

AMERICAN CANCER SOCIETY

INSTITUTIONAL RESEARCH GRANTS

POLICIES AND INSTRUCTIONS

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MISSION

The American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer through research, education, advocacy, and service.

INSTITUTIONAL RESEARCH GRANTS

POLICIES

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1. OVERVIEW OF THE EXTRAMURAL GRANTS PROGRAM OF THE AMERICAN CANCER SOCIETY

With a focus on beginning investigators, the American Cancer Society's Extramural Grants Program seeks to support and promote high impact and innovative cancer research across a wide range of disciplines to meet critically important needs in the control of cancer.

Each year, the Society receives approximately 2,000 requests for research funding and health care professional training support. All proposals are subjected to multiple levels of peer review that identifies the most meritorious and innovative projects for funding.

The Society offers extramural support for research and training via the programs described below. For program specific information, please see Section 19.

RESEARCH GRANTS FOR INDEPENDENT INVESTIGATORS

Research Scholar Grants in Basic, Preclinical, Clinical, and Epidemiology

Research—Support for investigator-initiated research projects in basic, preclinical, clinical and epidemiology research. The maximum award is for 4 years and for as much as \$200,000 per year (direct costs), plus 20% allowable indirect costs. *Eligibility Criteria: Investigators in the first six years of an independent research career or faculty appointment are eligible to apply.*

Research Scholar Grants in Cancer Control and Prevention: Psychosocial and Behavioral Research

—Support for investigator-initiated research projects in psychosocial and behavioral research, including epidemiologic approaches to psychosocial and behavioral research. Awards may be for four years and for as much as to \$200,000 per year (direct costs), plus 20% allowable indirect costs. *Eligibility Criteria: Investigators in the first six years of an independent research career or faculty appointment are eligible to apply.*

Research Scholar Grants in Cancer Control and Prevention: Health Services and Health Policy Research

—Support for investigator-initiated research projects in health services and health policy research. Awards may be for four years and for as much as \$200,000 per year (direct costs), plus 20% allowable indirect costs. *Eligibility Criteria: These grants are open to investigators at any stage of their career.*

The Pilot and Exploratory Project Mechanism is intended to provide support for a small pilot or exploratory project whose purpose is to test interventions, develop research methodologies and explore novel areas in particular areas of research the American Cancer Society is seeking particular applications. A clearly defined plan as to *how* the investigator will use the results of the project to develop larger, extramurally funded research projects is an integral part of this mechanism. This mechanism is currently only available to support applications submitted in response to the RFA in Palliative Care.

Institutional Research Grants—Awarded to institutions as block grants to provide seed money for independent junior investigators to initiate research projects. Grants are made for one to three years, and average \$120,000 per year. These grants are renewable.

MENTORED TRAINING AND CAREER DEVELOPMENT GRANTS

Postdoctoral Fellowships—Support for the training of researchers who have received a doctoral degree to provide initial funding leading to an independent career in cancer research (including basic, preclinical, clinical, cancer control, psychosocial, behavioral, epidemiology, health services and health policy research). Awards may be for three years with progressive stipends of \$44,000, \$46,000, and \$48,000 per year, plus a \$4,000 per year fellowship allowance. Depending on availability of special endowment funds, the Society annually selects one or more of the top-ranked fellowships to be supplemented above the standard stipend. During the second or third year of the award, ACS Postdoctoral Fellows will be invited to attend a Fellows Symposium to present their work, meet with senior leaders in cancer research, and develop additional professional skills important in their transition to independent research careers.

Mentored Research Scholar Grants in Applied and Clinical Research— Support for mentored research by full-time faculty, typically within the first four years of their appointment, with the goal of becoming independent investigators in clinical, cancer control and prevention, epidemiologic, psychosocial, behavioral, health services and health policy research. Awards are for up to five years and for up to \$135,000 per year (direct costs), plus 8% allowable indirect costs. A maximum of \$10,000 per year for the mentor(s) (regardless of the number of mentors) is included in the \$135,000.

Cancer Control Career Development Awards for Primary Care Physicians— Support for primary care physicians in supervised programs intended to develop clinical and teaching expertise and the capacity to perform independent research or educational innovation in cancer control. Candidates must have a full-time faculty appointment and generally be no more than 10 years beyond training at the beginning of the award. Awards are for 3 years and for up to \$100,000 per year. A maximum of \$10,000 per year for the mentor(s) may be included in the budget.

Physician Training Awards in Preventive Medicine—Awards to institutions to support physician training in accredited preventive medicine residency programs that provide cancer prevention and control research and practice opportunities. Awards are for four years in the total amount of \$300,000, based on an average of \$50,000 per resident training year. These grants are renewable.

PREDOCTORAL TRAINING

Doctoral Training Grants in Oncology Social Work—Awards to doctoral students to conduct research related to the psychosocial needs of persons with cancer and their families. Initial 2-year grant providing a stipend of \$20,000 per year with possibility of a 2-year competitive renewal.

Master's Training Grants in Clinical Oncology Social Work—Awards to institutions to support the training of second-year master's degree students to provide psychosocial services to persons with cancer and their families. Awards are for one year in the amount of \$12,000 (trainee stipend of \$10,000, and \$2,000 for faculty/professional development.). These grants are renewable.

Doctoral Degree Scholarships in Cancer Nursing—Awards to doctoral students in the fields of cancer nursing research, education, administration, or clinical practice. Initial 2-year grant providing a stipend of \$15,000 per year with possibility of a 2-year competitive renewal.

Graduate Scholarships in Cancer Nursing Practice —Support for graduate students pursuing a master's degree in cancer nursing or doctorate of nursing practice (DNP). Awards may be for two years, with stipend of \$10,000 per year.

PROFESSOR AWARDS

Research Professor Awards—Granted to outstanding mid-career investigators who have made seminal contributions that have changed the direction of cancer research. In general, applicants will recently have attained the rank of full professor. The awards are for 5 years in the total amount of \$400,000, and may be renewed once.

Clinical Research Professor Awards —Granted to outstanding mid-career investigators who have made seminal contributions that have changed the direction of clinical, psychosocial, behavioral, health policy or epidemiologic cancer research. In general, applicants will recently have attained the rank of full professor. The awards are for 5 years in the total amount of \$400,000, and may be renewed once.

INTERNATIONAL PROGRAMS

Audrey Meyer Mars International Fellowships in Clinical Oncology—Support for one year of advanced training in clinical oncology at participating US cancer centers to qualified physicians and surgeons from other countries, particularly countries where advanced training is not readily available. This program is limited to non-US citizens and provides up to \$40,000 annually.

American Cancer Society UICC International Fellowships for Beginning Investigators— One-year fellowships of up to \$45,000 funded by the American Cancer Society to foster a bi-directional flow of knowledge, experience, expertise, and innovation between countries. Funding preference will be given to applicants who propose to conduct preclinical, clinical, epidemiology, psychosocial, behavioral, health services, health policy research, or cancer control research. However, applications also will be accepted from investigators proposing basic science projects. Application forms may be obtained from the UICC Fellowship Department at <http://fellows.uicc.org/>.

SPECIAL INITIATIVES

Targeted Grants for Research Directed at Poor and Underserved Populations—

Support for research projects that focus on poor or underserved populations and address a variety of clinical, cancer control, behavioral, epidemiologic, health policy, health services, and basic science issues. Applications will be accepted via three mechanisms: Research Scholar Grants, Mentored Research Scholar Grants in Applied and Clinical Research, or Postdoctoral Fellowships. The award structure is the same as for each of the mechanisms described above with one exception. Applications for Targeted Research Scholar Grants in Cancer Control and Prevention Research: Psychosocial and Behavioral Research may apply for 5 years and up to \$400,000 per year direct costs and 20% indirect costs. Targeted Research Scholar Grants may be renewed once. *Eligibility Criteria: Independent investigators at any stage of their research careers may apply for the Targeted Research Scholar Grant; eligibility criteria for Targeted Mentored Research Scholar Grants in Applied and Clinical Research and Targeted Postdoctoral Fellowships are restricted as indicated in the description for these funding opportunities.*

REQUESTS FOR APPLICATIONS (RFAS)

Pilot and Exploratory Grants in Palliative Care—Supports investigators performing pilot and exploratory research studies that test interventions, develop research methodologies, and explore novel areas of research in palliative care of cancer patients and their families. Applications will be accepted via the Pilot and Exploratory Grants Mechanism. Awards: Up to two years duration with a maximum budget of \$60,000 per year plus 20% indirect costs. It is anticipated that a total of \$500,000 will be available to fund 5 to 7 grants. *Eligibility Criteria: Independent investigators with a history of successful peer-reviewed funding.*

Research Scholar Grant in the Role of Healthcare and Insurance in improving outcomes in cancer prevention, early detection and treatment—Supports projects that investigate how healthcare costs, healthcare system structure and capacity, socioeconomic factors (including insurance status), personal characteristics (such as race and ethnicity), and delivery of healthcare services affect outcomes related to cancer prevention, early detection, and treatment. The purpose is to stimulate research on the effects of the US healthcare system structure and the role of insurance on access to screenings and treatment. Applications will be accepted via the Research Scholar Grant in Cancer Control and Prevention award mechanism. Awards may not exceed a period of 4 years with a maximum budget of \$200,000 per year (direct costs) plus 20% indirect costs. It is anticipated that a total of \$1 million will be available to fund up to 4 grants. *Eligibility Criteria: Independent investigators at **all** stages of their career are eligible to apply.*

2. AUTHORITY FOR MAKING GRANTS

All American Cancer Society grants and awards are made by the Chief Executive Officer on behalf of the Society's Board of Directors.

3. SOURCE OF FUNDS

The American Cancer Society obtains its funds principally from public donations collected annually by our two million volunteers.

In order to disseminate information about the Society's Extramural Grants Program to our volunteers and to the public, grantees will occasionally be expected to give brief presentations to professional and lay audiences.

4. WHO MAY APPLY

Applicants for American Cancer Society grants and awards must at the time of application be United States citizens, noncitizen nationals, or permanent residents of the United States. Permanent residents must submit with the application notarized evidence indicating that they have a Resident Alien Card or "Green Card" (I-551); or have been approved for the issuance of such card as evidenced by an official passport stamp of the United States Immigration Service or a form I-797 Notice of Action which indicates that the application for permanent residence has been approved. Noncitizen nationals are persons who, although not US citizens, owe permanent allegiance to the United States. They are generally persons born in outlying US possessions (e.g., American Samoa and Swains Island).

The Society's grants and awards are made to not-for-profit institutions located within the United States, its territories, and the Commonwealth of Puerto Rico. Unsolicited grant applications will not be accepted from, nor will grants be made for, the support of research conducted at for-profit institutions, federal government agencies (including the National Laboratories), or organizations supported entirely by the federal government (with the exception of postdoctoral fellowship applications) or organizations, such as Foundations operated by, and for the benefit of, Veteran Affairs Medical Centers, whose primary beneficiaries are federal government entities. Applications may be submitted by qualified academic institutions on behalf of Veteran Affairs Medical Centers, provided that a Dean's Committee Memorandum of Affiliation is in effect between the two institutions.

Principal investigators who are US citizens or Permanent Residents working at a not-for-profit institution in the United States may request under special circumstances, that a component of the research be performed at a foreign institution as a subcontract. In these cases, the principal investigator must convince the Society and its review committees that the proposed research cannot be undertaken at an institution in the United States, and that the findings will be relevant to the US population. See the Research Scholar Grant

Instructions under “Detailed Budget: Subcontracts” and “Justification of Budget” for more information.

Although applicants may apply for multiple awards, a grantee may not be the principal investigator on more than one Research Scholar Grant unless one is an ACS-awarded grant targeted to poor and medically underserved populations.

5. RESPONSIBILITY OF THE GRANTEE INSTITUTION

The American Cancer Society does not assume responsibility for the conduct of the activities that the grant supports or the acts of the grant recipient as both are under the direction and control of the grantee institution and subject to the institution's medical and scientific policies. Grantee institutions must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an Institutional Review Board (IRB), as specified by the National Institutes of Health Office for Human Research Protections, US Department of Health and Human Services. Furthermore, grantee institutions must adhere to DHHS guidelines regarding financial conflicts of interest, recombinant DNA, research misconduct, and vertebrate animals. These policies apply to applicants and applicant institutions as well.

To signify agreement by the institution, an application for a grant must bear the signature of the official authorized to sign for the institution. Signature of the department head is also required. Additional signatures are at the discretion of the institution.

6. TOBACCO-INDUSTRY FUNDING AND CONFLICTS OF INTEREST

Scientific investigators or health professionals who are funded by the tobacco industry for any project, or whose named mentors in the case of mentored grants are funded by the tobacco industry for any project, may not apply and will not be eligible for American Cancer Society research and training grants activated on or after July 1, 2005. Scientific investigators, health professionals, or named mentors who accept funding from the tobacco industry for any project during the tenure of an American Cancer Society research or training grant must inform the Society of such funding, whereupon the American Cancer Society grant will immediately be terminated. Tobacco industry funding includes: funds from a company that is engaged in, or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco goods; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco goods.

The following do not constitute tobacco industry funding for the purposes of this policy:

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them);
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even

though it may bear a name that (for historical reasons) is associated with the tobacco industry.

Tobacco industry funding is defined for purposes of Society grants and awards applicants and recipients as money provided or used for all or any of the costs of the research, including personnel, consumables, equipment, buildings, travel, meetings, and conferences, running (operating) costs for laboratories and offices, but not meetings or conferences unrelated to a particular research project.

7. PEER REVIEW OF APPLICATIONS

The Society's Scientific Program Directors distribute the applications to the most appropriate Peer Review Committee and then assign each application to at least two committee members for initial review. Each committee generally has between 12 and 25 members who are leaders in their areas of expertise, plus up to three "stakeholders." A stakeholder is an individual usually without formal training as a scientist or health professional who has a strong personal interest in advancing the effort to control and prevent cancer through research and training. This interest could stem from an intimate experience with the disease, such as survivorship, a family cancer experience, or being a caregiver.

Depending on the grant applied for, the committees evaluate applications based on some or all of the following criteria: (a) the scientific merit, originality, and feasibility of the application; (b) the qualifications, experience and productivity of the applicant, and the members of the investigative team; (c) the facilities and resources available; and (d) the promise of the research or training as related to the control of cancer or to the benefit to be gained by persons with cancer. At the Peer Review Committee meeting, the applications are discussed and a priority score is voted for each one. The evaluations of the committees are provided to the Council for Extramural Grants (the Council), a multidisciplinary panel of senior scientists, most of whom have previously served on a Peer Review Committee, up to three stakeholders, and the Chair of the Society's Research and Medical Affairs Committee, who serves as an ex officio, non-voting member. After considering the relative merit of the applications, the amount of available funds and the Society's objectives, the Council determines which grants will be funded. No voting member of a Peer Review Committee or of the Council may serve concurrently on the Board of Directors or the National Assembly of the American Cancer Society.

Applications that are not funded may be revised and resubmitted. However, only two resubmissions are allowed for Research Scholar Grant and Mentored Research Scholar Grant applications. Resubmitted applications will be reviewed in the same detail and compete on an equal basis with all other new applications. (See Instructions for additional information on resubmission of applications.)

8. APPLICATION DEADLINES

Applications for grants and awards must be submitted as paper copies in addition to submitting them electronically via proposalCENTRAL. ProposalCENTRAL is a

consortium of non-profit granting agencies, developed and hosted by Altum. Access is available using links provided in the American Cancer Society web site www.cancer.org (*see Instructions*). The electronic applications must be submitted and the paper copies received at the Society's National Home Office by close of business (5:00 PM EST) on the specified deadline date. **If the deadline falls on a weekend or holiday, applications will be accepted the following business day.**

No supplemental materials will be accepted after the deadline unless requested by staff for administrative purposes or when needed for the reviewers. The schedule for application receipt and review is provided in the following table.

DEADLINE, REVIEW, NOTIFICATION, AND ACTIVATION SCHEDULE

GRANTS	Deadline for Receipt of Applications	Peer Review Meeting	Preliminary Notification	Council Meeting	Grantee Notification	Activation
Research Scholar Grant	April 1 October 15	June January	August March	Sept. March	October April	January 1 July 1
Mentored Research Scholar Grant	April 1 October 15	June January	August March	Sept. March	October April	January 1 July 1
Postdoctoral Fellowship	April 1 October 15	June January	August March	Sept. March	October April	January 1 July 1
Institutional Research Grant	April 1	June	August	Sept.	October	January 1
Physician Training Award in Preventive Medicine	April 1	June	August	Sept.	October	January 1
Research Professor Award	April 1	June	NA	Sept.	October	January 1
Doctoral Training Grant in Oncology Social Work	October 15	January	March	March	April	Sept. 1
Clinical Research Professor Award	October 15	January	NA	March	April	July 1
Master's Training Grant in Clinical Oncology Social Work	October 15	January	March	March	April	Sept. 1
Cancer Control Career Development Award	October 15	January	March	March	April	July 1
Doctoral Degree Scholarship in Cancer Nursing	October 15	January	March	March	April	August 1
Master's Degree Scholarship in Cancer Nursing	February 1	March	April	April	May	August 1

9. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW

Approximately one month after receipt of the application, the applicant will receive an email acknowledgment providing an application number, the assigned Peer Review Committee, and the name and telephone number of the Scientific Program Director of the Peer Review Committee. This email will be sent to the address in the Professional Profile supplied at the time of submission.

Preliminary Notification. Following review, preliminary information regarding the status of an application will be emailed along with instructions to download copies of the reviewers' critiques. The letter of notification will also indicate the likelihood of funding as described by one of the following phrases: experience suggests that (a) your application will be funded, (b) we cannot predict at this time or, (c) your application will not be funded. Please note that all final funding decisions are made by the Council for Extramural Grants which typically meets in March and September.

Applicants may call the Extramural Grants Department at anytime during the review cycle. The Program Director will shepherd your application through the entire process. For questions concerning the review of the application, the Scientific Program Director can be most helpful following receipt and careful review of the critiques by the applicant. For those applicants considering resubmission, it is strongly encouraged that they contact their Program Director well in advance of the next deadline.

10. GRANT PAYMENTS

Grant payments will be made at the end of each month, except for nursing scholarships and social work grants, which are made once yearly at the beginning of the year. The American Cancer Society requires that all payments are made to the sponsoring institution and are mailed to the address indicated on the grant activation form. Acknowledgment of payment by the sponsoring institution is not required.

Personnel compensated in whole or in part with funds from the American Cancer Society are not considered employees of the Society. Institutions are responsible for issuing the appropriate IRS tax filings for all individuals receiving compensation from American Cancer Society grants and are responsible for withholding and paying all required federal, state, and local payroll taxes with regard to such compensation. Thus, these and any other tax consequences are the responsibility of the individual recipient and the sponsoring institution. We advise all grant and award recipients to consult a tax advisor regarding the status of their awards.

11. ANNUAL AND FINAL PROGRESS REPORTS

The following policies apply to Research Scholar Grants, Mentored Research Scholar Grants, Research Professorships and Clinical Research Professorships, and Postdoctoral Fellowships . For all other grants, see "Required Progress Reports" section.

- A. Both nontechnical and scientific progress reports are to be submitted each year within six weeks after the first and subsequent anniversaries of the start date of the grant, and final reports are due within six weeks after the grant has terminated.

Reporting forms and samples of nontechnical and scientific progress reports are available at www.cancer.org/research. Select “Funding Opportunities” followed by “Grant Reporting Forms.”

- B. The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until the official termination date of the grant. If the grant is terminated early, a final report must still be completed within six weeks of the termination date.
- C. No reminders will be sent regarding annual reports unless the grantee is being funded through a special donation to the Society. Reminders for final reports will be sent by email.
- D. Reports are to be submitted in a timely manner. If this is not possible, a written request to extend the reporting deadline must be made. Otherwise, noncompliance may result in the withholding of payment on all grants in effect at the recipient institution, or grants that may be awarded in the future, until reports are received.

12. PUBLICATIONS AND OTHER RESEARCH COMMUNICATIONS

Publications resulting from research or training activities supported by the American Cancer Society must contain the following acknowledgment: "Supported by (insert name of grant and number) from the American Cancer Society." The Society's support should also be acknowledged by the grantee and by the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and Internet-based communications.

13. FINANCIAL RECORDS AND REPORTS

A report of expenditures must be submitted within 90 days of the expiration date of the grant as indicated in the award letter. Any change in terms such as a no-cost extension will alter the date that the report is due. There are different reporting requirements for the Institutional Research Grant (please see the “Required Financial Reports” section in the IRG policies). Annual financial reports are not required. Forms may be downloaded from the web site: www.cancer.org/research. Select “Funding Opportunities” followed by “Grant Reporting Forms.”

Signatures of the principal investigator and the institution's financial officer are required. **Any unexpended funds must be returned to the Society.**

Reports are to be submitted in a timely manner. If this is not possible, a written request to extend the reporting deadline must be made. Otherwise, non-compliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

Institutions must maintain separate accounts for each grant, with substantiating invoices available for audit by representatives of the American Cancer Society. The Society is not responsible for expenditures made prior to the start date of the grant, for commitments

against a grant not paid within 60 days following the expiration date, or any expenditure that exceed the total amount of the award. (See also section 16, "Cancellation.")

14. INSTITUTIONAL EXPENDITURES

American Cancer Society *research* grants are not designed to cover the total cost of the research proposed nor the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available in an institution.

For grants that allow indirect costs, the calculation of allowable indirect costs includes all budget items except equipment. See the Instructions for allowable expenditures for Health Professional Training Grants.

The Society's research grants do not provide funds for such items as:

- Secretarial/administrative salaries
- Tuition (this is an allowable expense for the principal investigator of a Mentored Research Scholar Grant)
- Foreign travel (special consideration given for attendance at scientific meetings held in Canada)
- Books and periodicals except for required texts for coursework in the approved training plan for MRSGs.
- Membership dues
- Office and laboratory furniture
- Office equipment and supplies
- Rental of office or laboratory space
- Recruiting and relocation expenses
- Non-medical services to patients
- Per-diem charges for hospital beds
- Construction, renovation, or maintenance of buildings/laboratories

15. OWNERSHIP OF EQUIPMENT

Equipment purchased under American Cancer Society research grants or extensions thereof is for the use of the principal investigator and collaborators. Title of such equipment shall be vested in the institution at which the principal investigator is conducting the research. In the event the American Cancer Society authorizes the transfer of a grant to another institution, equipment necessary for continuation of the research project purchased with the grant funds may be transferred to the new institution. Title to such equipment shall be vested in the new institution.

16. INTELLECTUAL PROPERTY RIGHTS

As a not-for-profit organization supported by public contributions, the Society believes it has the responsibility to adopt policies and practices that enhance the likelihood that potentially beneficial discoveries and inventions will be exploited to the benefit of humankind. It is the desire of the Society that such inventions be administered in such a manner that they are brought into public use at the earliest possible time. The Society

recognizes that often this may be best accomplished through patenting and/or licensing of such inventions. Accordingly, the Society has adopted the following patent policy that is binding on all Grantees and Not-for-profit Grantee Institutions (hereinafter "Grantee"). Acceptance of a grant from the Society constitutes acceptance of the terms and conditions of this policy. It is a goal of the Society that the terms and conditions of this policy not conflict with the established patent policy of Grantee.

- A. All notices required pursuant to this policy shall be in writing, and in this policy, the following terms shall have the meaning set forth below.
 - i. "Invention" shall mean any potentially patentable discovery, material, method, process, product, program, software or use.
 - ii. "Funded Invention" shall mean any Invention made in the course of research funded in whole or in part by this Society grant.
 - iii. "Public Disclosure" shall mean any publication, presentation, offer for sale or any activity that would affect the patentability of the invention under 35 USC. § 102 or 103.
 - iv. "Net Income" shall mean gross income received by Grantee in respect of a Funded Invention less inventor distributions in accordance with Grantee policy, payments to joint holders of Funded Invention, and unreimbursed directly assignable out-of-pocket expenses resulting from patenting and licensing for Funded Invention.
- B. Grantee shall notify the Society of each Funded Invention made by Grantee within thirty (30) days after the disclosure of the Funded Invention to Grantee's Technology Transfer Office or the equivalent thereof. Grantee shall promptly determine whether it desires to seek patent or other statutory protection for all Funded Inventions promptly after each Funded Invention is made and shall promptly inform the Society of all decisions to seek or not seek such protection. The Society shall have the right to seek patent or other statutory protection, at the Society's expense, for any Funded Invention in any country where Grantee has decided not to seek protection or has failed to file an application for such protection within six (6) months after disclosure of the Funded Invention to the Society, and, upon the Society's request, Grantee shall file for patent protection for Funded Invention in such countries as directed by Society at the Society's expense.
- C. Grantee shall promptly notify the Society of the filing and issuance or grant of any application for a patent or other statutory rights for a Funded Invention and shall keep the Society reasonably informed of the status and progress of all such applications. Grantee shall pay all costs and expenses incident to all applications for patents or other statutory rights and all patents and other statutory rights that issue thereon owned by Grantee (other than as provided for in Sections B or C). Grantee shall also notify the Society at least sixty (60) days in advance of Grantee's intention

to abandon any application for a patent or other statutory right for a Funded Invention or not to take action required to maintain any such application or any patent or other statutory right in a Funded Invention, in which event, at the request of the Society, Grantee shall continue patent protection for Funded Invention as directed by Society at the Society's expense (unless maintenance of such patent rights is inconsistent with Grantee's good name).

- D. Each of the Society and Grantee (the appropriate Grantee technology transfer officer managing Funded Invention) shall promptly inform the other of any suspected infringement of any patent covering a Funded Invention and of any misappropriation, misuse, theft or breach of confidence relating to other proprietary rights in a Funded Invention. Grantee and Society will discuss in good faith further action to be taken in this regard.
- E. Grantee shall notify the Society within thirty (30) days of grant of a license, lease, or other revenue generating agreement involving a Funded Invention. In the event that Grantee fails to license a Funded Invention within five (5) years from the issuance of a patent for the Funded Invention and the Grantee has determined no viable means of commercialization for Funded Invention, Grantee shall license the Funded Invention, with the right to sublicense, to the Society (under standard Grantee license terms on a royalty free basis). However, should the Society receive any revenue from sublicensing the Funded Invention, it will share that revenue with Grantee on a mutually acceptable basis.
- F. Grantee will license a Funded Invention in accordance with Grantee Policy and established practices.
- G.
 - i. The Society waives the receipt of income until the Net Income from the Funded Invention exceeds \$500,000.
 - ii. Once the Net Income from a Funded Invention exceeds \$500,000, Grantee shall pay the Society annually a percentage of the Net Income from the Funded Invention that is proportionate to the Society's proportion of the financial support for the research that resulted in the Invention. Such royalty payment shall be accompanied by an appropriate statement of account detailing the amount and showing the calculation of Net Income received by Grantee during the preceding year. The Society shall have the right to audit the Grantee's books and records annually, in order to verify the Net Income derived annually from any Funded Invention.
 - iii. The percentage of Net Income due the Society from a Funded Invention shall be determined by the parties within 90 days of the date the Society is notified by the Grantee (to be extended by mutual agreement of both parties) pursuant to Section E above of the grant of a license, lease or other revenue generating agreement involving the Funded Invention.

If the parties are unable to agree on the percentage of Net Income payable to the Society or any amount owed to Grantee pursuant to Paragraph E above, the dispute (the "Dispute") shall be resolved as follows:

One of the parties shall request (the "Negotiation Request") that each of the parties appoint a designated executive management representative to meet for the purpose of endeavoring to resolve such Dispute. The designated executive representatives, who shall not have been directly involved in the initial negotiations, shall discuss the Dispute and negotiate in good faith in an effort to seek a resolution. During the course of such negotiation, all reasonable requests made by one party to the other for information will be honored so that each of the parties may be fully advised regarding the Dispute. If the designated executive representatives are unable to resolve the Dispute within 30 days after the Negotiation Request, the parties shall mediate the Dispute with a mutually acceptable mediator within the 30-day period beginning 31 days after the Negotiation Request. If the Dispute is not resolved by mediation within 60 days after the Negotiation Request, either party may initiate arbitration by delivering an arbitration demand to the other party (initiator of arbitration will travel to venue of other party), and the Dispute shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), except that

- (a) there shall be one arbitrator mutually agreed upon by both parties within 30 days after initiation of arbitration and if the parties are unable to agree upon an arbitrator, the arbitrator shall be appointed by AAA;
- (b) neither party may submit more than 20 interrogatories, including subparts;
- (c) neither party shall be entitled to take more than two depositions and no deposition shall last more than two hours;
- (d) all discovery shall be concluded within 90 days of serving the arbitration demand;
- (e) each party shall bear its own costs and expenses and attorney's fees and an equal share of the arbitrator fees and any administrative fees of the arbitrator; and
- (f) arbitration shall not be utilized if Grantee is prohibited by law from submitting itself to binding arbitration.

The award of the arbitrator shall be binding, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

17. EXTENSION OF TERM OF GRANT

The termination date of any grant may be extended for up to one year without additional funds upon written request from the principal investigator. Please include with the request an estimate of the funds to be carried over into the extension, and an explanation for the delay in completion of the specific aims. The Program Director must receive a written

request 30 days before the expiration date of the grant. Requests for leave will be handled on a case-by-case basis.

18. CANCELLATION OF GRANT

Intent to cancel a grant must be communicated to the Program Director. In the event a grant is canceled, the institution is entitled to the prorated amount of the award. The Society cannot assume responsibility for expenditures in excess of payments already made to the grantee institution prior to the effective date of cancellation, and all unexpended funds must be returned to the Society. If a grant is to be canceled, please fill out and return the Request for Cancellation form. Forms may be downloaded from the web site www.cancer.org/research. Select “Funding Opportunities” followed by “Grant Reporting Forms.”

For Master's Training Grants in Clinical Oncology Social Work, Doctoral Training Grants in Oncology Social Work, Graduate Scholarships in Cancer Nursing Practice, and Doctoral Degree Scholarships in Cancer Nursing, withdrawal from the graduate program requires cancellation of the grant.

19. DESCRIPTION OF INSTITUTIONAL RESEARCH GRANTS

An Institutional Research Grant (IRG) is a block award to an institution that enables it to give small grants to beginning investigators who have no national peer-reviewed research grant support. The intent is to support these junior faculty in initiating cancer research projects so they can obtain preliminary results that will enable them to compete successfully for national research grants. [See **REQUIREMENTS FOR APPLICANTS FOR IRG PILOT PROJECT GRANTS** (below) for additional information.]

The purpose of the Institutional Research Grants program is:

- to support the development of new investigators to conduct independent cancer research;
- to foster direct relationships between funded institutions and the local American Cancer Society; and
- to support research by newly independent investigators in areas of special interest to the Society.

Any nonprofit, non-government institution that has a significant number of established investigators conducting cancer research and a replenishing pool of junior faculty interested in cancer research may apply to receive an Institutional Research Grant. Since an IRG is awarded to an institution as a whole, funds should be available to support proposals from any health sciences school, college, and departments within the institution.

Because the intent of the IRG is to support the efforts of institutions to foster the early career development of cancer researchers, funding preference will be given to institutions that document a program of mentoring activities intended to accomplish this objective. Through the IRG, the Society also intends to promote collaboration across cancer research disciplines and among institutions. Several institutions within a city, state or other

geographical region can form a consortium to apply for an IRG, and such applications are strongly encouraged. It is also possible for institutions that have IRGs to partner with other, usually smaller biomedical research institutions in their region to form such a consortium. This also ensures access to the program by institutions that do not have a sufficiently large pool of beginning investigators on their own.

APPLICATION REVIEW

New IRG applications are evaluated in terms of the potential impact on cancer research at an institution as judged by: (a) the description of the proposed procedures for implementing and administering an IRG program; (b) the size of the pool of applicants eligible for pilot project grants; (c) the number of faculty members active in cancer-related research; (d) the quality of the examples of research to be funded; and (e) the institution's need for IRG funding. The degree of interaction (current or proposed) between the institution and the local ACS is also a factor in the review.

Renewal applications are evaluated on the basis of the impact of the program, as evidenced by the productivity of the former grantees. The application review considers: (a) accomplishments such as publications, awards, and national competitive grants obtained as a result of preliminary investigation supported by the IRG during the immediate past grant period(s); (b) evidence of interaction between the institution, including the pilot project grant recipients, with the local Division or Unit of the American Cancer Society; and (c) documented need of continued support. The relevance of the research supported by individual allocations to cancer is also an important factor in the evaluation of renewal requests for continued support. The reviewers also consider the effectiveness with which the local IRG committee administers the program. Note: Prior critiques of successful renewal applications are provided to the reviewers; thus, response to the suggestions from the previous review is also a consideration in the evaluation of the application.

LOCAL INSTITUTIONAL RESEARCH GRANT REVIEW COMMITTEE

The American Cancer Society believes that the established faculty at the institution is in the best position to determine who should be the individual recipients of the pilot project money awards. Accordingly, the institution, or group of institutions, must establish a local IRG Review Committee made up of representatives from the institution's schools and departments of medical, behavioral, biological, and physical sciences. The primary purpose of this Committee should be to receive and review applications from eligible junior faculty for support from the American Cancer Society IRG. The use of the Committee to allocate funds from other sources is not permitted.

The committee members, who should serve on a rotating basis, should include both senior and junior nationally funded faculty. The chair of the local IRG Committee, who will also serve as the principal investigator of the grant, should be, with rare exceptions, from the ranks of the senior faculty. Neither the principal investigator nor any members of the local IRG Committee may receive funds from the IRG. To foster communication about the IRG Program with volunteers and staff in the Society's Units and Divisions, institutions are strongly encouraged to include one or two Division representatives as members of the local IRG Committee. (Please note: Division staff may not vote on allocating funding to projects as this would constitute a conflict of interest.) In addition, the principal investigator should assume responsibility for contacting the appropriate American Cancer Society Division/Unit staff to develop the plan for Division-institution interaction.

The following procedure for application review is recommended:

- (1) At least one call for applications and one formal meeting of the local IRG Committee should occur each year, more often for larger institutions/grants. There should be widespread promotion throughout the institution of the availability of funds for all qualified individuals (versus limiting such information to department heads).
- (2) Individual applicants submit written proposals for funding, preferably using the forms and biographical information sheets that the American Cancer Society provides with the application. The IRG Committee chair assigns each request to two or more committee members for review. Written evaluation of the projects should be supplied to the individual applicants after the funding decisions have been made.
- (3) Committee members rank applications using an NIH-type priority score. Members from the same department as the applicant should leave the room while the application is being discussed and must abstain from voting. The local IRG Committee sets a "payline" according to the quality of the science and the amount of money available. Note: only applications with high priority scores should receive pilot project grant funding. The chair is strongly encouraged to hold another review cycle and encourage applicants to revise and resubmit their proposals rather than fund non-competitive applications.
- (4) Following the meeting, the IRG Committee chair communicates the results of the review to all applicants. Awardees should be informed that publications resulting from research supported by the American Cancer Society must contain an acknowledgment, such as "Supported by Grant #IRG _____ from the American Cancer Society."

REQUIREMENTS FOR APPLICANTS FOR IRG PILOT PROJECT GRANTS

IRG pilot project grants are intended to support independent, self-directed investigators early in their careers, for whom the institution must provide research facilities, resources or

space customary for an independent investigator. These individuals (usually assistant professor or equivalent) must be eligible to apply for independent national competitive research grants, but may not currently hold such a grant. Applicants for the pilot project grants should be within six years of their first independent research or faculty appointment. Support of senior investigators or postdoctoral fellows is not permitted.

Beginning in 2009, institutions may request a limited-time exception in order to allow faculty beyond the six-year eligibility limit but without six years of research experience to apply for IRG pilot project grants. Typically, these institutions will be those in the process of developing their cancer research programs and the capacity of their faculty to conduct cancer research. The pilot project grant applicants must meet all other eligibility criteria as stated above.

Recipients of IRG pilot project grants must be, at the time of the application, citizens or noncitizen nationals of the United States or its possessions and territories, or must have been lawfully admitted to the United States for permanent residence at the time of application. See **POLICIES: WHO MAY APPLY**, for additional information.

BASIS AND AMOUNT OF AWARD

The total amount of money awarded to an institution is based on the size of the applicant pool, defined as the number of beginning investigators (usually assistant professor or equivalent) who are eligible to apply for independent national competitive research grants, but who do not currently hold such a grant. For estimating the amount of funds to be requested, it may be assumed that approximately 30% of the individual applications received for review by the local IRG Committee will be funded.

The amount of the maximum IRG pilot project grant allocation is \$30,000 for one year. This amount will be prorated for grants of less than one year. Institutions, at their own discretion, may choose to award less than the maximum or may supplement the award from other institutional funds.

Effective with grants awarded in January 2007, an individual may apply for a one year competitive renewal of a previously funded pilot project grant. The local IRG review committee should require and review a progress report as part of the consideration of the application for continuing funding.

SPECIAL INTEREST AWARDS

An institution may include in its application a module requesting up to \$30,000 per year to support research by junior faculty in areas of special interest to the Society. These areas currently include psychosocial and behavioral research, health policy or health services research, cancer in the poor and medically underserved, and childhood cancer. The merits of this request should receive separate consideration by the local IRG Committee. Depending on the number of special interest applications received by the institution, the principal investigator may wish to appoint a subcommittee to review these applications, with one member of the subcommittee reporting to the full local IRG Review Committee.

The American Cancer Society National Peer Review Committee on Institutional Research Grants will review a request for a special interest module separately from the other portion of the application, and funds awarded for the module may not be used for any other purpose. Institutions that do not wish to apply for this special module may consider applications from junior faculty in these areas in the overall competition for individual IRG allocations.

20. TERM OF THE AWARD

New grants are awarded to institutions for a three-year period. Grants may be competitively renewed. Renewal awards may be from one to three years, depending on the merit of the application. The length of a funded renewal is determined by the National Peer Review Committee.

If an institution is submitting an application to renew a grant whose funding has lapsed, an explanation for the lapse in the program is needed along with as much documentation as possible of prior pilot project funding. If the grant was inactive for six or more years, it will be considered a new application.

Extension Without Additional Funds. If an institution's renewal application is not successful, then and only then can an extension in time be granted. This extension may be for up to one year without additional funds, upon written request from the principal investigator. The request must be received before the expiration date of the grant.

21. ALLOCATION AND EXPENDITURE OF FUNDS

Funds must be allocated by the local IRG Committee before the expiration date indicated in the award letter. Individuals have one year from the time of receipt of their pilot project grants to spend their allocations, **even if this extends past the end date of the entire IRG.** Once the award is made to the individual, the Society considers the funds expended. The institution can decide internally to extend the term of an individual pilot project grant.

There cannot be more than one IRG in effect at any one time. If the entire award is not allocated within the term of a grant, the unallocated funds cannot be carried forward to a renewal or to any other grant. (However, funds may be carried forward to subsequent years of the same IRG. Thus, the number of pilot projects awarded in each year of a grant is at the discretion of the local IRG Committee.)

EXPENDITURES ALLOWED

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints
- Costs of computer time
- Special fees (pathology, photography, etc.)

- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than \$2,000. (Special justification is necessary for items exceeding this amount)
- Registration fees at scientific meetings

EXPENDITURES NOT ALLOWED

*The disallowed items below are in addition to those listed earlier in **INSTITUTIONAL EXPENDITURES**.*

- Salary of principal investigator (IRG Chair or pilot project grant recipient)
- Honoraria and travel expenses for visiting lecturers

22. INDIRECT COSTS

American Cancer Society grants are not designed to cover the total cost of an IRG Program. The institution is expected to provide the required physical facilities and administrative services. So that more money will be available to the junior investigator, indirect costs are not allowed for Institutional Research Grants.

23. CHANGE OF PRINCIPAL INVESTIGATOR

The American Cancer Society must authorize any request for a change of principal investigator. Such a request must be submitted in writing and signed by an authorized official of the institution. Biographical information for the new principal investigator must be sent to the Program Director for Institutional Research Grants before the request can be approved.

24. REQUIRED PROGRESS REPORTS

Each year of the award, but no later than December 31, the principal investigator must submit a report of the annual IRG project allocations. This report shall consist of the following:

- The name of each awardee with degree(s)
- The title of the project, term and the amount awarded

This report should be sent electronically to the Program Director. This information will be added to the database record for your grant and provided to the local ACS office to facilitate understanding of the program and interaction with the recipients. Submission of this information early in each grant year is strongly encouraged.

25. REQUIRED FINANCIAL REPORTS

For the Society's purposes, funds are considered expended once they have been allocated from the IRG to the individual investigator who then has a full year in which to spend the monies allocated. Since many allocations are not made until late in the award year, the

final report of expenditures is not due until 15 months after the expiration date stated in the award letter. For example, if an IRG was in effect from January 1, 2008 to December 31, 2010, the report of expenditures will be due on March 31, 2012. See “Frequently Asked Questions” for additional information about the IRG terms and financial reporting.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

QUESTIONS ABOUT PILOT PROJECT GRANTS

- Q: I am a new assistant professor without any grant support from a national agency. Can I apply to the American Cancer Society National Office for an IRG?
- A: NO! Only the institution may apply. If there is an IRG in effect at your institution, you may apply to the local IRG Committee for support. If you don't know whether your institution holds an American Cancer Society IRG, contact the Society's Extramural Grants Department at 404-329-7558 or grants@cancer.org.
- Q: I am an assistant professor, and my initial nationally peer reviewed research grant was not renewed. Can I apply to my institution for an IRG?
- A: Yes. Individuals whose initial grant was not renewed and who are still at the level of assistant professor may apply for an individual IRG--provided they are within the first six years of their independent faculty (or equivalent) appointment and have not received funds from the IRG before.
- Q: What about personnel grants that are primarily intended for the junior investigator's salary, such as the NIH K series?
- A: As long as the applicant meets all other criteria, holders of personnel awards are eligible to receive pilot project money from the IRG.
- Q: I have a small grant from the local Division of the American Cancer Society, or a small foundation grant. Am I eligible for an individual IRG award?
- A: As long as the grant is not the result of a national peer-reviewed competition and is for support of a different project, you may still apply for an IRG award.
- Q: I am an assistant professor with an RO1 award, but want to initiate a project in a totally different area. May I apply for an individual IRG Award?
- A: No. The IRG is intended for new investigators without an active (i.e., NIH, NSF, ACS) national competitive research grant, no matter what the topic.
- Q: Is an individual eligible for more than one pilot project grant?
- A: An individual grantee may receive a second year of funding for the same pilot project only. The award is contingent upon the local IRG committee's review and approval of a progress report. An individual may NOT receive a second grant to initiate a different pilot project.

QUESTIONS ABOUT THE LOCAL IRG REVIEW COMMITTEE

- Q: Who is on the local IRG Review Committee?
- A: The local IRG Review Committee should be composed of representatives from all the health science schools and colleges of the institution. The chair of the Committee is the principal investigator of the IRG.

- Q: How many people should serve on the local IRG Review Committee?
A: That depends on the number of applications to be reviewed and the expertise required. All departments with investigators doing cancer research should be represented.
- Q: Should the Committee be composed only of senior researchers?
A: Preferably not, although the principal investigator of the IRG is usually a senior investigator. Junior researchers who are not eligible to receive a pilot project grants from the IRG because they have funding from a national agency are also recommended.
- Q: How long should a Committee member serve?
A: We suggest that committee members serve four or five year staggered terms, similar to our National peer review committees.
- Q: The INSTRUCTIONS state that the local IRG Review Committee should include representatives from the local Division of the American Cancer Society. Why is this?
A: The Society wishes to increase awareness among our volunteers and staff about the importance of our Research Program. It is only because of the hard work of the volunteers in soliciting contributions that we are able to award money for research. When staff or volunteers serve on the local IRG Review Committee, they develop identification with both research and researchers and their understanding of and enthusiasm for research increases. This interaction is a very important criterion for judging the success of renewal applications.
- Q: Where do we find these volunteers?
A: Each Division has a designated "Research Liaison," who is appointed by the Chief Executive Officer. The Research Liaison's name is available from the IRG Program Director upon request. The Liaison in your Division will work with you to recruit potential members.
- Q. Can you give some other examples of successful Division-institution interactions?
A. (1) Hosting an annual/biannual dinner for the local ACS staff and volunteers where they can meet and hear presentations from the individual IRG awardees or other ACS grantees.
(2) Hosting visits of groups of ACS volunteers and staff to the institution to see the labs and investigators on an informal basis.
(3) Publishing a newsletter featuring a column from the local area ACS office.
- On their part, local ACS staff can:
(1) Invite individual grantees and/or the principal investigator of the IRG to present research updates at local ACS events such as Relay for Life, major donor receptions or Board of Directors meetings; present simulated checks and certificates to recipients of the pilot project grants.

- (2) Participate in the local IRG Review Committee when asked to do so by the institution.
- (3) Feature ACS grantees in local newsletters or fund-raising brochures.

QUESTIONS ABOUT COMMITTEE OPERATIONS

Q: How does the pilot project grant review process occur?

A: The timing and operations of the review process are determined by the institution, but should follow the guidelines in the **POLICIES**.

Q: What is a good way to publicize the availability of funds?

A: Campus-wide publicity via E-mail or letters to all eligible junior faculty, not just to department chairs, is the best way. Notices on bulletin boards and in campus newsletters also work well. One institution put posters and a box of individual application forms at the entrances of all science buildings and received a record number of applications.

Q: What should we do if the recipient of a pilot project grant receives a national competitive grant on the same topic before any of the IRG award is spent?

A: If the Institutional Research Grant is still in effect, the unspent funds may be awarded to the next approved applicant; otherwise, the money must be returned to the Society.

QUESTIONS ABOUT THE FORMAT OF THE APPLICATION

Q: Why is so much documentation required?

A: The present forms were designed with the advice of the members of the National Peer Review Committee for Institutional Research Grants. The Tables present the relevant information in a clear and consistent fashion, facilitating the evaluation process and enabling comparison of institutions with very diverse characteristics.

Q: How do we determine the number of junior investigators doing cancer research at our institution?

A: One way is to survey department chairs for the number of newly hired faculty and the number of recruitments planned for the next three years. Another approach is to request letters of intent from all prospective beginning investigators in the institution to assess their numbers and level of interest in applying for a pilot project grant.

Q: We have no idea what has happened to our awardees from previous years. What do we do?

A: The requirement for a five-year track record has been in effect since 1989, so five years of documentation should be available for inclusion in all renewal applications. The track record of awardees in obtaining publications and grants is the most important criterion on which renewals are evaluated.

QUESTIONS ABOUT THE TERMS AND BUDGET

Q: Please explain the American Cancer Society policy on indirect costs for IRGs.

A: The Society wants as much money as possible to be used for the beginning investigators' projects. At the December 1993 meeting, the Board of Directors voted to eliminate indirect costs for the IRGs, beginning with new and renewal grants initiated on or after July 1, 1994.

Q: How does an institution's business office handle IRG accounts?

A: The institution must set up a separate, master account for the grant to the institution. Most institutions then create subaccounts for each individual pilot project grant. The term of the pilot project grant is usually for one year following the notification date to the individual, not from the start date of the institution's IRG. The master account will be empty when all the pilot project grants have been made. Individuals with pilot project grant have one year from the time of receipt of their award to spend their allocations, **even if this extends past the end date of the entire IRG.**

Q: What about awards made to other institutions as part of a consortium agreement?

A: These can usually be handled as subcontracts to the other institution.

Q: Our institution didn't award all of its pilot project grants until April, and the IRG grant year terminates December 31. Can the individual investigators spend their funds after December 31 without violating the Society's policy of not allowing carryover of unexpended funds from one grant period to the next?

A: Yes. Because of the special nature of the IRGs, the Society considers the funds to have been expended once they have been allocated to, but not necessarily spent by, an individual investigator. Therefore, it is important to award all of the pilot project grants by December 31 of the final year of the grant. As an example, IRG-09-003-01 is in effect from January 1, 2009, through December 31, 2011. Individuals receiving pilot project grants in September 2011 will have until August 2012 to spend their money, and a final report of expenditures for grant IRG-09-003-01 will not be due until March 31, 2013.

Q: May unspent funds be carried over from an existing IRG to a new grant?

A: No, if the institution has received a renewal, IRG-09-111-04, any money from IRG-09-003-01 not allocated as pilot project grants by December 31, 2011, must be returned to the Society and cannot be applied to allocations made after that date. All allocations made from January 1, 2012, through the end of the grant, must come from the IRG-09-111-04 award. If the institution's renewal application is not successful, then, and only then, can an extension in time be granted, if so requested by the institution.

Q: One of our individual grantees received a pilot project grant in November, before the grant year ended that December 31. He has had a hard time getting started and has money left over after a year. Can we extend him for an additional year?

A: That is up to the local IRG review committee. Once the pilot project grant was awarded to the individual, the Society considers the funds expended. The committee can decide internally to extend the term of the individual's pilot project grant, or to return the leftover funds to the Society. Since the report of expenditures on an IRG

ending December 31, 2011, will be due March 2013, it might be necessary for the principal investigator of the IRG in this example to request a delay in filing the report of expenditures.

- Q: One of our awardees from a previous IRG has left the institution and has money remaining in her account. Can we apply that money to one of the new pilot project grant applicants?
- A: Only if the grant is still in effect. Otherwise, that money must be returned to the Society.

QUESTIONS ON SPECIAL INTEREST AWARDS

- Q: I am an IRG pilot project grant recipient with a graduate student working in my lab. Can I use part of my \$30,000 allocation to pay this student's tuition or stipend?
- A: Stipend, yes; direct payment of tuition is not an allowable expense.
- Q: What is a Special Interest Award and how does the National Peer Review Committee decide who gets one?
- A: A Special Interest Award is a \$30,000 pilot project grant targeted for a project in an area of special interest to the Society, such as psychosocial and behavioral research, health policy or services research, cancer in the poor and underserved, and childhood cancer. Since applications in these areas do not often compete well for limited funds, an institution may request up to \$30,000 to be allocated for a project in one of these areas in addition to the funds requested for other research projects. If the National peer review committee believes that the institution has a good environment for and a sufficient number of applicants in the special interest area, it will recommend approval of the request for a Special Interest Award. This portion of the award cannot be used for any other purpose. If no suitable applicant is found, the money must be returned to the Society and may not be used to support projects in other disciplines.
- Q: Our institution was not recommended for a Special Interest Award. Does that mean we cannot accept applications in those areas?
- A: You may review applications in those areas in competition with applications in all other areas.
- Q: How does the local IRG Committee review the applications for a Special Interest Award?
- A: Some institutions set up a separate subcommittee to review applications in the special interest area. The subcommittee is chaired by a voting member of the local IRG Committee, who presents the recommendations of the subcommittee to the full group.

MISCELLANEOUS QUESTIONS

- Q: What are the most common reasons for the disapproval of an IRG application?
- A: For new applications, the most common reasons for disapproval or failure to make the cutoff are (1) an apparent bias in the composition of the local IRG Committee

and the procedure for the allocation of funds toward one school or department, (2) failure to document an adequate pool size of junior investigators, or (3) insufficient ongoing cancer research at the institution.

For renewals, the most common reasons are (1) lack of productivity of past awardees, (2) inconsistency between application tables, (3) insufficient interaction with the local Division of the American Cancer Society, and (4) giving pilot project grants to inappropriate individuals (i.e., fellows or other non-independent investigators, senior investigators, investigators with national grants, etc.).

Q: Whom do I call if I have any more questions?

A: The Program Director for the Institutional Research Grants program is David Ringer, PhD, MPH, who can be reached at 404-329-7540 or David.Ringer@cancer.org.

INSTITUTIONAL RESEARCH GRANTS

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A. GENERAL INFORMATION

1. APPLICATION SUBMISSION AND REQUIRED SIGNATURES

Applications must be submitted in two formats: an electronic version and paper copies (original printed electronic application with official signatures plus three copies). The electronic version is submitted using links provided in the American Cancer Society web site www.cancer.org/research.

The original copy of the application must carry the signatures (front page) and contact information (second page) for

- **The Applicant**
- **The Institutional Signing Official**
- **The Department Head**

See program specific instructions for additional required signatures.

The electronic applications must be submitted and the paper copies of the application must be received by the Society's National Home Office by close of business (5:00 PM Eastern time) on the specified deadline date. **If the deadline date falls on a weekend or holiday, applications will be accepted the following business day.**

Contact Altum at 1-800-875-2562 or email, pcsupport@altum.com to address any problems with preparation or submission of the electronic version of the application

2. FORMATTING THE APPLICATION

Applicants must adhere to the following instructions in completing the proposal sections that make up the electronic version of the application. **Failure to observe type size specifications and/or page limits will result in the return of the application without review:**

- Please remember to insert your name in the header for each section of the application
- **Type size:** Use 12 point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.
- **Single-spaced text** is acceptable, and space between paragraphs is recommended.
- **Margins:** The margins of your text should be at least 5/8 inch all around, unless a form with different margins is supplied in the Application Templates.
- **Page numbering:**
 - Cover Pages.** The first few pages of the application form are considered cover pages and are not numbered. The cover pages include the Signature Page, Contact Page, and General Audience Summary.
 - Proposal Sections.** The proposal sections are listed in the Table of Contents and must be numbered in the upper right hand corner. Each section should be numbered independently.

- **Appendix:** Material in the application appendix will not be furnished to the entire Peer Review Committee; therefore, it is advisable to include tables, figures, or photographs that are essential for the evaluation of your research plan in the main body of the application.

3. RESUBMISSION OF AN APPLICATION

Applications that are not funded may be resubmitted. However, for Research Scholar Grants, Postdoctoral Fellowships, and Mentored Research Scholar Grants, only two resubmissions are allowed. Applicants are strongly encouraged to contact the appropriate Program Director prior to resubmission. Please follow these guidelines when resubmitting an application:

- Submit a complete application with a current date—electronic and paper copies.
- When resubmitted, the title of the project can be altered if necessary but should be appropriately marked as a first or second resubmission.
- Select the appropriate application number from the list of your prior submissions on proposalCENTRAL.
- The review committee code (e.g. TBE, CCE, CPPB, etc.) for the previous application must be provided where requested on the title page.
- A “Reply to Previous Review”, not to exceed 3 pages, should be placed where indicated in the Table of Contents of the Application Templates section. It should clearly and briefly address the points raised in the previous review and direct the reader to the specific sections of the text where revisions have been made. Revised portions of the text changed in response to the reviewers’ comments should be highlighted (e.g.: bold type, line in the margin, underlining, etc.). Copies of the reviewers’ previous critiques should be inserted immediately after the Reply to Previous Reviews as illustrated in the Table of Contents.

4. CHANGES TO THE APPLICATION

Withdrawal of application: Please advise the Society promptly, in writing, should you decide to withdraw your application for any reason. Your letter (or email) to the Scientific Program Director identified in the application acknowledgment letter should include your name, the application number, and the reason for withdrawal.

Change of address: Notify the Society in writing of any changes of address, email or phone number, following the submission of an application. Include your name and the application number.

Change of institution: If you are an applicant for an ACS grant and change your institution, contact the Program Director identified in the acknowledgment email, who will determine whether your application can be reviewed.

5. ACCESSING THE ACS GRANT APPLICATION SYSTEM

NOTE: In order to use the electronic grant application system, including printing copies and electronic submission, it is recommended that you have Adobe Acrobat Reader 5.0 or above. In addition, the system requires a compatible browser. Recommended for Windows is Netscape 7.1 or Internet Explorer 6.0 or above. Recommended for Mac is Netscape 7.1 or Internet Explorer 5.1 or above recommended.

Access the American Cancer Society Research site at www.cancer.org/research.

- Select “Funding Opportunities” followed by “Index of Grants.”
- Select the grant for which you are applying. You are now able to access the electronic grant application process at proposalCENTRAL.
- Once you reach proposalCENTRAL, follow their instructions to login/register and to complete and submit an application.
- The key steps for starting an application are as follows:
 Click on “Create New Proposal” to select a grant program and start your grant application. Locate the appropriate grant and click on “Apply Now” to create a proposal. Enter a Project Title (unless one is provided) and click SAVE. Once you have clicked on the “Save” button, the links to the other pages of the application appear in the Proposal Sections menu. Your saved application is stored under the “Manage Proposals” tab.

Please note: Detailed information is available through tutorials, provided on the proposalCENTRAL login page.

proposalCENTRAL is a consortium of nonprofit granting agencies, developed and hosted by Altum. If you have problems accessing or using the electronic application process, click on “Help” or contact RAMS Customer Service at pcsupport@altum.com or 1-800-875-2562.

6. EXPLANATION OF REQUIRED INFORMATION

Please note: Not all fields are required for all applications.

Project Title: The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary.

Principal Investigator/Applicant Information: Some (or all) of the required information will have been automatically filled in from your profile. The information was provided when you initially registered with proposalCENTRAL and completed the Professional Profile. If any of this information is not current at the time of submission, you will need to update the Professional Profile before finalizing this section and submitting the final version of your application.

Key Personnel. In addition to the Principal Investigator, Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way whether or not salaries are requested. Typically, these individuals have doctoral or professional degrees although individuals at the masters or baccalaureate level can be included if their contribution meets the above definition of Key Personnel.

Citizenship Status: An appropriate selection must be made in the Professional Profile. At the time of the application, applicants must be US citizens, noncitizen nationals, or permanent residents of the US. Permanent residents must submit with the application notarized evidence indicating that they have a Resident Alien Card or “Green Card” (I-551); or have been approved for the issuance of such card as evidenced by an official passport stamp of the United States Immigration Service or a form I-797 Notice of Action which indicates that the application for permanent residence has been approved. Noncitizen nationals are persons who, although not US citizens, owe permanent allegiance to the United States. They are generally persons born in outlying US possessions (e.g., American Samoa and Swains Island).

Justification of Eligibility: Applicants for American Cancer Society Extramural Grants must satisfy the eligibility requirements. If required, indicate the month and year your last degree was conferred, as well as the month and year of your first independent faculty (or equivalent) position. If your case was evaluated by the American Cancer Society eligibility committee, include the letter as part of the appendix and refer to it in the justification space provided.

Justification of Designation “Targeted”: If the proposed study falls into the targeted research area, i.e., research that focuses on poor and medically underserved populations, it is incumbent upon the applicant to clearly justify (using published data, and if available, applicant’s pilot data) how this study cohort meets the criteria of poor and/or underserved populations, and to clarify how the results of the proposed study can be used to reduce current disparities. Studies focusing on ethnic-specific groups do not necessarily qualify under this designation if the population under investigation is not documented as poor and/or medically underserved. The justification must appear both in the abstract and in the body of the application. Targeted research is expected to be conducted directly in the underserved populations or using samples (e.g. tissues) from these populations.

Space: If appropriate, indicate the approximate area of committed, independent research space provided to support your research program, as well as the name of the department chair responsible for verification of this research space. You must insert a value on the electronic form, even if you need to enter a 0 (zero).

Institution Official: In addition to the name and address of the official authorized to sign for the institution, include an address for mailing checks. Institutional official should sign the front page; “Per” signatures are not acceptable.

Department Chair: Indicate name, department, and email address of the department chair. Department chairs should sign the front page to confirm the title of investigator and the committed resources.

Primary Mentor: Fill out all of the required fields for your mentor information.

Additional Mentor (s): Fill in this section with the same required information as for your primary mentor (when appropriate).

7. GENERAL AUDIENCE SUMMARY

The general audience summary is intended to provide a clear overview of your research to people who are *not* trained in the sciences but who are interested in cancer research for a variety of reasons. These include stakeholders, ACS staff members, potential donors and the general public. **Stakeholders** are individuals who usually do not have formal science or oncology training but have a strong personal interest in controlling and preventing cancer and who are voting members of every peer review committee. As part of their review, they are asked to assess the ability of the applicants to describe their research to a non-scientific audience, and this summary contributes to the basis for this evaluation. **ACS staff members** with responsibility for communicating ACS research to the local media use the summaries to describe the research

funded in the region. **ACS staff members** who work with major donors use the summaries to identify projects appropriate to the interests of donors who wish to support specific areas of cancer research, and then provide them to such **potential donors** to allow them to select projects that are of interest to them, and which they may wish to fund by a specific donation. Last, if an award is made, the summary is made available to the **general public**.

The general audience summary must *not* duplicate the scientific abstract. It should be written in a way that makes the project easily understood by the audience described above. **See the Samples of General Audience Summaries in the Appendix for examples of a properly constructed summary.** This summary should describe the background to the research, the questions to be asked, and the information to be obtained. It should be written in *nontechnical* language, and not contain any scientific jargon. The use of symbols and Greek characters should be avoided for the general audience; if they must be used, they have to be spelled out since they will not appear as characters in the text. The contribution the project is expected to make to the field of study and to cancer in general, or specifically to one or more of the categories identified in Priority Areas in the Appendix, should be made clear. Proprietary and/or confidential information should not be included.

This form is limited to 3,000 characters, including spaces and will truncate at that point. Characters in excess of the limit are not transmitted with the application resulting in an incomplete summary.

8. PROJECT CODING

Please note: not all applications require project coding. Red asterisks indicate required fields. Submit this section electronically only.

Donors frequently have an interest in funding particular types of cancer research. Thus, Research Areas, Priority Areas, and Organ Sites must be selected for these summaries to be presented to donors for special funding opportunities. *See the Priority Areas in the Appendix for filling out the forms.* **Please note that in completing the Priority Areas section, appropriate items may also include those listed under Resources and Infrastructure Related to [specific area]. See the Appendix for specific terms and examples.**

The information requested is for statistical purposes only and is not part of the application used by the Peer Review Committee for scientific review. Do not submit this section with your paper copy.

9. STRUCTURED TECHNICAL ABSTRACT

Please note: not all applications require a structured technical abstract.

The structured technical abstract is a summary of the proposed research or scholarly project for general scientific audiences. This structured technical abstract should provide a clear, concise overview of the proposed work, including the background, objective, or hypothesis and its supporting rationale; specific aims of the study; study design; and relevance of the proposed work to the American Cancer Society's mission of eliminating cancer as a major health problem.

Download the Technical Abstract Template and save it to your hard drive. **You must use this form for this portion of the application.** The abstract will need to be uploaded as an attachment to your application. *The abstract attachment must be converted into a .pdf document before it is uploaded. Please see proposalCENTRAL's FAQ or call support at 1-800-875-2562 if you need assistance.*

Please use the outline below. See the Appendix for an example of a structured technical abstract.

- **Background:** Provide a brief statement of the ideas and reasoning behind the proposed work.
- **Objective/hypothesis:** State the objective/hypothesis to be tested. Cite evidence or provide a rationale that supports it.
- **Specific aims:** Concisely state the specific aims of the study.
- **Study design:** Briefly describe the study design, emphasizing those elements you consider most relevant to assignment of the proposal for peer review.
- **Cancer relevance:** Provide a brief statement explaining the potential relevance to cancer of the proposed work.

If this application is funded, this description will become public information. Therefore, do not include proprietary/confidential information.

10. ASSURANCES AND CERTIFICATION

All activities involving human subjects or vertebrate animals must be approved by an appropriate institutional committee before the application will be funded by the American Cancer Society. Furthermore, compliance with current US Department of Health and Human Services guidelines for financial conflict of interest, recombinant DNA, research misconduct, and vertebrate animals is required. The assurances/certifications are made and verified by the signature of the institutional official signing the application.

Vertebrate animals. Every proposed research project involving vertebrate animals must be approved, by an appropriate Institutional Animal Care and Use Committee (IACUC), in accordance with Public Health Service Policy on Humane Care and Use of Laboratory Animals, before the application will be funded by the American Cancer Society. IACUC approvals are valid for a maximum of three years. Enter the date of the most recent IACUC approval in the space provided.

All research supported by the American Cancer Society (including subcontracted activities) involving vertebrate animals must be conducted at performance sites which are covered under an approved Animal Welfare Assurance. Likewise, human subjects must be covered by an approved Assurance of Compliance.

Human subjects. All proposed research projects involving human subjects must be approved by the appropriate Institutional Review Board (IRB). The review date should be recent;

certification is invalid if the review date precedes the submission date by more than one year. In applications involving human subjects, applicants must address how HIPAA impacts the proposed research, and how they propose to address potential issues HIPAA may raise for their study.

The institution must have received approval from the Office for Human Research Protections (OHRP) of the US Department of Health and Human Services (DHHS). Enter the institution's Assurance of Compliance number(s) in the space provided. Copies of the DHHS policy and information regarding the assured status and assurance numbers of institutions may be obtained from OHRP. The definitions and further sources of clarification for all of these assurances are found in the NIH Grants Policy Statement (Revised 12/03), www.grants.nih.gov/grants/policy, or the NIH Office of Extramural Research.

If institutional review of human subjects (IRB certification) or vertebrate animal use (IACUC certification) has not been completed before the submission date of the application, you must indicate that the approval is pending on the certification page and give the appropriate institutional reference numbers if available. Certification of the institutional committee review, clearly labeled with the assigned American Cancer Society application number, must be received prior to activation of a grant application for funding. Failure to supply the American Cancer Society with completed IRB and/or IACUC certifications prior to the approved start of funding will result in withholding of payments and may result in cancellation of funding.

Please note: applications for the Institutional Research Grant and certain Health Professional Training Grants do not require submission of IRB and IACUC certifications. Institutions must, however, be in compliance with the requirements noted above in order to use American Cancer Society grant funding for activities involving human subjects or vertebrate animals.

11. PI DATA SHEET AND RESEARCH PROMOTION INFORMATION

Submit this section electronically only.

The requested information is for statistical purposes only and is not part of the application used by the Peer Review Committee for scientific review. This section will not print when you print the cover pages and does not need to be submitted with your paper copy.

12. COMPLETING ALL APPLICATION SECTIONS AND PRINTING PAPER COPY

- **All application attachments must be uploaded as .pdf documents.** See proposalCENTRAL FAQ or contact support at 1-800-875-2562 if you need assistance.
- **Validate** the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted.
- Print application via proposalCENTRAL. To do so, choose “Print” on the menu and select “Print Signature Pages and Attached PDF Files”. **Do not print cover pages for an application that has not been validated.**

- If you wish, print and retain for your files the paper copies of the Demographic and Research Promotion Information and the Project Coding sections. Do not submit these sections in the paper copy of your application.
- Prepare the application for your institution's internal authorization process. Obtain the appropriate institutional signatures on the first page.

13. ASSEMBLY AND SUBMISSION OF PAPER COPIES

The paper copies (original application with official signatures plus three copies) must reach the American Cancer Society Extramural Grants Office by 5:00 PM Eastern time on the deadline date.

The paper copies must be assembled as described below. To reduce the chance of losing an application, we urge institutions to mail only one application and its copies per package. If more than one application is included in a package, provide a bright-colored cover sheet listing the applications enclosed and stating in ½ inch or larger lettering "MULTIPLE APPLICATIONS ENCLOSED." All **four sets** of the application (original application with official signatures plus three copies) must arrive in the same package arranged in the following order:

- **Original application with official signatures plus an appendix. This is the document that prints when "Print Signature Pages and Attached PDF Files" is selected. This includes Cover Pages, General Audience Summary, Structured Technical Abstract (if applicable), and the Application Templates.**
- **Three copies of the original application, each copy with an attached appendix.**

The original and three copies of the application and appendixes should be held together with a rubber band. Please **do not** staple or bind. Send the complete application package to:

**The American Cancer Society
Extramural Grants Department
250 Williams Street NW, 6th Floor
Atlanta, GA 30303-1002**

Note that any accompanying letters that are not included in the appendix are not distributed to the Peer Review Committees.

14. SUBMISSION OF THE ELECTRONIC VERSION

- Get all signatures on the paper copy before submitting.
- If any modifications were made during the signature process, make certain that all sections of the electronic version are revised to match the paper copy that is being submitted.
- If you have technical questions regarding the electronic application process, feel free to contact Altum at pcsupport@altum.com or 1-800-875-2562.
- Submitting electronic version of application should be done after your institution has prepared the application for mailing. You have until 5:00 PM Eastern time on the deadline

date to complete the electronic submission. Note that the appendix materials are not submitted electronically.

Please note: You will not be able to make any changes to the forms or upload any modifications to the files after submission.

B. PREPARING THE APPLICATION

*Please read carefully the requirements set forth in the **POLICIES, INSTITUTIONAL RESEARCH GRANTS**, before completing the application. Prospective applicants who have questions should contact the Program Director for clarification prior to submission of an application. Questions should be directed to:*

David Ringer, PhD, MPH
404-329-7540
david.ringer@cancer.org

1. APPLICATION TEMPLATES

An application consists of several sections that must be uploaded before the online application is submitted. Templates for these sections are available once an application is started on proposalCENTRAL. The templates must be downloaded to a computer and completed offline using word processing software. Detailed below are the instructions for completing the individual sections. *The sections must be converted into .pdf documents before being uploaded. Please see proposalCENTRAL's FAQ or call support at 1-800-875-2562 if you need assistance.*

2. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, delete the (New Applications Only) section.

3. REPLY TO PREVIOUS REVIEW (RESUBMISSIONS ONLY) (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body. For resubmissions, this section should clearly and briefly address the points raised in the previous reviews and direct the reader to the specific sections where text revisions have been made. Text changed in response to reviewers' comments should be identifiable in the revised application (e.g. bold type, line in the margin, underlining, etc).

4. DESCRIPTION OF THE PROGRAM (PAGE 3.1)

(This section must be limited to four pages and should not duplicate information provided elsewhere in the application.)

This should be an overview of the academic environment for the proposed IRG program, including:

- The nature of the institution, e.g., university, academic health center, freestanding research facility, etc. The principal investigator should also use this section to describe unique aspects of the institution, such as service to special populations, location, and any special resources.

- Ongoing and planned cancer-related activities, especially the cancer research program. Any strategic efforts underway at the institution to expand cancer research and other cancer-related activities should be described.
- The importance of this grant to the institution as a whole, particularly how the IRG will be used to leverage other resources to support cancer research and beginning investigators. If this application is a renewal of an IRG that is no longer in effect, please explain funding lapses of more than one year.
- Information about the institution's replenishing pool of beginning investigators interested in cancer research. Specifically, the peer review committee is interested in knowing the percentage of new faculty annually recruited to the institution, what proportion of these are beginning **independent** researchers interested in cancer and the success rate of junior faculty in obtaining national competitive funding in the area of cancer research. Renewal applications should also highlight any outstanding accomplishments by the individual awardees, both present and past. If titles are different from the standard academic titles, the institution should explain (e.g., is an "instructor" an independent principal investigator?).

5. CAREER DEVELOPMENT ACTIVITIES FOR BEGINNING INVESTIGATORS (PAGE 4.1)

Describe the institution's ongoing or new activities to promote career development that are available to junior faculty affiliated with the IRG program. Examples of these activities include but are not limited to:

- mentoring and advisement by senior faculty with established cancer research careers;
- seminars on grant writing and research funding, teaching and mentoring, publishing, personnel/lab/office management, etc.;
- critiques of draft applications for national peer reviewed research grants;
- guidance on developing collaborative research relationships, and
- balancing an academic career and one's personal life.

6. COMPOSITION OF LOCAL INSTITUTIONAL RESEARCH GRANT REVIEW COMMITTEE (PAGE 5.1)

The principal investigator of the grant will chair this Committee. The local IRG Review Committee should be composed of representatives from **all** the health science schools and colleges of the institution.

If this is a renewal application, and a change in the chair of the local IRG review committee / IRG principal investigator has occurred or is being proposed, please explain the reason for the change.

List in tabular form the names, titles, departments, schools, and research interests of the members of the local IRG Review Committee. Also, summarize the committee composition. See the example below for the preferred format.

	Basic Research	Clinical Research	Cancer Control and Population Sciences	Total
Professor	5	2	2	9
Associate Professor	2	2	3	7
Assistant Professor	2	3	1	6
Other			1	1
Total	9	7	7	23
Percentage	40%	30%	30%	100%

7. BIOGRAPHICAL INFORMATION (PAGES 6.1 & 7.1)

Use the Biographical Sketch template provided or copies thereof to provide the requested information on all *academic* members of the local IRG Review Committee. Beginning in 2009, committee members' research grant funding history should be included, and will be used to assess both grant experience and ability to guide beginning investigators.

Positions and Honors. List in chronological order previous positions, concluding with your present position. State duration, title, and institution. List any honors.

Publications. Give complete references for all peer reviewed publications over the last five years, including titles; begin each citation on a new line. If the number of publications is extensive, you may give a partial listing; indicate total number of publications (excluding abstracts, non-peer reviewed articles or book chapters).

This information is required regardless of whether you have provided it before, since previous applications are not available to the Society's Peer Review Committee on Institutional Research Grants. Do not exceed two pages per person for total biographical information. Please see the **POLICIES: ANSWERS TO FREQUENTLY ASKED QUESTIONS** for additional information about the local IRG Review Committee.

8. DOCUMENTATION OF INTERACTION WITH THE LOCAL AMERICAN CANCER SOCIETY (PAGE 8.1)

A demonstrated interaction between the local American Cancer Society and the institution is an essential part of the application. Interaction between an institution with an IRG and the local American Cancer Society is a particularly useful means for increasing the awareness of Division volunteers and staff about the research that their effort and dollars support. To foster communication about the IRG Program with volunteers and staff in the Society's Divisions, institutions are urged to include one or two Division representatives as members of the local IRG Committee. For new applications, the principal investigator should contact the National Program Director for Institutional Research Grants to obtain the names of appropriate local American Cancer Society staff, and the institution should work together with the Society's local office to formulate an interaction plan. A letter of support from the Division or Unit may be included in the Appendix. Please see the **POLICIES: ANSWERS TO FREQUENTLY ASKED QUESTIONS** for examples of successful interactions.

9. PROCEDURE FOR PUBLICIZING AVAILABILITY OF FUNDS (PAGE 9.1)

Explain how all qualified individuals are to be informed about the availability of these funds, e.g., university newsletters, memoranda, notices. Include examples in the Appendix.

10. HOW ALLOCATIONS ARE TO BE MADE (PAGE 10.1)

Explain in detail the local IRG Review Committee operations. This description should include:

- The qualifications of the Principal Investigator, including his/her grant funding history, to serve as the chair of the local IRG Review Committee.
- The processes for member selection and rotation, and participation in the review process, including how conflicts of interest are handled.
- The committee review process, including the frequency and timing of meetings, the application assignment, review and ranking process (including special interest award applications). If the IRG review committee relates in some way to another intramural grant reviewing body, explain how the IRG application review and the allocation of IRG funding is kept separate.
- The type of feedback provided to applicants, as well as how awardees are made aware that their support comes from the American Cancer Society. Programs are encouraged to provide written feedback to all applicants and to include unsuccessful applicants in any mentoring activities that are offered to IRG pilot project grant recipients.
- Any other activities related to the IRG program, e.g., presentations of the results of IRG-funded projects, etc.

11. JUSTIFICATION FOR FUNDS REQUESTED (PAGE 11.1)

This section must include the table provided in the template document; complete it by inserting the information requested about your current level of IRG funding (if applicable) and the funding request for the current application. (These latter amounts must agree with the numbers provided on the cover page of your printed application.)

All applications must also justify the need for funding to permit junior faculty to initiate promising pilot projects in cancer research. State other sources and amounts of pilot project funding available (local, institutional, Cancer Center Core Grant, etc.). The amount of funds requested should be based on the number of beginning investigators engaged in cancer research who are not principal investigators on nationally competitive research grants (but who are eligible to apply for them), and on the anticipated number of new junior faculty positions available during a given year within the institution or group of institutions. For estimating the amount of funds to be requested, it may be assumed that approximately 30% of the individual applications received for review by the local IRG Review Committee will be funded. The standard amount for pilot project grants is \$30,000 per year; if smaller awards are proposed to be made, please explain the rationale for doing so. If matching funds are to be provided by institution, please explain their nature and amount. If any funds are used to supplement the pilot project awards, please describe.

Special Interest Awards: An institution may also request up to \$30,000 to support research in areas of special interest to the American Cancer Society, such as psychosocial and behavioral research, health policy or services research, cancer in the poor and underserved, or childhood

cancer. If such a request is made, specific justification, including the number of faculty engaged in this type of research, the pool of potential applicants, and the suitability of the institution to support such a program, should be given.

Indirect Costs: Indirect costs are not allowed on Institutional Research Grants.

New applications must include the following two sections. *If this is a renewal application, these sections should be deleted from the Table of Contents and their templates will not be used:*

12. DOCUMENTATION OF APPLICANT POOL SIZE (NEW APPLICATIONS ONLY) (PAGE 12.1)

List all junior faculty who are interested in cancer-related research, excluding those who already hold national competitive research grants. (Information about the latter group is requested under **DESCRIPTION OF PROGRAM.**) Refer to the **POLICIES: REQUIREMENTS FOR APPLICANTS FOR IRG PILOT PROJECT GRANTS**, for specific eligibility guidelines.

13. EXAMPLES OF RESEARCH TO BE SUPPORTED (NEW APPLICATIONS ONLY) (PAGE 13.1)

Using the forms provided, include approximately five examples of research to be supported if funds are awarded. Provide information about the investigator and the proposed pilot project. Limit each individual project description to one page.

Applications for competitive renewal of an IRG must include the following sections. *If this is a new application, these sections should be deleted from the Table of Contents and their templates will not be used:*

14. SUMMARY TABLES (PAGES 12.1 – 17.1)

Using the templates for Tables I through VI, please provide the requested information for the past five award years, or for the number of years in effect for grants of less than five years duration.

Note: Supplemental materials will be accepted after the April 1 deadline through May 15. However, these items should be limited to updated information about past awardees, i.e., additional grants received, articles published, or information about the recent activities of the institution's IRG Review Committee.

TABLE I. SUMMARY OF PILOT PROJECT GRANTS

Starting with the just completed grant year (January – December) and working backward, please provide a summary of pilot project grants to individuals for the last five years. (For first time renewals, the number of years will be less.) Give the academic title of the investigator at the time of the award, and also the current title and institution, if different from the awarding institution. If relevant, the award amount should reflect any additional matching funds (Note: In these cases, the amount may be more than the \$30,000 limit per individual award).

TABLE II. SUMMARY OF UNFUNDED APPLICATIONS

Starting with the most recent year and working backward, please provide the information requested on the enclosed form.

TABLE III. SUMMARY OF PUBLICATIONS RESULTING FROM THIS SUPPORT

For all of the awardees listed in TABLE I (except those currently receiving funding), provide the information requested. List only published or in press peer reviewed publications stemming directly from work done by individuals during or after the pilot project grant period. Include all authors, year of publication, title, journal, volume, and page numbers.

TABLE IV. SUMMARY OF GRANTS RESULTING FROM THIS SUPPORT

List only competitive grants that have been received or are pending as a result of the preliminary data obtained with support from the IRG. Unrelated grants obtained by the awardees may be listed in the Individual Progress Reports.

TABLE V. FIVE YEAR SUMMARY OF FUNDING

Starting with the most recent year and working backward, please tabulate the percent of applications funded for the past five years (see the example provided in the application).

TABLE VI. SUMMARY OF ALL PUBLICATIONS AND GRANTS OBTAINED

Going back five years, but excluding awardees currently receiving funding, please provide for each individual listed in TABLE I, the total number of grants awarded and number of publications since receipt of the IRG pilot project grant. **The number of grants and publications resulting from American Cancer Society IRG support should include only those grants based on preliminary data obtained under the IRG pilot project award and only publications based on work supported by the IRG pilot project award or by grants resulting from the IRG pilot project award.** Provide also numbers of grants and publications obtained by IRG awardees resulting from work unrelated to IRG award during the same period. Provide subtotals for each year and an overall total in the space indicated. (Please note: this information should coincide with that provided in the Individual Progress Reports.)

15. AWARDEE PROJECTS

(Please note that if you do not have an electronic version of items a-b, you may provide this information in the Appendix of the paper copies that you submit to the American Cancer Society.)

- a. Current Pilot Project Grant Applications (4 pages each)
Please include the applications for pilot project grants for all current awardees. If the provided template is not used, the applications should follow the format of the template, and include a Biographical Information Page(s).
- b. Individual IRG Progress Reports (2 pages each)
Using the provided template or following its format, please provide progress reports for all pilot projects supported by allocations from the IRG that were completed during the last five years. Include publications and any national grants obtained *after* the pilot project award period. List the names of all authors, title, journal, and page number for all relevant

publications, but do not include manuscripts in preparation. Information about national grants should include the principal investigator, project title, awarding agency, amount of support (direct costs), and the term of the award.

Note: these reports should be updated each year following the IRG pilot project award period, and the revision date noted on the report.

16. APPLICATION APPENDIX

Each appendix should be labeled and attached to a copy of the application. Include examples of how the local IRG Review Committee publicizes the availability of funds, evidence of interaction with the local American Cancer Society, and any other information pertinent to the evaluation of the application.

Only one set of reprints and manuscripts in press that acknowledge support from the IRG is required. This set of publications should be clearly labeled with the name of the institution and the principal investigator, and attached to the application copy with original signatures. The publications will be evaluated by the Program Director for IRGs and be available to the reviewers upon request.

APPENDIX A: SAMPLE OF GENERAL AUDIENCE SUMMARY

The American Cancer Society Institutional Research Grant (ACS IRG) is an essential component used by the University to recruit new faculty into cancer research and promote the nurturing for the ideas of junior faculty already involved in cancer research. Over the years, the ACS IRG has successfully fostered cancer interests among young investigators, providing them with a mechanism by which they can obtain small grants for testing their ideas, and positioning them to successfully compete for extramural peer-reviewed research grants.

The leadership of the University and especially the Comprehensive Cancer Center understands that new ideas, many of which come from new researchers in their first faculty positions, can have a substantial impact on the advancement of biomedical research. The institution has added a substantial number of junior faculty over the past decade in diverse disciplines that range from basic molecular biology to psychosocial sciences. This has enlarged the pool of eligible applicants for ACS IRG funding. In addition, the institutional IRG program has placed increasing emphasis on the identification of potential applicants, which has resulted in a substantial increase in the number of applications. The institution's IRG review committee has thus needed to be expanded and diversified.

The present renewal application also includes a new mentoring plan to assure that awardees are properly advised once an award is made, and receive training that will help them to secure peer-reviewed funding. Recognizing the importance and prestige of the American Cancer Society Institutional Research Grant for young investigators and to help attract the best young scientists, the University and Cancer Center have committed \$15,000 in matching funds for each ACS IRG pilot project award, bringing the \$30,000 award to \$45,000 per investigator.

The ACS IRG also plays an important role in fostering the extensive interaction between the University and the American Cancer Society. Over the years, this relationship has been mutually beneficial to both organizations, but more importantly to the area's cancer patients and their families.

APPENDIX B: CRITERIA FOR THE REVIEW OF APPLICATIONS

The following items are used by reviewers in evaluating applications for the Institutional Research Grants.

DESCRIPTION OF PROGRAM: This should be an overview of the academic environment, and the potential applicant pool size. When describing the nature of the institution, the principal investigator should also outline any unique aspects of the institution. Any strategic efforts underway at the institution to expand cancer-related activities, especially research, which could impact upon faculty recruitment should be described.

The importance of this grant to the institution, with an explanation of how the IRG will be used to leverage resources to support the institution's beginning cancer researchers must be included. If this application is a renewal of an IRG that is no longer in effect, and for which funding has lapsed for more than one year, an explanation should be provided.

The information about the applicant pool should include the percentage of new faculty annually recruited to the institution, what proportion of these would be potential applicants for IRG pilot project funding, and the overall success rate of junior faculty in obtaining national peer reviewed cancer research funding. Renewal applications should highlight any outstanding accomplishments by the individual awardees. If faculty titles at the institution are different from the standard academic titles, the applicant should explain (e.g., is an "instructor" an independent principal investigator?).

Institutions are expected to document activities designed to promote the career development of the recipients of IRG pilot project grants, such as mentoring by established cancer researchers, grant-writing seminars, guidance on developing research collaborations, etc.

LOCAL COMMITTEE COMPOSITION: Look for broad representation across all schools and departments from which applications might be expected; a good balance of senior and junior, clinical and basic, as well as invitations to ACS representatives to participate. Are the qualifications of the principal investigator to serve as the committee chair provided?

INTERACTION WITH LOCAL ACS: Is there evidence of interaction between the institution and the local Division or other office of the American Cancer Society? Are events where the local staff or volunteers get to meet the individual awardees held? If not, has any attempt been made by the institution to nurture such interactions? (In some areas of the country, this is the only ACS grant there is, and special consideration should be given for these interactions.)

PROCEDURE FOR PUBLICIZING AVAILABILITY OF FUNDS: How does the committee advertise—electronic mail, list servers, bulletin boards, campus newsletters, letters to new faculty? Do all departments and schools know about the grant? Are the numbers of applications commensurate with the pool size?

OPERATIONS (HOW ALLOCATIONS ARE TO BE MADE): The committee's sole charge should be to review the ACS IRG applications, and not any applications funded from other

sources. Does the committee meet once or twice each year? How does the committee avoid conflicts of interest? Is there appropriate rotation after several years of service? How are applications ranked? How are special interest applications evaluated? Is there feedback to the applicants?

JUSTIFICATION OF FUNDS REQUESTED: What other cancer research support is available at the institution? Is the projected or actual applicant pool size sufficient to justify the funds requested? If a renewal application, does the number of applications agree with the reported pool size? Is the amount requested adequate to fund all of the outstanding applications? Conversely, are non-meritorious applications being funded? There should be detailed information about matching funds provided by institution. If any funds are used to supplement the pilot project awards, those should be described as well.

DOCUMENTATION OF POOL SIZE AND EXAMPLES OF RESEARCH TO BE SUPPORTED (*new applications only*): How many junior investigators interested in cancer research are presently at the institution, and how many are expected to be recruited over the next few years? Are the examples given high quality cancer research?

APPLICATIONS AND AWARDS: How many applications are received, approved, and funded? What is the funding rate? What is the range of priority scores? Are there enough special interest applications to warrant a special award, if any? Are the grantees made aware that this money comes from the ACS rather than the institution? Are pilot project grants distributed broadly across the institution or concentrated in one school or center?

PUBLICATIONS AND GRANTS: This is an important part of the evaluation of renewal requests for continued support. In particular, consider the cancer relevance of the research supported by individual allocations. Be sure the institution has made clear the number of publications and grants arising from the ACS award and from other funding. The relevance of the research supported by individual allocations to cancer is an important factor in the evaluation of renewal requests for continued support. Tracking of awards should go back for five years (excluding the current year) or the length of the award, if less than five years.