AACR-Bristol-Myers Squibb Fellowships in Translational Immuno-oncology

2016 Program Guidelines and Application Instructions
# TABLE OF CONTENTS

PROGRAM SUMMARY .................................................................................................................. 3
APPLICATION DEADLINE AND OTHER IMPORTANT DATES .................................................. 3
APPLICANT ELIGIBILITY CRITERIA ......................................................................................... 3
RESEARCH PROJECT CRITERIA ............................................................................................. 4
LETTERS OF REFERENCE ...................................................................................................... 5
EVALUATION OF APPLICATIONS .......................................................................................... 5
TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT ............. 5
APPLICATION PROCEDURES ............................................................................................... 7
GETTING STARTED IN proposalCENTRAL ........................................................................... 7
APPLICATION FORMAT ......................................................................................................... 8
SUBMITTING COMPLETE APPLICATION ........................................................................... 14
CHANGES TO YOUR APPLICATION ....................................................................................... 16
INQUIRIES ................................................................................................................................ 16
MORE ABOUT THE PARTNERS ............................................................................................. 17
PROGRAM GUIDELINES

PROGRAM SUMMARY
The AACR-Bristol-Myers Squibb Fellowships in Translational Immuno-oncology represent a joint effort to encourage and support postdoctoral or clinical research fellows to conduct innovative immuno-oncology research and to establish a successful career path in this field. The research proposed for funding must be translational in nature and must focus on evaluating the use of the immune system to improve the lives of patients with cancer.

These fellowships provide two-year grants of $110,000 ($55,000 per year) to support the salary and benefits of the fellow while working on a mentored immuno-oncology cancer research project. A partial amount of funds may be designated for non-personnel expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. A $1,500 travel stipend will also be provided separate from the grant to allow grantees to attend the AACR Special Conference on Tumor Immunology and Immunotherapy during the second year of their grant term.

It is anticipated that two fellowships will be funded.

APPLICATION DEADLINE
July 19, 2016, at noon Eastern Time

DECISION DATE
September 2016

START OF GRANT TERM
October 1, 2016

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2017
April 4, 2017 - Grant recipient must attend the Grants Reception and Dinner and formally accept the grant. Grant funds may be used to support the grantee’s registration and attendance at this Annual Meeting.

APPLICANT ELIGIBILITY CRITERIA
Applicants must have a doctoral degree (including PhD, MD, DO, DC, ND, DDS, DVM, ScD, DNS, PharmD, or equivalent doctoral degree) in a related field and not currently be a candidate for a further doctoral or professional degree.

At the start of the grant term on October 1, 2016, applicants must:

- Hold a full-time, mentored research position with the title of postdoctoral fellow, clinical research fellow, or the equivalent
  - If eligibility is based on a future position, the position must be confirmed at the time of application, and can NOT be contingent upon receiving this grant.
  - If the future position is at a different institution than the applicant’s current institution, the applicant should contact AACR’s Scientific Review and Grants Administration Department (AACR’s SRGA) at grants@aacr.org before submitting his/her application for information on additional verification materials/signatures that may be required.
- Have completed his or her most recent doctoral degree within the past five years (i.e., degree cannot have been conferred before October 2, 2011; the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on your diploma and/or transcript)
Applicants with a medical degree must have completed his or her most recent doctoral degree or medical residency - whichever date is later - within the past five years (time spent in medical specialty or subspecialty training is not considered part of medical residency and will be counted against the five-year window).

- Work under the auspices of a mentor at an academic, medical, or research institution within the United States (There are no citizenship requirements. However, by submitting an application for this grant, an applicant who is not a U.S. citizen or a permanent resident assures that his/her visa status will provide sufficient time to complete the project and grant term within the United States.)

An exception to the five-year window may be granted for parental leave or other well justified leave from research for pressing personal or family situations of generally less than 12 months duration.

Applicants whose experience exceeds the maximum of five years but who believe they are eligible (e.g., maternity/family leave) should contact AACR’s SRGA at before submitting an application to verify their eligibility.

Applicants who believe that they are at the level of postdoctoral or clinical research fellow, but hold a different title (e.g., MD with an Instructor title), may be eligible and should contact AACR’s SRGA before submitting an application.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible.

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Associate Membership, and be members in good standing, by Tuesday, July 19, 2016. The application will be applied to 2016 membership dues. Nonmembers can apply for membership using the Official Application for Membership submitted to the AACR with the required documents or apply online. Lapsed members can renew their membership through their myAACR account.

Any individual who currently holds an active AACR grant may not apply. Past grantees may apply if they complied with all progress and financial report requirements.

Investigators may submit only one application for the AACR-Bristol-Myers Squibb Fellowships in Translational Immuno-oncology but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Investigators currently or previously holding the rank of instructor, adjunct professor, assistant professor, research assistant professor, the equivalent or higher are not eligible. Qualified researchers are invited to apply for an AACR Career Development Award.

**Exception:** If you are an MD who is considered a postdoctoral fellow but hold the title of instructor so that you can see patients, you may be eligible. Potential applicants possessing an MD are encouraged to contact AACR’s SRGA before submitting an application to verify your eligibility.

All applicants with questions about eligibility should contact AACR’s SRGA at before submitting an application.

**RESEARCH PROJECT CRITERIA**

Proposed research projects must be translational in nature and must focus on evaluating the use of the immune system to improve the lives of patients with cancer.
LETTERS OF REFERENCE
Each applicant must have a letter of reference from his/her mentor accompany the online application. If the mentor is not an active, emeritus, or honorary member of AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of AACR must accompany the application. If the applicant is being co-mentored, a co-signed letter of reference may be provided. If an applicant’s mentor is an AACR member, a letter of reference from an endorser will not be accepted in addition to the mentor’s letter of reference. For applicants whose eligibility is based on a future position, the letter of reference must verify that the future position is confirmed, and the title of the new position and start date must be stated. Instructions for submitting letter(s) of reference are addressed in Section 6 of the Application Instructions.

NOTE: Due to the mentorship component of this grant, significant weight will be given to this letter in the evaluation of the application.

EVALUATION OF APPLICATIONS
Applications are peer-reviewed by a Scientific Review Committee comprised of researchers and physician-scientists respected for their own accomplishments in immuno-oncology research and viewed as leaders in the field. The President of AACR will appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing applications and determining funding decisions:

* **Applicant.** What training and experience does the applicant have to ensure successful implementation of the proposed project? Is his/her academic record and research experience of high quality? Does the applicant have the potential to develop as an independent and productive cancer researcher in this field?

* **Project Proposal.** Is the proposed project of high scientific quality? Is the budget fully justified and reasonable in relation to the proposed project?

* **Mentor.** Does the mentor have research qualifications and a demonstrated record of mentorship? Is there evidence of a match between the research interests of the applicant and that of the mentor to ensure the applicant’s development as a productive cancer researcher in this field?

* **Training Environment.** Is the institutional environment for the scientific development of the applicant of high quality? Is there appropriate institutional commitment to foster the applicant’s training to become a productive cancer researcher in this field?

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT
A fellow whose named mentor is funded by the tobacco industry for any research project is not eligible for any AACR grant. A Grantee or his/her named mentor who accepts funding from the tobacco industry for any research project during the term of an AACR grant must inform AACR of such funding, whereupon the AACR grant will be immediately terminated.

Tobacco industry funding is defined for purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices. It is not defined as money provided or used for meetings or conferences that do not relate to any particular research project.
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 products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

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
APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES
AACR requires applicants to submit an electronic application by noon Eastern Time on Tuesday, July 19, 2016, using the proposalCENTRAL website at https://proposalcentral.altum.com.

In order to submit a complete application, applicants need to directly input information (i.e., sections 1, 4, 5, and 7-9 below) into the online application platform as well as upload a number of documents. The following instructions provide details about information that needs to be inputted and the materials that need to be uploaded. The section numbering corresponds with the section number of the Application Instructions and the online proposalCENTRAL application.

<table>
<thead>
<tr>
<th>Information to be Entered Directly into proposalCENTRAL</th>
<th>Application Instructions Section</th>
<th>proposalCENTRAL Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>1. Title Page</td>
<td>1) Title Page</td>
</tr>
<tr>
<td>Applicant Information</td>
<td>4. Applicant</td>
<td>4) Applicant</td>
</tr>
<tr>
<td>Institution and Contact Information</td>
<td>5. Institution &amp; Contacts</td>
<td>5) Institution &amp; Contacts</td>
</tr>
<tr>
<td>Scientific Abstract</td>
<td>7. Scientific Abstract</td>
<td>7) Scientific Abstract</td>
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<tr>
<td>Budget</td>
<td>8. Budget</td>
<td>8) Budget</td>
</tr>
<tr>
<td>Organizational Assurances</td>
<td>9. Organizational Assurances</td>
<td>9) Organizational Assurances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Templates to be Downloaded, Completed and Uploaded</th>
<th>Application Instructions Section</th>
<th>proposalCENTRAL Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Project Proposal Template</td>
<td>10.A. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Secured Other Support Template</td>
<td>10.B. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Pending Other Support Template</td>
<td>10.C. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Budget Justification Template</td>
<td>10.D. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Project Milestones Template</td>
<td>10.E. Application Documents</td>
<td>10) Application Documents</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Non-Template Materials to be Uploaded</th>
<th>Application Instructions Section</th>
<th>proposalCENTRAL Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter(s) of Reference (uploaded by Mentor and Endorser [if necessary])</td>
<td>6. Letters of Reference</td>
<td>6) Letters of Reference</td>
</tr>
<tr>
<td>Applicant’s Curriculum Vitae</td>
<td>10.F. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Mentor’s Biographical Sketch(es)</td>
<td>10.G. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Supporting Documentation (if applicable)</td>
<td>10.H. Application Documents</td>
<td>10) Application Documents</td>
</tr>
</tbody>
</table>

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<tr>
<th>Materials to be Downloaded, Signed, and Uploaded</th>
<th>Application Instructions Section</th>
<th>proposalCENTRAL Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Agreement Signature Page</td>
<td>10.I. Application Documents</td>
<td>10) Application Documents</td>
</tr>
<tr>
<td>Application Signature Page</td>
<td>10.J. Application Documents</td>
<td>13) Signature Page(s)</td>
</tr>
</tbody>
</table>

GETTING STARTED IN proposalCENTRAL
If you are a new user of proposalCENTRAL, follow the “REGISTER” link and complete the registration process. After you register, complete your Professional Profile (green tab, second tab from the left) before starting the application submission process.

If you are already registered with proposalCENTRAL, access the site and log in with your Username and Password. If you have forgotten your password, click on the “Forgot your password?” link. Supply your User ID or e-mail address in the space provided; your password will be sent to you by e-mail.
To start an application, select the “Grant Opportunities” tab (gray tab furthest to the right). A list of applications will be displayed. The list of applications can be filtered for just this organization by selecting “American Association for Cancer Research” in the drop down menu at the top and clicking “Filter List by GrantMaker.” Find the “AACR-Bristol-Myers Squibb Fellowships in Translational Immuno-oncology” and click the “Apply Now” link (second to last column) to create your application.

Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL FAQ section, https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp, for more information.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately:

Phone: 1-800-875-2562 or 703-964-5840    E-mail: pcsupport@altum.com

APPLICATION FORMAT
The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

1. TITLE PAGE. Enter the title of the research project directly into the proposalCENTRAL system. The title is limited to no more than 75 characters in length (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS. The Program Guidelines and Application Instructions document, the Grant Agreement document and all templates can be downloaded from this page.

   You must download and complete the following templates: Research Project Proposal Template, Secured Other Support Template, Pending Other Support Template, Budget Justification Template, and Project Milestones Template.

   - Click the “Download” link to save each of the templates to your computer.
   - Use your word processing software (e.g., MS Word, WordPerfect) to complete the Research Project Proposal Template, Secured Other Support Template, Pending Other Support Template and Budget Justification Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones Template on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.

   - Upload the completed template files to your online application.

   See Section 10 of the Application Instructions for how to complete and upload the templates. This application also requires additional attachments for which templates are not provided (applicant’s curriculum vitae, mentor’s biographical sketch, and supporting documentation [if applicable]).

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL. Optional.

4. APPLICANT. Enter information for the applicant directly into the proposalCENTRAL system. Applicants must include their contact information, including e-mail address, phone number, and mailing address.

5. INSTITUTION & CONTACTS. Enter information regarding the applicant’s institution, the mentor, the endorser (if applicable), and signing official directly into the proposalCENTRAL system.

6. LETTERS OF REFERENCE. Enter directly into the proposalCENTRAL system the e-mail address of the mentor submitting a letter of reference. Enter the e-mail address again to confirm and click “Add.” If
the mentor’s e-mail address is in the proposalCENTRAL system, you will be prompted to “Send E-mail” to the mentor. **The e-mail will contain instructions for the mentor and a link to upload the letter of reference directly to the application.** If the mentor’s e-mail address is not in the proposalCENTRAL system, you will be prompted for the mentor’s first and last name before being prompted to “Send E-mail.”

If the mentor is not an active, emeritus, or honorary member of AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of AACR. If your mentor is an AACR member, a letter of reference from an endorser will **not** be accepted in addition to the mentor’s letter of reference.

If the applicant is being co-mentored, the mentors may provide a co-signed letter providing the mentorship details described in the e-mail instructions as they pertain to each member of the mentorship team and signed by each member of the mentorship team. Co-signed letters should be uploaded by only one member of the mentorship team, the primary mentor. Only the primary mentor is required to sign the Signature Page and should be the mentor entered into the proposalCENTRAL system; see Section 5 of the Application Instructions for details. If a co-signed letter of reference is used, and a member of the mentorship team is an active, emeritus, or honorary member of AACR, no additional letter of reference from an endorser will be accepted.

The letter(s) of reference are uploaded directly from the mentor and endorser (if necessary) to the proposalCENTRAL application; these letters must be uploaded before the application can be submitted. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status by returning to proposalCENTRAL’s Letters of Reference section.

7. **SCIENTIFIC ABSTRACT.** Enter the abstract directly into the proposalCENTRAL system. The abstract is limited to 3,000 characters (including spaces) and must provide a clear, concise and comprehensive 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 immuno-oncology research.

If funded, this Abstract will become public information; therefore, do not include proprietary/confidential information.

**NOTE:** The proposalCENTRAL system does not lock the scientific abstract field after 3,000 characters have been entered. You may erroneously enter more than the maximum allowed. Excessive spacing in your scientific abstract (e.g., line breaks or spaces between paragraphs) also affects the character limit. To ensure that your abstract submission is not too long, before proceeding to the next section, click the red “Save” button at the top or bottom of the screen. If your scientific abstract is too long, you will receive an error message at the top of the page.

From the list provided, select the research areas that are most applicable to this project. Select no more than two areas.

From the list provided, please indicate how you found out about this grant opportunity.

From the list provided, select the tumor site that is most applicable to this project. Select only one tumor site.

8. **BUDGET.** Complete the budget worksheet. Applicants should submit a budget in the amount of $110,000 total over two years. Fellowships support the salary and benefits of the fellow. Applicants must dedicate at least 50% effort to the proposed project. However, up to 50% of the total budget may be designated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. (See Grant Agreement document for information on publishing in
AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

Grantees must attend the AACR Annual Meeting 2017 and formally accept their grant during the annual Grants Reception and Dinner. Up to $2,000 may be allocated from their grant to support the grantees’ registration and attendance at this Annual Meeting; use of grant funds for any other travel is prohibited.

A $1,500 travel stipend will be provided separate from the grant to allow grantees to attend the AACR Special Conference on Tumor Immunology and Immunotherapy during the second year of their grant term. (Note: This is the 2016 conference title; title may be subject to change in subsequent years.) Recipients will be encouraged to submit their research abstracts for poster presentation consideration at this conference.

Salary and benefit expenses for any individuals other than the grantee, indirect costs, tuition, travel (other than to the AACR Annual Meeting 2017 noted above), professional membership dues, and any other research-related expenses not directly related to this project are not allowable expenses. For the purposes of this grant, any general office supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect and are not allowable budget line items. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

A detailed budget justification explaining the allocation of the grant funds must accompany the application. See Section 10.D. for Budget Justification instructions.

9. ORGANIZATIONAL ASSURANCES. Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e., mm/dd/yyyy, N/A, or None). The assurances/certifications are made and verified by the signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR’s SRGA.

10. APPLICATION DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and/or page limits may result in the return of the application without review.

- **Type size.** Must use 12 point Times New Roman for the text, and no smaller than 9 point type for figures, legends, and tables.
- **Single-spaced text.** Single-spacing is acceptable, and space between paragraphs is recommended.
- **Margins.** The page margins must be no less than 0.75 inches on each side.
- **Page numbering.** The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."
- **Tips and techniques for inserting images in documents.**
  - Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as a JPG or GIF file. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.
  - Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
  - Do not insert Quick Time or TIFF objects into your document.
Anchor the images that you embed in your document.

Once you have anchored the inserted image, you can format text to wrap around the image.

Do not edit your images in Word. Use a graphics program.

Do not embed your images in tables, text boxes, and other form elements.

Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

When a template is provided, the template MUST be used. Prepare and upload the following documents into your application in portable document format (PDF):

A. Research Project Proposal. Applicants are required to use the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.) The information must be presented in this order:

I. Contents Page. Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed one page.

II. Proposal Narrative. Limited to six pages, including figures and tables. The Contents Page, Facilities, and References sections do not count against this page limit. The information should be presented in this order and should include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods*; and (E) Significance and Statement of Relevance to Immuno-oncology.

*Note that AACR strongly encourages the authentication of cell lines intended for use in the proposed research project. If use of cell lines is proposed, it is encouraged that information related to cell line authentication is included in the Research Design and Methods section of the proposal. For a list of cell line authentication services, please visit: http://www.aacrjournals.org/site/AuthServCtr/cell_line_auth.xhtml

III. Facilities. Limited to two pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.

IV. References. Limited to three pages. AACR reference style follows that of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Note that the Uniform Requirements specify that for articles with more than six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors should be listed.

Reference examples:

Journal article

Book chapter

Article in press
Articles in press may be listed among the references provided a journal name and
tentative year of publication can be verified.

B. **Secured Other Support.** Applicants are required to use the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.) In the table provided, list all existing support (institutional, federal, etc.) that has been secured and will be used in whole or in part by the applicant during the term of this grant (10/01/2016 – 09/30/2018). List all support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Title of Project
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- List of Specific Aims as Stated in Grant Proposal (summaries will NOT be accepted)

C. **Pending Other Support.** Applicants are required to use the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.) In the table provided, list all pending support (institutional, federal, etc.) that will, if secured, be used in whole or in part by the applicant during the term of this grant (10/01/2016 – 09/30/2018). List all pending support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each pending grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Title of Project
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- List of Specific Aims as Stated in Grant Proposal (summaries will NOT be accepted)

**NOTE:** If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2016 AACR-Bristol-Myers Squibb Fellowships in Translational Immuno-oncology, the applicant must notify AACR immediately.

D. **Budget Justification.** Applicants are required to use the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.) Limited to two pages. Applicants should submit a budget in the amount of $110,000 total over two years. Percent effort of the applicant on the proposed project must be indicated; applicants must dedicate at least 50% effort to the proposed project. Justify salary and benefits and any other research expenses (if requested). The percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. Up to 50% of the total budget may be designated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. (See Grant Agreement document for information on publishing in AACR.
Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification. Grant fund expenditures cannot exceed $2,000 for travel and can ONLY be for the AACR Annual Meeting 2017. Travel funds are for the grantee ONLY.

**E. Project Milestones.** Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.) The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, only the information requested above inputted into Column A is needed. Reporting progress towards milestones further utilizing this template will be incorporated into the biannual reporting requirements for the project if funded. (To view an accurately completed Milestones Template please visit ftp://ftp.aacr.org, username: programs, password: aacr123.)

**F. Applicant's Curriculum Vitae (CV).** The CV must be in English and include a complete list of publications.

*Note:* The NIH Biographical Sketch Format Page will not be accepted from the applicant.

**G. Mentor’s Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Forms (PHS 398/2590 [Rev. 06/09]) and (OMB No. 0925-0001/0002 [Rev. 10/2015]) are both acceptable. However, the mentor must adhere to the page limits and requirements specific to the biographical sketch format used (four pages for the Rev. 06/09 format, five pages for the Rev. 10/15 format).

If a co-signed letter of reference is being provided, a biographical sketch must be provided for each member of the mentorship team signing the letter.

**H. Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a collaborating clinician, drug manufacturer, or any collaborator providing data or materials necessary for the proposed research. Supporting Documentation should state a commitment to provide stated data/materials or confirm applicant’s access to said data/materials. Supporting Documentation should be included only to provide information on the ability to provide for a research need, and should not comment on the applicant, or research environment. An additional letter of reference for the applicant is not considered supporting documentation. Supporting documentation must be presented on the appropriate institutional or company letterhead.

There is no limit to the number of supporting documents that may be provided, however, documents that do not satisfactorily meet the description of supporting documentation provided above, or uploads such as tables, charts, articles, and other inappropriate additional materials will be removed.

**I. Grant Agreement Document.** In order to ensure that the applicant is informed of the terms and conditions of the grant should he/she be selected as a recipient, a copy of the Grant Agreement must be downloaded from the proposalCENTRAL site. Applicants must remove the final page of the Grant Agreement document and sign and date it, indicating that they have reviewed the document. Electronic/digital signatures are permitted.

The terms and conditions of this grant may be modified or amended by AACR prior to execution of the Grant Agreement. In addition, the grant recipient’s institution may request revisions to the
following sections of the Grant Agreement prior to execution: VII.Reporting Requirements.F.; XI.Study Data.B.; XII.Indemnification; XIII.Term and Termination.F.; and XIV.Miscellaneous.A. Only in special circumstances will revisions be considered to sections other than those noted above.

The signed Grant Agreement final page must be uploaded to your online application in the Application Documents section.

J. Signed Signature Page. In order to ensure that the applicant, mentor, and institution have approved the application, applicants must obtain all required signatures on page 1 of the Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Downloading the Signature Page(s) is described in Section 13 below.

The signed Signature Page (with signatures from the applicant, mentor, and institution’s signing official) must be uploaded to your online application in the Application Documents section.

Uploading the attachments into your application. Once you have converted your attachments to PDF files, the next step is to upload the files to your online application.

• Make certain that the converted PDF files are closed on your computer.
• Open your application and go to the section for attaching files.
• Enter your own description of the file in the “Describe Attachment” field.
• Select the appropriate type of attachment from the drop-down list. **NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.**
• Click on the “Browse” button to select the file from your computer.
  • A “choose file” dialog box opens for you to search for the template file on your computer’s hard disk or local area network.
  • Select the file and click “Open.”
  • The file location and name will display in the window adjacent to the “Browse” button.
• Click on the “Upload Attachment” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the “Uploaded Attachment” section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. “DEL” allows you to delete the file, if necessary, and “SHOW” opens the uploaded file. **It is strongly recommended that you open and review your uploaded file.**

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list of required attachments helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the “Current list of uploaded attachments.”

If you wish to modify the attached file, make the revisions to your original file on your computer (off-line), convert the file to PDF, and use the same process above to attach the newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

**SUBMITTING COMPLETE APPLICATION**

11. PI DATA SHEET. This is an automatically populated data sheet based on the applicants’ proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If
fields are not populated, go to Section 4, “Applicant,” and select the “Edit Professional Profile” tab in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Application,” and enter his/her gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

12. VALIDATE. Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and attachments. You will not be able to submit if all the required data and attachments have not been provided.

13. SIGNATURE PAGE(S). Use the “Print Signature Pages” button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online application OR electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the signed Signature Page.

NOTE: Data that you entered in sections 1, 4, 5, and 7-9 of the online application are automatically included in the Signature Pages. If information is missing in the Signature Pages, it could be because you have not entered the information in one of the online application sections OR the information is not required for this grant program. If the institution’s Employer Identification Number (EIN) is not completed on the first Signature Page, please request your institution to provide that information in their proposalCENTRAL profile.

While the “Print Signature Pages” option allows applicants to download the Signature Page, Application Contacts, Scientific Abstract, and Budget; the AACR strongly encourages applicants to also utilize the “Print Signature Pages and Attached PDF Files” option. This option can be used if your institution wishes to review the full application but also should be utilized by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments loaded properly. The following application materials will not be present when utilizing this option: Pending Other Support, Letter(s) of Reference, Grant Agreement Signature Page, and the Signature Page containing the required signatures. Absence of these materials should not be considered an error. If your institution requires all components of the application to review, the above documents need to be printed individually by the applicant and added; however, as the Letter(s) of Reference are uploaded directly from the mentor and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000 character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. In addition, errors may occur when the uploaded pdf files are assembled by the system. Please check to ensure that all pages of every document included appear in the “Print Signature Pages and Attached PDF Files” option. If you are having any issues with this option, please contact proposalCENTRAL customer support at 703-964-5840, or toll free at 1-800-875-2562, or by e-mail to pcsupport@altum.com.

AACR membership is required. If you are not a current AACR Associate Member, nonmembers can apply for membership using the Official Application for Membership submitted to the AACR with the required documents or apply online. Lapsed members can renew their membership through their myAACR account. Applicants interested in this grant opportunity must submit a satisfactory application for AACR Associate Membership, and be members in good standing, by Tuesday, July 19, 2016. The application will be applied to 2016 membership dues. Should you be deemed ineligible for
AACR Associate Membership, which is required to apply for this fellowship, your grant application will be withdrawn from consideration.

14. SUBMIT. After successfully passing the validate check, click the “Submit” link. An e-mail will be sent to you confirming your submission.

Once your application is submitted you may view it by accessing the ‘Submitted’ link under the ‘Manage Proposals’ tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

CHANGES TO YOUR APPLICATION
Withdrawal of Application. Please advise AACR promptly, in writing, should you decide to withdraw your application for any reason. Your email (or letter) should include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

Change of Address. Notify AACR in writing of any changes of address, e-mail, or phone number, following the submission of an application. Include your name and the application number. The e-mail address provided with your application will be utilized for all official communication about your submission including the recipient selection results; this e-mail address must be kept up to date.

Change of Institution or Position. If you change your institution or professional position, contact AACR to determine whether your application is still eligible for review.

INQUIRIES
Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to customer support at: 703-964-5840, or toll free at 1-800-875-2562, or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Ms. Ashley S. Jones at AACR at 215-446-7280, or by e-mail to grants@aacr.org.
MORE ABOUT THE PARTNERS

Bristol-Myers Squibb

Bristol-Myers Squibb is a global biopharmaceutical company whose mission is to discover, develop and deliver innovative medicines that help patients prevail over serious diseases. For more information about Bristol-Myers Squibb, visit us at BMS.com or follow us on LinkedIn, Twitter, YouTube and Facebook.

American Association for Cancer Research (AACR)

Founded in 1907, the American Association for Cancer Research (AACR) is the world’s first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR membership includes more than 36,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and patient advocates residing in 107 countries. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with nearly 19,300 attendees. In addition, the AACR publishes eight prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.