2013 Conquer Cancer Foundation of ASCO— Career Development Award

Request for Proposals

Conquer Cancer Foundation
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Last Updated: May 25, 2012

Please visit www.conquercancerfoundation.org/CDA for the most up-to-date version of the 2013 Request for Proposals.

Conquer Cancer Foundation
The Conquer Cancer Foundation is working to create a world free from the fear of cancer by funding breakthrough research, by sharing knowledge with physicians and patients worldwide, and by supporting initiatives to ensure that all people have access to high-quality cancer care. Working in close collaboration with a global network of top scientists and clinicians, as well as leading advocacy and research organizations, the Foundation draws on the passion and expertise of over 30,000 oncology professionals who are members of its affiliate organization, the American Society of Clinical Oncology (ASCO.) For more information, visit www.conquercancerfoundation.org.
Purpose

The Conquer Cancer Foundation of ASCO Career Development Award (CDA) provides funding to clinical investigators who have received their initial faculty appointment to establish an independent clinical cancer research program. The Conquer Cancer Foundation welcomes application submissions in all oncology subspecialties.

Funding Available

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

Eligibility Criteria

The Career Development Award is intended to support proposals with a clinical research focus. ASCO’s definition of clinical research is “hypothesis-driven research that employs measurements in whole patients or normal human subjects, in conjunction with laboratory measurements as appropriate, on the subjects of clinical biology, natural history, prevention, screening, diagnosis, therapy, or epidemiology of neoplastic disease” (Journal of Clinical Oncology, Vol. 14, No. 2, 1996 pp. 666-670). Proposals must have a patient-oriented focus including a clinical research study involving human subjects. Proposals with a predominant focus on in vitro or animal studies (even if clinically relevant) are not allowed. Project proposals should have measurable outcomes during the three year grant period.

Applicants must meet the following criteria:

- Be a physician (MD, DO, or international equivalent with explanation) working in any country and in the first to third year of a full-time, primary faculty appointment in a clinical department at an academic medical institution at the time of grant submission. If there are questions regarding whether the potential applicant is at the correct career stage, applicants are encouraged to send an email to grants@conquercancerfoundation.org for clarification and eligibility verification.
- Applicants holding Instructor/Lecturer appointments are eligible to apply; however, the institutional letter of support must include information about the institution’s commitment to support the applicant for the duration of the grant period.
- Have completed productive postdoctoral research and demonstrated the ability to undertake independent investigator-initiated clinical research.
- Be an ASCO member (Full Member or International Corresponding) or have submitted a membership application with the grant application.
- Be able to commit more than 50% of full-time effort in research (applies to total research, not just the proposed project) during the award period.
• Have a mentor from the sponsoring institution who must provide a letter of support. If the mentor is not an ASCO Member, a supporting letter from an ASCO Member from the sponsoring institution must be included.

• Eligible physicians are allowed to hold only one grant from the Conquer Cancer Foundation at a time.

• Should not have any existing career development awards (ie. K23, K08, or any other type of career development award) and have not been a Principal Investigator on any large project grants (ie. R01 or international equivalent, or private foundation grants). Past recipients of training fellowships (ie. Young Investigator Award or an F32 grant) are eligible. Applicants with institutional KL2/K12 grants are eligible to apply but will be asked to relinquish their institutional grant at the start of the CDA grant period (July 1, 2013). If there are questions regarding eligibility associated with previous and current grants received, applicants are encouraged to send an email to grants@conquercancerfoundation.org for clarification.

• Be up-to-date and in compliance with all requirements (e.g. progress reports, final reports, budget summaries, IRB approvals, etc.) of any past grants received from Conquer Cancer Foundation.

**NOTE:** If at any time during the application or review process you have a career plan change or leave your current position, please notify CCF staff at grants@conquercancerfoundation.org.

The Conquer Cancer Foundation Grants Selection Committee reserves the right to evaluate and determine applicants’ eligibility based on the information and justifications included in the application materials.

**2011 – 2012 Application Dates**

- Online Applications Open: **July 1, 2012**
- Full Applications Due: **September 27, 2012**
- Notification Date: **April 1, 2013**
- Award Term: **July 1, 2013 - June 30, 2016**
Application Process

All applications must be submitted in accordance to the requirements and instructions of this Request for Proposals (RFP). All application materials must be in English and must be submitted online in the Easygrants system. No paper applications or applications sent by email will be accepted.

Applicants are encouraged to start their application early due to the complexity of the online application process. To initiate an application through Easygrants, please go to https://grants.conquercancerfoundation.org.

If applicants have previously used Easygrants to apply for a Conquer Cancer Foundation grant or through participation on a Foundation review committee, their login information should be the same. If an applicant is a past YIA recipient, they will already have an Easygrants account and should use that same account. Email grants@conquercancerfoundation.org if you need your password reset.

The full application must be submitted by 11:59PM EDT on September 27, 2012. No late applications will be accepted. Applicants are encouraged to submit early because technical help will not be available after 5PM EDT on October 1.

Applications must include the following mandatory components:

1. Contact Information
2. Project Information (includes Abstract, IRB and Animal Use Assurances)
3. Specific Aims
4. Personal Statement
5. Applicant’s Biosketch
6. Research Strategy
7. Cited References
8. Project Timeline
9. Budget and Justification
10. Mentor’s Biosketch
11. Mentor’s Letter of Support
12. Institutional Letter of Support from Department Chair or Dean
13. Institutional Approval Face Sheet Signed by the Institutional Approver

The following are optional components:

1. Clinical Protocol (strongly encouraged to attach this document)
2. Prior Publications (maximum of two publications)
3. Supporting Documentation
4. Sponsor’s Biosketch (required if mentor is not an ASCO member)
5. Sponsor’s Letter of Support (required if mentor is not an ASCO member)

Important Instructions about Uploads. Some sections will be uploaded documents in the “Uploads” portion of the online application or uploaded by the mentor or institutional approver. Uploads can be in
PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

**Contact Information.** This section includes the following information about the applicant:
- Name
- Institution
- Department
- Degree(s)
- Final Subspecialty Training Completion Date
- Faculty Appointment Start Date
- ASCO Member ID (Enter the Temporary ASCO ID or “Pending” if submitting a membership application with the grant application)
- Address (at least one, checked as primary)
- Phone (at least one, checked as primary)
- Email (at least one, checked as primary)

**Project Information.** This section includes the following information about the proposed project:
- Project title
- Subject area
- Research focus area(s)
- Assurances for use of human and/or animal subjects in the research proposal
- Abstract – a brief abstract of the research proposal must be entered (<350 words)

**Specific Aims.** List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. The specific aims should state concisely and realistically what the research intends to accomplish and/or what hypothesis is to be tested, and should list measurable objectives for the proposed project.

**Personal Statement Questions.** Please answer the following questions in the text box areas on the online application. You may cut and paste from a Word document. Please answer as briefly as possible. Each question has a maximum limit of 350 words.

- What is the applicant's career plan?
- How would receiving this award affect the applicant's career?
- What is the percentage of time the applicant spends on research activities?
- What is the applicant's role versus the mentor's role in the proposed research study?
- What are the sources of salary support?
- Who will collect and analyze the data?
- What is the clinical potential of this research project?
- Was this research proposal submitted and/or will be submitted to other funding agencies/organizations?
Uploads (the following seven components are uploaded in the “Uploads” section):

1. Applicant’s Biosketch. Applicants may use their current NIH biosketch if they have one available or they may use the biosketch template provided in the online application. The biosketch must have no more than four (4) pages.

2. Research Strategy. The research strategy should be limited to six (6) typewritten, single-spaced pages, with one-inch margins and 11 point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 6-page limit.

The Research Strategy must contain the following information:

- **Significance and Background:**
  - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
  - Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in one or more broad fields.
  - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will change if the proposed aims are achieved.

- **Innovation:**
  - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
  - Describe any novel theoretical concepts, approached or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
  - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

- **Approach:**
  - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
  - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
  - If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
  - Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
  - Clearly state the applicant’s role in the project (i.e. writing of protocol, performing the assays, etc.). When human subjects are involved, the precautions to ensure patient safety and confidentiality and the relevance or implications for patient care should be explained.
List and describe the facilities and resources available to conduct the study, including a description of industry support for any clinical trials.

- **Statistical Analysis.** A statistical consideration section is required for all applications. For clinical and in-vivo studies, this section should include the primary objective/hypothesis and primary endpoint of the study, justification of the proposed study sample size, procedures for data analysis, and appropriate statistical considerations. Any laboratory-based in vitro research aims should also include the primary objective/hypothesis and primary endpoint of the study, procedures for data analysis, and appropriate statistical details that describe the summary measures that will be used to meet the objectives of the study. Applications will be reviewed by a biostatistician and it is highly recommended that you consult with a biostatistician before you submit your application.

3. **Cited References.** A list of cited references in the Research Strategy should be uploaded as a separate document in the Uploads section.

4. **Institutional Letter of Support.** A letter from the Department Chair or Dean at the sponsoring institution where the applicant's research project will be conducted must be provided. This letter must include a statement of institutional support that will enable the applicant to perform the proposed research. If the mentor is the Department Chair, the Institutional Letter of Support must come from the Dean.

5. **Clinical Protocol (optional).** If your project involves a clinical protocol, you are highly encouraged to upload a copy of the protocol in the Uploads section.

6. **Prior Publications (optional)** – Up to two prior publications may be included. The applicant must be a co-author on these publications. Please upload a copy of each publication. (You will also need to enter the publication information on the “Publications” page).

7. **Supporting Documentation (optional).** This section may be used to upload any necessary additional information required to properly review the application (i.e., a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, etc.). Applicants are encouraged to provide a letter of support for any investigational agents. Due to the limited time given to the reviewers, upload of any documents that are not critical to the review of the proposal or any additional publications is not allowable.

**Project Timeline.** Enter major milestones for your project, the expected completion date, and if there is an associated deliverable. A deliverable is something that can be included in a progress report, such as a publication or an approval letter. You are not required to have deliverables. However, the timeline should make it clear what outcomes will be achieved during the grant award period.
**Budget and Justification.** The award funds will be directed to the sponsoring institution and should be used towards salary support, supplies, equipment, travel, etc. necessary for the pursuit of the recipient’s research project. Award funds may not be applied to patient care costs that are reimbursable by a third-party payor or to the applicant’s ASCO membership dues. The budget must be directly entered into budget section of the online application. Budget justification for the entire project period must be entered for each line item requested in the “Notes” section.

The budget guidelines are as follows:

- **Total Award:** The total award amount is $200,000 payable on July 1 in annual increments of $66,666 over three years. The total cost requested per year should not exceed $66,666.
- **Research support:** At least $59,966 per year should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, tuition fees, and other fees for academic courses are unallowable costs.
- **Travel:** Up to $2,500 per year should be allotted specifically for the applicant’s travel to the annual meeting and for any other travel essential to conducting the study. Attendance is mandatory at the Conquer Cancer Foundation Grants and Awards Ceremony which will take place during the ASCO Annual Meeting in June 2013 immediately following acceptance of the grant.
- **Indirect costs:** Up to $4,200 per year (or 6.3% of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the recipient's institution in administering the recipient's research project.

**Publications (optional)** – Up to two prior publications may be included. The applicant must be a co-author on these publications. Please enter the publication information in this section including the title, the year published, and the type of publication. You should have also uploaded a copy of the publications on the Uploads section.

**Mentor’s Biosketch and Letter of Support.** Please identify a mentor from your sponsoring institution. The mentor’s contact information including name, phone number, email address, and ASCO ID (or N/A) must be entered in the online application. Please have all of this information available before entering your mentor. When the “Notify” button is clicked, an email will be sent to the mentor containing login information and a message indicating that the following supporting documents must be uploaded for the application:

- **Mentor’s Biosketch.** Mentors may use their current NIH biosketch if they have one available or they may use the biosketch template provided in the online application. The biosketch must have no more than four pages.
- **Letter of Support.** This should include the following information:
  - Training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed investigation
o Confirmation that the applicant is within the first three years of a full-time, faculty appointment
o A critical review of both the applicant and the research proposal
o The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
o The level of institutional commitment to the applicant’s career development as an independent clinical investigator
o Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work

A mentor is strongly encouraged to have no more than two mentees applying for the Young Investigator Award and/or Career Development Award for this funding cycle. No more than two mentees from a single mentor will be funded in a given year.

When the mentor has uploaded the required supporting documents, an email will be sent to the applicant confirming that this task has been completed. The applicant will not be able to view these documents. All supporting documents must be received before the applicant will be able to submit the application.

* If the mentor is an ASCO Member, the applicant is not required to select a sponsor from the sponsoring institution.

Sponsor’s Biosketch and Letter of Support. If the mentor is NOT an ASCO Member, a sponsor who is an ASCO Member must be selected. The sponsor contact information including name, phone number, email address, and ASCO ID must be entered in the online application. Please have all of this information available before entering your sponsor. When the “Notify” button is clicked, an email will be sent to the sponsor containing a login information and message indicating that the following supporting documents must be uploaded for the application:

- **Sponsor’s Biosketch.** Sponsors may use their current NIH biosketch if they have one available or they may use the biosketch template provided in the online application. The biosketch must have no more than four pages.
- **Letter of Support.** This should include the following information:
  o Confirmation that the applicant is within the first three years of a full-time, faculty appointment
  o A critical review of both the applicant and the research proposal
  o The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
  o The level of institutional commitment to the applicant’s career development as an independent clinical investigator
  o Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work

When the sponsor has uploaded the required supporting documents, an email will be sent to the applicant confirming that this task has been completed. The applicant will not be able to view these
documents. All supporting documents must be received before the applicant will be able to submit the application.

Institutional Approval. The Authorized Official representing the institution of the applicant must approve the completed application (both the project proposal and the budget) before submission. This official is normally from the institution's Office of Sponsored Research.

In this section, the name and contact information of the Institutional Approver must be entered in the online application. Once the application is complete, the “Notify” button should be clicked to send the Institutional Approver an email containing login information and instructions describing how to enter the online system to review and approve the application. If any section of the application is still incomplete, the Institutional Approver should not be notified.

Upon logging in of the Institutional Approver, the completed application in PDF format will be available to view. If the application is approved, the Institutional Approver must upload the completed and signed Institutional Approval Face Sheet. The template of the Institutional Approval Face Sheet is downloadable from the Institutional Approver's Easygrants task. However, if the application is not approved, the Institutional Approver should contact the applicant directly to correct any problems prior to approval.

Upon upload of the completed and signed Institutional Approval Face Sheet, an email will be sent to the applicant confirming that this task has been completed. Subsequently, the applicant must login and submit the completed and approved application. No changes should be made to the application upon obtaining institutional approval.

The completed and approved application must be received on or before the deadline of 11:59 pm EDT on September 27, 2012.

Selection Process

Conquer Cancer Foundation Grants Selection Committee will select the recipient based on the following criteria:

- A focus on patient-oriented clinical investigation
- Significance and originality of the proposed study and hypothesis
- Appropriateness, feasibility, and adequacy of the proposed experimental design and methodology
- Prior research experience and accomplishments of the applicant during research training
- Quality of the mentor and the plan for mentoring interactions with applicant
- Availability of institutional resources to support the proposed project

Award Notification:

All communication will be sent to the primary email address entered for the applicant. Please confirm that this email address is correct. Please add grants@conquercancerfoundation.org to your safe senders list and/or check your spam folder if you are not receiving communications such as document
submission notifications, application submission confirmation, etc. Applicants can expect to be notified in April 1, 2013 by email to their primary email address.

For questions, please email grants@conquercancerfoundation.org.
CHECKLIST
Career Development Award

Mandatory Components

☐ Contact Information – including ASCO Member ID number
☐ Project Information – including Abstract (< 350 words), IRB, and Animal Use Assurances
☐ Specific Aims
☐ Personal Statement
☐ Applicant’s Biosketch (4 pages maximum)
☐ Research Strategy (6 pages maximum including tables, pictures, graphs, single spaced, 1 inch margins, Arial, font size 11)
☐ Cited References
☐ Project Timeline
☐ Budget and Justification
☐ Mentor’s Biosketch (4 pages maximum)
☐ Mentor’s Letter of Support
☐ Institutional Letter of Support (from Department Chair or Dean)
☐ Institutional Approval Face Sheet Signed by the Institutional Approver

Optional Components

☐ Clinical Protocol (It is strongly encouraged to attach this document)
☐ Prior Publications (maximum of 2; applicant must be one of the authors)
☐ Supporting Documentation (for example, letter from a company that will provide an experimental agent)

☐ Supporting Documents from the Sponsor (required if Mentor is not an ASCO member)
  • Biosketch (4 pages maximum)
  • Letter of Support