CONQUER CANCER FOUNDATION OF ASCO
MEDICAL STUDENT ROTATION FOR
UNDERREPRESENTED POPULATIONS

2020 REQUEST FOR APPLICATIONS
Last Updated: July 22, 2019

Application Deadline: October 31, 2019
Conquer Cancer®, the ASCO Foundation
2318 Mill Road, Suite 800
Alexandria, VA 22314
571.366.9552 (Fax)
grants@conquer.org

Please visit asco.org/MSR 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.
# Table of Contents

Purpose ........................................................................................................................................ 3
Funding Available ......................................................................................................................... 3
Key Dates ....................................................................................................................................... 4
Eligibility ......................................................................................................................................... 4
Income Tax Liability ...................................................................................................................... 4
Finding a Mentor ............................................................................................................................ 5
Mentor Requirements ..................................................................................................................... 5
Physician Payments Sunshine Act ................................................................................................ 6
Rotation Information ..................................................................................................................... 6
Application Process ...................................................................................................................... 8
Application Evaluation .................................................................................................................. 8
Award Notification .......................................................................................................................... 9
Terms & Conditions ....................................................................................................................... 10
Application Guide ........................................................................................................................ 17
1. Applicant (required) .................................................................................................................. 18
2. Institution (required) ................................................................................................................ 18
3. Contacts (required) ................................................................................................................ 19
4. Short Answer Questions (required) ......................................................................................... 19
5. Uploads (required) .................................................................................................................. 20
   a. Applicant Biosketch/CV (required, NIH template provided) ................................................ 20
   b. Personal Statement (required, 5 page maximum) ................................................................ 20
   c. Medical Student Rotation Form (required, template provided) ........................................ 21
   d. Proof of US Citizenship or Residency (required) ................................................................. 21
   e. Official Transcript .............................................................................................................. 21
   f. Letters of Recommendation ............................................................................................... 22
   g. Rotation Workplan (Template Provided) ........................................................................... 22
   h. Mentor Biosketch and Recommendation ........................................................................... 22
6. Review and Submit (required) ................................................................................................ 23
Application Submission Deadline ................................................................................................ 23
APPLICATION SUBMISSION CHECKLIST ............................................................................... 24
Purpose
The Conquer Cancer Foundation of ASCO Medical Student Rotation for Underrepresented Populations provides clinical or clinical research rotations for U.S. medical students from populations underrepresented in medicine who are interested in oncology as a career.

To qualify, applicants must be enrolled in a US-based DO or MD medical school program and be of an underrepresented population as defined by the program eligibility criteria. Candidates must be U.S. citizens, U.S. nationals, or permanent residents. Candidates must also demonstrate an interest in pursuing oncology as a career and have a record of good academic standing.

The oncology rotation can take place in a private practice, hospital or academic setting, with a focus on either direct patient care or research, provided that the research is clinically-oriented. The recommended minimum time commitment is 4 weeks, 35 hours per week or equivalent (140 hours). The oncology rotation will generally occur during the summer between the student’s first and second year of medical school; however, medical students beyond their first year who can commit a minimum of 140 rotation hours are welcome to apply.

Note: Medical students who are interested in this program but unable to meet the minimum time commitment should contact Conquer Cancer by sending an email to grants@conquer.org.

Each participant will be paired with a mentor for the rotation. The role of the mentor is to oversee the student in his or her rotation as well as to provide ongoing academic and career guidance following the rotation experience. Participants may preselect a mentor for their rotation or ask for assistance in arranging a mentoring partnership with an ASCO member.

Following the rotation, recipients are required to attend the 2021 ASCO Annual Meeting, held from June 4-8, 2021 in Chicago, Illinois, where they can interact with oncology professionals. Students who attend the Annual Meeting will receive $1,500 to cover travel expenses. Recipients are encouraged to remain involved with Conquer Cancer throughout medical school and beyond.

Please note that the rotation is not designed to replace a clinical clerkship in oncology, nor will the student receive academic credit, unless arrangements are made between the student and medical school independent of Conquer Cancer and ASCO. Students are encouraged to check with their medical school to inquire if credit may be obtained.

Funding Available
The Medical Student Rotation for Underrepresented Populations will award a $5,000 stipend for the rotation plus $1,500 for travel to the 2021 ASCO Annual Meeting. An additional $2,000 will be provided to support the student’s mentor.
Key Dates:
Online Application Opens: August 1, 2019
Full Application Due: October 31, 2019
Award Notifications: April 2020

Eligibility
To qualify to receive the Medical Student Rotation for Underrepresented Populations award, applicants must meet the following criteria:

- Be enrolled in a DO or MD program at a U.S. medical school;
- Be a U.S. citizen, U.S. national, or permanent resident;
- Be an ASCO member. Students may be able to obtain a FREE ASCO membership by joining here: http://www.asco.org/membership/member-benefits/students-non-oncology-residents;
- Have a record of good academic standing; and
- Be of an underrepresented population in medicine. Underrepresented in medicine (URM) is defined according to the Association of American Medical Colleges definition, as “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.” For the purposes of this program, races and ethnicities that have been identified as URM coincide with those in ASCO Workforce Diversity Strategic Plan, which “include but are not limited to American Indian/Alaska Native, black/African American, Hispanic/Latino, and Native Hawaiian/Other Pacific Islander.”

Income Tax Liability
Please note that the IRS requires reporting of payments over $600. Therefore, the $6,500 ($5,000 for the rotation and $1,500 for travel to the 2021 ASCO Annual Meeting) that the applicant will receive under the MSR will result in taxable income, and the applicant will be responsible for payment of any federal or state taxes due. The applicant will receive an information statement (IRS Form 1099-MISC) showing the total amount of the award under the MSR. The applicant is recommended to consult a tax advisor regarding any further questions about taxes on the MSR funds he/she will receive.

Finding a Mentor
Medical students may choose a mentor and rotation setting on their own, or they can request the Conquer Cancer’s assistance in pairing them with a mentor. Mentors are responsible for ensuring that the student receives consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role. The mentor is responsible for defining the goals and objectives of the rotation for the student, orienting the student to the office or hospital setting, and for providing regular feedback to the student. The mentor will assist the student in identifying an appropriate project and providing guidance and oversight through its completion.

The mentor is also encouraged to provide ongoing academic and career guidance following the rotation. It is hoped that mentors who participate in this program and the students who shadow them will develop a professional relationship that follows the student through residency and at key junctures in the medical student’s career.

Students selecting their own mentor are required to supply a letter of support as well as an MSR Rotation Workplan, completed and signed by the mentor. If an applicant does not have a mentor relationship already arranged, Conquer Cancer and ASCO will assist the student with mentor pairing, using the selection criteria provided by the applicant in the online application. Every effort will be made to assist in finding a mentor that meets the applicant’s selection criteria.

Mentor Requirements
Individuals must meet the following criteria in order to serve as a mentor a Medical Student Rotation for Underrepresented Populations award recipient:

- Be an ASCO member;
- Commit to hosting a Medical Student Rotation for Underrepresented Populations award recipient for a minimum of 4 weeks/35 hours per week or the equivalent of 140 rotation hours at his or her hospital or institution at a time mutually agreeable to the student and mentor;
- Assist the student in setting the goals and objectives at the start of the rotation; including helping the student determine their rotation project;
- Be willing to provide consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role;
- Obtain any necessary permission with the hospital or institution in which the student will be present for the rotation;
- If mentoring in a research environment, the mentor must ensure that research must have a direct patient-oriented focus including clinical trials and/or translational research involving human subjects; and
- Complete a student evaluation and program evaluation at the end of the rotation and mentor the student’s writing of his/her rotation project summary.
Physician Payments Sunshine Act
The Physician Payments Sunshine Act, or “Sunshine Act”, is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at https://www.asco.org/about-asco/legal/conflict-interest/open-payments.

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

Conquer Cancer understands that payments made through this award are reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations.

Conquer Cancer has entered into agreements with the supporters of this award that require that Conquer Cancer provide reportable information under the Sunshine Act. MENTORS OF MEDICAL STUDENT ROTATION RECIPIENTS MAY BE REPORTED ON THE CMS OPEN PAYMENTS WEBSITE AS HAVING RECEIVED PAYMENTS OR TRANSFERS OF VALUE FROM MANUFACTURERS OF PHARMACEUTICAL DRUGS AND/OR DEVICES. If there are any questions about reporting due to the Sunshine Act, please contact Gray Ladd, Manager, Grant Compliance, at 571-483-1700 or operations@conquer.org.

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

Rotation Information
If selected to receive an award, students must commit to completing the rotation at a time that is mutually agreed upon by the student and mentor. The minimum time commitment is 4 weeks, 35 hours per week or a total of 140 rotation hours. Although there is flexibility in accommodating the student’s schedule, the rotation must be completed by March 31, 2021.

The Medical Student Rotation for Underrepresented Populations can take place in either a patient-care setting or a clinical research setting, depending on the student’s interests and preferences. In some cases, it may be possible to experience both environments if the mentor is
engaged in more than one setting. In considering a mentor and rotation placement, it is important a student identifies what setting type is of most interest to him or her. A description of both types of experiences is provided below, as well as information on what students can be expected to gain from each.

Patient Cancer Care Settings: A rotation in a patient cancer care setting, whether outpatient or inpatient, provides hands-on exposure to the treatment and management of patients. It should acquaint students with the practice of oncology as a profession as well as introduce them to the clinical evaluation and staging of the patient with cancer. The experience also should teach students about the importance of a multidisciplinary approach to cancer management, as well as facilitate the development of faculty-student mentorship and student professionalism. A rotation in a patient care setting is intended as a “shadow” experience with the student observing the mentor. While students should not be expected to perform independent patient management, they are encouraged to participate in the workup, evaluation, and planning of treatment for patients they see. The rotation experience may include accompanying the mentor on patient visits, hospital rounds and/or conferences at the mentor’s institution and attending weekly tumor board(s) and academic conferences, where possible.

For rotations completed in a patient cancer care setting, students are responsible for completing a project designed to enhance their learning experience. Project examples include developing patient education materials; collecting a series of cases with an interesting diagnosis and preparing a literature review of the topic; or writing a case report. Students will be required to submit a project summary at the end of the rotation.

Clinical Cancer Research Settings: A rotation in a clinical cancer research setting will provide students with hands-on laboratory research experience supervised by the mentor. The research must have a direct patient-oriented focus including clinical trials and/or translational research involving human subjects. The rotation should acquaint students with the field of clinical cancer research as a profession as well as facilitate the development of faculty-student mentorship and student professionalism. A clinical research rotation is intended to introduce or enhance medical students’ understanding of clinical research principles; strengthen skills in critical evaluation of data and reinforce the concept of evidence-based medicine; and broaden medical students’ knowledge of the role and relevance of research to clinical medicine. Events that can supplement the research experience include seminars and tours of selected facilities and labs, where possible.

For rotations completed in a clinical cancer research setting, students are responsible for completing a research project to enhance their learning experience. Please note it is not a requirement that your project produces positive data or results. Students will be required to submit a project summary at the end of the rotation, describing what they have learned as well as their project goals and outcomes.
**Application Process**

All applications must be submitted in accordance with the requirements and instructions of this RFA.

The online application will open on August 1, 2019 and must be submitted by 11:59 PM ET on October 31, 2019. **Please note that late applications will not be accepted, and technical assistance will not be available after 5:00 PM ET on the due date.** No paper applications sent by mail, e-mail, or fax will be accepted.

The most up-to-date information, including any updates to the RFA, and the link to the online application, will be posted at www.asco.org/MSR. To initiate an application through Conquer Cancer’s grants portal, please go to https://grants.conquer.org.

**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. For password help, click the “Forgot Password?” link on the homepage.

*To initiate an application,* click **Apply for Funding** on your homepage, once logged in to the grants portal, and select the “2020 Medical Student Rotation.”

Applicants are not required to complete the entire application at one time. The grant application can be saved and returned to until the application deadline. **Once the grant application has been submitted, edits or revisions cannot be made.**

**Application Evaluation**

Applications are evaluated by the Diversity in Oncology Subcommittee of Conquer Cancer. ASCO and Conquer Cancer maintain the right to consider any relevant information in awarding the MSR. Among applicants who have submitted timely and complete applications and have been determined to meet the eligibility criteria, the following factors will be considered in determining which applicants will receive an MSR award:

- Demonstration of an interest in pursuing oncology as a career;
- Demonstration of leadership, volunteerism and/ or commitment to underserved populations or health disparities;
- Letters of recommendation; and
- Overall academic record.
**Award Notification**

Applicants will be notified if they have been selected to receive the Medical Student Rotation for Underrepresented Populations in April 2020.

If you have questions about the Medical Student Rotation for Underrepresented Populations or the application process, 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 an MSR, and his or her mentor (if applicable), must execute a separate Terms and Conditions document with Conquer Cancer in order to receive an MSR. This section of the RFA sets forth selected provisions of the Terms and Conditions that the applicant and his or her Mentor (if applicable) should review carefully before submitting an application for an MSR. This RFA may 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 mentor.

For the Medical Student Rotation Recipient

Certifications, Representations, Warranties, and Covenants

(1) Recipient certifies that to the best of his or her knowledge, the information provided in his or her MSR grant proposal is complete and true. Recipient agrees to promptly notify Conquer Cancer of any changes to the information provided in the grant proposal.

(2) Recipient agrees to comply with all applicable laws and regulations, including human subjects research, privacy, tax, humane care and use of laboratory animals, and laboratory safety laws.

(3) Recipient agrees that the MSR is for scientific and educational purposes. MSR funds will not be used for lobbying or political activities and will be used consistent with the Section 501(c) (3) tax-exempt status of and the charitable purposes of Conquer Cancer.

General Requirements

(4) Recipient must:

▪ be enrolled in a DO or MD program at a U.S. medical school;
▪ be a U.S. citizen, U.S. national, or permanent resident;
▪ be an ASCO member (students may be able to obtain a FREE ASCO membership);
▪ have a record of good academic standing; and
▪ be of an underrepresented population in medicine. Underrepresented in medicine (URM) is defined according to the Association of American Medical Colleges definition, as “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
Rotation and Travel Award Requirements

(5) The MSR is structured in the form of a mentoring partnership. The oncology rotation must take place in a private practice, hospital, or academic setting, with a focus on clinically-oriented research. The rotation must include a project designed to enhance the learning experience.

(6) The **minimum** time commitment of the rotation is 4 weeks, 35 hours per week. Although there is flexibility in accommodating the Recipient’s and mentor’s schedule, the rotation must be completed by **March 31, 2021**.

(7) All forms (including work plan, project summary, and evaluations) are required to be submitted in a timely manner.

(8) If any of these Terms and Conditions are not met, Conquer Cancer reserves the right to terminate the award agreement and require repayment of up to 50% of the stipend amount.

Funds: Payment and Use

(9) The MSR awards to Recipient a stipend of $5,000, $1,500 for travel to the American Society of Clinical Oncology (“ASCO”) 2021 Annual Meeting, and complimentary copies of newsletters and journals from Conquer Cancer and ASCO. All payments will be subject to compliance by Recipient with these Terms and Conditions. Recipients will be encouraged to remain involved with ASCO and Conquer Cancer throughout medical school, including attendance at future ASCO meetings.

(10) Recipient understands that Conquer Cancer shall comply with all IRS reporting requirements for payments. Some portion of the $6,500 ($5,000 for the rotation and $1,500 for travel to the Annual Meeting) that Recipient receives under the MSR may be considered taxable income for federal and/or state tax purposes. Please consult a tax advisor regarding any further questions about taxes on the MSR funds you will receive.

Changes in Rotation

(11) Recipient agrees to notify Conquer Cancer *in advance* of any changes to his or her participation in the rotation and his or her rotation assignment. If Recipient encounters any difficulty in meeting the agreed upon terms of his or her MSR rotation, please contact grants@conquer.org.
Program Reporting

(12) The Recipient is required to submit rotation reports and post-award surveys. It is the responsibility of the Recipient to submit the reports and complete the surveys in a timely manner. Any information collected in the post-award survey may be used for program evaluation and on marketing and communication materials such as annual reports, program brochures website, or in any other materials issued by or on behalf of Conquer Cancer.

(13) The Recipient agrees to respond to Conquer Cancer’s future requests for information on his or her career progress following the rotation, and will be requested to provide his or her current Curriculum Vitae or update his or her information through Conquer Cancer’s grants portal (https://grants.conquer.org/) using the “Update CV or Publications” task. This obligation survives the completion of the rotation and Recipient understands that he or she has an ongoing obligation to provide this information.

Public Announcements and Acknowledgements

(14) The Recipient will acknowledge the support of Conquer Cancer in all public announcements using this language “This award was funded by a Conquer Cancer Foundation of ASCO Medical Student Rotation for Underrepresented Populations.”

(15) When applicable, Conquer Cancer strongly encourages Recipient to submit the results of the research project that he or she worked on during the rotation for publication or other public release. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the MSR will contain the acknowledgment, "This work was funded by the Conquer Cancer Foundation of ASCO Medical Student Rotation for Underrepresented Populations Award. 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®."

(16) The Recipient is encouraged to use an emblem for the Conquer Cancer Foundation of ASCO Medical Student Rotation for Underrepresented Populations 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

(17) Conquer Cancer will have no intellectual property rights or other rights in or to data collected or scientific discoveries made through any research project funded by the MSR. Conquer Cancer encourages Recipients and their Mentors to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.

For the Medical Student Rotation Mentor

Mentors are responsible for ensuring that the student receives consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role. The Mentor is responsible for defining the goals and objectives of the rotation for the student, appropriately orienting the student to the office or hospital setting, and for providing regular feedback to the student. The Mentor will assist the student in identifying an appropriate project and providing guidance and oversight through its completion.

Certifications, Representations, Warranties, and Covenants

(1) Mentor agrees to comply with all applicable laws and regulations, including human subjects research, privacy, tax, humane care and use of laboratory animals, and laboratory safety laws.

(2) Mentor agrees that the MSR is for scientific and educational purposes. MSR funds will not be used for lobbying or political activities and will be used consistent with the Section 501(c) (3) tax-exempt status of and the charitable purposes of Conquer Cancer.

General Requirements

(3) Mentor agrees that he or she is responsible for ensuring that the MSR award recipient that he or she will mentor (“Recipient”) receives consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role. Mentor will be responsible for defining the goals and objectives of the rotation for the Recipient, appropriately orienting the Recipient to the office or hospital setting, and for providing regular feedback to the Recipient. Mentor will assist the Recipient in identifying an appropriate project and providing guidance and oversight through its completion.
(4) Mentor must:

- be an ASCO member;
- commit to hosting Recipient at Mentor’s hospital or institution at a time mutually agreeable to the Recipient and Mentor;
- assist Recipient in setting the goals and objectives at the start of the rotation;
- provide consistent guidance and supervision throughout the rotation, either directly or through another member of the oncology practice or staff able to perform this role;
- obtain any necessary permission with the hospital or institution in which the student will be present for the rotation;
- if mentoring in a research environment, choose a research project that has a direct patient-oriented focus including clinical trials and/or translational research involving human subjects; and
- complete a student evaluation and program evaluation at the end of the rotation.

Rotation and Award Requirements

(5) The MSR is structured in the form of a mentoring partnership. The oncology rotation must take place in a private practice, hospital, or academic setting, with a focus on clinically-oriented research. The rotation must include a project designed to enhance the learning experience.

(6) The minimum time commitment of the rotation is 4 weeks, 35 hours per week. Although there is flexibility in accommodating the Recipient’s and Mentor’s schedule, the rotation must be completed by March 31, 2021.

(7) All forms (including work plan, project summary, and evaluations) are required to be submitted in a timely manner.

(8) If any of these Terms and Conditions are not met, Conquer Cancer reserves the right to terminate the award agreement and require repayment of up to 50% of the stipend amount.

Funds: Payment and Use

(9) The MSR awards to Mentor a stipend of $2,000. All payments will be subject to compliance by Mentor with these Terms and Conditions.

(10) Mentor understands that Conquer Cancer shall comply with all IRS reporting requirements for payments. Some portion of the $2,000 may be considered taxable income for federal and/or state purposes. Please consult a tax advisor regarding any further questions about taxes on the MSR funds you will receive.
Changes in Rotation

(11) Mentor agrees to notify Conquer Cancer in advance of any changes to his or her participation in the rotation and his or her rotation assignment. If Mentor encounters any difficulty in meeting the agreed upon terms of his or her MSR agreement, please contact Conquer Cancer at 571-483-1700.

Physician Payments Sunshine Act Information

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

(13) To assist Conquer Cancer in complying with its reporting obligations to its supporters, Mentor will provide the following information to Conquer Cancer: State of License; State License Number; National Provider Identifier (NPI) Number; and, Name of related covered drug, device, biological or medical supply. Mentor must submit the information through Conquer Cancer’s grants portal (https://grants.conquer.org/) by the due date specified; payment will be withheld until this information is received.
Liability

Neither Conquer Cancer nor any of its affiliates assumes responsibility for activities supported by the MSR. Mentor acknowledges complete responsibility for all aspects of the research, investigation, funding, and administration of an in connection to the rotation.

Mentor represents that the institutions at which the rotation is conducted have and will maintain adequate liability and other insurance comparable to coverage held by institutions of similar size and nature, covering the Recipient and Mentor, while the rotation is conducted.

Intellectual Property Rights

Conquer Cancer will have no intellectual property rights or other rights in or to data collected or scientific discoveries made through any research project funded by the MSR. Conquer Cancer encourages Recipients and Mentors to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.

The information presented in these Terms and Conditions is not intended to provide tax or legal advice. Please consult your institution, tax advisor, or legal counsel for advice concerning tax compliance and the Sunshine Act.
Application Guide

The online application contains the following sections and required documents (detailed instructions are provided in the next section):

1. Applicant (required)
2. Institution (required)
3. Contacts (required)
   a. References (required for all applicants)
   b. Mentor (required if applicant has a pre-selected mentor)
4. Short Answer Questions (required)
5. Uploads
   a. Applicant Biosketch/CV (NIH Template provided, required)
   b. Personal Statement (required)
   c. Proof of US Citizenship and Residency (required)
   d. Transcript or Letter of Good Standing (required)
   e. References and Recommendations (required)
   f. Rotation Preferences Form (required)
   g. Mentor Letter of Support (required if applicant has a pre-selected mentor)
   h. Mentor Biosketch or Curriculum Vitae (required if applicant has a pre-selected mentor)
   i. Rotation Workplan (required if applicant has a pre-selected mentor)
6. Review and Submit

NOTE: Make sure you click “Save” or “Save and Continue” (where applicable) as you proceed through the application sections. Otherwise, your progress will not be saved.
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”)
   - Classification – Please enter any additional race or ethnicity information here.
   - Institution Affiliations – Click Add to enter a new affiliation or Edit to update an existing affiliation.
   - Email (two, one checked as primary) – You must enter two email addresses with one checked as primary. Your primary email will receive all communications related to your application. One of your emails must be a personal email you check regularly. Click Add to enter a new email and 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 at least one baccalaureate degree and post-baccalaureate degree, one degree at a time.
   - Web Address – This section is optional.

2. **Institution (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.
   - Performance Sites. If applicants have a pre-selected mentor, enter the location of the rotation here. If applicants do not have a pre-selected mentor, they may skip this section.
3. **Contacts (required)**

The MSR application requires applicants to submit at least two (2) letters of recommendation. (For more information about the letter requirements, please see the Uploads section of this RFA.)

For this section of the application, you only need to add the contact information for your references (not the letters themselves).

**Contacts—Personnel**
- This section should list the following individuals:
  - Principal – the applicant is the primary person by default.
  - No other contacts need to be entered here.

**Contacts—Other**
- Use this section to add the following individuals:
  - General Reference (required)
  - Mentor (required for applicants with pre-selected mentors; one of the references must be the mentor).
- 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 (*).

4. **Short Answer Questions (required)**

Answer the following questions by clicking “Add” for each question. Enter the answer and click “Save and Close”.

- Do you need assistance in finding a mentor (Yes/No)? Answer only Yes or No.
- If the answer is No, then applicants have a pre-selected mentor and must submit a mentor letter of support, mentor biosketch or CV, and a rotation workplan in the Uploads section.
- List your current year in medical school (e.g., 1st, 2nd, 3rd, etc.).
- List the month and year of your expected date of graduation (e.g., 5/2021). If you know the exact date (e.g., 5/15/2021), please enter that instead.
- Enter the start date of your rotation (MM/DD/YY). If you do not yet have a mentor and do not know your start date, enter N/A.
- Enter the end date of your rotation (MM/DD/YY). If you do not yet have a mentor and do not know your end date, enter N/A.
- Enter your mentor's name, if known (e.g., Jane Doe, MD, PhD). If you do not have a mentor, enter N/A.
- Enter your mentor's email, if known. If you do not have a mentor, enter N/A.
- How did you hear about the Medical Student Rotation (MSR) for Underrepresented Populations? Answers may include: Facebook, LinkedIn, ASCO communication, Conquer Cancer email, etc.
5. **Uploads (required).**

**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, scroll to the bottom of the page.
- Choose the upload type from the dropdown menu.
- Click “Add Files”.
- Search and select the document from your local drive.
- 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.
- The document(s) should then be available in a list at the bottom of the section.

Note: All of the following documents may be submitted in either PDF or MS Word although **PDF format is preferred** to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

**a. Applicant Biosketch/CV (required, NIH template provided)**

Applicants must upload a current resume using the NIH Template provided. Please ensure that your resume includes information pertaining to your medical school education and any applicable demonstration of leadership, volunteerism, and/or commitment to underserved populations or health disparities.

**b. Personal Statement (required, 5 page maximum)**

Applicants must upload a signed and dated personal statement.

Applicants will be scored based on the content of the personal statement. In the personal statement, you should describe your:
- Interest in pursuing a career in clinical oncology;
- Current and future career goals;
- Demonstrated leadership, volunteerism and commitment to underserved populations or health disparities.

For applicants who are **not applying with a pre-selected mentor**, you are required to describe:
- Your goals for the MSR rotation, what you hope to gain from the mentorship experience, and how having a mentor will benefit you.
- Your objectives for the rotation and the role you would like to have in the project.
- How receiving an MSR award will impact your career.
c. Medical Student Rotation Form (required, template provided)

All applicants (regardless of whether you have a pre-selected mentor or not) must submit the MSR Rotation Preferences Form to provide details on medical school attendance and mentor and rotation information (if applicable). The form requires the following information:

- Medical School Information
  - Medical School
  - City and State
  - Year in Medical School
  - Expected Graduation Date

- Mentor and Rotation Information
  - Mentor Selection
  - Location Preference (If applicable)
  - Practice Setting (If applicable)
  - Oncology Interest

d. Proof of US Citizenship or Residency (required)

Applicants must upload documentation of evidence of U.S. citizenship, status as a U.S. National or permanent resident. Documentation can include a copy of any one of the following:

- Certified birth certificate issued by the city, county or state;
- U.S. Passport; or
- Naturalization Certificate.

e. Official Transcript

Applicants must upload a copy of an official medical school transcript. You may upload an unsealed transcript that has been watermarked as official. If you only have an unofficial transcript, please contact grants@conquer.org.

Note for first year students: If you are a first-year student and do not have a transcript, you are required to provide a letter from your registrar or dean verifying enrollment and good academic standing. Please note that the letter must be submitted on institutional letterhead and include the signature and contact information of the registrar or dean.
f. Letters of Recommendation
Applicants must upload no more than two Letters of Recommendation:
- One recommendation from your academic advisor or a medical school instructor; and an additional recommendation from someone who has either:
  - Supervised or overseen your academic or professional work, OR,
  - If applying with a pre-selected mentor, the second reference must be from your mentor.

Letters of recommendation must be written on letterhead, signed, and include the following:
- Reference Contact Information, including:
  - Name
  - Title
- A statement of the writer’s relationship to you;
- An illustration of why you are an outstanding candidate for this award; and
- A description of how this program would benefit your overall career development.
- At least one letter should include a confirmation that you are eligible for the Medical Student Rotation and can complete the rotation by March 31, 2021.

g. Rotation Workplan (Template Provided). This form is required for applicants applying with a pre-selected mentor.

The MSR Rotation Plan verifies the applicant’s mentor selection and outlines the rotation objectives and project. The plan must be completed and signed by both the applicant and the mentor. The form requires the following information:

- Applicant contact information;
- Mentor contact information;
- Mentor’s ASCO ID/membership number;
- Name of Institution where rotation will be held;
- Expected rotation start and end date (Note: All rotations must be completed by March 31, 2021);
- Rotation Type;
- Rotation Objectives, including academic and career guidance that will be offered during and after the rotation; and
- Rotation Project Description

h. Mentor Biosketch and Recommendation (Required only for applicants applying with a pre-selected mentor)

Applicants must upload a copy of the mentor’s current NIH-format biosketch (5 pages maximum.) A template is provided if mentors do not already have a NIH-format biosketch.
6. **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.

If you have any issues, please contact grants@conquer.org.

**Application Submission Deadline**

The submitted online application, including all Reference Letters and transcripts, must be received by the deadline of **11:59 PM ET on October 31, 2019**. Please note that applicants are encouraged to submit early as no technical help will be available after 5:00 PM ET on the deadline.
APPLICATION SUBMISSION CHECKLIST

- Applicant (required)
- Institution (required)
- Contacts (required)
  - References (required for all applicants)
  - Mentor (required if applicant has a pre-selected mentor)
- Short Answer Questions (required)
- Uploads
  - Applicant Biosketch/CV, NIH Template provided (required) – 5 pages maximum
  - Personal Statement (required) – 5 pages maximum
  - Proof of US Citizenship and Residency (required)
  - Transcript or Letter of Good Standing (required)
  - References and Recommendations (two required)
  - Rotation Preferences Form (required)
  - Mentor’s Biosketch and Recommendation Letter (required for those with a pre-selected mentor)
    - Mentor Biosketch or Curriculum Vitae (5 pages maximum)
    - Mentor Recommendation letter (if applying with a pre-selected mentor, one of your references must be from your mentor)
  - Rotation Workplan (required for those with a pre-selected mentor)
- Review and Submit (required)