

2021 CONQUER CANCER LONG-TERM INTERNATIONAL FELLOWSHIP (LIFe)

REQUEST FOR PROPOSALS

Last Updated: June 29, 2020

Application Deadline: January 14, 2021

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

Please visit asco.org/LIFe 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 Long-term International Fellowship (LIFe) provides early-career oncologists in low- to middle-income countries the support and resources needed to advance their training by deepening their relationship with a mentor in the United States, Canada, or European Union (EU). During a one-year Fellowship, the recipients receive valuable training and experience, which they will use to effect change in cancer care in their home country. Fellowships are a combination of clinical training and clinical and laboratory research in accordance with institutional rules and regulations. Recipients are expected to return to their home institutions within one year of completing the Fellowship and disseminate the knowledge they have gained.

Funding Available

For 2021, one Fellowship is available for a recipient from any country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Appendix A for the list of countries) working in any cancer-related specialty area. Additional Fellowships may be awarded as funding becomes available. Fellowships are given based on individual merit and availability of funds.

The Fellowship total is \$115,000 USD for one year and will be paid in two equal installments. Any costs in excess of \$115,000 are the responsibility of the host institution.

Funds will be paid to the U.S., Canadian, or European Union institution that is hosting the LIFe recipient prior to the Fellowship start date. The host institution will be responsible for the administrative and financial management of the Fellowship. Any funds not spent on the Fellowship will be returned to Conquer Cancer.

Eligibility Criteria

Applicants must meet the following criteria in order to qualify for the LIFe:

1. Must be a Full Member of ASCO, or a pending member awaiting acceptance. To apply for new membership, or to renew an existing membership, go to <http://www.asco.org/membership>.
2. Must be a physician (MD, DO, or international equivalent) who has completed a subspecialty training program (such as hematology-oncology fellowship or radiation oncology residency) or the equivalent.
3. Must be a citizen of a country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Appendix A for the list of countries).
4. Must have less than 10 years of experience in the field of oncology.
5. Must **not** have received more than one year of training in the United States, Canada, or the European Union (for instance, attended medical school, participated in internships, fellowships, research positions or residency programs).
6. Must **not already** be at the host institution at the time of application submission. This Fellowship cannot be used to extend an existing fellowship or program of work.
7. Must commit to returning to their home country within one year following the completion of the Fellowship.
8. Must have a pre-existing relationship with a mentor who is a Full Member of ASCO and is employed at a U.S., Canadian, or E.U. institution with sufficient infrastructure to provide for a one-year fellowship.

Please note that applicants who receive the LIFe will be required to:

1. Possess and keep current a valid passport issued by their country of citizenship;
2. Obtain a valid visa and provide evidence to Conquer Cancer of their visa status;
3. Comply with the requirements governing their stay in the U.S., Canada, or the E.U.; and
4. Maintain a legal visa status throughout the duration of the Fellowship.

LIFe recipients must have visa sponsorship for the full period of the fellowship. Funds will not be disbursed to the host institution without proof of a valid visa. Questions about sponsorship and acceptance of foreign nationals to a fellowship program, or visa application requirements, should be sent to the host institution. Conquer Cancer does not sponsor visas.

Conquer Cancer reserves the right to evaluate and determine an applicant's eligibility based on the information and justifications included in the application materials. Questions about eligibility, application process, and application requirements should be sent via email to grants@conquer.org.

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/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 CMS-designated 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 may be 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. **U.S.-LICENSED PHYSICIANS OR CMS-DESIGNATED TEACHING HOSPITALS WHO ARE PARTICIPANTS IN LONG-TERM**

INTERNATIONAL FELLOWSHIPS 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.

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

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)

The award of the LIFe is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions and embargoes (including but not limited to those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Proposals, any grant award is contingent on Conquer Cancer's ability to transfer grant funds to the sponsoring institution and/or individual(s) and support the research project to be conducted by the applicant in compliance with all applicable legal requirements. **Conquer Cancer will not accept applications and/or make grant awards to sponsoring institutions or individuals in those countries that are subject to U.S. sanctions or that require Conquer Cancer to obtain a license from the Office of Foreign Assets Control.** If it is impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, the grant will not be awarded to the sponsoring institution and/or individual. If, after payment of the first installment of a grant award, it becomes impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, then Conquer Cancer shall have no obligation to pay additional installments of the grant award. It is the responsibility of the sponsoring institution and the applicant to provide Conquer Cancer with the information or lawful means that permit Conquer Cancer to transfer the grant funds in compliance with all legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control are:

- <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>
- <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

Additional Terms and Conditions are located in Appendix B.

Peer Review of Applications

Applications are reviewed for completeness, and selection is made by the Conquer Cancer LIFe Subcommittee, which consists of current and/or former members of Conquer Cancer Grants Selection Committee and ASCO's International Affairs Committee.

Selection will be made using the following criteria:

- High level of oncologic need in applicant's home country.
- Strong merit and potential of applicant including clinical training, board certification, scholarly activity, and limited training (less than one academic year) in the U.S., Canada, or the European Union.
- Fellowship plan which includes didactic opportunities (tumor board, research meetings) and clinical shadowing experience.
- An applicable, achievable, and publishable research project.
- Support from the home institution including ability to assist the applicant with implementing the results of the research project and to continue researching in the area of interest.
- A host with strong academic and professional status and a background in the area of fellowship research focus who agrees to provide appropriate supervision to the applicant over the course of the fellowship.
- A host institution with applicable academic focus, accreditation, and an active clinical fellowship program.

Key Dates

Online Applications Open: **July 1, 2020**
Full Applications Due: **January 14, 2021 (11:59 PM ET)**
Award Notification Date: **April 2021**
Grant Term: **July 1, 2021 – June 30, 2022***

**Requests for alternate start dates will be reviewed on a case-by-case basis.*

Application Changes

The Principal Investigator 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 Principal Investigator's name, the title of the proposal, and the reason for withdrawing the application.
2. Change of Institution or Position. The Principal Investigator has a career plan change, leaves his/her current position in the Applicant Organization, or is unable to meet the eligibility requirements of this RFP. If the applicant is selected to receive an award, Conquer Cancer has the right in its sole discretion to withdraw the award.

3. Change in Proposal (Scope, Timeline, Budget, etc.). The Principal Investigator 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 Principal Investigator 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.

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, 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 ASCO and 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 January 14, 2020**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on the due date.

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

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.

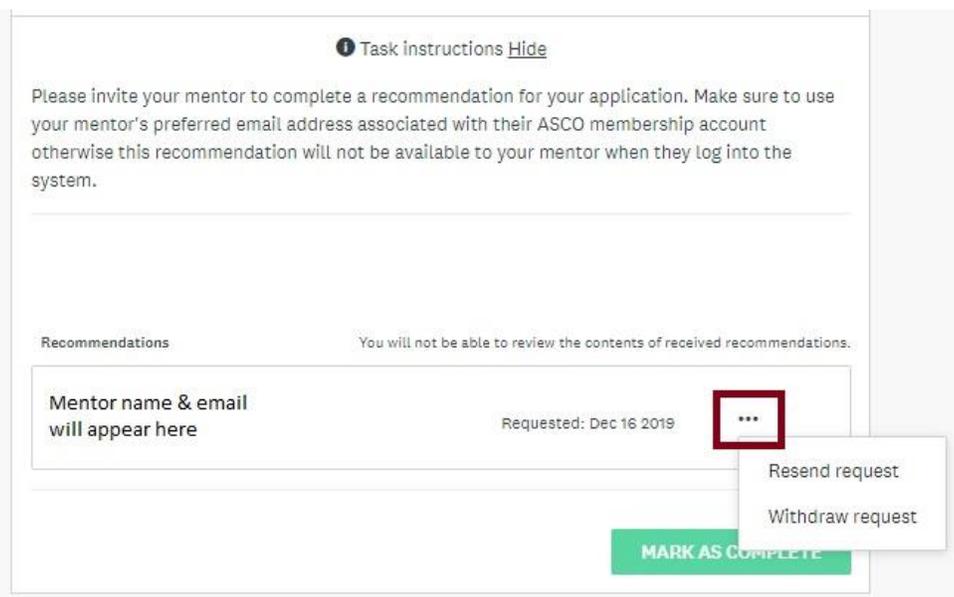
1. Applicant Information (required)
2. Project Information (required)
3. Mentor Invite (required)
 - a. Mentor Biosketch (required)
 - b. Fellowship Description from U.S., Canadian, or E.U. Mentor (required)
 - c. Mentor Letter of Support (required)
4. Personal Statement (required)
5. Budget (required)
6. Publications (optional, maximum of two publications)
7. Applicant's Biosketch (required)
8. Letter of Recommendation from the Home Institution (required)
9. Institutional Approval (required)
10. 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 the Grant, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
 - 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: 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.
- 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 Recommendation (required).**

- To request a recommendation from the mentor:
 - Click “Request a Recommendation”.
 - Enter the First name, Last name, Email address, and a brief message (optional) to the Mentor.
 - **IMPORTANT:** Make sure to use 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, a Fellowship Description, and a Letter of Support.
 - When the mentor clicks “Start” he/she will be asked to Accept or Decline the recommendation request from the applicant. Upon accepting, the mentor will be able to complete and submit the recommendation within the site.
 - The applicant will be notified by email when the mentor 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 must complete his/her 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 has submitted his/her 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, please refer to these [instructions](#).
- Fellowship Description. The mentor must provide a description of the proposed Fellowship (one page maximum). This document should:
 - Describe the educational opportunities to be provided (for example, opportunities for clinical shadowing, attending tumor boards or research meetings, or other educational opportunities);
 - Explain how the research project will benefit the applicant and his/her home country; and
 - Describe the host institution and its accreditations and why it is a good learning environment for the applicant.
- Letter of Support. The mentor should upload a letter of support detailing how long he/she has known the applicant, in what capacity, and why he/she supports the application. If a mentor has previously collaborated with the applicant or has plans to visit the applicant's home country, this should also be detailed in the letter.

By submitting these required documents, the mentor agrees to the following:

- Mentor understands that Conquer Cancer's financial commitments are final, and that their institution is responsible for any and all excess costs.
- Mentor agrees to return to Conquer Cancer any unused portion of funding at the end of the Fellowship period or due to early termination of the Fellowship. Any renewal of the Fellowship for an additional year will be at the joint wishes of the host and recipient, and at no cost to Conquer Cancer.
- Mentor declares that their institution will be responsible for all logistical arrangements, including necessary paperwork; travel arrangements; assisting the recipient in securing safe, affordable housing; and all other matters.
- Mentor will ensure that the recipient attends the ASCO Annual Meeting that occurs during the Fellowship term.

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.

4. 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.

- How do the activities proposed in your Fellowship and research project address a need in your home country? How will this Fellowship benefit your home institution and cancer care in your country? Describe any relevant infrastructure available in your institution.
- Describe your relationship with your mentor, and why you have chosen him/her for the LIFe fellowship.
- Briefly describe your background in the area of your proposed Fellowship.

After completing this form, click “**Mark as Complete**”.

5. Budget (required). The Fellowship funds will be directed to the sponsoring institution and should be used towards salary support, research costs, travel, etc., which are necessary for the pursuit of the recipient’s fellowship project.

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 include:

- Total Award: The award total is \$115,000 USD for one year, and will be paid in two equal installments, six months apart. Any costs in excess of this amount are the responsibility of the mentor’s institution. The proposed budget must not exceed the total award amount.
- Personnel Support: Award funds in this category can only be budgeted for the applicant’s salary and fringe benefits (for example, health insurance, life insurance, disability coverage, paid vacation time, paid holidays, retirement plans, etc.)
- Research Support: No more than \$20,000 must be budgeted to research support. This includes supplies or equipment for the applicant’s research project. Budgeted items must be consistent with available institutional facilities and resources.
- Travel: Funds should be allotted specifically for the Applicant’s travel between his/her home country and the institution in the United States, Canada, or the European Union where the Fellowship will be carried out, as well as travel expenses for attending Conquer Cancer’s Grants and Awards Ceremony. The applicant may also wish to attend the Annual Meeting that is held the following year – this decision should be made jointly by the applicant and mentor.
- Indirect Costs: Up to \$15,000 may be allocated for institutional overhead or Facilities and Administrative (F&A) costs.
- Unallowable Expenses: Funds may **NOT** be used to pay for ASCO Membership Fees, patient care costs that are reimbursable by a third-party payor, tuition and fees for courses or classes, or any costs that are not directly related to the research project.

The following is a SAMPLE budget. **Enter a detailed description or justification for each line item.**

<u>Direct Costs</u>	<u>Amount in USD(\$)</u>
Personnel (Salary + Fringe Benefits)	\$75,000
Research	\$20,000
Travel**	\$5,000
Other Expenses	\$0
Subtotal Direct Costs	\$100,000
<u>Indirect Costs</u>	
Institution Overhead	\$15,000
Subtotal Indirect Costs	\$15,000
TOTAL COST (Direct Costs + Indirect Costs)	\$115,000

** *Travel may be increased if the applicant wishes to attend two ASCO Annual Meetings – the meeting held before the fellowship begins + the meeting held the following year.*

NOTE: The budget TOTAL COST should not exceed \$115,000.

After completing this form, click “**Mark as Complete**”.

6. **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., *2021LIFE_Publication 1_Smith*)

After completing this form, click “**Mark as Complete**”.

7. **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., *2021LIFE_Biosketch_Smith*)

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

8. **Letter of Recommendation from Home Institution (required)**.

Applicants are required to upload a Letter of Recommendation completed by the applicant's superior, Department Chair, or Institution Director from their home country institution. The letter must be signed, on official letterhead, and should include the following three elements:

- Explicit support for the applicant's participation in the Fellowship.
- A description of how the applicant's proposed research project will impact the institution.
- A commitment to the applicant's future employment at the institution following the completion of the Fellowship.

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

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

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

9. Institution Approval (required). The Authorized Official representing the host 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 host institution’s Office of Sponsored Research.

- 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”**.

10. 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 CHECKLIST

All required and optional (if filled out) sections must be marked as complete and uploaded documents must follow the prescribed file naming convention.

- Applicant Information (required)
- Project Information (required)
- Mentor Invite (required)
 - Mentor Biosketch and Letter of Support (required)
 - Mentor Biosketch
 - Fellowship Description from U.S., Canadian, or E.U. Mentor (required)
 - Mentor Letter of Support
- Personal Statement (required)
- Budget (required)
- Publications (optional, maximum of two publications)
- Applicant's Biosketch (required)
- Letter of Recommendation from the Home Institution (required)
- Institution Approval (required)
- Review and Submit (required)

Appendix A. World Bank Country Classification

**World Bank List of Countries Classified As
Low-Income, Lower-Middle-Income, and Upper-Middle Income***

Low-Income Countries

Afghanistan	Ethiopia	Malawi	South Sudan
Benin	Gambia, The	Mali	Syrian Arab Republic
Burkina Faso	Guinea	Mozambique	Tajikistan
Burundi	Guinea-Bissau	Nepal	Tanzania
Central African Rep.	Haiti	Niger	Togo
Chad	Korea, Dem. People's Rep.	Rwanda	Uganda
Congo, Dem. Rep.	Liberia	Sierra Leone	Yemen, Rep.
Eritrea	Madagascar	Somalia	

Lower-Middle-Income Countries

Angola	El Salvador	Micronesia, Fed. Sts.	Solomon Islands
Bangladesh	Eswatini	Moldova	Sudan
Bhutan	Ghana	Mongolia	Timor-Leste
Bolivia	Honduras	Morocco	Tunisia
Cabo Verde	India	Myanmar	Ukraine
Cambodia	Indonesia	Nicaragua	Uzbekistan
Cameroon	Kenya	Nigeria	Vanuatu
Comoros	Kiribati	Pakistan	Vietnam
Congo, Rep.	Kyrgyz Republic	Papua New Guinea	West Bank and Gaza
Côte d'Ivoire	Lao PDR	Philippines	Zambia
Djibouti	Lesotho	São Tomé and Príncipe	Zimbabwe
Egypt, Arab Rep.	Mauritania	Senegal	

Upper-Middle-Income Countries

Albania	Cuba	Kazakhstan	Russian Federation
Algeria	Dominica	Kosovo	Samoa
American Samoa	Dominican Republic	Lebanon	Serbia
Argentina	Ecuador	Libya	South Africa
Armenia	Equatorial Guinea	Malaysia	Sri Lanka
Azerbaijan	Fiji	Maldives	St. Lucia
Belarus	Gabon	Marshall Islands	St. Vincent & the Grenadines
Belize	Georgia	Mauritius	Suriname
Bosnia & Herzegovina	Grenada	Mexico	Thailand
Botswana	Guatemala	Montenegro	Tonga
Brazil	Guyana	Namibia	Turkey
Bulgaria	Iran, Islamic Rep.	Nauru	Turkmenistan
China	Iraq	Paraguay	Tuvalu
Colombia	Jamaica	Peru	Venezuela RB
Costa Rica	Jordan	Romania	

***Country Classifications as of 6/18/20;**
may be subject to change depending upon updates from the [World Bank](#).

Appendix B. Terms & Conditions

Each applicant selected to receive a LIFe, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a LIFe. 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 LIFe. 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) 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) 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 Fellowship total is \$115,000 paid in two installments of \$57,500, on or about July 1, 2021, and January 1, 2022, subject to compliance by Recipient, Mentor, and Sponsoring Institution with these Terms and Conditions. The Fellowship funds will be paid to the Sponsoring Institution.
- (5) Budget Guidelines: No more than \$60,000 will be used for salary and \$15,000 for benefits relating to the Recipient; no more than \$20,000 will be applied to support the Research Project; no more than \$15,000 will be applied to overhead and indirect costs of the Sponsoring Institution in administering the Fellowship; and no more than \$5,000 will be used to cover the Recipient's travel expenses (specifically for the Recipient's travel between his/her home country and the Sponsoring Institution, as well as travel expenses for attending the Conquer Cancer Grants and Awards Ceremony). Any costs in excess of \$115,000 are the responsibility of the Sponsoring Institution.
- (6) Fellowship funds will not be used for expenditures incurred prior to the first day of the Fellowship Period (except for expenses related to travel to the Conquer Cancer Grants and Awards Ceremony) or after the last day of the Fellowship Period. No additional expenses may be paid from Fellowship funds after the earlier of Conquer Cancer's receipt of the Recipient's final expenditure report or the return of any unexpended funds to Conquer Cancer, which must be provided in accordance with specific paragraphs in the full Terms and Conditions.

- (7) At the end of the Fellowship Period, any unexpended funds and any funds expended inconsistent with the budget guidelines will be returned to Conquer Cancer.

Renewal of Fellowship

- (8) Any renewal of the fellowship will be at the joint wishes of the Recipient, Mentor, and the Sponsoring Institution and at no cost to Conquer Cancer. Any such renewal will be for a period of no longer than one (1) year following conclusion of the Fellowship Period. Immediately upon conclusion of any such renewal, Recipient shall fulfill his/her obligation to return to his/her Home Country in accordance with these Terms and Conditions. During any such renewal period, Recipient shall provide reports to Conquer Cancer every ninety (90) days regarding the status of his/her renewal and plans to return to his/her Home Country. The Recipient will notify Conquer Cancer of the renewal by submitting a request through the application portal least ninety (90) days prior to the expiration of the Fellowship Period.

Changes in Research Focus

- (9) 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.
- (10) Major changes in research design require the prior written approval of Conquer Cancer. A request will 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.
- (11) 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 semi-annual progress report.

Institution Transfer

- (12) The Recipient may apply to transfer the Fellowship to another institution along with transfer of the Mentor. The Recipient and Mentor will submit a request through the application portal to transfer the Fellowship to the new institution at least 90 days before the anticipated date of transfer. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Fellowship may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Fellowship. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Fellowship to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the budget guidelines to Conquer Cancer. The new institution will agree in writing to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Fellowship funds to the new institution.

Change of Mentor

- (13) If the Mentor becomes unable to continue the supervision of the Recipient's training, a replacement may be named by the Sponsoring Institution pending the prior approval by Conquer Cancer.

Program Reporting

- (14) Every six months during the Fellowship Period, the Recipient will submit expenditure reports and progress reports 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 Fellowship 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.
- (15) Noncompliance with any of these Terms and Conditions, including the failure to submit progress or expenditure reports, may result in the withholding of payment on this Fellowship 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.
- (16) 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-Fellowship Reporting Obligation

- (17) The Recipient is required to submit post-Fellowship reports following the completion of the Fellowship Period. Conquer Cancer will provide detailed instructions for completing the report. It is the responsibility of the Recipient to submit the report in a timely manner.
- (18) 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.
- (19) Conquer Cancer reserves the right to include information relating to the Fellowship in its periodic reports, annual reports, awardee directory, publicly accessible databases of privately funded grant awards, or in any other materials issued by or on behalf of Conquer Cancer or Conquer Cancer's affiliates.

Provision of Information to the Funder

- (20) The Recipient acknowledges, and agrees, and consents to Conquer Cancer providing that his or her current and future contact information may be provided to the Funder.
- (21) The Recipient acknowledges, and agrees, and consents to Conquer Cancer providing that progress and expenditure reports and copies of press releases relating to the Award Fellowship or the Research Project may be provided to the Funder.

Physician Payments Sunshine Act

- (22) 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 Long-term International Fellowship may be 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 Long-term International Fellowship 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 Long-term International Fellowship may be reportable as research grants under the Sunshine Act.
- (23) 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.
- (24) 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.

Publications and Other Public Release of Results

- (25) 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).

Public Announcements and Acknowledgments

- (26) The Recipient and the Sponsoring institution will acknowledge the support of Conquer Cancer in all publications and presentations of the research funded by the Fellowship. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Fellowship will contain the acknowledgment, "This work was funded by a Conquer Cancer Long-term International Fellowship, supported by the Funder. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology®, Conquer Cancer® or Funder."

Intellectual Property Rights

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

Appendix C. 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 “Long-term International Fellowship”, 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.

