2020 Research Professorship in Breast Cancer Disparities

Request for Proposals

Last Updated: December 10, 2019

Letter of Intent Deadline: January 21, 2020

Conquer Cancer®, the ASCO Foundation
2318 Mill Road, Suite 800
Alexandria, VA 22314
grants@conquer.org

Please visit www.asco.org/research-professorship for the most up-to-date version of the Request for Proposals.

Supported by:

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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Section 10: Uploads

a. Applicant’s Biosketch (required)

b. Personal Statement (required)

c. Research Plan/Strategy (required)

d. Mentorship Plan (required)

e. Cited References (required)

f. List of Collaborators and Project Team Members (required)

g. Letter(s) from Researcher(s)-in-Training (required)

h. Institutional Letter of Support (required)

i. Additional Letter of Support (optional)

j. Clinical Protocol (optional, strongly encouraged)

k. Publications (optional)

l. Supporting Documentation (optional, additional uploads)

Section 11. Approval (required)

Section 12. Review and Submit (required)

Full Application Submission Deadline

FULL APPLICATION CHECKLIST
Purpose

Breast cancer is the most common cancer in women worldwide and the second most common cancer overall. Globally, more than half of breast cancer cases now occur in low- and middle-income countries (LMICs). In the United States, breast cancer is the most common cancer and the second leading cause of cancer death among women. A variety of factors contribute to breast cancer disparities and understanding how these factors work together is key to reducing or eliminating them.

Decades of investment and advancement in cancer research have led to the development of sophisticated screening and treatment methods, which have contributed to tremendous improvements in rates of survival. Despite these gains, there remain vast disparities in outcomes between those with and without access to these advances. Strategies to address health disparities are multi-pronged and include increasing workforce diversity and emphasizing culturally competent training, expanding access to preventive screenings and quality cancer care through policies that emphasize reducing insurance and economic barriers to care, and understanding the social determinants of health contributing to the health inequity. The research documenting the disparities in breast cancer screening, diagnosis, treatment and survival rates is vast, however without an understanding of the populations most affected and why, targeted approaches to reduce disparities in breast cancer are unlikely to have a significant impact on risk, treatment and mortality rates.

To address this growing need in breast cancer health disparities research, the Breast Cancer Research Foundation® (BCRF) is supporting a Research Professorship in Breast Cancer Disparities, a five-year grant designed to provide flexible funding to outstanding researchers who have made, and are continuing to make, significant contributions in research focusing on disparities in breast cancer and will dedicate their time in training future breast cancer disparities researchers.

The Research Professorship in Breast Cancer Disparities will accept applications that focus on reducing and eliminating breast cancer disparities across the cancer care continuum, from prevention to end-of-life care.

Funding Available

The total award amount is $500,000 payable on or about July 1 in annual increments of $100,000 over five years. The award is not designed to cover the total cost of a research project or the investigator’s entire compensation but can be used at the discretion of the awardee to support their overall research activities. Conquer Cancer has funding for one Research Professorship in Breast Cancer Disparities to be awarded in 2020.

Eligibility Criteria

Applicants must meet the following criteria:

- Be a physician (MD, DO, or international equivalent) working in any country with a full-time faculty appointment in a clinical department at an academic medical center.
- Currently hold the rank of Full Professor (or equivalent) at an academic medical center. If applicant does not hold the rank of full professor, but meets all other eligibility criteria, he/she must provide written explanation of why his/her current rank at their institution should be considered equivalent.
- Made significant contributions in the area of breast cancer disparities research.
- Lead a research team in conducting research on breast cancer disparities.
- Be serving as a research mentor to researcher(s) in training and/or junior faculty and must be planning to continue to provide leadership and mentoring in the area of breast cancer disparities research throughout the award period. Mentees must be enrolled in an approved oncology subspecialty training program or in the first three years of faculty appointment.
• Be a full member of the American Society of Clinical Oncology (ASCO) in good standing or submit a membership application with grant application.
• Expect to spend 75% of time during the award period dedicated to research (applies to total research, not just the proposed project), including leading a team of researchers (in the lab and/or clinic) and mentoring junior faculty and trainees on breast cancer disparities research.
• Individuals with an endowed professorship from their own institution are eligible to apply for this award.
• Individuals with administrative responsibilities (such as a Division or Department Chair) must clearly document their time commitment for performing research activities and mentoring activities.
• Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.

The 2020 Research Professorship in Breast Cancer Disparities is open to international applicants. There are no citizenship or geographic requirements. However, by submitting an application, an applicant applying from an institution located in a country in which he/she is not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which he/she applied.

Conquer Cancer is committed to maintaining an objective and independent process for selecting grant recipients. In order to avoid actual, potential, or perceived conflicts of interest, ASCO and Conquer Cancer Board members, and Review Committee Members for this Research Professorship are not permitted to apply for this grant.

The Conquer Cancer Grants Selection Committee reserves 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.

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)
The award of the Research Professorship 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/Programs/Pages/Programs.aspx
• http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx
Selection Process
Applications will be reviewed by the 2020 Research Professorship in Breast Cancer Disparities Subcommittee using a multi-stage peer review process. Each application is assigned to at least two committee members who are leaders in their areas of expertise for independent and confidential review.

The Letters of Intent (LOI) will be reviewed internally by the Conquer Cancer based on the following criteria: (1) completeness of information; (2) eligibility, and; (3) appropriateness of research proposal.

The recipient will be selected using a peer review process based on the following criteria:
- Qualifications, experience and productivity of the applicant
- Commitment and track record of mentoring the next generation of researchers in breast cancer disparities
- Scientific impact, merit, and originality of the applicant's ongoing research, and the ongoing research that the applicant is mentoring
- Documented effective research team leadership
- Facilities and resources available to the applicant to continue their research career and attain their career goals

Key Dates
Letter of Intent Open: October 1, 2019
Letter of Intent Due: January 21, 2020
Full Application Open: January 24, 2020
Full Application Due: February 28, 2020
Notification Date: July 2020
Award Term: July 1, 2020 – June 30, 2025

Application Procedures
The Research Professorship in Breast Cancer Disparities contains two phases: a Letter of Intent (LOI) phase and a Full Application phase. Completion of the Full Application is by invitation only based on the submitted LOI.

All applications must be submitted in accordance with the requirements and instructions of this Request for Proposal (RFP). All application materials must be in English and must be submitted online through the Conquer Cancer grants portal at https://grants.conquer.org. No paper applications sent by mail, email, or fax will be accepted.

Applicants will have until 11:59 PM ET on January 21, 2020, to submit all required LOI components through the grants portal. Technical assistance will not be available after 5:00 PM ET on the deadline. Therefore, applicants are encouraged to start their application early.
Getting Started on the Conquer Cancer Grants Portal

If you are a new user, click on 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. For password help, click the “Forgot Password?” link on the homepage. If applicants have previously applied for a Conquer Cancer grant, an ASCO Professional Development Program, or have participated on a Conquer Cancer review committee, their login information will be the same.

To initiate an application, once logged in to the grants portal, click Apply for Funding on your homepage and select the “2020 Research Professorship in Breast Cancer Disparities”.

Application Changes
The applicant must notify Conquer Cancer immediately by sending an email to grants@conquer.org if any of the following condition applies from application submission through award notification:

1. Withdrawal of Application. The email should include the applicant’s name, the title of the proposal, and the reason for withdrawing the application.

2. Change of Institution or Position. The applicant has a career plan change, leaves his/her current position in the institution, or unable to meet the eligibility requirements of the Research Professorship. If the applicant is selected to receive the award, Conquer Cancer has the right in its sole discretion to withdraw the award.

3. Change in Proposal (Scope, Timeline, Budget, etc). The applicant has significant changes in the submitted proposal affecting aims, research and mentoring plan, timeline, and/or budget. If Conquer Cancer is notified of the change in proposal after the applicant is notified of an award, Conquer Cancer has the right in its sole discretion to withdraw the award.

Award Notification
Applicants invited to submit the full application can expect to be notified about the outcome in July 2020. Applicants should ensure that their primary email address on file is up to date. All communication regarding applications, including letter of intent and award notifications, will be sent to the primary email address on file.

Applicants should add grants@conquer.org to their safe senders list to ensure they receive timely notifications such as document submission notifications, application submission confirmations, etc. If applicants are not receiving notifications, they should check their junk/spam folders first, then contact grants@conquer.org for additional assistance. 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

The applicant selected to receive a Research Professorship (RP), and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a RP. 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 RP. 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) Upon request of Conquer Cancer, 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) Upon request of Conquer Cancer, 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 Award total is $500,000, paid in five annual installments of $100,000, on or about July 1, 2020, 2021, 2022, 2023, and 2024, subject to compliance by Recipient and Sponsoring Institution with these Terms and Conditions. The Award funds will be paid to the Sponsoring Institution.

(5) The Award will be used solely as detailed in the Research Project (including the grant proposal and budget).

(6) No more than 5% of total costs will be applied to overhead or indirect costs of the Sponsoring Institution in administering the Research Project. At least $93,500 per year 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). Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit.

(7) Conquer Cancer will not make payment of the next installment of Conquer Cancer Funds unless the Recipient expends at least 80% of his or her yearly budget by the end of the applicable reporting year, or the Recipient has submitted an explanation that is satisfactory to Conquer Cancer, in its sole discretion, as to why this requirement was not met.

(8) 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.

(9) 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.

(10) If the Research Project included budgeted subcontracts to other institutions, Recipient will be responsible for obtaining budget summaries and progress information annually, in concordance with the reporting schedule set forth herein. All consortium and contractual agreements will be subject to and will comply with these Terms and Conditions. Recipient will ensure that the Research Project is conducted in compliance with these Terms and Conditions.

(11) With prior written approval from Conquer Cancer, Recipient may subcontract with a third party even if not budgeted in the original research proposal. A request to reallocate the budget will be submitted to Conquer Cancer through Conquer Cancer’s grants portal (see Submission of Change Requests) for approval and will include a description of the work to be performed by the third party, reason for contracting with the third party, and a complete budget for the third party including revisions to the original budget categories. All contractual agreements will be subject to and will comply with these Terms and Conditions.

(12) Award funds not expended in the year for which they were budgeted may be carried over to the same budget component in the next year of the Award Period without prior approval of Conquer Cancer. However, a detailed justification of why funds were not expended and how they will be expended in the following year will be included in the budget summary.

Requests for Budget Changes or Extensions

(13) The Recipient may move funds of up to 5% of the total yearly budget ($5,000) between budget categories or into new budget categories 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.

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

(15) Any request for a no-cost extension or budget change must be made through the grants 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.

(16) Requests for a six month no-cost extension require a no-cost-extension request submission through the grants 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.

(17) 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.

Change of Personnel
(18) The Recipient is not permitted to transfer the Award to a co-investigator or any member of the research team.

**Changes in Research Focus and Project Scope**

(19) Changes in the specific aims of the Research Project will not be allowed without prior written consent from Conquer Cancer. 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.

(20) Major changes in research design require prior written approval from Conquer Cancer. A request must 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.

**Institution Transfer**

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

(22) If the Recipient is unable or not permitted to transfer the grant to a new institution, the 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**

(23) Throughout the Award Period, the Recipient will submit expenditure reports and progress reports regarding the Research Project 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 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.

(24) 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.
(25) 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.”

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 Funder.

(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 Funder.

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 Funder (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 Foundation of ASCO Advanced Clinical Research Award. 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 Recipient and the Sponsoring Institution will acknowledge the support of the Conquer Cancer Foundation of the American Society of Clinical Oncology 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 Foundation of ASCO Research Professorship, supported by 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®, or the Funder.”

Intellectual Property Rights

(32) Conquer Cancer and the funder 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.
PHASE 1: LETTER OF INTENT SUBMISSION

The following sections are included in the Letter of Intent (each section is described in detail on the succeeding pages):

**Letter of Intent Sections:**
1. Applicant (required)
2. Organization (required)
3. Training and Appointment Dates (required)
4. Project Information (required)
5. Classification (required)
6. Assurances (required)
7. Uploads
   a. Applicant's Biosketch (required)
   b. Personal Statement (required)
8. Review and Submit (required)
Section 1: Applicant (required)
This section includes the following applicant information:

- **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)
- Under Grant Administration Organizations, click Add to enter the applicant organization. The applicant organization must be designated as “Primary”. More than one institution may be added if the applicant is affiliated to another institution other than the applicant organization.
- Do not enter information in the Performance Sites section.

Section 3: Training and Appointment Dates (required)
Enter the following information:

- Final Subspecialty Training Completion Date
- Faculty Appointment Start Date
Section 4: Project Information (required)
This section includes the following proposed project information:

- **Research Project Title** (250 character maximum)
  - Provide a short descriptive title of the proposed research project
- **Brief Research Project Description/Abstract** (3000 characters maximum)
  - Provide a brief abstract of the proposed research project.
- **Resubmission**
  - Select No from the drop-down list to indicate that your current application is not a resubmission of a previous application

Section 5: Classification (required)
- **Subject Area**: Select one Subject Area from the drop-down list that best describes your research grant project. If “Other” is selected, provide information in the text field.
- **Focus Area(s)**: Scroll through the list to find research areas that may apply to your research project, then click the “Add” button to select each subject. Applicants may add several research areas, but at least one focus area is required. If “Other” is selected, provide information in the text field.

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: Uploads (required)

To add a document:
- Scroll to the bottom of the page in the “Uploads” section.
- Select an upload type from the dropdown list.
- Click “Add Files”, then search 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.

**Important Instructions about Uploads.** To ensure proper conversion, uploads can be in PDF or MS Word and must be in accordance with document page limits. Uploaded documents should not be password protected or they may not convert properly.

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

a. **Applicant Biosketch (required).** Applicants should use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must have no more than five (5) pages. To complete the biosketch, please refer to these instructions.

b. **Personal Statement (required).** Applicants should briefly describe their qualifications and experience, their seminal contributions to breast cancer disparities research, and their track record of mentoring individuals who have become successful in this field. The personal statement is limited to two (2) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type.

No other uploads are required.

Section 8: Review and Submit (required)

This page will indicate any incomplete sections. Once all sections are complete, select “View PDF” to view, save, or print the PDF version of the LOI.

Click the “Submit” button to submit your LOI. The Submit button will not appear until all sections are completed. Once submitted, no changes may be made to the LOI.

**Letter of Intent Submission Deadline**
The Letter of Intent must be submitted online on or before **January 21, 2020 by 11:59 PM ET.** Please note that technical assistance will not be available after 5:00 PM ET on the deadline.

**Letter of Intent Review Criteria and Notification**
After review, applicants will be notified about the status of their LOI on **January 24, 2020.** Only applicants who have received an approval for their LOI will be eligible to submit a full application.
LETTER OF INTENT CHECKLIST

☐ Applicant (required)
☐ Organization (required)
☐ Training and Appointment Dates (required)
☐ Project Information (required)
☐ Classification (required)
☐ Assurances (required)
☐ Uploads
   ☐ Applicant’s Biosketch (required, 5 pages maximum)
   ☐ Personal Statement (required, 2 pages maximum)
☐ Review and Submit (required)
PHASE 2: FULL APPLICATION

The following are components of the application (each section is described in detail on the succeeding pages):

1. Applicant (required)
2. Organization (required)
3. Training and Appointment Dates (required)
4. Project Information (required)
5. Classification (required)
6. Assurances (required)
7. Project Timeline (required)
8. Budget (required)
9. Publications (optional)
10. Uploads
   a. Applicant’s Biosketch (required)
   b. Personal Statement (required)
   c. Research Plan/Strategy (required)
   d. Mentorship Plan (required)
   e. Cited References (required)
   f. List of Collaborators and Project Team Members (required)
   g. Letters from Researcher-in-Training (required)
   h. Institutional Letter of Support (required)
   i. Additional Letter of Support (optional)
   j. Clinical Protocol (optional, strongly encouraged)
   k. Publications (optional)
   l. Supporting Documentation (optional)
11. Institutional Approval
12. Review and Submit (required)

Note: Information previously entered in the Letter of Intent may appear in some sections. Please edit the existing information as necessary.
Section 1: Applicant (required)
This section includes the following applicant information:
  • Contact Section – Click Edit to update the following:
    o Prefix
    o Name (add any Suffix to the last name field)
    o Degree
    o Gender
    o Race
    o Ethnicity
    o ASCO Member ID (For pending ASCO membership applications, enter “Pending_LastName”)
  • Institution Affiliations – Click Add to enter a new affiliation or Edit to update an existing affiliation.
  • Email (at least one, designated as primary) – Click Add to enter a new email or Edit to update an existing email. 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, designated as primary) – Click Add to enter a new address or Edit to update an existing address. 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, designated 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. 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)
• Under Grant Administration Organizations, click Add to enter the applicant organization. The applicant organization must be designated as “Primary”. More than one institution may be added if the applicant is affiliated to another institution other than the applicant organization.
• Do not enter information in the Performance Sites section.

Section 3: Training and Appointment Dates (required)
Enter the following information.
• Final Subspecialty Training Completion Date
• Faculty Appointment Start Date
Section 4: Project Information (required)
This section includes the following proposed project information:

- **Research Project Title** (250 character maximum)
  - Provide a short descriptive title of the proposed research project
- **Brief Research Project Description/Abstract** (3000 characters maximum)
  - Provide a brief abstract of the proposed research project
- **Specific Aims** (5000 characters maximum)
  - List succinctly the specific objectives of the proposed research project. The 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 for the proposed project. At least one specific aim is required.
- **Resubmission**
  - Select No from the drop-down list to indicate that your current application is not a resubmission of a previous application

Section 5: Classification (required)

- **Subject Area**: Select one Subject Area from the drop-down list that best describes your research grant project. If "Other" is selected, provide information in the text field.
- **Focus Area(s)**: Scroll through the list to find research areas that may apply to your research project, then click the "Add" button to select each subject. Applicants may add several research areas, but at least one focus area is required. If "Other" is selected, provide information in the text field.

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: Project Timeline (required)
Enter major milestones for the project, the expected completion date, and any associated deliverable. A deliverable is something that can be included in a progress report, such as a publication or an approval letter. Applicants are not required to have deliverables. However, the timeline should make it clear what outcomes will be achieved during the grant award period. Your IRB expiration date, if applicable, should also be included in this section.
Section 8: 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 recipient’s research project. Award funds may not be applied to patient care costs that are reimbursable by a third-party payor or the applicant’s ASCO membership dues.

The budget must be directly entered into the budget section of the online application. Budget justification must be entered for each year by clicking on the “Notes” icon next to the Year 1, Year 2, Year 3, Year 4, and Year 5 column headers. Clicking “Save” will automatically populate the total costs. Click “Save and Continue” when the entire budget has been entered.

The budget guidelines are as follows:

- **Total Award**: The total award amount is $500,000 payable on July 1 in annual increments of $100,000 over five years. The total cost requested per year should not exceed $100,000. During the award period, at least 80% of the yearly budget must be expended by the end of each reporting year as a condition of approval for payment of the next installment of Award Funds.

- **Research support**: At least $93,500 per year should support costs directly related to the research project such as personnel salary, supplies, equipment, 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 other fees for academic courses are unallowable costs. Salary limits will be equivalent to the NIH applicable limit.

- **Travel**: Up to $1,500 per year should be allotted specifically for the applicant’s travel to the ASCO Annual Meeting and for any other travel essential to conducting the study. Attendance is mandatory at the Conquer Cancer Grants and Awards Ceremony, which will take place during the ASCO Annual Meeting immediately following acceptance of the grant. Conquer Cancer approves costs incurred to attend the ASCO Annual Meeting as pre-award costs.

- **Indirect costs**: Up to $5,000 per year (or 5% of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the applicant’s institution in administering the research project.

Section 9: Publications (optional)
Up to two prior publications relevant to the research proposal may be included. The Applicant and/or the Applicant Organization must be a co-author on these publications.

Please enter the publication information in this section including the title, the year published, the type of publication, publication status, and funding (if the project was funded by Conquer Cancer or not). Upload a copy of the actual publication on the Uploads section. Do not upload the publication in this section.
Section 10: Uploads

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.

**Important Instructions about Uploads.** To ensure proper conversion, uploads can be in PDF, MS Word, or MS Excel formats (although PDF format is preferred) and must be in accordance with document page limits. Uploaded documents should not be password protected or they may not convert properly.

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

a. **Applicant’s Biosketch (required).** Applicants should use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must have no more than five (5) pages. To complete the biosketch, please refer to these instructions.

b. **Personal Statement (required).** Applicants should briefly describe their qualifications and experience, their seminal contributions to breast cancer disparities research, and their track record of mentoring individuals who have become successful in this field. The personal statement is limited to three (3) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type.

c. **Research Plan/Strategy (required).** The research plan/strategy is limited to six (6) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 6-page limit. The research strategy must contain the following information:

   - **Significance and Background:**
     - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
     - Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in one or more broad fields.
     - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will change if the proposed aims are achieved.

   - **Innovation:**
     - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
     - Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
     - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
• **Approach:**
  
  o 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.
  
  o Include appropriate methodology for statistical analysis. It is recommended that applicants consult with a biostatistician before submission of the application.
  
  o Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
  
  o 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.
  
  o Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
  
  o When human subjects are involved, the precautions to ensure patient safety and confidentiality and the relevance or implications for patient care should be explained.
  
  o List and describe the facilities and resources available to conduct the study, including a description of industry support for any clinical trials.

• **Statistical Analysis.**

  A **statistical consideration section is required for all applications.** For clinical and *in-vivo* studies this section should include the primary objective/hypothesis and primary endpoint of the study, justification of the proposed study sample size, procedures for data analysis, and appropriate statistical considerations. Any laboratory-based *in vitro* research aims 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. Applications will be reviewed by a biostatistician and it is highly recommended that applicants consult with a biostatistician before submission of the application.

d. **Mentorship Plan (required).** Applicants must include a Mentoring Plan for the researcher(s)-in-training and/or junior faculty, including intended structure of the applicant/researcher(s)-in-training interaction during the proposed investigation. The mentoring plan is limited to three (3) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type.

e. **Cited References (required).** A list of cited references in the Research Strategy should be uploaded as a separate document in the Uploads section.

f. **List of Collaborators and Project Team Members (required).** This list should include (1) the researchers the applicant plans to collaborate with on the proposed research project; (2) the researchers that the applicant plans to mentor, and; (3) a brief description of each individual’s role in the project. Limit to two (2) pages.

g. **Letter(s) from Mentees (required).** Applicants must include at least one letter from a researcher mentored by the applicant and must describe the structure of the mentoring relationship, and the intended interaction during the proposed research. Up to three (3) letters may be uploaded.
h. **Institutional Letter of Support (required).** A letter from the Department Chair or Dean at the sponsoring institution where the applicant’s research project will be conducted must be provided. This letter must include the following: 1) Statement of institutional support that will enable the applicant to perform the proposed research; 2) Description of the applicant’s leadership role in relation to the research team; 3) Certification of the department’s commitment to provide the physical facilities and administrative services necessary to conduct the research, and have access to the clinical facilities throughout the award term; 4) Certification that the application will devote the time required (75% or greater) to breast cancer disparities; and 5) A plan defining the applicant’s commitment to performing breast cancer disparities research and mentoring activities (for applicants with administrative responsibilities).

i. **Additional Letter of Support (optional).** Applicants may upload one additional letter of support from a collaborator or fellow colleague. It does not need to be from someone within the applicant’s sponsoring institution.

j. **Clinical Protocol (optional, strongly encouraged).** It is **strongly encouraged** to attach this document if the proposed research involves a clinical protocol.

k. **Publications (optional).** Applicants may include up to two prior publications that are relevant to the research proposal. The applicant must be one of the authors. Please upload a copy of each publication and complete the Publications section.

l. **Supporting Documentation (optional, additional uploads).** This section may be used to upload any necessary additional information required to properly review the application (i.e. letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, etc.). 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.

**Section 11. Approval (required)**

The applicant should identify the specific individuals related to their project, including the Institutional Approver.

**Contacts–Personnel**

Use this section to add the following individuals:

- Grants administrator – will be directly involved in the pre-award and post-award activities of the grant (optional, encouraged)
- Assistant – this is the applicant’s assistant (if he/she has one)
- Principal – the applicant is the primary person by default.

Click “Add”. On the next page, select the appropriate role. Do not select the “Primary Person” checkbox for any individuals other than the primary contact (i.e., applicant). 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 (*).

Click “Save and Close” to save the individual and return to the previous screen.

**Contacts–Other**

Use this section to add the following individual:
• An institutional approver (required).

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 (*).

**NOTE:** If the institutional approver does not have an existing account in the Conquer Cancer grants portal, please have his/her email address available as this is required. ASCO membership is not required for an institution approver (enter "N/A_LastName" with "LastName" being the institution approver’s last name). You will not be able to edit this information later once added. However, you may **Delete** the person and re-enter his/her information.

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

**For Institutional Approvers:**
The Authorized Official representing the institution of the applicant must approve the completed application (both the project proposal and the budget) before submission by completing the "Institutional Approval Face Sheet" (template provided in the task). This individual is typically from the institution’s Office of Sponsored Research.

Upon logging in to the grants portal, the Institutional Approver will have access to the completed application in PDF format. If the application is approved, the Institutional Approver must upload the completed and signed Institutional Approval Face Sheet. The template of the Institutional Approval Face Sheet is downloadable from the Institutional Approver's online task. However, if the application is not approved, the Institutional Approver should contact the applicant directly to correct any issues in the application prior to approval.

Upon upload and submission of the completed and signed Institutional Approval Face Sheet, an email will be sent to the applicant confirming that this task has been completed. Subsequently, the applicant must login and submit the completed and approved application. No changes should be made to the application upon obtaining institutional approval.

**Section 12. Review and Submit (required)**
This page will indicate any incomplete sections. The validation summary will provide information on the missing components of your application, if any. Once all sections are complete, click “View PDF” to view, save, or print the PDF version of the application. Click “Submit” to submit your application. **Note:** The Submit button will not appear until all required sections have been completed, including receipt of the institutional approval face sheet. Once submitted, no changes may be made to the application.

**Full Application Submission Deadline**
The completed and approved full application must be received on or before 11:59 PM ET on February 28, 2020. Applicants will NOT be able to access the online application after this deadline. **Note:** Technical assistance will not be available after 5:00 PM ET on the deadline.
FULL APPLICATION CHECKLIST

- Applicant (required)
- Organization (required)
- Training and Appointment Dates (required)
- Project Information (required)
- Classification (required)
- Assurances (required)
- Project Timeline (required)
- Budget (required)
- Publications (optional, 2 maximum)
- Uploads
  - Applicant's Biosketch (required, 5 pages maximum)
  - Personal Statement (required, 2 pages maximum)
  - Research Plan/Strategy (required, 6 pages maximum including tables, pictures, graphs, single spaced, 1-inch margins, Arial, font size 11)
  - Mentorship Plan (required, 3 pages maximum, single spaced, 1-inch margins, Arial, font size 11)
  - Cited References (required)
  - List of Collaborators and Project Team Members (required, 2 pages maximum).
  - Letter(s) from Researcher(s)-in-Training (required, up to 3 letters)
  - Institutional Letter of Support (required, from Department Chair or Dean)
  - Additional Letter of Support (optional)
  - Clinical Protocol (optional, strongly encouraged)
  - Publications (optional)
  - Supporting Documentation (optional, additional uploads)
- Approval (required)
- Review and Submit (required)