CONQUER CANCER FOUNDATION OF ASCO
RESIDENT TRAVEL AWARD 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/RTA 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 Resident Travel Award for Underrepresented Populations provides financial support for residents from underrepresented populations to attend ASCO’s Annual Meeting. The intention of this award is to attract residents from underrepresented populations to a possible career in one of the oncology specialties. This travel award will allow the recipients to travel to the 2020 ASCO Annual Meeting, where they will have the opportunity to meet oncologists and to understand the career possibilities in the field of oncology.

To be eligible, applicants must be of an underrepresented population as defined by the program eligibility criteria and be enrolled in an ACGME-accredited residency program required for future training in a cancer-related subspecialty (e.g., Internal Medicine considering Medical Oncology, Surgery considering Surgical Oncology, etc.). Please note that residents already enrolled in oncology programs (e.g., Radiation Oncology, etc.) are not eligible. Candidates must be U.S. citizens, U.S. nationals or permanent residents. Candidates must demonstrate an interest in pursuing oncology, and have a record of good academic standing.

The 2020 ASCO Annual Meeting will be held in Chicago, Illinois, from May 29-June 2, 2020. Recipients are required to attend certain Annual Meeting events on Friday, May 29th, Saturday, May 30th, and Sunday, May 31st, and must utilize this opportunity to attend the entire ASCO Annual Meeting. At the meeting, recipients will have the opportunity to interact with oncology professionals who will be available to offer career guidance and assistance in navigating the Annual Meeting.

Funding Available
The Resident Travel Award for Underrepresented Populations includes a $1,500 travel advance, complimentary Annual Meeting registration, and access to the Annual Meeting housing block. Please note: access to the housing block does not include the cost of the hotel room.

Note: Funds may be used to cover costs for the hotel, meals, and other travel-related expenses for the ASCO Annual Meeting. Access to the ASCO housing block does not cover the actual hotel costs.

Key Dates
Online Application Opens: August 1, 2019
Full Application Due: October 31, 2019
Notifications: April 2020

Income Tax Liability
Please note that the IRS requires reporting of payments over $600. Therefore, the $1,500 travel award to attend the Annual Meeting that the applicant will receive under the RTA 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 RTA. The applicant is recommended to consult a tax advisor regarding any further questions about taxes on the RTA funds he/she will receive.
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. **RECIPIENTS OF THE RESIDENT TRAVEL AWARD MAY BE REPORTED ON THE CMS OPEN PAYMENTS WEBSITE AS HAVING RECEIVED PAYMENTS OR TRANSFERS OF VALUE FROM MANUFACTURERS OF PHARMACEUTICAL DRUGS AND/OR DEVICES.** If there are any questions about reporting due to the Sunshine Act, please contact Gray Ladd, Manager, Grant Compliance, at 571-483-1700 or operations@conquer.org.

Disclaimer: The information on this section is not intended to provide legal advice. For legal advice concerning the Sunshine Act, the applicant must consult his/her institution or legal counsel. See the Terms and Conditions section for more information.
Eligibility
To be eligible for the Resident Travel Award for Underrepresented Populations, applicants must meet the following criteria:

• Be enrolled in an ACGME-accredited residency program required for future training in a cancer related subspecialty (e.g., Internal Medicine considering Medical Oncology, Surgery considering Surgical Oncology, etc.). Residents already enrolled in oncology programs (e.g., Radiation Oncology) are not eligible.
• Be a U.S. citizen, U.S. national or permanent resident;
• Be an ASCO member. Residents may be able to obtain a FREE ASCO membership by joining here: http://www.asco.org/membership/member-benefits/students-non-oncology-residents;
• Have not received the RTA previously;
• 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.”¹

Application Process

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

The online application will open on Monday, 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 asco.org/RTA. 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 Resident Travel Award.”

Applicants are not required to complete the entire application at one time. The application can be saved and return to until the application deadline. Once the 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 travel award. 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 a RTA award:

• Demonstration of an interest in pursuing oncology as a career;
• Demonstration of leadership, volunteerism and/or commitment to underserved populations or heath disparities;
• Letters of support; and
• Personal Statement.

Award Notification

Applicants will be notified if they have been selected to receive the Resident Travel Award for Underrepresented Populations in April 2020.

If you have questions about the Resident Travel Award 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 a RTA must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a RTA. This section of the RFA sets forth selected provisions of the Terms and Conditions that the applicant should review carefully before submitting an application for a RTA. 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.

As a condition of accepting this award, the Recipient must also complete an evaluation of the program and provide information on professional activities attended at the Annual Meeting and how these activities added value to the Recipient’s educational experience and exposure to the field of oncology. A link to this evaluation will be sent to the Recipient’s e-mail after the Annual Meeting.

Certifications, Representations, Warranties, and Covenants

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

General Requirements

(2) Recipient must:
- be enrolled in an ACGME-accredited residency program required for future training in a cancer related subspecialty (e.g., Internal Medicine considering Medical Oncology, Surgery considering Surgical Oncology, etc.). Residents already enrolled in oncology programs (e.g., Radiation Oncology) are not eligible;
- be a U.S. citizen, U.S. national or permanent resident;
- be an ASCO member;
- have not received the RTA previously;
- 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.”
Funds: Payment and Use

(3) The RTA awards to Recipient $1,500 to be used towards travel fare (economy-class), hotel, local transportation and meals related to attending the 2020 ASCO Annual Meeting. Funds may also be used to purchase ticketed education sessions at the 2020 ASCO Annual Meeting. The check will be sent via mail by the end of April/early May.

(4) Recipient will also receive complimentary registration for the 2020 ASCO Annual Meeting. If Recipient has already registered for the meeting, he or she will receive a credit or reimbursement after the meeting.

(5) Recipient agrees to contact Conquer Cancer (grants@conquer.org) immediately if he or she decides to cancel his or her attendance at the ASCO Annual Meeting. Recipient agrees to return award funds that have already been issued to him or her in full to Conquer Cancer. Recipient will be financially responsible for any costs associated with changing or canceling the travel arrangements unless the change is the result of a true emergency (e.g., death or serious injury or illness of the Recipient or an immediate family member).

(6) Recipient understands that Conquer Cancer shall comply with all IRS reporting requirements for payments. Some portion of the $1,500 that Recipient receives under the RTA 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 RTA funds you will receive.

Physician Payments Sunshine Act Information

(7) 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 Resident Travel 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 recipients of the Resident Travel 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.”

(8) To assist Conquer Cancer in complying with its reporting obligations to its supporters, the Recipient agrees to 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. Recipient agrees to submit this 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.

Required Participation and Reports/Surveys

(9) Recipient agrees to respond to Conquer Cancer’s request for information and complete surveys. It is the responsibility of the Recipient to 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.

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

Public Announcements and Acknowledgements

(11) 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 Resident Travel Award for Underrepresented Populations.”

(12) The Recipient is encouraged to use an emblem for the Conquer Cancer Foundation of ASCO Resident Travel Award 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.

The information presented in this 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. Training and Appointment Dates (required)
3. Organization (required)
4. Contacts (required)
   a. References (required for all applicants)
5. Short Answer Questions (required)
6. Uploads
   a. Applicant’s Biosketch/CV (NIH template provided, required)
   b. Personal Statement (required)
   c. Proof of US Citizenship and Residency (required)
   d. RTA Academic and Travel Verification Form (required, template provided)
   e. References and Recommendations (required)
7. 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** – Enter field of research training and field of clinical training. Also enter any additional race or ethnicity 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. **Training and Appointment Dates (required)**

   Enter the dates for:
   - Final Subspecialty Training Completion Date
   - Faculty Appointment Start Date (Select N/A if not applicable)

3. **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.
   - 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.
4. **Contacts (required)**

The RTA 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 (two required). One must be the Residency Program Director, and the other reference should be someone who has supervised or overseen the applicant’s academic or professional work.
  - 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 (*).

5. **Short Answer Question (required)**

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

- How did you hear about the Resident Travel Award (RTA) for Underrepresented Populations?
  - Answers may include: Facebook, LinkedIn, ASCO communication, Conquer Cancer email, etc.
- Enter your Post-Graduate Year (e.g., PGY-2, etc.).
6. **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;
- Future career goals in the field of oncology;
- Demonstrated leadership, volunteerism and commitment to underserved populations or health disparities; and
- How the award will impact your career.
c. 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.

d. RTA Academic and Travel Verification Form (required, template provided)
Applicants will be required to submit the RTA Travel and Academic Verification Form to verify that the applicant is in good standing and has permission to travel to the 2020 ASCO Annual Meeting.

e. Letters of Recommendation (required)
Applicants must upload no more than two (2) Letters of Recommendation:

- One recommendation from the applicant’s Residency Program Director; and
- An additional recommendation from someone who has supervised or overseen the applicant’s academic or professional work.

Letters of recommendation must be written on letterhead and include the following:

- Reference Contact Information, including:
  - Name
  - Title
- A statement of the reference’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.

7. 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 EST on the deadline.
APPLICATION SUBMISSION CHECKLIST

☐ Applicant (required)
☐ Training and Appointment Dates (required)
☐ Organization (required)
☐ Contacts (required)
  ☐ References
☐ 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)
  ☐ Travel and Academic Verification Form (required)
  ☐ Letters of Recommendations (two required)
☐ Review and Submit (required)