2020 Conquer Cancer Foundation of ASCO Young Investigator Award in Chronic Lymphocytic Leukemia

Request for Proposals
Last Updated: September 27, 2019

Application Deadline: January 7, 2020

Conquer Cancer
The ASCO Foundation
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Please visit asco.org 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 Conquer Cancer Foundation of ASCO Young Investigator Award (YIA) in Chronic Lymphocytic Leukemia provides funding to promising investigators to encourage and promote quality research with a focus on chronic lymphocytic leukemia research in clinical oncology. The purpose of this award is to fund physicians during the transition from a fellowship program to a faculty appointment.

Funding Available

The total award amount is $50,000 for one year, payable on or about July 1 and January 1 in two equal installments. The number of YIA grants in each funding cycle is not predetermined by Conquer Cancer. Awards are given based on individual merit and the availability of funds.

Eligibility Criteria

The YIA in Chronic Lymphocytic Leukemia is intended to support proposals with a focus in chronic lymphocytic leukemia research. ASCO’s definition of clinical research is “hypothesis-driven research that employs measurements in whole patients or normal human subjects, in conjunction with laboratory measurements as appropriate, on the subjects of clinical biology, natural history, prevention, screening, diagnosis, therapy, or epidemiology of neoplastic disease” (Journal of Clinical Oncology, Vol. 14, No. 2, 1996 pp. 666-670). In YIA proposals, preclinical in vitro and/or animal studies are acceptable as long as the outcome of these studies would ultimately lead to patient-oriented clinical research. Project proposals should have measurable outcomes during the one year grant period.

Applicants must meet the following criteria:

- Be a physician (MD, DO, or international equivalent) working in any country and currently in the last two years of his/her final subspecialty training at an academic medical institution and within 10 years of obtaining his/her medical degree at the time of grant submission. The subspecialty training date completion should fall in this range: 7/1/2019 to 9/25/2021. Examples of subspecialty training include, but are not limited to, a hematology-oncology fellowship, a surgical oncology fellowship, or a radiation oncology residency. An MD, PhD is eligible if both degrees are completed prior to the start of the grant period. If there are questions regarding whether the potential applicant is at the correct career stage, send an email to grants@conquer.org for clarification and eligibility verification.
- Be planning an investigative career in clinical oncology with a focus in chronic lymphocytic leukemia research.
- Have a valid, active medical license in the country where the research will be conducted at the time of application.
- An institutional commitment for a faculty appointment at the time of grant submission is not required, but the applicant should be working in an oncology laboratory or clinical research setting.
- Have a mentor in the proposed research field from the sponsoring institution. The mentor must assume responsibility and provide guidance for the research. If the mentor is not an
ASCO member, a supporting letter from an ASCO member from the sponsoring institution must be included.

- Be an ASCO member or have submitted a membership application with the grant application. To apply for new membership, or to renew an existing membership, go to http://www.asco.org/membership.
- Be able to commit at least 60% of full-time effort in research (applies to total research, not just the proposed project) during the award period.
- Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.

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.

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.

NOTE: Conquer Cancer and the American Association for Cancer Research (AACR) jointly support a Young Investigator Translational Cancer Research Award. Previous or current recipients of a Conquer Cancer Foundation of ASCO-AACR Young Investigator Translational Cancer Research Award or an AACR-Conquer Cancer Foundation of ASCO Young Investigator Translational Cancer Research Award are not eligible.

Applicants may concurrently apply for the other disease specific Conquer Cancer Foundation of ASCO Young Investigator Awards and the AACR-Conquer Cancer Foundation of ASCO Young Investigator Translational Cancer Research Award if they meet all eligibility criteria. However, applicants are expected to accept the first grant they are awarded but may not receive funding simultaneously.

Applicants may also concurrently apply for this award and the general Young Investigator Award if they meet all eligibility criteria, but may not receive funding simultaneously.

**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 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)

### Peer Review of Applications

The applications are reviewed by the Conquer Cancer Grants Selection Committee Young Investigator Award Panel using a multi-stage review process. Each application is assigned to at least two scientific reviewers with expertise in chronic lymphocytic leukemia research for independent and confidential review. Applications that reach the final stage are also reviewed by a biostatistician and a patient advocate.

The Conquer Cancer Grants Selection Committee will select the recipient based on the following criteria:

### Primary Criteria:

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

### Secondary Criteria:

- Potential for the applicant to pursue an academic clinical oncology career (~25%)
  - Potential favorable impact on career development of the applicant
  - The qualifications and experiences of the applicant. Factors considered include the quality and extent of past education, scientific training, research experience, research originality, productivity, potential for independent investigation, and commitment to a career in clinical oncology research.
- Availability of institutional resources to support the proposed project (~10%)
**Key Dates**

- **Online Applications Open:** October 1, 2019
- **Full Applications Due:** January 7, 2020 (11:59 PM ET)
- **Notification Date:** April 2020
- **Award Term:** July 1, 2020 – June 30, 2021

**Application Procedures**

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

**Applicants are encouraged to start their application early due to the complexity of the online application process.** The full application must be submitted by 11:59 PM ET on January 7, 2020. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on January 7th.

**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 Young Investigator Award in Chronic Lymphocytic Leukemia.”
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. **Change of Institution or Position.** The applicant has a career plan change, leaves his/her current position in the institution, or is unable to meet the eligibility requirements of the YIA. If the applicant is selected to receive a YIA, Conquer Cancer has the right in its sole discretion to withdraw the award.

2. **Mentor or Co-Mentor Change of Institution.** The applicant’s mentor or co-mentor leaves his/her current position or institution.

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

4. **Application Withdrawal.** Send an email to grants@conquer.org to inform the Conquer Cancer Grants and Awards team of the reason(s) for withdrawing the application. The email should include the applicant’s name, the title of the proposal, and the reason for withdrawing the application.

Award Notification

Applicants can expect to be notified in April 2020, via email to their primary email address on file.

Applicants should ensure that their primary email address on file is updated prior to April 2020. All communication regarding applications, including 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

Each applicant selected to receive a YIA, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a YIA. 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 YIA. 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 $50,000, paid in two installments of $25,000, on or about July 1, 2020 and January 1, 2021 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 $46,000 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 subgrants and subcontracts. Salary limits will be equivalent to the NIH applicable limit.

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

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

Requests for Budget Changes or Extensions

(9) The Recipient may move funds of up to 5% of the total yearly budget ($2,500) 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.

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

(11) 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.

(12) 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.

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

Change of Personnel

(14) The Recipient is not permitted to transfer the Award to a co-investigator.

Changes in Research Focus and Project Scope

(15) 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.
(16) 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. Conquer Cancer will approve or disapprove the request at its discretion.

(17) 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 mid-year or annual progress report.

Institution Transfer

(18) 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.

(19) 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

(20) 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.

(21) 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.
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-Award Reporting Obligation**

The Recipient will respond to Conquer Cancer's requests for information on his/her career progress following the Award Period and may be requested to provide his/her current Curriculum Vitae or update his/her information through the 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 Award Period and that he/she has an ongoing obligation to provide this information.

Conquer Cancer reserves the right to include information relating to the Conquer Cancer Foundation of ASCO Young Investigator Award in its periodic reports, annual reports, awardee directory, publicly accessible databases of privately funded grant awards, or in any other materials issued by or on behalf of Conquer Cancer or Conquer Cancer’s affiliates.

**Provision of Information to Funder**

The Recipient acknowledges, agrees, and consents to Conquer Cancer providing his or her current and future contact information to Funder.

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**

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 (see Public Announcements and Acknowledgment).

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**

Conquer Cancer will announce the Award and other recipients of the Conquer Cancer Foundation of ASCO Young Investigator 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.

(30) The Recipient and the Sponsoring Institution will acknowledge the support of the Conquer Cancer Foundation of the American Society of Clinical Oncology and Funder 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 Young Investigator Award, 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®, Conquer Cancer®, or the Funder."

(31) The Recipient is encouraged to use an emblem for the Conquer Cancer Foundation of ASCO Young Investigator Award on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the acknowledgment language. The Recipient can request this emblem by sending an email to grants@conquer.org.

**Intellectual Property Rights**

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

1. Applicant (required)
2. Organization (required)
3. Training and Appointment Dates (required)
4. Project Information (required)
5. Classification (required)
6. Assurances (required)
7. Personal Statement (required)
8. Project Timeline (required)
9. Budget (required)
10. Contacts
   a. Mentor’s Biosketch and Letter of Support (required)
   b. Sponsor’s Biosketch and Letter of Support (required if mentor is not an ASCO member)
   c. Institutional Approval Face Sheet Signed by the Institutional Approver (required)
12. Uploads
   a. Applicant’s Biosketch (required)
   b. Research Strategy (required)
   c. Biostatistical Plan (required)
   d. Cited References (required)
   e. Advancing Patient-Focused Research (required)
   f. Institutional Letter of Support from Department Chair or Dean (required)
   g. Resubmission Documentation (required for resubmissions only)
   h. Clinical Protocol (optional) – strongly encouraged
   i. Publications (optional)
   j. Supporting Documentation (optional)
13. Review and Submit
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_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.
   • Address (at least one, checked as primary) – Click Add to enter a new address or Edit to update an existing address.
   • Phone (at least one, checked as primary) – Click Add to enter a new phone number or Edit to update an existing number.
   • Degrees – Click Add to enter your degree information, one degree at a time.
   • Website – This section is optional.

2. **Organization (required)**
   • 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.

3. **Training & Appointment Dates (required)**
   • Final Subspecialty Training Completion Date
   • Faculty Appointment Start Date (Select N/A if not applicable)
4. Project Information (required). This section includes the following proposed project information:
   - Research Project Title (250 characters 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: List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology). The specific aims should state concisely and realistically what the research intends to accomplish and/or what hypothesis is to be tested, and should list measurable objectives.
   - Nature of Research: Indicate if your research project is "clinical", "pre-clinical", or "Health Services Research".
   - Clinical Trial Phase or N/A: If the research project is “clinical,” indicate the phase of the clinical trial. Enter “N/A” if the research project is “pre-clinical” or not a clinical trial.
   - 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.

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. You may add several research areas, but at least one focus area is required. If "Other" is selected, provide information in the text field.

6. Assurances (required)
   - Assurances for use of human and/or animal subjects in the research proposal
   - Biohazard Use is not required.

7. Personal Statement (required). Please answer the following questions in the text box areas on the online application. Cutting and pasting from a Word document is allowed. Please answer as briefly as possible. Each question has a maximum limit of 2,000 characters.
   - What is the applicant's career plan?
   - How would receiving this award affect the applicant's career?
   - What is the percentage of time the applicant spends on research activities?
   - What is the applicant's role versus the mentor’s role in the proposed research study?
   - What are the sources of salary support?
   - Who will collect and analyze the data?
   - What is the clinical potential of this research project?
   - Was this research proposal submitted and/or will be submitted to other funding agencies/organizations?
   - Will your proposal involve the use of drugs (yes/no)? If yes, please specify the drug and the drug manufacturing company.
8. **Project Timeline (required).** Enter major project milestones, the expected completion date, and if there is an associated deliverable. A deliverable is something that can be included in a progress report, such as a publication or an approval letter. The applicant is not required to have deliverables. However, the timeline should make it clear what outcomes will be achieved during the grant award period. Your IRB expiration date, if applicable, should also be included in this section.

9. **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, to the applicant’s ASCO membership dues, or to tuition or fees for academic courses.

The budget must be directly entered into the budget section of the online application. Budget justification for the entire period must be entered by clicking on the “Notes” icon next the Year 1 header. 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 $50,000 for one year, payable on or about July 1 and January 1 in two equal installments. The total requested budget must be exactly $50,000.
- **Research support:** At least $46,000 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 fees for academic courses are unallowable costs.
- **Travel:** Up to $1,500 should be allotted specifically for the applicant’s travel to the Conquer Cancer Grants and Awards Ceremony 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 in June 2020 immediately following acceptance of the grant. As the award term begins after the Conquer Cancer Grants and Awards Ceremony, Conquer Cancer approves costs incurred to attend the Ceremony as pre-award costs.
- **Indirect costs:** Up to $2,500 (or 5% of the total award amount) may be applied to overhead or facilities and administrative costs of the recipient’s institution in administering the recipient’s research project.
10. **Contacts (required)**. The applicant should identify the specific individuals related to their project:

**IMPORTANT NOTES:**

- Mentors, sponsors, and institutional approvers, must complete their task and click “Submit” on the Review and Submit page **prior** to the deadline. The applicant will not be able to submit the application until these tasks are submitted and complete.

- If the individual is NOT an ASCO member, type ‘N/A_(Last Name of Contact)’ in the “Member ID” field, to bypass the field. ASCO membership is **only** required for the Mentor (or Sponsor, if the Mentor is not a member.)

**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 individuals:

- Mentor(s) from his/her sponsoring institution (one required, no more than two allowed, one scientific and one clinical).
- Sponsor, must be an ASCO member (required if the mentor is not an ASCO member).
- 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 (*).

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 Mentors:

- **Mentor’s Biosketch.** Mentors should use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these instructions.

- **Letter of Support.** This should include the following information:
  
  - Training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed investigation
  - Confirmation that the applicant is currently in the last two years of his/her final subspecialty training at an academic medical institution at the time of grant submission
  - A critical review of both the applicant and the research proposal
  - The role of the applicant in the development of the proposal
  - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
  - The level of institutional commitment to the applicant’s career development as an independent clinical investigator
  - Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work

- If you have more than one mentor, a biosketch and letter of support is required from each mentor. *Applicants should not have more than two mentors.*

A mentor is strongly encouraged to have no more than two mentees applying for the Young Investigator Award and/or Career Development Award for this funding cycle. No more than two mentees from a single mentor will be funded in a given year.

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.

*If the mentor is not an ASCO Member, the applicant is required to select a sponsor from the sponsoring institution who is an ASCO Member.

For Sponsors:

- **Sponsor’s Biosketch.** Sponsors should use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these instructions.

- **Letter of Support.** This should include the following information:
  
  - Confirmation that the applicant is currently in the last two years of his/her final subspecialty training at an academic medical institution at the time of grant submission
  - A critical review of both the applicant and the research proposal
  - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
  - The level of institutional commitment to the applicant’s career development as an independent clinical investigator
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- Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work

When the sponsor 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 sponsor 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.

**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 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 The Institutional Approver must click “Submit” on the Review and Submit page after uploading the face sheet to trigger the email. Subsequently, the applicant must login and submit the completed and approved application. No changes should be made to the application upon obtaining institutional approval.

11. **Publications (optional).** Up to two prior publications may be included. The applicant 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 in the Uploads section. Do not upload the publication in this section.

12. **Uploads** (the following components must be uploaded in the “Uploads” section).

   **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.
To add a document, select the upload type from the dropdown menu, click “Add Files”, and search the document from your local drive. Then click “Start” to upload the file individually or click “Start Upload” to upload the files in bulk. To ensure that the files successfully converted, refresh the page.

a. **Applicant’s Biosketch (required).** Applicants should use the NIH biosketch template with an expiration date of 03/31/2020. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these instructions.

b. **Research Strategy (required).** The research strategy should be limited to four (4) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 4-page limit.

The Research Strategy must contain the following information:

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

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

iii. **Approach:**
   1. Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
   2. Describe any novel theoretical concepts, approached or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
   3. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
   4. 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.
   5. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
6. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work. Appropriate detail and/or documentation in the Supporting Documentation section must be included to assure a reviewer that the applicant’s project is feasible in the timeframe of the grant. Examples include: a letter confirming you will have access to an experimental therapy, or an approval letter from CTEP or a cooperative group.

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

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

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

c. **Biostatistical Plan (required)**. A detailed statistical plan is required for all applications. The plan is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. For clinical and in-vivo studies, this section should include the primary objective/hypothesis and primary endpoint of the study, description of experimental design and study groups that will be compared, justification of the proposed study sample size, detailed procedures for data analysis, and appropriate statistical considerations. An appropriate sample size justification will include all parameters required for the computation of the sample size: the effect size, power and type I error rates for each Aim. When relevant to the project, it will also state median follow-up, prevalence of mutations in a given population, and accrual rate, for example.

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

Applications will be reviewed by a biostatistician. Applicants should work with a biostatistician to develop the application. If statistics are not applicable to the project, the applicant should upload a document stating that “Biostatistics are not applicable”, and the reviewers will evaluate.

d. **Cited References (required)**. A list of cited references in the Research Strategy should be uploaded as a separate document in the Uploads section.
e. **Advancing Patient-Focused Research (required).** Complete the template provided on the grants portal to provide the following information:
   - Lay abstract (maximum of 2500 characters, single-spaced page with one-inch margins and 11-point Arial font type)
   - How will your career evolve to impact patient outcomes? (Limit to one typewritten, single-spaced page with one-inch margins and 11-point Arial font type.)

Applications will be reviewed by a patient advocate. It is recommended that applicants should work with a patient advocate to develop the application.

f. **Institutional Letter of Support from Department Chair or Dean (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 a statement of institutional support that will enable the applicant to perform the proposed research. If the mentor is the Department Chair, the Institutional Letter of Support must come from the Dean.

g. **Resubmission Documentation (required for resubmissions only).** Applicants resubmitting a prior application are required to upload a one-page introduction to address the feedback and critiques provided during the prior application cycle.

The introduction is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. Past applicants are strongly encouraged to upload a one-page introduction that discusses how the application has changed or respond to previous reviews. It is advised that applicants ask their mentors to read the reviewers’ critiques and the resubmission responses to confirm that the critique has been addressed in a way that is informative and constructive.

h. **Clinical Protocol (optional, strongly encouraged).** If the applicant’s project involves a clinical protocol, it is highly encouraged to upload a copy of the protocol in the Uploads section.

i. **Publications (optional).** Up to two prior publications may be included. The applicant must be a co-author on these publications. Please upload a copy of each publication and complete the Publications section.)
j. **Supporting Documentation (optional).** This section may be used to upload any necessary additional information required to properly review the application (e.g., letters documenting the feasibility of the project, a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, a letter of support for a collaboration, etc.). Applicants are encouraged to provide a letter of support for any investigational agents and letters of support from collaborating biostatisticians. Due to the limited time given to the reviewers, upload of any documents that are not critical to the review of the proposal or any additional publications is not allowable.

13. **Review and Submit (required).**

This page will indicate any incomplete sections. Once all sections are complete, select “View PDF” to view and save a 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 mentor and sponsor documents, and institutional approval face sheet.
APPLICATION SUBMISSION CHECKLIST

- Applicant (required)
- Organization (required)
- Training and Appointment Dates (required)
- Project Information (required)
- Classification (required)
- Assurances (required)
- Personal Statement (required)
- Project Timeline (required)
- Budget (required)
- Contacts
  - Mentor’s Biosketch and Letter of Support (required)
    - Mentor Biosketch
    - Mentor Letter of Support
  - Sponsor’s Biosketch and Letter of Support (required if mentor is not an ASCO member)
    - Sponsor Biosketch
    - Sponsor Letter of Support
  - Institutional Approval Face Sheet Signed by the Institutional Approver (required)
- Publications (optional) – maximum of two publications.
- Uploads
  - Applicant’s Biosketch (required)
  - Research Strategy (required)
  - Biostatistical Plan (required)
  - Cited References (required)
  - Advancing Patient-Focused Research (required)
  - Institutional Letter of Support from Department Chair or Dean (required)
  - Resubmission Documentation (required for resubmissions only)
  - Clinical Protocol (optional) – strongly encouraged.
  - Publications (optional) – applicant must be one of the authors.
  - Supporting Documentation (optional). Examples include:
    - Letter of biostatistical support (highly encouraged)
    - Letters documenting the feasibility of the project
    - Letter from a company that will provide an experimental agent
- Review and Submit