2020 CONQUER CANCER
CAREER DEVELOPMENT AWARD
IN PALLIATIVE & SUPPORTIVE CARE

REQUEST FOR PROPOSALS

Last Updated: June 29, 2020

Application Deadline: September 24, 2020

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

About Conquer Cancer

Conquer Cancer, the ASCO Foundation, funds research for every cancer, 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, we support groundbreaking research and education so both doctors and patients have the resources they need.

For more information, visit CONQUER.ORG.

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Purpose
The Conquer Cancer Career Development Award (CDA) in Palliative & Supportive Care provides funding to clinical investigators who have received their initial faculty appointment to establish an independent clinical cancer research program in palliative and supportive care.

Funding Available
The total award amount is $200,000 payable on or about July 1 in annual increments of $66,666 over three years. The number of CDA grants in each funding cycle is not predetermined by Conquer Cancer. Awards are given based on individual merit and the availability of funds.

In the event that the Conquer Cancer Grants Selection Committee selects more meritorious applicants than Conquer Cancer is able to fund, Conquer Cancer may contact the Sponsoring Institutions of applicants whose applications were determined by the Grants Selection Committee as meritorious to discuss the possibility Conquer Cancer and the Sponsoring Institution co-funding the CDA. Please see the section on Peer Review of Applications in this Request for Proposals (RFP) for more information about selection of CDA recipients.

Eligibility Criteria
The CDA is intended to support proposals with a clinical research focus. 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). Proposals must have a patient-oriented focus including a clinical research study involving human subjects. Proposals with a predominant focus on in vitro or animal studies (even if clinically relevant) are not allowed. Project proposals should have measurable outcomes during the three-year grant period.

Applicants must meet the following criteria:

- Be a physician (MD, DO, or international equivalent with explanation) working in any country.
- Be in the first to third year of a full-time primary faculty appointment in a clinical department at an academic medical institution at the time of grant submission. Faculty appointment should be **7/1/2017 or later**, as long as the application is submitted before the applicant has three full years as faculty. Faculty appointment may begin with the entry-level faculty position within the applicant's institution (i.e., Instructor/Lecturer, Assistant Professor, Assistant Member). 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.
- Have a valid, active medical license in the country where the research will be conducted at the time of application.
- Have completed productive postdoctoral research and demonstrated the ability to undertake independent investigator-initiated clinical research in palliative and supportive care.
- Be an ASCO Member or have submitted a membership application with the grant application. To apply for membership, or to renew your existing membership, please visit http://www.asco.org/membership.

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- Be able to commit more than 50% of full-time effort in research (applies to total research, not just the proposed project) during the award period.
- Have a mentor from the sponsoring institution who must provide a letter of support. If the mentor is not an ASCO Member, a supporting letter from an ASCO Member from the sponsoring institution must be included.
- Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.
- Applicants who hold concurrent career development awards (e.g., K23, K08, or any other type of career development award) must notify Conquer Cancer before they submit an application. Past recipients of training fellowships (e.g., Young Investigator Award or an F32 grant) are eligible. Applicants with institutional KL2/K12 grants are eligible to apply, but must notify Conquer Cancer if they have are currently funded by such an award. If there are questions regarding eligibility associated with previous and current grants received, applicants are encouraged to send an email to grants@conquer.org for clarification.
- Should not have been a Principal Investigator on any large project grants (e.g., R01 or international equivalent, or private foundation grants).
- Be up-to-date and in compliance with all requirements (e.g., progress reports, final reports, budget summaries, IRB approvals, etc.) of any past grants received from Conquer Cancer.

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.

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)
The award of the CDA 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/Programs/Pages/Programs.aspx
- http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx

For more information, see Terms and Conditions located in Appendix A.

Peer Review of Applications

The applications are reviewed by the Conquer Cancer Grants Selection Committee Career Development Award Panel using a multi-stage review process. Each application is assigned to at least two committee members who are leaders in their areas of expertise for independent and confidential review. 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:
- Potential for the applicant to pursue an academic clinical oncology career (~35%)
  - Prior research experience and accomplishments of the applicant during research training
  - Potential favorable impact on career development of the applicant
- Strength of the hypothesis-driven proposal with a clinical research focus (~35%)
  - A focus on patient-oriented clinical investigation (including an appropriate and detailed plan for advancing patient-focused research) Significance and originality of the proposed study and hypothesis
  - Appropriate and detailed statistical analysis plan
  - Appropriateness, feasibility, and adequacy of the proposed experimental design and methodology

Secondary Criteria:
- Strength of the mentor in supporting the applicant's proposal and in facilitating the applicant's career development (~20%)
  - Quality of the mentor and the plan for mentoring interactions with applicant
- Availability of institutional resources to support the proposed project (~10%)

Key Dates
Online Applications Open: **July 1, 2020**
Full Applications Due: **September 24, 2020 (11:59 PM ET)**
Updated Supporting Documentation Due**:**   **October 23, 2020**
Notification Date: **April 2021**
Award Term: **July 1, 2021 – June 30, 2024**

Application Changes

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

1. Withdrawal of Application. 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.

2. 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 this RFP. If the applicant is selected to receive a CDA, Conquer Cancer has the right in its sole discretion to withdraw the award.

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

4. 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.

Award Notification

Applicants can expect to be notified in April 2021 via email. All communication regarding applications, including award notifications, will be sent to the preferred email address on file. For questions, please email grants@conquer.org.

<u>Application Information Use and Sharing</u>

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, including through third party databases, 4) informing Conquer Cancer's grant making strategies and policies, and 5) for other legitimate purposes in keeping with Conquer Cancer's Privacy Policy and charitable mission. 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.

In addition, 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, for any purpose.

The details of 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 of such proposals.

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, the Dimensions database, or any other similar database.

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.

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 application portal at awards.asco.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 September 24, 2020**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on September 24.

Any updated supporting documentation (e.g., 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.) must be sent to grants@conquer.org no later than COB on **October 23, 2020.** Please note that these documents are optional, and only updates to documents submitted by the September 24th deadline will be accepted.

Helpful Tips for Using the Application Portal are included in Appendix B.

Application Guide

Sections of the full application are listed below. More details about each section, including requirements and instructions, are described in the next pages.

1. Applicant Information (required)
2. Project Information (required)
3. Mentor & Sponsor Invites (required)
   a. Mentor Biosketch and Letter of Support (required)
   b. Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
4. Project Timeline Form (required)
5. Personal Statement Form (required)
6. Budget (required)
7. Publication Form (optional) – maximum of two publications
8. Applicant's Biosketch (required)
9. Research Strategy (required)
10. Biostatistical Plan (required)
11. Cited References (required)
12. Patient Advocate Form (required)
13. Institutional Letter of Support from Department Chair or Dean (required)
14. Clinical Protocol (optional) – strongly encouraged
15. Supporting Documentation (optional)
16. Resubmission Documentation (required if application is a resubmission)
17. Institutional Approval (required)
18. Review and Submit (required)

1. **Applicant Information (required).** This section includes the following:
   - Applicant Information. This information is pulled directly from the applicant's ASCO account profile. If changes need to be made to the applicant's information, visit profile.asco.org. Make sure that the applicant's profile has the most up-to-date information. Changes made to the applicant's profile are not saved in real-time but will be reflected on this form before submitting the full application.
     - First Name
     - Middle Name
     - Last Name
     - Degree
     - Primary Organization Name
     - Address (including city, state, and zip code)
     - Country
     - Primary email address (all future communications about the application will be sent to this address)
     - ORCID ID
     - ASCO Member ID
   - Additional questions and required information. Answer the following:
     - Do you have a medical degree or international equivalent?
     - Do you have a full-time faculty appointment (this includes instructor position)?
     - Field of Clinical Training. Select all that apply
     - Field of Research Training. Select all that apply.
   - After completing this form, click **"Mark as Complete"**.

2. **Project Information (required).** This section includes the following proposed project information (all are required):
   - Research Project Title (250 characters maximum): Provide a short descriptive title of the research project.
   - Brief Research Project Description/Abstract (3000 characters maximum): Provide a brief abstract of the research project.
   - Lay Abstract (2500 characters maximum). Provide a layperson summary of the project. Describe the work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It should not include confidential information. If selected to receive an award, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
   - Specific Aims (5000 characters maximum per aim): Select the number of aims from the drop-drown list. Use a separate text box for each aim. 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.
   - Subject Area: Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
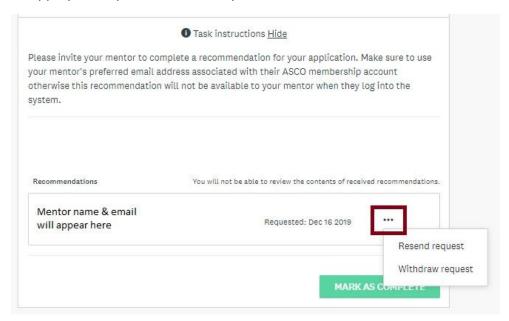
- Focus Area(s): Select all that apply. If "Other" is selected, provide information in the text field.
- Research Classification: Select a category that relates to the research project. The list has six broad categories of scientific interest in cancer research.
- Type of Research Study: Select the type from the drop-down list to indicate if the research project is "Clinical", "Pre-clinical", or "Health Services Research".
    - If "Clinical" is selected, indicate the clinical trial phase and clinical trial number or identifier.
- Assurances:
    - Animal Use. Indicate whether animals will be used in the research. If yes, select the appropriate status.
        - If the status is Approved, enter the IACUC Approval Date, Expiration Date, and Number.
        - If the status is Exempt, enter the Exemption Number.
    - Human Subjects. Indicate whether human subjects will be involved in the research. If yes, select the appropriate status.
        - If the status is Approved, enter the IRB Approval Date, IRB Expiration Date, and Assurance Number.
        - If the status is Exempt, enter the Exemption Number.
- Use of Drug(s): Indicate if the research involves the use of drug(s). If yes, enter the name of the drug(s) and the drug manufacturer(s). It is highly encouraged to include a letter from the manufacturer(s) or supplier(s) that they will provide the drug in the Supporting Documentation section of the application.
- Resubmission: Select "Yes" or "No" from the drop-down list to indicate if the application is a resubmission of a previous application.
- How many mentors do you have?
    - Select the number of mentors the applicant has.
    - Indicate if the mentor is an ASCO member (if not, the applicant will be required to invite a Sponsor, who must be an ASCO member)).
    - NOTE: It is important to enter the correct information, as it will affect which forms are required to be completed in the application.
- After completing this form, click **"Mark as Complete"**.

3. **Mentor and Sponsor Recommendation (required)**
   - The mentor must be from the applicant's sponsoring institution. For questions about selecting a mentor, contact grants@conquer.org.
   - If it is indicated that the mentor is not an ASCO member, a Sponsor Invite appears in the left navigation. The sponsor must be an ASCO member from the applicant's sponsoring institution and is only required when the mentor is not an ASCO member.
   - To request a recommendation from the mentor or sponsor:
     - Click "Request a Recommendation".
     - Enter the First name, Last name, Email address, and a brief message (optional) to the mentor or sponsor.
       - **IMPORTANT**: If the mentor is an ASCO member, make sure to enter the email address associated with the mentor's ASCO user account, otherwise this recommendation will not be available to the mentor when he/she logs in the system. If an incorrect email address is used, withdraw the request and create a new request using the correct email address.
     - Click "Send Request".
     - The mentor receives an email with an invite to complete the recommendation by submitting a Biosketch and a Letter of Support.
     - If a sponsor was invited, the sponsor receives an email with an invite to complete the recommendation by submitting a Biosketch and a Letter of Support.
     - When they click "Start" they will be asked if they wish to Accept or Decline the recommendation request from the applicant. Upon accepting, the mentor and sponsor will be able to complete and submit the recommendation within the site.
     - The applicant will be notified by email when the mentor or sponsor makes a decision to Accept or Decline the recommendation.
   - To resend or withdraw the request, click the ellipsis (…) near the mentor's name and email and select the appropriate option from the drop-down list as shown below.

- **IMPORTANT**: The mentor and sponsor must complete their task and click "Submit" prior to the application deadline. The applicant will not be able to submit the application until these tasks are submitted. Once the mentor and sponsor have submitted their documents, return to this task and click **"Mark as Complete"**.

Mentor must submit the following:
- Mentor's Biosketch. The mentor must use the NIH biosketch template with an expiration date of 02/28/2023. The biosketch must not exceed more than five (5) pages. To complete the biosketch, 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 within the first three years of a full-time, faculty appointment 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 there is more than one mentor, a biosketch and letter of support is required from each. ***Applicants should not have more than two mentors.***

The Applicant will be notified when the mentor submits a recommendation. The mentor must click "**Submit**" at the bottom of the page to trigger the email. The applicant will not be able to view the documents submitted by the mentor.

If there is a Sponsor, the Sponsor must submit the following:
- Sponsor's Biosketch. The Sponsor must use the NIH biosketch template with an expiration date of 02/28/2023. 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 within the first three years of a full-time, faculty appointment 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
  - Assurance that the applicant's sponsoring institution will provide adequate facilities and support for performance of the proposed work

The applicant will be notified when the sponsor submits a recommendation. The sponsor must click "**Submit**" at the bottom of the page to trigger the email. The applicant will not be able to view the documents submitted by the sponsor.

4. **Project Timeline Form (required, template provided).** Enter each major project milestone/activity, a brief description, the expected completion date, the status and if it 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.

   Download the template, then update the following:
   - Enter the name of the milestone/activity
   - Enter a description of the milestone/activity
   - Enter the expected date of completion
   - Indicate whether the milestone/activity is a deliverable
   - Select the appropriate status
   - Do not enter any comments.

   Click "Attach File" and select the file to be uploaded in the application.

   Use this file naming convention: *[year program abbreviation]_Timeline_[last name] (e.g., 2021CDA_Timeline_Smith)*

   After completing this form, click **"Mark as Complete"**.

5. **Personal Statement Form (required).**
   Enter answers to the following questions. Cutting and pasting from a Word document is allowed. Each response must not exceed 2,000 characters.
   - <u>Applicant's career plan</u>. Provide a brief description of the applicant's career plan.
   - <u>Impact of award on applicant's career</u>. Provide a brief explanation on how receiving this award would affect the applicant's career.
   - <u>Percentage time of research activities</u>. Provide the percentage of time the applicant will spend on total research activities.
   - <u>Applicant's role</u>. Describe briefly the applicant's role versus the mentor's role in the proposed research study.
   - <u>Sources of salary support</u>. List the applicant's sources of salary support.
   - <u>Collection and support of data</u>. Briefly describe who will collect and analyze the data.
   - <u>Clinical potential of research project</u>. Briefly describe the clinical potential of this research project.
   - <u>Other funding sources</u>. List other funding agencies/organization where this research proposal was or will be submitted. If none, please indicate N/A.

After completing this form, click **"Mark as Complete"**.

6. **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 applicant'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 in the "Description of Costs" column. Enter N/A for budget categories not being requested. The direct and indirect costs will calculate automatically at the bottom of the page as entered.

Budget Guidelines:
*   Total Award: The total award amount is $200,000 payable on or about July 1 in annual increments of $66,666 over three years. The total cost requested per year should not exceed $66,667. The total budget requested must be exactly $200,000. During the award period, at least 80% of the yearly budget must be expended by the end of each reporting year as a condition of approval for new funds.
*   Research support: At least $59,966 per year should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, professional membership dues, tuition fees, and other fees for academic courses are unallowable costs. Salary limits will be equivalent to the NIH applicable limit.
*   Travel: Up to $2,500 per year should be allotted specifically for the applicant's travel to the annual meeting and for any other travel essential to conducting the study. Attendance is **mandatory** at the Conquer Cancer Grants and Awards Ceremony, which will take place during the ASCO Annual Meeting in June 2021 immediately following acceptance of the grant. As the award term begins after the Grants and Awards Ceremony, Conquer Cancer approves costs incurred to attend the Ceremony as pre-award costs.
*   Indirect costs: Up to $4,200 per year (or 6.3% of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the applicant's institution in administering the research project.

After completing this form, click **"Mark as Complete"**.

7. **Publications (optional).** Up to two prior publications that highlight the applicant's experience and qualifications may be included. The applicant must be a co-author on these publications.

    To enter publications:
    - Select the total number of publications from the drop-down (1 or 2).
    - For each publication, enter the title, PubMed ID number, year, type, name, status, URL, and funding status.
    - Click "Attach File" and select the file(s) to be uploaded in the application. Use this file naming convention: *[year program abbreviation]_Publication 1_[last name] (e.g., 2021CDA_Publication 1_Smith)*

    After completing this form, click **"Mark as Complete"**.

8. **Applicant's Biosketch (required).** Applicants should use the NIH biosketch template provided with an expiration date of 02/28/2023. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these [instructions](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

    Click "**Attach File**" and select the file to be uploaded in the application.

    Use this file naming convention: *[year program abbreviation]_Biosketch_[Last name] (e.g., 2021CDA_Biosketch_Smith)*

    After completing this form, click **"Mark as Complete"**.

9. **Research Strategy (required).** The research strategy is limited to six (6) 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 6-page limit. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

    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.   <u>Approach</u>:

1.   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. Describe the rationale for how the exclusionary criteria for enrolling patients was designed.

2.   Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

3.   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 access to an experimental therapy or an approval letter from a CTEP or a cooperative group. NOTE: Applicants may send supporting letters regarding feasibility (e.g., proof of receipt of drug from a company, IRB approval, etc.) to grants@conquer.org until **October 23, 2020**.

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

5.   Clearly state the applicant's role in the project (e.g., 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.

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

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_ResearchStrategy_[Last name] (e.g., 2021CDA_ResearchStrategy_Smith)*

After completing this form, click **"Mark as Complete"**.

10. **Biostatistical Plan (required).** **Applications will be reviewed by a biostatistician.** 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. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

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.

The applicant 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.

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention*: [year and program abbreviation]_BiostatisticalPlan_[Last name] (e.g., 2021CDA_BiostatisticalPlan_Smith).*

After completing this form, click **"Mark as Complete"**.

11. **Cited References (required).** Upload a bibliography of any references cited in the Research Plan.

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_CitedReferences_[Last name] (e.g., 2021CDA_CitedReferences_Smith)*

After completing this form, click **"Mark as Complete"**.

12. **Patient Advocate Form (required). Applications will be reviewed by a patient advocate** based on how well the applicant explains the potential impact of the proposal. The response must be written in a way that it will be understood by people who do not have scientific or medical backgrounds. It is recommended that the applicant work with a patient advocate to develop the application. Applicants must seek to ensure that their clinical studies are well-designed and ethical, minimizing patient burdens.

In order to inform the reviewers of the applicant's proposed research's relevance for cancer patients and to ensure that his/her research is patient-focused, the applicant must answer the following questions as concisely as possible (200 words per question):
   1. Describe the clinical problem being addressed, its scope, and the impact the research could potentially have on this patient population.
   2. If the study is successful what will be the next steps in moving the research into clinical practice. Describe the potential barriers to accrual and/or retention.
   3. How does the applicant plan to engage patient advocates and relevant stakeholders in the design/implementation of your study and dissemination of the results?
   4. How will the results of this study improve a patient's quality of life?
   5. What burdens will the trial impose on patients? What has the applicant done in designing the study to minimize the burden to patients?

After completing this form, click **"Mark as Complete"**.

13. **Institutional Letter of Support from Department Chair or Dean (required).** A letter from the Department Chair or Dean from the applicant's sponsoring institution where the 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. This letter must be signed and on official letterhead. **If the letter is not signed and not printed on official letterhead, Conquer Cancer will return the application.**

Note: If the mentor is the Department Chair, the Institutional Letter of Support must come from the Dean.

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_InstitutionalLOS_[Last name] (e.g., 2021CDA_InstitutionalLOS_Smith).*

After completing this form, click **"Mark as Complete"**.

14. **Clinical Protocol (optional, strongly encouraged).** If the research project involves a clinical protocol, it is strongly encouraged to upload a copy of the protocol.

    Click "**Attach File**" and select the file to be uploaded in the application.

    Use this file naming convention: *[year and program abbreviation]_ClinicalProtocol_[Last name] (e.g., 2021CDA_ClinicalProtocol_Smith)*

    After completing this form, click **"Mark as Complete"**.

15. **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.

    Click "**Attach File**" and select the file to be uploaded in the application. Repeat this step to upload multiple files.

    Use this file naming convention for each document:
    [year and program abbreviation]_SupportingDoc_[number]_[Last name]
    (e.g., 2021CDA_SupportingDoc_1_Smith; 2021CDA_SupportingDoc_2_Smith; etc.).

    After completing this form, click **"Mark as Complete"**.

16. **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.

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention:
[year and program abbreviation]_Resubmission_[Last name]
(e.g., 2021CDA_Resubmission_Smith).

After completing this form, click **"Mark as Complete"**.

17. **Institution Approval (required).** The Authorized Official representing the sponsoring institution must approve the completed application (both the project proposal and the budget) before submission by completing the "Institution Approval" task. This individual is typically from the institution's Office of Sponsored Research. The task will not be available until all the required application tasks have been completed.

- To request a recommendation from the Institution Approver:
  - Click "**Request a Recommendation**".
  - Enter the First name, Last name, Email address, and write a message (optional) to the Institution Approver.
  - Click "**Send Request**". The Institution Approver will receive an email notification with the message.
  - If the Institution Approver accepts or decline the recommendation request, the applicant will receive an email notification.
- To resend or withdraw the request, click the ellipsis **(…)** near the Institution Approver's name and email and select the appropriate option from the drop-down list.
- **IMPORTANT:** The Institution Approver must complete his/her task and click "Submit" at the bottom of the page **prior** to the deadline. An email notification will be sent to the applicant confirming that the task has been completed.
- The applicant will not be able to submit the application until this task is submitted.
- Once the Institution Approver has submitted the task, return to this section and click **"Mark as Complete"**.

18. Review and Submit (required).
The applicant will not be able to navigate to this page until all required sections have been **"Marked as Complete"** and all tasks from the Mentor(s), Sponsor (if applicable), and Institution Approver have been submitted.

On the left navigation, click **"Review"** to review or **"Submit"** to submit the application.

To download a copy of the application, click "**My Applications**". Click the ellipsis **(…)** on the specific application and click "**Download**".

On the next screen, select the desired options and click "**Download**".

A new tab will open. Once the download is ready, click "**Download**". The application will be downloaded as a zip file.

APPLICATION SUBMISSION CHECKLIST

- ☐ Applicant Information (required)

- ☐ Project Information (required)

- ☐ Mentor(s) and Sponsor Recommendation(s) (required)
  - o Mentor(s) Biosketch and Letter of Support
    - ▪ Mentor Biosketch
    - ▪ Mentor Letter of Support
  - o Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
    - ▪ Sponsor Biosketch
    - ▪ Sponsor Letter of Support
- ☐ Project Timeline Form (required)

- ☐ Personal Statement Form (required)

- ☐ Budget (required)

- ☐ Publication Form (optional) – maximum of two publications

- ☐ Applicant's Biosketch (required)

- ☐ Research Strategy (required)

- ☐ Biostatistical Plan (required)

- ☐ Cited References (required)

- ☐ Patient Advocate Form (required)

- ☐ Institutional Letter of Support from Department Chair or Dean (required)

- ☐ Clinical Protocol (optional) – strongly encouraged

- ☐ Supporting Documentation (optional)

  - o Letter of biostatistical support (highly encouraged)
  - o Letters documenting the feasibility of the project
  - o Letter from a company that will provide an experimental agent
- ☐ Resubmission Documentation (required for resubmissions)

- ☐ Institution Approval (required)

- ☐ Review and Submit (required)

Appendix A. Terms & Conditions

Each applicant selected to receive a CDA, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order receive a CDA. 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 CDA. 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 $200,000, paid in three annual installment of $66,666, on or about July 1, 2021, 2022, and 2023, 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 6.3% of total costs will be applied to overhead or indirect costs of the Sponsoring Institution in administering the Research Project. At least $59,966 per year of the Award funds will be applied to research support. No more than $2,500 per year will be used to cover the Recipient's travel expenses (including to the ASCO Annual Meeting). Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit. Conquer Cancer will not make payment of the next installment of Conquer Cancer Funds unless the Recipient expends at least 80% of his or her yearly budget by the end of the applicable reporting year, or the Recipient has submitted an explanation that is satisfactory to Conquer Cancer, in its sole discretion, as to why this requirement was not met.

(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.

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

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

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

Requests for Budget Changes or Extensions

(12)   The Recipient may move funds of up to 5% of the total yearly budget ($3,333) 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.

(13)   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 application portal.

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

No cost-extensions of up to six months may be approved by Conquer Cancer in its sole discretion. Conquer Cancer may approve up to a maximum of three no-cost extensions.

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

(16)	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

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

Changes in Research Focus and Project Scope

(18)	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 application portal prior to performing any changes to the Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

(19)	Major changes in research design require prior written approval from Conquer Cancer. A request must be submitted by the Recipient through the application 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.

(20)	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 annual progress report.

Institution Transfer

(21)	If the Recipient accepts an appointment at another institution during the Award Period, and desires to have the Research Project transferred to the new institution, the Recipient will submit a request through the application portal to transfer the Award to the new institution at least 60 days before the anticipated date of transfer. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Award may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Research Project in a manner in which it was originally approved by Conquer Cancer. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Award to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the Research Project to Conquer Cancer. The new institution

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

(22)   If the Recipient is unable or not permitted to transfer the grant to a new institution, the Recipient and the Sponsoring Institution will relinquish the Award and any unexpended funds and funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

Program Reporting

(23)   Throughout the Award Period, the Recipient will submit expenditure reports and progress reports regarding the Research Project through the application portal. It is the responsibility of the Recipient to submit the reports in a timely manner. Conquer Cancer may contact appropriate persons connected to the Research Project to ensure the progress reports and expenditure reports are received as required. Recipient and Sponsoring Institution will comply with the then-current procedures of Conquer Cancer regarding submission of progress and expenditure reports.

(24)   Noncompliance with any of these Terms and Conditions, including failure to submit progress or expenditure reports, may result in the withholding of payment on this Award or other awards of Conquer Cancer in effect at the Sponsoring Institution, or on Conquer Cancer awards that may be awarded in the future, or such other action deemed appropriate by Conquer Cancer.

(25)   Any unobligated balance must be returned in full to Conquer Cancer along with the final expenditure report. The check should be made payable to the "Conquer Cancer, the ASCO Foundation."

Post-Award Reporting Obligation

(26)   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 application portal using the "Career Progress" 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.

(27)   Conquer Cancer reserves the right to include information relating to the 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.

Physician Payments Sunshine Act

(28)   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/practice-policy/policy-issues-statements/asco-in-action/physician-payment-sunshine-act-additional. The Sunshine Act requires manufacturers of pharmaceutical drugs and devices, as well as group purchasing organizations, to report payments or transfers of value made to teaching hospitals and U.S. licensed physicians. (Please see the following excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. "As required by section 1128G(e)(11) of the Act, we proposed to define ''physician'' as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.") Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency. Conquer Cancer understands that payments made through the Conquer Cancer Career Development Award are reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Conquer Cancer Career Development Award that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer's understanding is that payments made to the Recipient of the Conquer Cancer Career Development Award are reportable as research grants under the Sunshine Act.

(29)   The Sunshine Act requires that all reportable payments or transfers made starting August 1, 2013 be reported to CMS. To assist Conquer Cancer in complying with its reporting obligations to its supporters, the Recipient agrees to provide information to Conquer Cancer, including: State of License; State License Number; National Provider Identifier (NPI) Number; and, Name of related covered drug, device, biological or medical supply. Recipient must submit the information through the application portal by the due date specified.

(30)   The information on this Terms and Conditions is not intended to provide legal advice. For legal advice concerning the Sunshine Act, please consult your institution or legal counsel.

Provision of Information to Funder

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

(32)   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

(33)   Conquer Cancer strongly encourages Recipient to submit the results of Research Project for publication or other public release. In the event the Recipient's results are published or

otherwise publicly released either during or after the Award Period, the Recipient will provide Conquer Cancer with a copy of such publication or public release.   All publications and public releases will include an acknowledgment of Conquer Cancer and Funder (see Public Announcements and Acknowledgment).

(34)	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

(35)	Conquer Cancer will announce the Award and other recipients of the Conquer Cancer Career Development 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.

(36)	The Recipient and the Sponsoring Institution will acknowledge the support of the Conquer Cancer 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 Career Development 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® or Conquer Cancer®, or the Funder."

(37)	The Recipient is encouraged to use an emblem for the Conquer Cancer Career Development 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

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

Appendix B. Helpful Tips for Using the Application Portal

Getting Started
To access the application portal, go to **awards.asco.org**
- *If you have an existing ASCO account,* use your ASCO credentials to log into the application portal. If you are having issues logging in, click the "Need Help?" link in the "Log-in" page.
- *If you do not have an ASCO account,* go to awards.asco.org and click "Log-in" in the top right corner of the screen. On the next screen, click "Create Account" and follow the prompts to complete your account setup and create a password. After your account is set up, you will be returned to the application portal.
- *To initiate an application,* once logged into the application portal, click "View Programs", select the program "Career Development Award", and click "**Apply**".

Eligibility Quiz
You will first be asked to complete an eligibility quiz. Once you have answered each question, click "**Mark as Complete**". If you are eligible, you will automatically have access to the full application and you will see the different sections of the application along the left navigation (e.g., Applicant Information). Select any section to begin working on your application. If you have any questions regarding eligibility, contact grants@conquer.org.

Navigating the Application
- Click "Save and Continue Editing" at the bottom of the page as you go through the application.
- When finished with a particular task (e.g., Project Information), click "Mark as Complete" at the bottom of the page to validate task completion.
- If you need to edit a task after it has been Marked as Complete, click the ellipsis **(…)** on the top right corner of the task as shown below. Select "Edit" to reopen the form.
  - *IMPORTANT! Do NOT click "Reset" as this will delete previously entered data!*
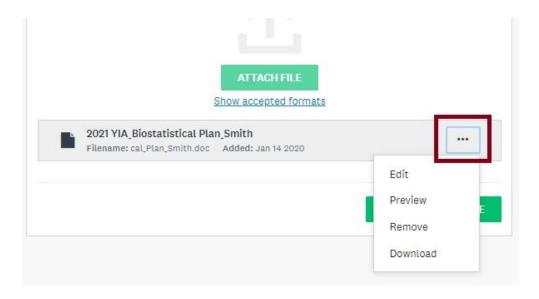
Receiving Notifications

Add awards@mail.asco.org and grants@conquer.org to your safe senders list to ensure you receive timely notifications associated with recommender task submissions, application submissions, etc. If you are not receiving notifications, check your junk/spam folders first, then contact grants@conquer.org for additional assistance.

Uploading a Document

- Click "Show accepted formats" to determine the file formats accepted. Documents should not be password protected.
- Documents must follow the file naming convention and requirements for page limits, margins, and fonts (see individual application sections for details). **If any document you uploaded does not meet the specific criteria, Conquer Cancer will return your application.**
- To upload a document, click "**Attach File**" and select the file to be uploaded.
- To edit a file name, click the ellipsis **(…)** next to the file name as shown below. Select "Edit" and enter the new file name based on the file naming convention.
- To remove or replace an uploaded document, click the ellipsis **(…)** next to the file name as shown below. Select "Remove" then click "Attach File".

Requesting a Recommendation

- As part of your application process, you will need to "Request a Recommendation" from third parties such as a Mentor, Sponsor, and Institution Approver. Click on the task and fill in the details of the Recommender including the First Name, Last Name, Email, and a brief message (optional) to send the Recommender. Once the information is submitted, an automated email will be sent to the Recommender letting them know that they've been asked to provide a recommendation. When the recommendation is submitted, you will be instantly notified.

- If the Recommender didn't receive an email invite, confirm that you sent the invite to the correct email address and there are no spelling errors, ask the Recommender to check their junk/spam folder, or resend the Invitation.

- To resend or withdraw the request, click the ellipsis **(…)** near the Recommender's name and email and select the appropriate option from the drop-down list as shown below.