

2021 CONQUER CANCER MEDICAL STUDENT ROTATION FOR UNDERREPRESENTED POPULATIONS

REQUEST FOR APPLICATIONS

Last Updated: October 23, 2020

Application Deadline: January 19, 2021

Conquer Cancer®, the ASCO Foundation
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571.366.9552 (Fax)
grants@conquer.org

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

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 Medical Student Rotation (MSR) for Underrepresented Populations provides clinical or clinical research rotations for U.S. medical students from populations underrepresented in medicine who are interested in oncology as a career.

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

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

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

If selected to receive an MSR, each recipient will be paired with a mentor for the rotation. The role of the mentor is to oversee the student in his or her rotation as well as to provide ongoing academic and career guidance following the rotation experience. Recipients may preselect a mentor for their rotation or ask for assistance in arranging a mentoring partnership with an ASCO member.

Following the rotation, recipients are **required** to attend the 2022 ASCO Annual Meeting, held from June 3-7, 2022 in Chicago, Illinois, where they can interact with oncology professionals. Recipients who attend the Annual Meeting will receive \$1,500 to cover travel expenses. Recipients are encouraged to remain involved with Conquer Cancer throughout medical school and beyond.

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

Funding Available

The MSR will award a \$5,000 stipend for the rotation plus \$1,500 for travel to the 2022 ASCO Annual Meeting. An additional \$2,000 will be provided to support the recipient's mentor.

Income Tax Liability

Please note that the IRS requires reporting of payments over \$600. Therefore, the \$6,500 (\$5,000 for the rotation and \$1,500 for travel to the 2022 ASCO Annual Meeting) that the applicant will

receive under the MSR will result in taxable income, and the applicant will be responsible for payment of any federal or state taxes due. The applicant will receive an information statement (IRS Form 1099-MISC) showing the total amount of the award under the MSR. *The applicant is recommended to consult a tax advisor regarding any further questions about taxes on the MSR funds he/she will receive.*

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

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

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

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

Key Dates:

Online Application Opens: August 15, 2020
Full Application Due: January 19, 2021
Award Notifications: April 2021

Eligibility

To qualify to receive the MSR, applicants must meet the following criteria:

- Be enrolled in a DO or MD program at a U.S. medical school;
- Be a U.S. citizen, U.S. national, or permanent resident;
- Be an ASCO member. Students may be able to obtain a FREE ASCO membership by joining here: <http://www.asco.org/membership/member-benefits/students-non-oncology-residents>;
- Have a record of good academic standing; and
- Be of an underrepresented population in medicine. Underrepresented in medicine (URM) is defined according to the Association of American Medical Colleges definition, as “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.” For the purposes of this program, races and ethnicities that have been identified as URM coincide with those in ASCO Workforce Diversity Strategic Plan, which “include but are not limited to American Indian/Alaska Native, Black/African American, Hispanic/Latino, and Native Hawaiian/Other Pacific Islander.”¹

Application Evaluation

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

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

Award Notification

Applicants 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.

¹ *Journal of Clinical Oncology*, Vol. 35, No. 22, 2017 pp. 2576-2579

Finding a Mentor

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

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

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

Mentor Requirements

Individuals must meet the following criteria in order to serve as a mentor for the MSR:

- Be an ASCO member;
- Commit to hosting an MSR recipient for a minimum of 4 weeks/35 hours per week or the equivalent of 140 rotation hours at his or her hospital or institution at a time mutually agreeable to the student and mentor;
- Assist the student in setting the goals and objectives at the start of the rotation; including helping the student determine their rotation project;
- Be willing to provide consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role;
- Obtain any necessary permission with the hospital or institution in which the student will be present for the rotation;
- If mentoring in a research environment, the mentor must ensure that research must have a direct patient-oriented focus including clinical trials and/or translational research involving human subjects; and
- Complete a student evaluation and program evaluation at the end of the rotation and mentor the student's writing of his/her rotation project summary.

Rotation Information

If selected to receive an award, recipients must commit to completing the rotation at a time that is mutually agreed upon by the student and mentor. The minimum time commitment is 4 weeks, 35 hours per week, or a total of 140 rotation hours. Although there is flexibility in accommodating the student's schedule, the rotation must be completed by March 31, 2022.

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

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

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

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

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

Application 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 Applications (RFA). 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 the due date**. 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 B.

Application Guide

There are two versions of the Application Guide:

- A. Applying WITH a mentor (begins on this page)
- B. Applying WITHOUT a mentor (go to page 17).

A. Application Guide – Applying WITH a Mentor

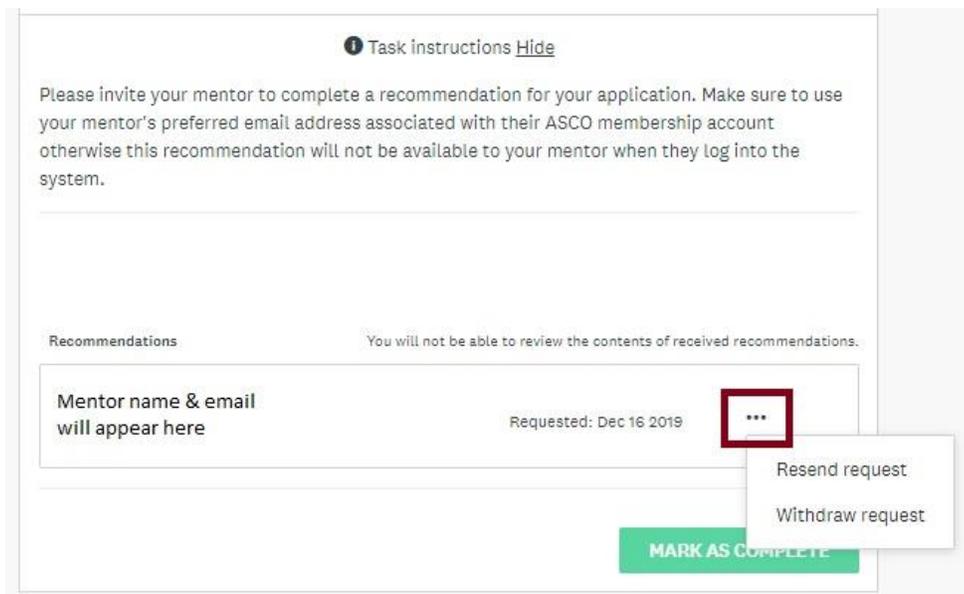
Sections of the full application are listed below. More details about each section, including requirements and instructions, are described in the next pages. The following sections are required for those applying **WITH** a pre-selected mentor.

1. Applicant Information (required)
2. Recommender Biosketch and Letters of Recommendation (no more than 2; one must be from the mentor)
3. Applicant's Biosketch (required)
4. Proof of US Citizenship and Residency (required)
5. Transcript or Letter of Good Standing (required)
6. Personal Statement (required)
7. Rotation Workplan (required if applicant has a pre-selected mentor)
8. 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
 - Race and Ethnicity (not visible in the application form)
 - 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:
 - Enter your estimated medical degree completion date.
 - List your current year in medical school (e.g., 1st, 2nd, 3rd, etc.).
 - Enter the date you completed or will complete your doctoral degree (optional).
 - May we contact you via email regarding other ASCO opportunities for medical students? (optional)
 - After completing this form, click "**Mark as Complete**".

2. Recommendation Letters (required).

- Applicants must upload no more than two Letters of Recommendation:
- One recommendation must be from the applicant’s academic advisor or a medical school instructor; and
- An additional recommendation must be from someone who has either:
 - Supervised or overseen the applicant’s academic or professional work, OR
 - If applying with a pre-selected mentor, the second reference must be from the applicant’s mentor.
- To request a recommendation:
 - Click “Request a Recommendation”.
 - Enter the First name, Last name, Email address, and a brief message (optional) to the Recommender.
 - **IMPORTANT:** Make sure to use the email address associated with the recommender’s ASCO user account, otherwise this recommendation will not be available to the recommender 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 recommender receives an email with an invite to complete the recommendation by submitting a Biosketch and a Letter of Recommendation.
 - When the recommender clicks “Start” he/she will be asked to Accept or Decline the recommendation request from the applicant. Upon accepting, the recommender will be able to complete and submit the recommendation within the site.
 - The applicant will be notified by email when the recommender makes a decision to Accept or Decline the recommendation.
- To resend or withdraw the request, click the ellipsis (...) near the recommender or mentor’s name and email and select the appropriate option from the drop-down list as shown below.



- **IMPORTANT:** The recommender 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 recommender has submitted his/her documents, return to this task and click “**Mark as Complete**”.

Recommender must submit the following:

- Recommender’s Biosketch. The recommender 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 Recommendation. Letters of recommendation must be written on letterhead and signed, and contain reference’s contact information, including name and title. They should also include the following:
 - A statement of the recommender’s relationship to the applicant;
 - An illustration of why the applicant is an outstanding candidate for this award; and
 - A description of how this program would benefit the applicant’s overall career development.
 - The mentor’s recommendation letter should also confirm that the rotation will be completed no later than March 31, 2022.

The applicant will be notified when the recommender submits a recommendation. The recommender 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 recommender(s).

3. 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.**

Applicants must ensure that their biosketch includes information pertaining to their medical school education and any applicable demonstration of leadership, volunteerism, and/or commitment to underserved populations or health disparities.

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., *2021MSR_Biosketch_Smith*)

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

4. Proof of US Citizenship or Residency (required)

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

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

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

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

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

5. Official Transcript (required)

Applicants must upload a copy of an official medical school transcript. An unsealed transcript that has been watermarked as official is acceptable. If the applicant only has an unofficial transcript, please contact grants@conquer.org.

Note for first year students: If the applicant is a first-year student and does not have a transcript, they are required to provide a letter from their registrar or dean verifying enrollment and good academic standing. Please note that the letter must be submitted on institutional letterhead and must include the signature and contact information of the registrar or dean.

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

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

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

6. **Personal Statement Form (required)**

Applicants must upload a signed and dated personal statement. This statement should be in Arial 11-point font, with one-inch margins, and should not exceed five (5) pages. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Applicants will be scored based on the content of the personal statement. In the personal statement, they should describe the following:

- Interest in pursuing a career in clinical oncology;
- Current and future career goals;
- Demonstrated leadership, volunteerism and commitment to underserved populations or health disparities.
- Goals for the MSR rotation, what the applicant hopes to gain from the mentorship experience, and how having a mentor will benefit them.
- Objectives for the rotation and the role the applicant would like to have in the project.
- How receiving an MSR award will impact the applicant's career.

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

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

7. **Rotation Workplan (required)**

This form is required for applicants applying with a pre-selected mentor. There are two parts to this form: required information the applicant must enter, and a document the applicant must upload. Enter the following information:

- Mentor contact information;
- Mentor's ASCO ID/membership number;
- Name of Institution where rotation will be held;
- Expected rotation start and end date (Note: All rotations must be completed by March 31, 2022); and
- Rotation Type, Setting, and Oncology Focus.

Upload the MSR Rotation Plan (template provided in the online application). This document details the rotation objectives and project and should include rotation information including rotation objectives, including academic and career guidance that will be offered during and after the rotation; and a rotation project description. The plan must be completed and signed by both the applicant and the mentor.

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

Use this file naming convention: *[year program abbreviation]_Workplan_[Last name]* (e.g., *2021MSR_Workplan_Smith*). After completing this form, click **“Mark as Complete”**.

8. 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 Recommender(s) 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.

9. APPLICATION CHECKLIST – Applying WITH a Mentor

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

- Applicant Information (required)
- Recommender Biosketch and Letters of Recommendation (required; no more than 2; if applying with a pre-selected mentor, one recommendation must be from the mentor)
- Applicant’s Biosketch (required)
- Proof of US Citizenship and Residency (required)
- Transcript or Letter of Good Standing (required)
- Personal Statement (required)
- Rotation Workplan (required if applicant has a pre-selected mentor)
- Review and Submit (required)

B. Application Guide – Applying WITHOUT a Mentor

Sections of the full application are listed below. More details about each section, including requirements and instructions, are described in the next pages. The following sections are required for those applying **WITHOUT** a mentor.

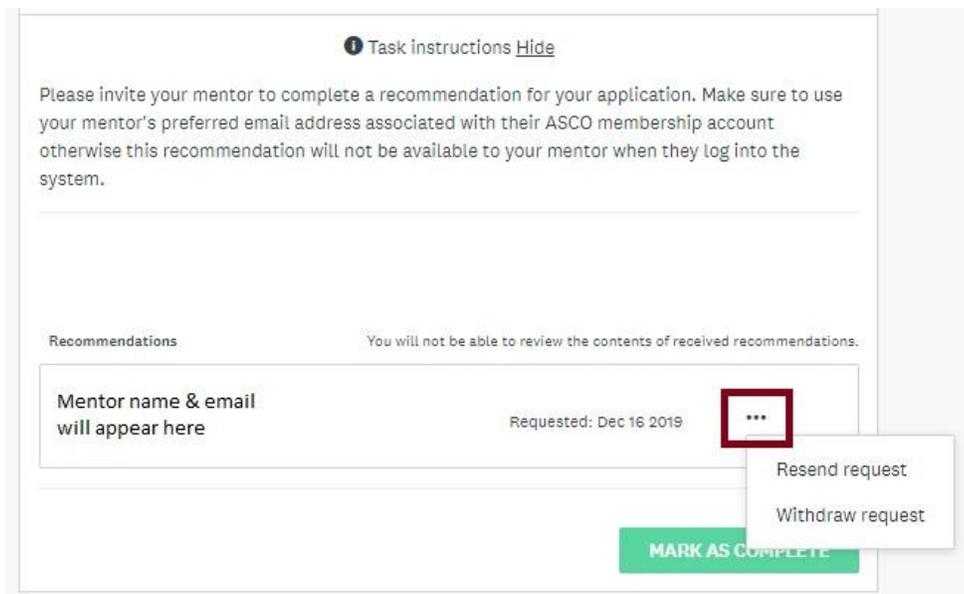
1. Applicant Information (required)
2. Recommender Biosketch and Letters of Recommendation (no more than 2)
3. Applicant’s Biosketch (required)
4. Proof of US Citizenship and Residency (required)
5. Transcript or Letter of Good Standing (required)
6. Personal Statement (required)
7. Rotation Preferences Form (required)
8. 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
 - Race and Ethnicity (not visible in the application form)
 - 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:
 - Enter your estimated medical degree completion date.
 - List your current year in medical school (e.g., 1st, 2nd, 3rd, etc.).
 - Enter the date you completed or will complete your doctoral degree (optional).
 - May we contact you via email regarding other ASCO opportunities for medical students? (optional)
- After completing this form, click **“Mark as Complete”**.

2. Recommendation Letters (required).

- Applicants must upload no more than two Letters of Recommendation:
- One recommendation must be from the applicant’s academic advisor or a medical school instructor; and
- An additional recommendation must be from someone who has either:
 - Supervised or overseen the applicant’s academic or professional work, OR
 - If applying with a pre-selected mentor, the second reference must be from the applicant’s mentor.
- To request a recommendation:
 - Click “Request a Recommendation”.
 - Enter the First name, Last name, Email address, and a brief message (optional) to the Recommender.
 - **IMPORTANT:** Make sure to use the email address associated with the recommender’s ASCO user account, otherwise this recommendation will not be available to the recommender 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 recommender receives an email with an invite to complete the recommendation by submitting a Biosketch and a Letter of Recommendation.
 - When the recommender clicks “Start” he/she will be asked to Accept or Decline the recommendation request from the applicant. Upon accepting, the recommender will be able to complete and submit the recommendation within the site.
 - The applicant will be notified by email when the recommender makes a decision to Accept or Decline the recommendation.
- To resend or withdraw the request, click the ellipsis (...) near the recommender or mentor’s name and email and select the appropriate option from the drop-down list as shown below.



- **IMPORTANT:** The recommender 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 recommender has submitted his/her documents, return to this task and click “**Mark as Complete**”.

Recommender must submit the following:

- Recommender’s Biosketch. The recommender 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 Recommendation. Letters of recommendation must be written on letterhead and signed, and contain reference’s contact information, including name and title. They should also include the following:
 - A statement of the recommender’s relationship to the applicant;
 - An illustration of why the applicant is an outstanding candidate for this award; and
 - A description of how this program would benefit the applicant’s overall career development.
 - The mentor’s recommendation letter should also confirm that the rotation will be completed by March 31, 2022.

The Applicant will be notified when the recommender submits a recommendation. The recommender 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 recommender(s).

3. 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.**

Applicants must ensure that their biosketch includes information pertaining to their medical school education and any applicable demonstration of leadership, volunteerism, and/or commitment to underserved populations or health disparities.

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., *2021MSR_Biosketch_Smith*)

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

4. Proof of US Citizenship or Residency (required)

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

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

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

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

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

5. Official Transcript (required)

Applicants must upload a copy of an official medical school transcript. An unsealed transcript that has been watermarked as official is acceptable. If the applicant only has an unofficial transcript, please contact grants@conquer.org.

Note for first year students: If the applicant is a first-year student and does not have a transcript, they are required to provide a letter from their registrar or dean verifying enrollment and good academic standing. Please note that the letter must be submitted on institutional letterhead and must include the signature and contact information of the registrar or dean.

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

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

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

6. Personal Statement Form (required)

Applicants must upload a signed and dated personal statement. This statement should be in Arial 11-point font, with one-inch margins, and should not exceed five (5) pages. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Applicants will be scored based on the content of the personal statement. In the personal statement, they should describe the following:

- Interest in pursuing a career in clinical oncology;
- Current and future career goals;
- Demonstrated leadership, volunteerism and commitment to underserved populations or health disparities.
- Goals for the MSR rotation, what the applicant hopes to gain from the mentorship experience, and how having a mentor will benefit them.
- Objectives for the rotation and the role the applicant would like to have in the project.
- How receiving an MSR award will impact the applicant's career.

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

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

7. Rotation Preferences Form (required)

Provide the following information. If awarded, Conquer Cancer will use the following information to match a mentor, though Conquer Cancer cannot guarantee a match with these preferences:

- Medical School Name
- Medical School City and State
- Rotation Location Preference
- Rotation City and State Preference
- Preferred Rotation Type
- Preferred Rotation Setting
- Oncology Interest

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

8. 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 Recommender(s) 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.

9. APPLICATION CHECKLIST – Applying WITHOUT a Mentor

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

- Applicant Information (required)
- Recommender Biosketch and Letters of Recommendation (required; no more than 2)
- Applicant’s Biosketch (required)
- Proof of US Citizenship and Residency (required)
- Transcript or Letter of Good Standing (required)
- Personal Statement (required)
- Rotation Preferences Form (required)
- Review and Submit (required)

Appendix A. Terms & Conditions

Each applicant selected to receive an MSR, and his or her mentor (if applicable), must execute a separate Terms and Conditions document with Conquer Cancer in order to receive an MSR. This section of the RFA sets forth selected provisions of the Terms and Conditions that the applicant and his or her Mentor (if applicable) should review carefully before submitting an application for an MSR. This RFA may not contain the complete Terms and Conditions document. **Conquer Cancer reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the applicant and mentor.**

For the Medical Student Rotation Recipient

Certifications, Representations, Warranties, and Covenants

- (1) Recipient certifies that to the best of his or her knowledge, the information provided in his or her MSR grant proposal is complete and true. Recipient agrees to promptly notify Conquer Cancer of any changes to the information provided in the grant proposal.
- (2) Recipient agrees to comply with all applicable laws and regulations, including human subjects research, privacy, tax, humane care and use of laboratory animals, and laboratory safety laws.
- (3) Recipient agrees that the MSR is for scientific and educational purposes. MSR funds will not be used for lobbying or political activities and will be used consistent with the Section 501(c) (3) tax-exempt status of and the charitable purposes of Conquer Cancer.

General Requirements

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

Rotation and Travel Award Requirements

- (5) The MSR is structured in the form of a mentoring partnership. The oncology rotation must take place in a private practice, hospital, or academic setting, with a focus on clinically-oriented research. The rotation must include a project designed to enhance the learning experience.
- (6) The **minimum** time commitment of the rotation is 4 weeks, 35 hours per week. Although there is flexibility in accommodating the Recipient's and mentor's schedule, the rotation must be completed no later than **March 31, 2022**.
- (7) All forms (including work plan, project summary, and evaluations) are required to be submitted in a timely manner.
- (8) If any of these Terms and Conditions are not met, Conquer Cancer reserves the right to terminate the award agreement and require repayment of up to 50% of the stipend amount.

Funds: Payment and Use

- (9) The MSR awards to Recipient a stipend of \$5,000, \$1,500 for travel to the American Society of Clinical Oncology ("ASCO") 2022 Annual Meeting, and complimentary copies of newsletters and journals from Conquer Cancer and ASCO. All payments will be subject to compliance by Recipient with these Terms and Conditions. Recipients will be encouraged to remain involved with ASCO and Conquer Cancer throughout medical school, including attendance at future ASCO meetings.
- (10) Recipient understands that Conquer Cancer shall comply with all IRS reporting requirements for payments. Some portion of the \$6,500 (\$5,000 for the rotation and \$1,500 for travel to the Annual Meeting) that Recipient receives under the MSR may be considered taxable income for federal and/or state tax purposes. *Please consult a tax advisor regarding any further questions about taxes on the MSR funds you will receive.*

Changes in Rotation

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

Program Reporting

- (12) The Recipient is required to submit rotation reports and post-award surveys. It is the responsibility of the Recipient to submit the reports and complete the surveys in a timely manner. Any information collected in the post-award survey may be used for program evaluation and on marketing and communication materials such as annual reports, program brochures website, or in any other materials issued by or on behalf of Conquer Cancer.
- (13) The Recipient agrees to respond to Conquer Cancer's future requests for information on his or her career progress following the rotation, and will be requested to provide his or her current Curriculum Vitae or update his or her information through Conquer Cancer's application portal using the "Career Progress" task. This obligation survives the completion of the rotation and Recipient understands that he or she has an ongoing obligation to provide this information.

Public Announcements and Acknowledgements

- (14) The Recipient will acknowledge the support of Conquer Cancer in all public announcements using this language "This award was funded by a Conquer Cancer Medical Student Rotation for Underrepresented Populations."
- (15) When applicable, Conquer Cancer strongly encourages Recipient to submit the results of the research project that he or she worked on during the rotation for publication or other public release. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the MSR will contain the acknowledgment, "This work was funded by the Conquer Cancer Medical Student Rotation for Underrepresented Populations Award. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology® or Conquer Cancer®."
- (16) The Recipient is encouraged to use an emblem for the Conquer Cancer Medical Student Rotation for Underrepresented Populations on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the acknowledgment language. The Recipient can request this emblem by sending an email to grants@conquer.org.

Intellectual Property Rights

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

For the Medical Student Rotation Mentor

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

Certifications, Representations, Warranties, and Covenants

- (1) Mentor agrees to comply with all applicable laws and regulations, including human subjects research, privacy, tax, humane care and use of laboratory animals, and laboratory safety laws.
- (2) Mentor agrees that the MSR is for scientific and educational purposes. MSR funds will not be used for lobbying or political activities and will be used consistent with the Section 501(c) (3) tax-exempt status of and the charitable purposes of Conquer Cancer.

General Requirements

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

(4) Mentor must:

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

Rotation and Award Requirements

- (5) The MSR is structured in the form of a mentoring partnership. The oncology rotation must take place in a private practice, hospital, or academic setting, with a focus on clinically-oriented research. The rotation must include a project designed to enhance the learning experience.
- (6) The **minimum** time commitment of the rotation is 4 weeks, 35 hours per week. Although there is flexibility in accommodating the Recipient's and Mentor's schedule, the rotation must be completed no later than **March 31, 2022**.
- (7) All forms (including work plan, project summary, and evaluations) are required to be submitted in a timely manner.
- (8) If any of these Terms and Conditions are not met, Conquer Cancer reserves the right to terminate the award agreement and require repayment of up to 50% of the stipend amount.

Funds: Payment and Use

- (9) The MSR awards to Mentor a stipend of \$2,000. All payments will be subject to compliance by Mentor with these Terms and Conditions.
- (10) Mentor understands that Conquer Cancer shall comply with all IRS reporting requirements for payments. Some portion of the \$2,000 may be considered taxable income for federal and/or state purposes. *Please consult a tax advisor regarding any further questions about taxes on the MSR funds you will receive.*

Changes in Rotation

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

Physician Payments Sunshine Act Information

- (12) The Physician Payments Sunshine Act, or “Sunshine Act”, is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at <https://www.asco.org/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 U.S. licensed physicians and teaching hospitals. Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency. Conquer Cancer understands that payments made through the Conquer Cancer Medical Student Rotation Award for Underrepresented Populations are reportable under the Sunshine Act as indirect payments or transfers of value when these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Medical Student Rotation Award for Underrepresented Populations that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer’s understanding is that payments made to mentors for recipients of the Medical Student Rotation Award for Underrepresented Populations are reportable under the Sunshine Act when the mentor is a U.S. licensed physician. (Please see the following excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. “As required by section 1128G(e)(11) of the Act, we proposed to define “physician” as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.”)
- (13) To assist Conquer Cancer in complying with its reporting obligations to its supporters, Mentor will provide the following information to Conquer Cancer: State of License; State License Number; National Provider Identifier (NPI) Number; and, Name of related covered drug, device, biological or medical supply. **Mentor must submit the information through Conquer Cancer’s application portal by the due date specified; payment will be withheld until this information is received.**

Liability

- (14) Neither Conquer Cancer nor any of its affiliates assumes responsibility for activities supported by the MSR. Mentor acknowledges complete responsibility for all aspects of the research, investigation, funding, and administration of an in connection to the rotation.
- (15) Mentor represents that the institutions at which the rotation is conducted have and will maintain adequate liability and other insurance comparable to coverage held by institutions of similar size and nature, covering the Recipient and Mentor, while the rotation is conducted.

Intellectual Property Rights

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

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

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 “Medical Student Rotation for Underrepresented Populations”, 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!

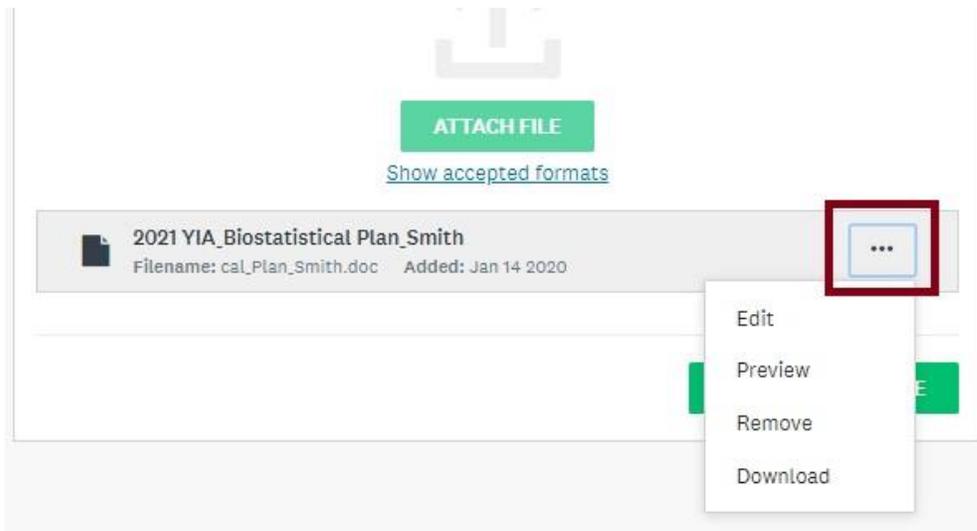


Receiving Notifications

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.

