The information on this Terms and Conditions is not intended to provide legal advice. For legal advice concerning the Sunshine Act, please consult your institution or legal counsel.

Publications and Other Public Release of Results

(25) 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 Fellowship 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 (see Public Announcements and Acknowledgments).

Public Announcements and Acknowledgments

(26) The Recipient and the Sponsoring institution will acknowledge the support of Conquer Cancer in all publications and presentations of the research funded by the Fellowship. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Fellowship will contain the acknowledgment, "This work was funded by a Conquer Cancer Foundation of ASCO Long-term International Fellowship, supported by the funder. 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®, or Conquer Cancer®."

Intellectual Property Rights

(27) 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 Fellowship. Conquer Cancer encourages its recipients and their sponsor institutions to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.
**Full Application Components**

The LIFe application includes the following components to be completed **by the applicant** (see the next section for detailed descriptions):

1. Applicant Information (required)
2. Organization Information (required)
3. Training and Appointment Dates (required)
4. Project Information (required)
5. Classification (required)
6. Assurances (required)
7. Personal Statement Questions (required)
8. Budget (required)
9. Contacts/Mentor Information (required)
10. Publications (optional, maximum of two publications)
11. Uploads
   a. Applicant’s Biosketch (required)
   b. Letter of Recommendation from the Home Institution (required)
   c. Publications (optional, maximum of two publications)
12. Review and Submit (required)

The LIFe application includes the following components to be completed **by the mentor** (see the next section for detailed descriptions):

1. Uploads (all required)
   a. Mentor NIH Biosketch (required)
   b. Fellowship Description from U.S., Canadian, or E.U. Mentor (required)
   c. Mentor Letter of Support (required)
   d. Institutional Approval Face sheet signed by Host Institution (required)
2. Review and Submit (required)
Applicant Components

Section 1: Applicant (required). This section includes general information about the Applicant.

- **Contact Section** – Click Edit to update the following:
  - Prefix
  - Name (add any Suffix to the last name field)
  - Degree
  - Gender
  - Race
  - Ethnicity
  - ASCO Member ID (For pending ASCO membership applications, enter “Pending_YourLastName”)

- **Institution Affiliations** – Click Add to enter a new affiliation or Edit to update an existing affiliation.

- **Email** (at least one, checked as primary) – Click Add to enter a new email or Edit to update an existing email. If a primary email address is not indicated, the "Primary" box is checked by default. More than one email may be entered (e.g., a business email and a home email), but the “Primary” box must be checked for one of the email addresses.

- **Address** (at least one, checked as primary) – Click Add to enter a new address or Edit to update an existing address. If the applicant has not indicated a primary address, the "Primary" box is checked by default. More than one address may be entered (e.g., a business address and a home address), but the “Primary” box must be checked for one of the addresses.

- **Phone and Fax** (at least one, checked as primary) – Click Add to enter a new phone number or Edit to update an existing number. Please include the country code and area code. If a primary phone number is not indicated, the "Primary" box is checked by default. More than one number may be entered (e.g., a business number and a mobile number), but the “Primary” box must be checked for one of the numbers.

- **Degrees** – This section is optional. Click Add to enter your degree information, one degree at a time.

- **Website** – This section is optional

Section 2: Organization (required). This section includes general information about the fellowship project being proposed:

- Under Grant Administration Organizations, click Add to enter the applicant institution(s). More than one institution may be added if the applicant is affiliated with another institution other than the applicant institution. A primary institution must be designated.

- The system may have filled in information previously entered. Click Edit to update as needed.

- Do not enter information in the Performance Sites section.
Section 3: Training and Appointment Dates (required)
- Final Subspecialty Training Completion Date
- Faculty Appointment Start Date (Select N/A if not applicable)

Section 4: Project Information (required)
- Research Project Title (250 character maximum)
  - Provide a short descriptive title of the research project that the applicant will be working on during the fellowship.
- Brief Project Description/Abstract (3000 characters maximum)
  - Provide a brief abstract of the research project that the applicant will work on during the fellowship. It is encouraged that applicants work with their mentor to develop this project.
- Resubmission
  - Select Yes or No from the drop-down list to indicate if your current application is a resubmission of a previous application. If Yes is selected, click Select to search for the prior application.

Section 5: Classification (required)
- Subject Area
  - Select one Subject Area from the drop-down list that best describes the research project.
- Focus Area(s)
  - Scroll through the list to find additional subject areas that may apply to the project, then click the “Add” button to select each subject. Several subject areas may be added, but at least one area is required.

Section 6: Assurances (required)
- Any use of animal and/or human subjects in the research project must be indicated.
  - If “No” is selected, the applicant may leave the rest of the section blank and continue to the next section.
  - If “Yes” is selected, the applicant must indicate whether Ethical Committees at their organization have given their approval/assurance that the applicant is using these subjects in an ethical, humane manner. If applicable, please enter the assurance number for the project’s protocol and the date of expiration. Approval is not required at the time of application submission, but is required before the project commences.
- Biohazard Use is not required.
Section 7: Personal Statement (required). In the online application, provide an answer for the following three questions. Each section has a limit of 2000 characters. Answers may be drafted in another file, then cut and pasted into the appropriate text box in the online form.

- How do the activities proposed in your Fellowship and research project address a need in your home country? How will this Fellowship benefit your home institution and cancer care in your country? Describe any relevant infrastructure available in your institution.
- Describe your relationship with your mentor, and why you have chosen him/her for the LIFe fellowship.
- Briefly describe your background in the area of your proposed Fellowship.

Section 8: Budget (required)
The Fellowship funds will be directed to the sponsoring institution and should be used towards salary support, research costs, travel, etc., which are necessary for the pursuit of the recipient’s fellowship project. Enter a detailed description or justification for each line item requested by clicking the “Notes” icon next to Year 1.

Some budget guidelines include:

- Total Award: The award total is $115,000 USD for one year, and will be paid in two equal installments, six months apart. Any costs in excess of this amount are the responsibility of the mentor’s institution. The proposed budget must not exceed the total award amount.

- Personnel Support: Award funds in this category can only be budgeted for the applicant’s salary and fringe benefits (for example, health insurance, life insurance, disability coverage, paid vacation time, paid holidays, retirement plans, etc.)

- Research Support: No more than $20,000 must be budgeted to research support. This includes supplies or equipment for the applicant’s research project. Budgeted items must be consistent with available institutional facilities and resources.

- Travel: Funds should be allotted specifically for the Applicant’s travel between his/her home country and the institution in the United States, Canada, or the European Union where the Fellowship will be carried out, as well as travel expenses for attending Conquer Cancer’s Grants and Awards Ceremony. The applicant may also wish to attend the Annual Meeting that is held the following year – this decision should be made jointly by the applicant and mentor.

- Indirect Costs: Up to $15,000 may be allocated for institutional overhead or Facilities and Administrative (F&A) costs.
• **Unallowable Expenses:** Funds may **NOT** be used to pay for ASCO Membership Fees, patient care costs that are reimbursable by a third-party payor, tuition and fees for courses or classes, or any costs that are not directly related to the research project.

The following is a SAMPLE budget. **Enter a detailed description or justification for each line item requested by clicking the “Notes” icon next to Year 1.**

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Amount in USD($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Salary + Fringe Benefits)</td>
<td>$75,000</td>
</tr>
<tr>
<td>Research</td>
<td>$20,000</td>
</tr>
<tr>
<td>Travel**</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal Direct Costs</strong></td>
<td><strong>$100,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirect Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Overhead</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Subtotal Indirect Costs</strong></td>
<td><strong>$15,000</strong></td>
</tr>
</tbody>
</table>

**TOTAL COST** *(Direct Costs + Indirect Costs)*  
**$115,000**

**Travel may be increased if the applicant wishes to attend two ASCO Annual Meetings – the meeting held before the fellowship begins + the meeting held the following year.**

**NOTE:** The budget **TOTAL COST** should not exceed **$115,000.**
**Section 9: Contacts (required)**
The applicant should identify the specific individuals related to their project:

**Contacts – Personnel**
- Principal – the applicant is the primary person by default. Do not change this.

**Contacts-Other**
Use this section to add the following:
- Mentor(s) from his/her sponsoring institution (required), – The mentor must be an ASCO member and must be employed at the host institution in the US, Canada, or EU.

Click “Add”. On the next page, select the appropriate role. Click “Select” to search for the individual. If the individual is not in the system, click “Add New Person” and complete all fields marked by an asterisk (*). The mentor’s ASCO ID is required.

After the mentor has been added, click the “Create and Notify” button. When the “Create and Notify” button is clicked, an email will be sent to the mentor with instructions for accessing the grants portal to upload the mentor documents. Do not click the “Create and Notify” button if you have not completed all required sections of the application.

A description of the documents the mentor must submit is located on pages 20-21 of this RFP.

When the mentor has uploaded the required documents and has submitted the task, an email will be sent to the applicant confirming that this task has been completed. The mentor must click “Submit” on the Review and Submit page after uploading the documents to trigger the email. The applicant will not be able to view these documents. All mentor documents must be received before the applicant will be able to submit the application.

**Section 10: Publications (optional)**
Applicants may use this section to list up to two prior publications. The applicant must be a co-author on these publications. If a publication is added in this section, a PDF copy of the publication must be uploaded in the “Uploads” section. **Do not upload a copy of the publication in this section.**
Section 11: Uploads

The following components of the application must be uploaded in the “Uploads” section.

To add a document:

- Scroll to the bottom of the page in the “Uploads” section.
- Select an upload type from the dropdown.
- Click “Add Files”, then select the document from your computer and click “Select” or “Open”.
- Then click “Start” to upload the file individually or click “Start Upload” to upload the files in bulk.
- The uploaded document(s) will then be listed at the bottom of the page.
- Refresh the browser page to ensure that the file successfully converted.

a. Biographical Sketch (required)

a. In the “Uploads” section, click the “LIFE – Biosketch” link to download the biosketch template. Applicants should use the current NIH biosketch template with an expiration date of 03/31/2020. This is available for download from the grants portal. The biosketch must have no more than five (5) pages. To complete the biosketch, please refer to these instructions.

b. Letter of Recommendation from Home Institution (required)

Applicants are required to upload a Letter of Recommendation completed by the Applicant’s superior, Department Chair, or Institution Director from their home country institution. The letter should include the following three elements:

- Explicit support for the Applicant’s participation in the Fellowship.
- A description of how the Applicant’s proposed research project will impact the institution.
- A commitment to the Applicant’s future employment at the institution following the completion of the Fellowship.

c. Publications (optional)

Applicants may upload up to two prior publications. The applicant must be a co-author on these publications. Applicants can upload a PDF copy of the publications in the “Uploads” section, and must enter the publication information in “Section 5: Publications”.

20
Section 12: Review and Submit (required)

In order to submit the application, all sections of the application must be completed, including both the Applicant sections and Mentor sections. If the mentor has not submitted his/her required documents, the applicant will not be able to submit his/her application.

The applicant may view the completed full application on the Review and Submit Page by clicking the View PDF button. This will generate a PDF file of the full application that may be saved or printed. Applicants are encouraged to save and/or print a copy of their complete application for their records.

Once the full application has been viewed or downloaded, click the “Submit” button to officially submit the application. The Submit button will not appear until all sections are completed. Once submitted, no changes may be made to the application.

All applications must be submitted by 11:59 PM ET on January 15, 2020. Applicants will NOT be able to access the online application form after this deadline.
Mentor Components

When mentors receive notification, they will need to log into the grants portal and select the “Submit Mentor Application Components – LIFe” task and upload the following required support documents to the application. Mentors can view the proposal by clicking on “View” button located in the View Grant Application section in the task.

Mentors must upload the following required documents:

**Section 1: Uploads (required)**

**a. Mentor’s Biosketch (required).**
Mentors should use the current NIH biosketch template with an expiration date of 03/31/2020. This is available for download from the grants portal. The biosketch must have no more than five (5) pages. To complete the biosketch, please refer to these instructions.

**b. Fellowship Description (required).** Mentors must provide a description of the proposed Fellowship (one page maximum). This document should:

- Describe the educational opportunities to be provided (for example, opportunities for clinical shadowing, attending tumor boards or research meetings, or other educational opportunities);

- Explain how the research project will benefit the applicant and their home country; and

- Describe the host institution and its accreditations and why it is a good learning environment for the applicant.

**c. Mentor Letter of Support (required).** Mentors should upload a letter of support detailing how long they have known the applicant, in what capacity, and why they support the application. If a mentor has previously collaborated with the applicant or has plans to visit the applicant’s home country, this should also be detailed in the letter.

**d. Institutional Approval Face Sheet (required).** To be completed by the Institutional Approver at the Host Institution and uploaded by the Mentor. The Institution Approver is the authorized official who will certify that all information is complete and accurate, and approves the Fellowship application before it can be submitted. This person is normally from the Host Institution’s Office of Sponsored Research. The mentor should upload a completed and signed copy of the Institutional Approval Face Sheet using the template provided.
Section 2: Review and Submit (required)

Once the documents have been uploaded, mentors must go to the “Review and Submit” page and click “Submit”, which is located in the middle of the page. The Submit button will not appear until all required documents have been submitted.

By submitting these required documents, the mentor agrees to the following:

- Mentor understands that Conquer Cancer’s financial commitments are final, and that their institution is responsible for any and all excess costs.
- Mentor agrees to return to Conquer Cancer any unused portion of funding at the end of the Fellowship period or due to early termination of the Fellowship. Any renewal of the Fellowship for an additional year will be at the joint wishes of the host and recipient, and at no cost to Conquer Cancer.
- Mentor declares that their institution will be responsible for all logistical arrangements, including necessary paperwork; travel arrangements; assisting the recipient in securing safe, affordable housing; and all other matters.
- Mentor will ensure that the recipient attends the ASCO Annual Meeting that occurs during the Fellowship term.

When the mentor has uploaded the required supporting documents and has submitted the task, an email will be sent to the applicant confirming that this task has been completed. The mentor must click “Submit” on the Review and Submit page after uploading the documents to trigger the email. The applicant will not be able to view these documents. All supporting documents must be received before the applicant will be able to submit the application.
APPLICATION SUBMISSION CHECKLIST

Applicant Components:

☐ Applicant (required)
☐ Organization (required)
☐ Training and Appointment Dates (required)
☐ Project Information (required)
☐ Classification (required)
☐ Assurances (required)
☐ Personal Statement (required)
☐ Budget (required)
☐ Contacts (required)
☐ Publications (optional, maximum of two publications)

☐ Uploads
  o Applicant’s NIH Biosketch (required)
  o Letter of Recommendation from the Home Institution (required)
  o Publications (optional, maximum of two publications)

☐ Review and Submit (required)

Mentor Components:

☐ Uploads (all required)
  o Mentor NIH Biosketch (required)
  o Fellowship Description from U.S., Canadian, or E.U. Mentor (required)
  o Mentor Letter of Support (required)
  o Institutional Approval Face sheet signed by Host Institution (required)

☐ Review and Submit (required)
### APPENDIX A (World Bank Country Classification)

#### World Bank List of Countries Classified As Low-Income, Lower-Middle-Income, and Upper-Middle Income*

**Low-Income Countries**

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Ethiopia</td>
<td>Mali</td>
<td>Syrian Arab Republic</td>
</tr>
<tr>
<td>Benin</td>
<td>Gambia, The</td>
<td>Mozambique</td>
<td>Tajikistan</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Guinea</td>
<td>Nepal</td>
<td>Tanzania</td>
</tr>
<tr>
<td>Burundi</td>
<td>Guinea-Bissau</td>
<td>Niger</td>
<td>Togo</td>
</tr>
<tr>
<td>Central African Rep.</td>
<td>Haiti</td>
<td>Rwanda</td>
<td>Uganda</td>
</tr>
<tr>
<td>Comoros</td>
<td>Liberia</td>
<td>Sierra Leone</td>
<td>Zimbabwe</td>
</tr>
<tr>
<td>Eritrea</td>
<td>Malawi</td>
<td>South Sudan</td>
<td></td>
</tr>
</tbody>
</table>

**Lower-Middle-Income Countries**

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angola</td>
<td>Georgia</td>
<td>Micronesia, Fed. Sts.</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>Ghana</td>
<td>Moldova</td>
<td>Sudan</td>
</tr>
<tr>
<td>Bhutan</td>
<td>Honduras</td>
<td>Mongolia</td>
<td>Swaziland</td>
</tr>
<tr>
<td>Bolivia</td>
<td>India</td>
<td>Morocco</td>
<td>Timor-Leste</td>
</tr>
<tr>
<td>Cabo Verde</td>
<td>Indonesia</td>
<td>Myanmar</td>
<td>Tunisia</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Kenya</td>
<td>Nicaragua</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Cameroon</td>
<td>Kiribati</td>
<td>Nigeria</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>Congo, Rep.</td>
<td>Kosovo</td>
<td>Pakistan</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>Côte d’Ivoire</td>
<td>Kyrgyz Republic</td>
<td>Papua New Guinea</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Djibouti</td>
<td>Lao PDR</td>
<td>Philippines</td>
<td>West Bank and Gaza</td>
</tr>
<tr>
<td>Egypt, Arab Rep.</td>
<td>Lesotho</td>
<td>São Tomé and Principe</td>
<td>Zambia</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Mauritania</td>
<td>Solomon Islands</td>
<td></td>
</tr>
</tbody>
</table>
### Upper-Middle-Income Countries

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
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<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania</td>
<td>Cuba</td>
<td>Kazakhstan</td>
<td>Romania</td>
</tr>
<tr>
<td>Algeria</td>
<td>Dominica</td>
<td>Lebanon</td>
<td>Russian Federation</td>
</tr>
<tr>
<td>American Samoa</td>
<td>Dominican Republic</td>
<td>Libya</td>
<td>Samoa</td>
</tr>
<tr>
<td>Armenia</td>
<td>Ecuador</td>
<td>Macedonia, FYR</td>
<td>Serbia</td>
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<tr>
<td>Azerbaijan</td>
<td>Equatorial Guinea</td>
<td>Malaysia</td>
<td>South Africa</td>
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<tr>
<td>Belarus</td>
<td>Fiji</td>
<td>Maldives</td>
<td>St. Lucia</td>
</tr>
<tr>
<td>Belize</td>
<td>Gabon</td>
<td>Marshall Islands</td>
<td>St. Vincent &amp; the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grenadines</td>
</tr>
<tr>
<td>Bosnia &amp; Herzegovina</td>
<td>Grenada</td>
<td>Mauritius</td>
<td>Suriname</td>
</tr>
<tr>
<td>Botswana</td>
<td>Guatemala</td>
<td>Mexico</td>
<td>Thailand</td>
</tr>
<tr>
<td>Brazil</td>
<td>Guyana</td>
<td>Montenegro</td>
<td>Tonga</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Iran, Islamic Rep.</td>
<td>Namibia</td>
<td>Turkey</td>
</tr>
<tr>
<td>China</td>
<td>Iraq</td>
<td>Nauru</td>
<td>Turkmenistan</td>
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<tr>
<td>Colombia</td>
<td>Jamaica</td>
<td>Paraguay</td>
<td>Tuvalu</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Jordan</td>
<td>Peru</td>
<td>Venezuela RB</td>
</tr>
</tbody>
</table>

*Country Classifications as of 6/10/19; may be subject to change depending upon updates from the World Bank.*