

2021 CONQUER CANCER RESIDENT TRAVEL AWARD FOR UNDERREPRESENTED POPULATIONS

REQUEST FOR APPLICATIONS

Last Updated: October 23, 2020

Application Deadline: January 19, 2021

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Please visit asco.org/RTA 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 Resident Travel Award (RTA) for Underrepresented Populations provides financial support for residents from underrepresented populations to attend ASCO's Annual Meeting. The intention of this award is to attract residents from underrepresented populations to a possible career in one of the oncology specialties. This travel award will allow the recipients to travel to the 2021 ASCO Annual Meeting, where they will have the opportunity to meet oncologists and to understand the career possibilities in the field of oncology.

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

The 2021 ASCO Annual Meeting will be held in Chicago, Illinois, from June 4-8, 2021. **Recipients are required to attend certain Annual Meeting events on Friday, June 4th, Saturday, June 5th, and Sunday, June 6th,** and must utilize this opportunity to attend the entire ASCO Annual Meeting. At the meeting, recipients will have the opportunity to interact with oncology professionals who will be available to offer career guidance and assistance in navigating the Annual Meeting.

Please note that ASCO is continually re-evaluating the Annual Meeting due to the global pandemic. If necessary, recipients of this award will receive virtual opportunities to attend, participate, and receive mentoring.

Funding Available

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

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

Income Tax Liability

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

Physician Payments Sunshine Act

The Physician Payments Sunshine Act, or “Sunshine Act”, is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at <https://www.asco.org/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. **RECIPIENTS OF THE RESIDENT TRAVEL AWARD MAY BE REPORTED ON THE CMS OPEN PAYMENTS WEBSITE AS HAVING RECEIVED PAYMENTS OR TRANSFERS OF VALUE FROM MANUFACTURERS OF PHARMACEUTICAL DRUGS AND/OR DEVICES.** If there are any questions about reporting due to the Sunshine Act, please contact Gray Ladd, Manager, Grant Compliance, at 571-483-1700 or operations@conquer.org.

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

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
Notifications: April 2021

Eligibility

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

- Be enrolled in an ACGME-accredited residency program required for future training in a cancer related subspecialty (e.g., Internal Medicine considering Medical Oncology, Surgery considering Surgical Oncology, etc.). **Residents already enrolled in oncology programs (e.g., Radiation Oncology) are not eligible.**
- Be a U.S. citizen, U.S. national or permanent resident;
- Be an ASCO member. Residents may be able to obtain a FREE ASCO membership by joining here: <http://www.asco.org/membership/member-benefits/students-non-oncology-residents>;
- Have not received the RTA previously;
- Have a record of good academic standing; and
- Be of an underrepresented population in medicine. Underrepresented in medicine (URM) is defined according to the Association of American Medical Colleges definition, as “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.” For the purposes of this program, races and ethnicities that have been identified as URM coincide with those in ASCO Workforce Diversity Strategic Plan, which “include but are not limited to American Indian/Alaska Native, Black/African American, Hispanic/Latino, and Native Hawaiian/Other Pacific Islander.”¹

Application Evaluation

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

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

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

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

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

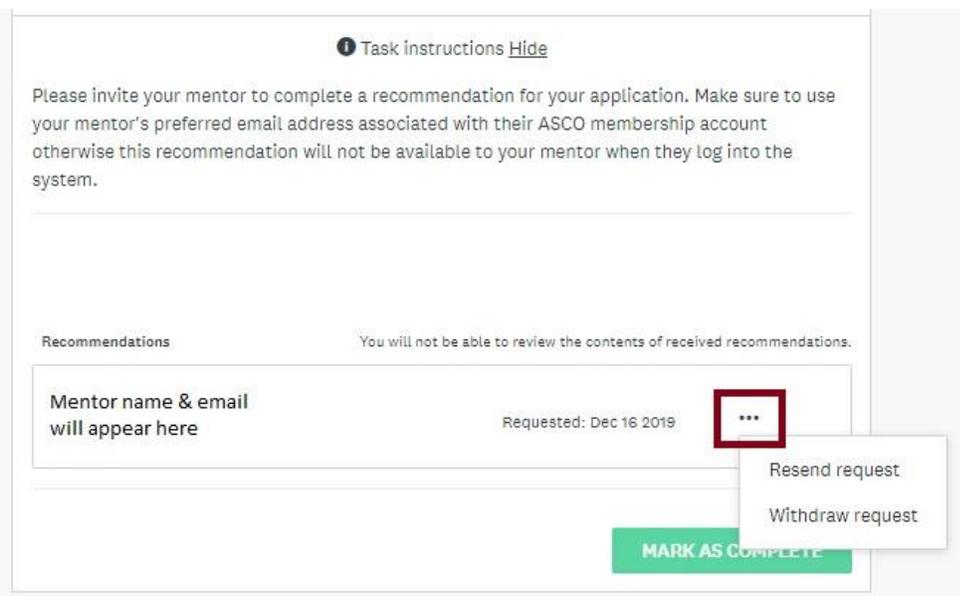
1. Applicant Information (required)
2. Additional Applicant Information (required)
3. Letters of Recommendation (required, no more than 2)
4. Personal Statement (required)
5. Applicant's Biosketch (required)
6. Proof of US Citizenship and Residency (required)
7. Review and Submit (required)

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:
 - 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. **Additional Applicant Information (required)**. This section includes the following additional applicant information (all are required):
 - How many recommendations do you have?
 - Select the number of recommendations the applicant has.
 - NOTE: It is important to enter the correct information, as it will affect which forms are required to be completed in the application.
 - Enter your Post-Graduate Year (e.g., PGY-1, PGY-2, etc.).
 - May we contact you via email regarding other ASCO opportunities for residents? (optional)
 - After completing this form, click "**Mark as Complete**".

3. Recommendation Letters (required).

- Applicants must upload no more than two Letters of Recommendation:
 - One must be the Residency Program Director
 - The other reference should be someone who has supervised or overseen the applicant's academic or professional work.
- 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 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'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:

- 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 reference’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 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).

4. Personal Statement Form (required).

Answer the following questions in the text boxes provided (4000 character limit for each):

- Describe your interest in a career in oncology;
- Describe your future career goals;
- Describe demonstrated leadership, volunteerism and commitment to underserved populations or health disparities; and
- Describe how the award will impact your career.
- Have you received an award from Conquer Cancer or ASCO previously? (If yes, you will be asked to provide some additional information.)

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

5. 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 your 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., *2021RTA_Biosketch_Smith*)

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

6. 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., *2021RTA_Proof_Smith*)

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

7. 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.

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)
- Additional Applicant Information (required)
- Recommendation Letters (no more than 2)
- Personal Statement (required)
- Applicant’s Biosketch (required)
- Proof of US Citizenship and Residency (required)
- Review and Submit (required)

Appendix A. Terms & Conditions

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

As a condition of accepting this award, the Recipient must also complete an evaluation of the program and provide information on professional activities attended at the Annual Meeting and how these activities added value to the Recipient's educational experience and exposure to the field of oncology.

Certifications, Representations, Warranties, and Covenants

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

General Requirements

- (2) Recipient must:
 - be enrolled in an ACGME-accredited residency program required for future training in a cancer related subspecialty (e.g., Internal Medicine considering Medical Oncology, Surgery considering Surgical Oncology, etc.). Residents already enrolled in oncology programs (e.g., Radiation Oncology) are not eligible;
 - be a U.S. citizen, U.S. national or permanent resident;
 - be an ASCO member;
 - have not received the RTA previously;
 - have a record of good academic standing; and
 - be of an underrepresented population in medicine. Underrepresented in medicine (URM) is defined according to the Association of American Medical Colleges definition, as "those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population."

Funds: Payment and Use

- (3) The RTA awards to Recipient \$1,500 to be used towards travel fare (economy-class), hotel, local transportation and meals related to attending the 2021 ASCO Annual Meeting. Funds may also be used to purchase ticketed education sessions at the 2021 ASCO Annual Meeting. The check will be sent via mail by the end of April/early May.
- (4) Recipient will also receive complimentary registration for the 2021 ASCO Annual Meeting. If Recipient has already registered for the meeting, he or she will receive a credit or reimbursement after the meeting.
- (5) Recipient agrees to contact Conquer Cancer (grants@conquer.org) immediately if he or she decides to cancel his or her attendance at the ASCO Annual Meeting. Recipient agrees to return award funds that have already been issued to him or her in full to Conquer Cancer. Recipient will be financially responsible for any costs associated with changing or canceling the travel arrangements unless the change is the result of a true emergency (e.g., death or serious injury or illness of the Recipient or an immediate family member).
- (6) Recipient understands that Conquer Cancer shall comply with all IRS reporting requirements for payments. Some portion of the \$1,500 that Recipient receives under the RTA may be considered taxable income for federal and/or state tax purposes. *Please consult a tax advisor regarding any further questions about taxes on the RTA funds you will receive.*

Physician Payments Sunshine Act Information

- (7) The Physician Payments Sunshine Act, or “Sunshine Act”, is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at <https://www.asco.org/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 Resident Travel Award for Underrepresented Populations are reportable under the Sunshine Act as indirect payments or transfers of value when these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Resident Travel Award for Underrepresented Populations that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer’s understanding is that payments made to recipients of the Resident Travel Award for Underrepresented Populations are reportable under the Sunshine Act when the recipient is a U.S. licensed physician. (Please see the following

excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. “As required by section 1128G(e)(11) of the Act, we proposed to define “physician” as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.”)

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

Required Participation and Reports/Surveys

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

Public Announcements and Acknowledgements

- (11) The Recipient will acknowledge the support of Conquer Cancer in all public announcements using this language “This award was funded by a Conquer Cancer Resident Travel Award for Underrepresented Populations.”
- (12) The Recipient is encouraged to use an emblem for the Conquer Cancer Resident Travel Award for Underrepresented Populations on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the acknowledgment language. The Recipient can request this emblem by sending an email to grants@conquer.org.

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

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 “Resident Travel Award 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!

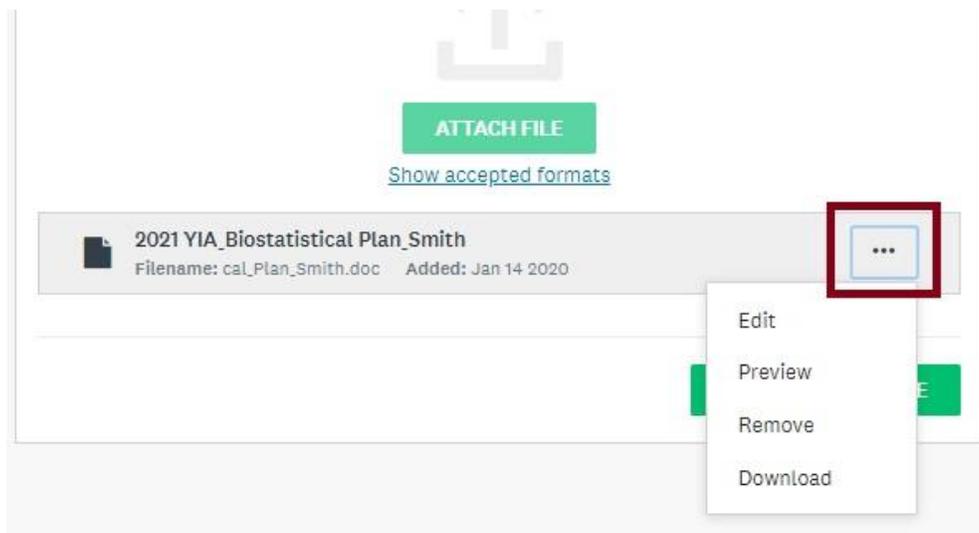


Receiving Notifications

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 Recommender. 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 or mentor’s name and email and select the appropriate option from the drop-down list as shown below.

