2019 Conquer Cancer Foundation of ASCO Career Development Award

Request for Proposals
Last Updated: June 28, 2018

Application Deadline: September 25, 2018

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

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

Conquer Cancer
Conquer Cancer funds research into every facet of cancer to benefit 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, Conquer Cancer helps turn science into a sigh of relief for patients around the world by supporting groundbreaking research and education across cancer’s full continuum.

For more information, visit CONQUER.ORG.
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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. Conquer Cancer welcomes application submissions in all oncology subspecialties.

Funding Available

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

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

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/advocacy-policy/asco-in-action/physician-payment-sunshine-act-additional-details-about-final-rule.

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 CAREER DEVELOPMENT AWARDS 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.

See the Terms and Conditions section for more information.

**Eligibility Criteria**

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

**Applicants must meet the following criteria:**

- Be a physician (MD, DO, or international equivalent with explanation) working in any country.
- Be in the first to third year of a full-time primary faculty appointment in a clinical department at an academic medical institution at the time of grant submission. Faculty appointment may begin with the entry-level faculty position within the applicant’s institution (i.e., Instructor/Lecturer, Assistant Professor, Assistant Member). If there are questions regarding whether the potential applicant is at the correct career stage, send an email to grants@conquer.org for clarification and eligibility verification.
- Have a valid, active medical license in the country where the research will be conducted at the time of application.
- Have completed productive postdoctoral research and demonstrated the ability to undertake independent investigator-initiated clinical research.
- Be an ASCO Member or have submitted a membership application with the grant application. To apply for membership, or to renew your existing membership, please visit http://www.asco.org/membership.
- Be able to commit more than 50% of full-time effort in research (applies to total research, not just the proposed project) during the award period.
- Have a mentor from the sponsoring institution who must provide a letter of support. If the mentor is not an ASCO Member, a supporting letter from an ASCO Member from the sponsoring institution must be included.
- Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.
- Should not have any current career development awards (e.g., K23, K08, or any other type of career development award) and have not been a Principal Investigator on any large project grants
(e.g., R01 or international equivalent, or private foundation grants). Past recipients of training fellowships (e.g., Young Investigator Award or an F32 grant) are eligible. Applicants with institutional KL2/K12 grants are eligible to apply, but will be asked to relinquish their institutional grant at the start of the CDA grant period (July 1, 2019). If there are questions regarding eligibility associated with previous and current grants received, applicants are encouraged to send an email to grants@conquer.org for clarification.

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

There are no citizenship or geographic requirements. However, by submitting an application, an applicant applying from an institution located in a country in which he/she is not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which he/she applied.

The Conquer Cancer Grants Selection Committee reserves the right to evaluate and determine applicants’ eligibility based on the information and justifications included in the application materials. Applicants who are uncertain about their eligibility are encouraged to contact grants@conquer.org for clarification and provide their CV for evaluation. For other questions, please consult our FAQ.

**Peer Review of Applications**

The applications are reviewed by the Conquer Cancer Foundation Grants Selection Committee Career Development Award Panel using a multi-stage review process. Each application is assigned to at least two committee members who are leaders in their areas of expertise for independent and confidential review. Applications that reach the final stage are also reviewed by a biostatistician and patient advocate.

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

**Primary Criteria:**

- Potential for the applicant to pursue an academic clinical oncology career (~35%)
  - Prior research experience and accomplishments of the applicant during research training
  - Potential favorable impact on career development of the applicant
- Strength of the hypothesis-driven proposal with a clinical research focus (~35%)
  - A focus on patient-oriented clinical investigation (including an appropriate and detailed plan for advancing patient-focused research) Significance and originality of the proposed study and hypothesis
  - Appropriate and detailed statistical analysis plan
  - Appropriateness, feasibility, and adequacy of the proposed experimental design and methodology

**Secondary Criteria:**

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

Online Applications Open: July 1, 2018
Full Applications Due: September 25, 2018 (11:59 PM ET)
Updated Supporting Documentation Due: October 18, 2018
Notification Date: April 2019
Award Term: July 1, 2019 – June 30, 2022

Application Procedures
All applications must be submitted in accordance with the requirements and instructions of this RFP. All application materials must be in English and must be submitted online through the Conquer Cancer grants portal at https://grants.conquer.org. No paper applications sent by mail, email, or fax will be accepted.

Applicants are encouraged to start their application early due to the complexity of the online application process. The full application must be submitted by 11:59 PM ET on September 25, 2018. No late applications will be accepted. Technical assistance will not be available after 5:00 PM ET on September 25th.

Any updated supporting documentation (e.g., a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, a letter of support for a collaboration, etc.) must be sent to grants@conquer.org no later than COB on October 18, 2018. Please note that these documents are optional, and only updates to documents submitted by the September 25th deadline will be accepted.

Getting Started on the Conquer Cancer Grants Portal
If you are a new user, click on the “New User?” link on the homepage and complete the registration process.

If you are an existing user, use your email address as your login ID. If your email address has changed, send an email to grants@conquer.org to update your login ID. Do not register for a new account with a new email address to avoid duplicate records. For password help, click the “Forgot Password?” link on the homepage. If you have previously applied for a Conquer Cancer grant, an ASCO Professional Development Program, or have participated on a Conquer Cancer review committee, your login information should be the same.

To initiate an application, click Apply for Funding on your homepage, once logged in to the grants portal, and select the “2019 Career Development Award.”
Application Changes

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

1. **Withdrawal of Application.** Send an email to grants@conquer.org to inform the Conquer Cancer Grants and Awards team of the reason(s) for withdrawing the application. The email should include the applicant’s name, the title of the proposal, and the reason for withdrawing the application.

2. **Change of Institution or Position.** The applicant has a career plan change, leaves his/her current position in the institution, or is unable to meet the eligibility requirements of the CDA. If the applicant is selected to receive a CDA, Conquer Cancer has the right in its sole discretion to withdraw the award.

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

4. **Change in Proposal (Scope, Timeline, Budget, etc.).** The applicant has significant changes in the submitted proposal affecting aims, research strategy, timeline, and/or budget. If Conquer Cancer is notified of the change in proposal after the applicant is notified of an award, Conquer Cancer has the right in its sole discretion to withdraw the award.

Award Notification

Applicants can expect to be notified in April 2019 via email to their primary email address on file.

Applicants should ensure that their primary email address on file is updated prior to April 2019. All communication regarding applications, including award notifications, will be sent to the primary email address on file.

Applicants should add grants@conquer.org to their safe senders list to ensure they receive timely notifications such as document submission notifications, application submission confirmations, etc. If applicants are not receiving notifications, they should check their junk/spam folders first, then contact grants@conquer.org for additional assistance.

For questions, please email grants@conquer.org.
Application Information Use and Sharing

Conquer Cancer may use and process the information submitted through this application form for several purposes, including but not limited to: 1) evaluating the application, 2) communicating with you regarding your application and other opportunities that may be of interest to you, 3) publishing information regarding Conquer Cancer’s grants and awards program on an anonymous basis, and 4) informing Conquer Cancer’s grant making strategies and policies. 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.

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.

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, in aggregate and de-identified form, for any purpose.

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 Reporter) of privately funded grants.

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.
Terms & Conditions

Each applicant selected to receive a CDA, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order receive a CDA. This section of the RFP sets forth selected provisions of the Terms and Conditions that the applicant and his or her Sponsoring Institution should review carefully before submitting an application for a CDA. This RFP does not contain the complete Terms and Conditions document. Conquer Cancer reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the applicant and Sponsoring Institution.

Responsible Conduct of Research

(1) The Research Project will be conducted according to the highest scientific and ethical standards and in compliance with all applicable laws and regulations and with the policies of the Sponsoring Institution. To the extent policies of the Sponsoring Institution conflict with these Terms and Conditions, these Terms and Conditions will prevail.

(2) Upon request of Conquer Cancer, the Recipient will provide copies of documentation of Institutional Review Board approval for human research subjects to Conquer Cancer prior to commencing research on human subjects, if applicable.

(3) Upon request of Conquer Cancer, the Recipient will provide copies of documentation of Institutional Animal Care and Use Committee approval or international animal welfare board equivalent to Conquer Cancer prior to commencing research on animal subjects, if applicable.

Funds: Payment and Use

(4) The Award total is $200,000, paid in three annual installments of $66,666, on or about July 1, 2019, 2020, and 2021, subject to compliance by Recipient and Sponsoring Institution with these Terms and Conditions. The Award funds will be paid to the Sponsoring Institution.

(5) The Award will be used solely as detailed in the Research Project (including the grant proposal and budget).

(6) No more than 6.3% of total costs will be applied to overhead or indirect costs of the Sponsoring Institution in administering the Research Project. At least $59,966 per year of the Award funds will be applied to research support. No more than $2,500 per year will be used to cover the Recipient's travel expenses (including to the ASCO Annual Meeting). Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit. Recipient must expend at least 80% of his/her yearly budget by the end of each reporting year as a condition of approval for payment of the next installment of Award Funds.

(7) Award funds will not be used for expenditures incurred prior to the first day of the Award Period (except for expenses related to travel to the Conquer Cancer Foundation Grants and Awards Ceremony) or after the last day of the Award Period. No additional expenses may be paid from
Award funds after Conquer Cancer has received the Recipient's final expenditure report or after any unexpended funds have been returned to Conquer Cancer, which must be provided in accordance with specific paragraphs in the complete Terms and Conditions.

(8) At the end of the Award Period, any unexpended funds and any funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

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

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

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

Requests for Budget Changes or Extensions

(12) The Recipient may move funds of up to 5% of the total yearly budget ($3,333) between budget categories or into new budget categories without prior written approval of Conquer Cancer. Notwithstanding the foregoing, budget limits on indirect and travel costs will be strictly followed and cannot be adjusted.

(13) Budget changes of greater than 5% per year between budget categories will be approved in writing by Conquer Cancer before expenditure of funds. The Recipient will submit a re-budget request with a detailed justification of the proposed change through the grants portal.

(14) Any request for a no-cost extension or budget change must be made through the grants portal at least 90 days prior to the expiration of the Award Period. Requests received after the last day of the Award Period will not be accepted and will automatically be disapproved. Conquer Cancer will only allow a six month no-cost extension request, which will be approved or disapproved at its discretion.
(15) Requests for a six month no-cost extension require a no-cost-extension request submission through the grants portal and a detailed explanation of why the request is being made. Requests will only be approved if they pertain to Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

(16) If a no-cost extension is granted by Conquer Cancer, the Recipient will submit additional progress reports and financial expenditure reports every six months during the extension term.

**Change of Personnel**

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

**Changes in Research Focus and Project Scope**

(18) Changes in the specific aims of the Research Project will not be allowed without prior written consent from Conquer Cancer. Any request for changes in the specific aims of the Research Project must be made through the grants portal prior to performing any changes to the Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

(19) Major changes in research design require prior written approval from Conquer Cancer. A request must be submitted by the Recipient through the grants portal prior to performing any aspects of any newly designed study. Examples of a major change include, but are not limited to, studying a different patient population than originally proposed or studying a different therapeutic than originally proposed.

(20) Minor changes in research methodology are not subject to prior approval by Conquer Cancer, but must be explained and justified by the Recipient in the annual progress report.

**Institution Transfer**

(21) If the Recipient accepts an appointment at another institution during the Award Period, and desires to have the Research Project transferred to the new institution, the Recipient will submit a request through the grants portal to transfer the Award to the new institution at least 60 days before the anticipated date of transfer. Subject to Conquer Cancer’s written approval and in Conquer Cancer’s sole discretion, the Award may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Research Project in a manner in which it was originally approved by Conquer Cancer. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Award to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the Research Project to Conquer Cancer. The new institution will agree to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Award funds to the new institution.
If the Recipient is unable or not permitted to transfer the grant to a new institution, the Recipient and the Sponsoring Institution will relinquish the Award and any unexpended funds or funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

Program Reporting

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

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

Any unobligated balance must be returned in full to Conquer Cancer along with the final Budget Summary. The check should be made payable to the “Conquer Cancer Foundation.”

Post-Award Reporting Obligation

The Recipient will respond to Conquer Cancer’s requests for information on his/her career progress following the Award Period and may be requested to provide his/her current Curriculum Vitae or update his/her information through the grants portal using the “Update CV or Publications” task. The information may be used for program evaluation and alumni communications. The Recipient understands that this obligation survives the Award Period and that he/she has an ongoing obligation to provide this information.

Conquer Cancer reserves the right to include information relating to the 2019 Career Development Award in its periodic reports, annual reports, awardee directory, publicly accessible databases of privately funded grant awards, or in any other materials issued by or on behalf of Conquer Cancer or Conquer Cancer’s affiliates.

Physician Payments Sunshine Act

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/advocacy-policy/asco-in-action/physician-payment-sunshine-act-additional-details-about-final-rule. 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, Conquer Cancer proposed to define “physician” as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.”) Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency. Conquer Cancer understands that payments made through the Conquer Cancer Foundation of ASCO Career Development Award are reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Career Development Award that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer’s understanding is that payments made to the Recipient of the Career Development Award are reportable as research grants under the Sunshine Act.

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

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

Provision of Information to Funder

(31) The Recipient acknowledges and agrees that his or her current and future contact information may be provided to Funder.

(32) The Recipient acknowledges and agrees that progress and expenditure reports and copies of press releases relating to the Award or the Research Project may be provided to Funder.

Publications and Other Public Release of Results

(33) Conquer Cancer strongly encourages Recipient to submit the results of Research Project for publication or other public release. In the event the Recipient’s results are published or otherwise publicly released either during or after the Award Period, the Recipient will provide Conquer Cancer with a copy of such publication or public release. All publications and public releases will include an acknowledgment of Conquer Cancer and Funder (see Public Announcements and Acknowledgment).
(34) Conquer Cancer supports the widest possible dissemination of funded research results. Recipient is highly encouraged to publish in scientific journals that will provide public access to the research findings no later than twelve months after the date of publication.

**Public Announcements and Acknowledgments**

(35) Conquer Cancer will announce the Award and other recipients of the 2019 Conquer Cancer Foundation of ASCO Career Development Award. Conquer Cancer anticipates that the Sponsoring Institution may wish to make a public announcement of this Award. The Sponsoring Institution will submit to Conquer Cancer any proposed announcement, press release, or other public statement by the Sponsoring Institution relating to the Award, prior to release, and to coordinate the release of such public announcement, press release, or statement with Conquer Cancer. A copy of any press release, announcement, or public statement must be provided to Conquer Cancer.

(36) The Recipient and the Sponsoring Institution will acknowledge the support of the Conquer Cancer Foundation of the American Society of Clinical Oncology in all publications and presentations of the research funded by the Award. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Award will contain the acknowledgment, “This work was funded by a Conquer Cancer Foundation of ASCO Career Development Award, supported by Funder. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology® or Conquer Cancer®, or Funder.”

(37) The Recipient is encouraged to use an emblem for the Conquer Cancer Foundation of ASCO Career Development Award on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the acknowledgment language. The Recipient can request this emblem by sending an email to grants@conquer.org.

**Intellectual Property Rights**

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

1. Applicant (required)
2. Organization (required)
3. Training and Appointment Dates (required)
4. Project Information (required)
5. Classification (required)
6. Assurances (required)
7. Personal Statement (required)
8. Project Timeline (required)
9. Budget (required)
10. Contacts
   a. Mentor’s Biosketch and Letter of Support (required)
   b. Sponsor’s Biosketch and Letter of Support (required if mentor is not an ASCO member)
   c. Institutional Approval Face Sheet Signed by the Institutional Approver (required)
11. Publications (optional) – maximum of two publications
12. Uploads
   a. Applicant’s Biosketch (required)
   b. Research Strategy (required)
   c. Biostatistical Plan (required)
   d. Cited References (required)
   e. Advancing Patient-Focused Research (required)
   f. Institutional Letter of Support from Department Chair or Dean (required)
   g. Resubmission Documentation (required for resubmissions only)
   h. Clinical Protocol (optional) – strongly encouraged
   i. Publications (optional)
   j. Supporting Documentation (optional)
13. Review and Submit
1. **Applicant (required)** This section includes the following applicant information:
   - Contact Section – Click Edit to update the following:
     - Prefix
     - Name (add any Suffix to the last name field)
     - Degree
     - Gender
     - Race
     - Ethnicity
     - ASCO Member ID (For pending ASCO membership applications, enter “Pending_YourLastName”)
   - Institution Affiliations – Click Add to enter a new affiliation or Edit to update an existing affiliation.
   - Email (at least one, checked as primary) – Click Add to enter a new email or Edit to update an existing email.
   - Address (at least one, checked as primary) – Click Add to enter a new address or Edit to update an existing address.
   - Phone (at least one, checked as primary) – Click Add to enter a new phone number or Edit to update an existing number.
   - Degrees – Click Add to enter your degree information, one degree at a time.
   - Website – This section is optional.

2. **Organization (required)**
   - Under Grant Administration Organizations, click Add to enter the applicant institution(s). More than one institution may be added if the applicant is affiliated with another institution other than the applicant institution. A primary institution must be designated.
   - The system may have filled in information previously entered. Click Edit to update as needed.
   - Do not enter information in the Performance Sites section.

3. **Training & Appointment Dates (required)**
   - Final Subspecialty Training Completion Date
   - Faculty Appointment Start Date
4. **Project Information (required).** This section includes the following proposed project information:
   - **Research Project Title (250 characters maximum):** Provide a short descriptive title of the proposed research project
   - **Brief Research Project Description/Abstract (3000 characters maximum):** Provide a brief abstract of the proposed research project
   - **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.
   - **Resubmission:** Select Yes or No from the drop down list to indicate if your current application is a resubmission of a previous application. If Yes is selected, click Select to search for the prior application.

5. **Classification (required)
   - **Subject Area:** Select one Subject Area from the drop-down list that best describes your research grant project. If “Other” is selected, provide information in the text field.
   - **Focus Area(s):** Scroll through the list to find research areas that may apply to your research project, then click the “Add” button to select each subject. You may add several research areas, but at least one focus area is required. If “Other” is selected, provide information in the text field.

6. **Assurances (required)
   - Assurances for use of human and/or animal subjects in the research proposal
   - Biohazard Use is not required.

7. **Personal Statement (required).** Please answer the following questions in the text box areas on the online application. Cutting and pasting from a Word document is allowed. Please answer as briefly as possible. Each question has a maximum limit of 2,000 characters.
   - 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?
   - Will your proposal involve the use of drugs (yes/no)? If yes, please specify the drug and the drug manufacturing company.
8. **Project Timeline (required).** Enter major project milestones, 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. The applicant is not required to have deliverables. However, the timeline should make it clear what outcomes will be achieved during the grant award period. Your IRB expiration date, if applicable, should also be included in this section.

9. **Budget (required).** The award funds will be directed to the sponsoring institution and should be used towards salary support, supplies, equipment, travel, etc., necessary for the pursuit of the 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 the budget section of the online application. Budget justification must be entered for each year by clicking on the “Notes” icon next to the Year 1, Year 2 and Year 3 column headers. Clicking “Save” will automatically populate the total costs. Click “Save and Continue” when the entire budget has been entered.

The budget guidelines are as follows:

- **Total Award:** The total award amount is $200,000 payable on or about July 1 in annual increments of $66,666 over three years. The total cost requested per year should not exceed $66,667. The total budget requested must be exactly $200,000. During the award period, at least 80% of the yearly budget must be expended by the end of each reporting year as a condition of approval for new funds.
- **Research support:** At least $59,966 per year should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, professional membership dues, tuition fees, and other fees for academic courses are unallowable costs. Salary limits will be equivalent to the NIH applicable limit.
- **Travel:** Up to $2,500 per year should be allotted specifically for the applicant’s travel to the annual meeting and for any other travel essential to conducting the study. Attendance is **mandatory** at the Conquer Cancer Foundation Grants and Awards Ceremony, which will take place during the ASCO Annual Meeting in June 2019 immediately following acceptance of the grant. As the award term begins after the Grants and Awards Ceremony, Conquer Cancer approves costs incurred to attend the Ceremony as pre-award costs.
- **Indirect costs:** Up to $4,200 per year (or 6.3% of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the recipient's institution in administering the recipient's research project.
10. **Contacts (required).** The applicant should identify the specific individuals related to his/her project.

**IMPORTANT NOTES:**
- Mentors, sponsors, and institutional approvers, must complete their task and click “Submit” on the Review and Submit page **prior** to the deadline. **The applicant will not be able to submit the application until these tasks are submitted and complete.**

- If the individual is NOT an ASCO member, type ‘N/A_(Last Name of Contact)’ in the “Member ID” field, to bypass the field. ASCO membership is **only** required for the Mentor (or Sponsor, if the Mentor is not a member.)

**Contacts–Personnel**
Use this section to add the following individuals:
- Grants administrator - will be directly involved in the pre-award and post-award activities of the grant (optional, encouraged)
- Assistant – this is the applicant’s assistant (if he/she has one)
- Principal – the applicant is the primary person by default.

Click “Add”. On the next page, select the appropriate role. Do not select the “Primary Person” checkbox for any individuals other than the primary contact (i.e., applicant). Click “Select” to search for the individual. If the individual is not in the system, click “Add New Person” and complete all fields marked by an asterisk (*).

Click “Save and Close” to save the individual and return to the previous screen.

**Contacts–Other**
Use this section to add the following individuals:
- Mentor from his/her sponsoring institution (one required, no more than two allowed, one scientific and one clinical).
- Sponsor, must be an ASCO member (required if the mentor is not an ASCO member).
- An institutional approver (required).

Click “Add”. On the next page, select the appropriate role. Click “Select” to search for the individual. If the individual is not in the system, click “Add New Person” and complete all fields marked by an asterisk (*).

After the individuals have been entered, click the “Create and Notify” button. When the “Create and Notify” button is clicked, an email will be sent to the individual with instructions for accessing the grants portal to upload the following required documents. Do not click the “Create and Notify” button if you have not completed all required sections of the application.
For Mentors:

- **Mentor’s Biosketch.** Mentors should use the recently revised NIH biosketch template, which is provided on the grants portal for download. The NIH biosketch template has been updated to reflect an expiration date of 03/31/2020. Biosketches created using the previous template with an expiration date of 10/31/2018 may still be used up until 10/31/2018. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these instructions.

- **Letter of Support.** This should include the following information:
  
  - A training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed investigation
  - Confirmation that the applicant is within the first three years of a full-time, faculty appointment at the time of grant submission
  - A critical review of both the applicant and the research proposal
  - The role of the applicant in the development of the proposal
  - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
  - The level of institutional commitment to the applicant’s career development as an independent clinical investigator
  - Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work

- If there is more than one mentor, a biosketch and letter of support is required from each. Applicants should not have more than two mentors.

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 and has submitted the task, an email will be sent to the applicant confirming that this task has been completed. The mentor must click “Submit” on the Review and Submit page after uploading the documents to trigger the email. 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 not an ASCO Member, the applicant is required to select a sponsor from the sponsoring institution who is an ASCO Member.

For Sponsors:

- **Sponsor’s Biosketch.** Sponsors should use the recently revised NIH biosketch template, which is provided on the grants portal for download. The NIH biosketch template has been updated to reflect an expiration date of 03/31/2020. Biosketches created using the previous template with an expiration date of 10/31/2018 may still be used up until 10/31/2018. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these instructions.

- **Letter of Support.** This should include the following information:
  
  - Confirmation that the applicant is within the first three years of a full-time, faculty appointment at the time of grant submission
  - A critical review of both the applicant and the research proposal
The role(s) or anticipated role(s) the applicant holds (will hold) at the institution

The level of institutional commitment to the applicant’s career development as an independent clinical investigator

Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work

When the sponsor has uploaded the required supporting documents and has submitted the task, an email will be sent to the applicant confirming that this task has been completed. The sponsor must click “Submit” on the Review and Submit page after uploading the documents to trigger the email. 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.

**For Institutional Approvers:**

The Authorized Official representing the institution of the applicant must approve the completed application (both the project proposal and the budget) before submission by completing the “Institutional Approval Face Sheet” (template provided in the task). This individual is typically from the institution’s Office of Sponsored Research.

Upon logging in to the grants portal, the Institutional Approver will have access to the completed application in PDF format. 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 online task. However, if the application is not approved, the Institutional Approver should contact the applicant directly to correct any issues in the application prior to approval.

Upon submission of the completed and signed Institutional Approval Face Sheet, an email will be sent to the applicant confirming that this task has been completed. The Institutional Approver must click “Submit” on the Review and Submit page after uploading the face sheet to trigger the email. Subsequently, the applicant must login and submit the completed and approved application. No changes should be made to the application upon obtaining institutional approval.

**11. 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, the type of publication, publication status, and funding (if the project was funded by Conquer Cancer or not). Upload a copy of the actual publication on the Uploads section. Do not upload the publication in this section.
12. **Uploads** (the following components must be uploaded in the “Uploads” section).

**Important Instructions about Uploads.** To ensure proper conversion, uploads can be in PDF, MS Word, or MS Excel formats (although PDF format is preferred) and must be in accordance with document page limits. Uploaded documents should not be password protected or they may not convert properly.

To add a document, select the upload type from the dropdown menu, click “Add Files”, and search the document from your local drive. Then click “Start” to upload the file individually or click “Start Upload” to upload the files in bulk. To ensure that the files successfully converted, refresh the page.

a. **Applicant’s Biosketch (required).** Applicants may use the recently revised NIH biosketch template, which is provided on the grants portal for download. The NIH biosketch template has been updated to reflect an expiration date of 03/31/2020. Biosketches created using the previous template with an expiration date of 10/31/2018 may still be used up until 10/31/2018. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these instructions.

b. **Research Strategy (required).** The research strategy is 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:

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

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

   iii. **Approach:**
      1. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be
collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Describe the rationale for how the exclusionary criteria for enrolling patients was designed.

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

3. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work. Appropriate detail and/or documentation in the Supporting Documentation section must be included to assure a reviewer that the applicant’s project is feasible in the timeframe of the grant. Examples include: a letter confirming access to an experimental therapy or an approval letter from CTEP or a cooperative group. NOTE: Applicants may send supporting letters regarding feasibility (e.g., proof of receipt of drug from a company, IRB approval, etc.) to grants@conquer.org until October 18, 2018.

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

5. Clearly state the applicant’s role in the project (e.g., writing of protocol, performing the assays, etc.). When human subjects are involved, the precautions to ensure patient safety and confidentiality and the relevance or implications for patient care should be explained.

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

c. **Biostatistical Plan (required)**. A detailed statistical plan is required for all applications. The plan is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. For clinical and in-vivo studies, this section should include the primary objective/hypothesis and primary endpoint of the study, description of experimental design and study groups that will be compared, justification of the proposed study sample size, detailed procedures for data analysis, and appropriate statistical considerations. An appropriate sample size justification will include all parameters required for the computation of the sample size: the effect size, power and type I error rates for each Aim. When relevant to the project, it will also state median follow-up, prevalence of mutations in a given population, and accrual rate, for example.

Laboratory-based in vitro research proposals should also include the primary objective/hypothesis and primary endpoint of the study, procedures for data analysis, and appropriate statistical details that describe the summary measures that will be used to meet the objectives of the study.

Applications will be reviewed by a biostatistician. Applicants should work with a biostatistician to develop the application. If statistics are not applicable to the project, the applicant should upload a document stating that “Biostatistics are not applicable”, and the reviewers will evaluate.

d. **Cited References (required)**. A list of cited references in the Research Strategy should be uploaded as a separate document in the Uploads section.
e. **Advancing Patient-Focused Research (required).** Applicants must seek to ensure that their clinical studies are well-designed and ethical, minimizing patient burdens. In order to inform the reviewers of the applicant’s proposed research’s relevance for cancer patients and to ensure that his/her research is patient-focused, the applicant must answer the following questions as concisely as possible (two pages maximum):

   a. Please describe the clinical problem being addressed, its scope, and the patient population that will be impacted.
   b. What is your timeline for how this project will have an effect in the clinic?
   c. How do you plan to engage patient advocates and relevant stakeholders in the design/implementation of your study?
   d. How will the results of this study improve patient’s quality of life?
   e. What have you done in designing the study to minimize the burden to the patient?

f. **Institutional Letter of Support from Department Chair or Dean (required).** 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.

g. **Resubmission Documentation (required for resubmissions only).** Applicants resubmitting a prior application are **required** to upload a one-page introduction to address the feedback and critiques provided during the prior application cycle.

   The introduction is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. Past applicants are strongly encouraged to upload a one-page introduction that discusses how the application has changed or respond to previous reviews. It is advised that applicants ask their mentors to read the reviewers’ critiques and the resubmission responses to confirm that the critique has been addressed in a way that is informative and constructive.

h. **Clinical Protocol (optional, highly encouraged).** If the applicant’s project involves a clinical protocol, it is highly encouraged to upload a copy of the protocol in the Uploads section.

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

13. Review and Submit (required)

This page will indicate any incomplete sections. Once all sections are complete, select “View PDF” to view and save a PDF version of the application.

Click “Submit” to submit your application. Note: The Submit button will not appear until all required sections have been completed, including receipt of mentor or sponsor documents and institutional approval face sheet.
APPLICATION SUBMISSION CHECKLIST

☐ Applicant (required)
☐ Organization (required)
☐ Training and Appointment Dates (required)
☐ Project Information (required)
☐ Classification (required)
☐ Assurances (required)
☐ Personal Statement (required)
☐ Project Timeline (required)
☐ Budget (required)

Contacts
  - Mentor’s Biosketch and Letter of Support (required)
    - Mentor Biosketch (5 pages maximum)
    - Mentor Letter of Support
  - Sponsor’s Biosketch and Letter of Support (required if mentor is not an ASCO member)
    - Sponsor Biosketch
    - Sponsor Letter of Support
  - Institutional Approval Face Sheet Signed by the Institutional Approver (required)

☐ Publications (optional) – maximum of two publications.

Uploads
  - Applicant’s Biosketch (required)
  - Research Strategy (required)
  - Biostatistical Plan (required)
  - Cited References (required)
  - Advancing Patient-Focused Research (required)
  - Institutional Letter of Support from Department Chair or Dean (required)
  - Resubmission Documentation (required for resubmissions only)
  - Clinical Protocol (optional) – strongly encouraged.
  - Publications (optional) – applicant must be one of the authors.
  - Supporting Documentation (optional). Examples include:
    - Letter of biostatistical support (highly encouraged)
    - Letters documenting the feasibility of the project
    - Letter from a company that will provide an experimental agent

☐ Review and Submit