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ABOUT STAND UP TO CANCER

Stand Up To Cancer (SU2C) was created through an unprecedented collaboration uniting the major television networks, entertainment industry executives and celebrities, and prominent leaders in cancer research and patient advocacy. SU2C believes that the last thirty years have brought about a revolution in our understanding of the origins and causes of cancer. Today's cancer scientists are now on the verge of translating these scientific discoveries into new, life-saving strategies to prevent, diagnose, and/or treat cancer. SU2C embarked on a series of projects to raise significant dollars to fund cancer research that will positively impact patient care and prevention. These projects included internationally televised events, which aired simultaneously on September 5, 2008, September 10, 2010, September 7, 2012, September 5, 2014, and most recently September 9, 2016, on several major networks. The funds raised through this and other SU2C efforts are supporting translational cancer research Dream Teams, Translational Teams, and the SU2C Innovative Research Grants.

As the scientific partner in the SU2C initiative, the American Association for Cancer Research (AACR) provides scientific oversight and conducts expert peer review and grants administration for SU2C. The AACR is highly regarded as the scientific brain trust in all subfields of cancer research and for its peer review process that is fast, flexible, rigorous, and transparent.

ABOUT THE SU2C INNOVATIVE RESEARCH GRANTS PROGRAM

The SU2C Innovative Research Grants program has been established in honor of the late Judah Folkman, MD, to recognize him as one of the great innovators in cancer research. Dr. Folkman was internationally renowned as a pioneer in the field of angiogenesis research. In addition to his brilliant and distinguished cancer research career, Dr. Folkman was highly regarded by the cancer community as a supportive mentor, a dedicated teacher, and an esteemed colleague.

An active member of the AACR, beginning in 1990, Dr. Folkman was an early contributor to the SU2C project. He also served as an associate editor of two AACR journals, was the 1985 recipient of the AACR G.H.A. Clowes Memorial Award, and served as a trustee of the AACR Foundation for the Prevention and Cure of Cancer. Through his work with the AACR and through leadership and advisory positions with a host of prestigious scientific institutions and organizations, Dr. Folkman helped to define the field of cancer and biomedical research.

PROGRAM MISSION STATEMENT

The SU2C Innovative Research Grants (IRGs) are an effort to support the next generation of extraordinary leaders in their quest to conquer cancer. The 2017 grants will provide substantial funding to early-career scientists whose novel, high-risk, high-reward immuno-oncology research proposals have significant potential for translational application and hold great promise for advancing SU2C’s overarching goal of improving and saving the lives of patients. It is the hope that ideas for new SU2C Dream Teams will emerge from these Innovative Research Grants, and this criterion will be given a high priority in the evaluation of the applications.
To reflect the commitment of SU2C to funding novel approaches, research projects that are already being supported by the National Institutes of Health (NIH) R01 grants, or the equivalent, will not be accepted.

These grants will provide three years of funding of up to $750,000 over the three year grant term to support direct research expenses, depending upon project requirements.

**APPLICATION DEADLINE**

January 12, 2017, at 12:00 p.m. ET

**START OF GRANT TERM**

July 1, 2017

**APPLICANT ELIGIBILITY CRITERIA**

Tenure-track (or equivalent) investigators who are currently in their first independent position, appointed no more than 7 years ago (i.e., on or after May 30, 2010) are eligible to submit a proposal. Postdoctoral fellows, clinical research fellows, or any other researchers-in-training who are working under the direction of a scientific mentor are not eligible to apply.

For institutions that do not follow the traditional tenure system, such as non-academic, non-profit research institutions, tenure-track can be interpreted as a stated commitment from the institution of defined space that the applicant controls, independent of other staff, and defined money over a number of years to support the applicant’s research. The nature of the applicant’s appointment at the institution in terms of years and salary support must be independent of this or any other grant.

A complete eligibility criteria checklist is provided and must be completed, signed, and submitted with the application.

Applicants must have acquired a medical or other doctoral degree. Applicants must be affiliated with an academic, medical, or research institution within the United States. There are no citizenship or residency status restrictions.

Employees or subcontractors of a U.S. government institution or for-profit industry are not eligible to apply but may be listed as Collaborators. No grant funds may be directed to collaborators working within U.S. government institutions or for-profit industry. Collaborators are optional. Collaborators are independent researchers who have an integral role in the proposed project. Fellows and Research Assistants working on the project are not considered collaborators.

Individuals serving as SU2C Dream Team Leaders or Principals are not eligible to apply.

Candidates with questions about their eligibility are encouraged to contact the AACR’s Scientific Review and Grants Administration (SRGA) department at su2c@aacr.org prior to submitting an application. Applicants may be asked to submit letters from past and/or present employer(s) to assist in confirming eligibility.
RESEARCH PROJECT CRITERIA

The SU2C Innovative Research Grants will fund novel, high-risk, high-reward immuno-oncology research proposals that have significant potential for translational application and hold great promise for advancing SU2C’s overarching goal of improving and saving the lives of patients. Proposals may focus on any discipline within basic, translational, or clinical cancer research, provided that these criteria are met.

Projects that are currently supported by NIH R01 grants, or the equivalent, will not be accepted.

EVALUATION

The Innovative Research Grants Committee (IRGC) will make recommendations to the SU2C Scientific Advisory Committee, which is responsible for the selection of a balanced portfolio of Innovative Research Grants.

The following criteria will be considered for each application:

- **Investigator.** Is the applicant well suited to the project? Does he or she have an ongoing record of accomplishments that have advanced their field(s)? If collaborators are included, do they appropriately fulfill a critical need of the project?
- **Innovation.** Does the application utilize novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?
- **Significance.** Does the project address an important problem or a critical barrier to progress in the field of immuno-oncology research? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive immuno-oncology research?
- **Approach.** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project within the three-year grant period?
- **Return on Investment.** Does the proposal present a high-risk, high-reward project?
- **Translational Potential.** Does the work hold great promise for improving and/or saving the lives of cancer patients? Does the work have potential for development into a Dream Team project?

GRANT TERMS

**Changes to application or grant.** If changes are necessary, prior written approval from the AACR’s SRGA department is required. It is the responsibility of the grantee to notify the AACR’s SRGA department immediately of any changes in the grantee’s position or institution during the duration of the grant. The AACR may not accept changes to the research project and may opt to terminate the grant.
Contracts. A Grant Agreement will be executed between the AACR and the grantee’s institution. The grantee’s institution must serve as the administrator of the grant funds and hold responsibility for the disbursement of the funds, management of the budget, and provision of progress reports.

Commencement of the Research Project. The grantee must agree to commence the research project described in the proposal on or about the time the first grant payment is received by the grantee’s institution. If the grantee is unable to commence the research project at that time, the AACR’s SRGA department must be notified immediately. The AACR retains the right to terminate the grant if the research project is not commenced in a timely manner.

Use of Funds. The grant funds may be used for direct research expenses attributable to the proposed research, which may include the following:

- a percentage of the salary and benefits expenses (limited to 20 percent of the total budget) of the grantee and any collaborators (no grant funds may be directed to collaborators working within government institutions or for-profit industry);
- salary and benefits expenses of postdoctoral or clinical fellows, research assistants, or technicians;
- equipment, supplies, and other laboratory or clinical expenses;
- travel expenses relevant to the IRG project, including travel to the annual SU2C Scientific Summit and the AACR Annual Meeting; and
- expenses related to publication charges relevant to the IRG project.

The funds may not be used for salary or benefits of any collaborators from a U.S. government institution or for-profit industry, or for any research expenses related to the IRG project that are incurred by these individuals. Tuition and professional membership dues are not allowable expenses.

Any indirect costs charged by the institution will be negotiated to a minimum, but in no event will there be permitted a charge of more than 10 percent of the total budget.

Payments. Twice-yearly installment payments will initiate three months after the Grant Agreement has been signed and no earlier than the start date agreed upon by the grantee and AACR’s SRGA department. Assurances that all contractual agreements have been negotiated and signed will be required prior to receiving payments. The grantee and institution acknowledge and accept that subsequent funding is contingent upon the timely submission of progress and financial reports that are reviewed and found to be satisfactory by the IRGC, the SU2C Scientific Advisory Committee, and the AACR.

Reporting Requirements. The semi-annual Progress Reports are tools to ensure that the grantee is meeting the pre-defined Milestones and Deliverables, and is on track for achieving the ambitious goals that this grant requires. Progress Reports, including a financial accounting of expenditures, are to be submitted twice a year, on December 15 and June 15, of each contractual year for the duration of the grant. These reports are intended to highlight the accomplishments of that specific time period. Progress Reports are reviewed by the IRGC, the SU2C Scientific Advisory Committee, the AACR, and SU2C. Detailed instructions on completion of satisfactory progress and financial reports will be provided by the AACR’s SRGA department prior to the report due dates.
If the accomplishments after the first year have not met the standards of the IRGC and the SU2C Scientific Advisory Committee, detailed information on specific areas of deficiency and recommendations will be provided. All deficiencies will need to be addressed by the grantee. Failure to address deficiencies, meet grant requirements, or achieve the pre-defined Milestones and Deliverables may result in discontinuation of the grant.

A final written progress and financial accounting report (36-month Progress Report) shall be submitted no later than sixty (60) days after the ending date of the grant term. Detailed instructions on completion of a satisfactory progress and financial report will be provided by the AACR’s SRGA department prior to the report due date. Grantees may not apply for other AACR grants if the final written progress and financial accounting report are not received and deemed acceptable by the AACR’s SRGA department, the IRGC, and the SU2C Scientific Advisory Committee within 60 days after the ending date of the grant term.

The AACR, at its discretion, may provide copies of interim and final progress reports to SU2C and also may use all or portions of the report for public dissemination, such as within an AACR or SU2C newsletter, on the AACR or SU2C website, or in other similar manners.

**Intellectual Property.** The grantee and the institution shall notify the AACR’s SRGA department of any discovery that is or may be patentable or otherwise protectable under applicable law and that is discovered in the course of the research funded through this grant. The grantee and the institution shall be responsible for obtaining patent or other legal protection for each invention that the grantee or the institution believes to have commercial potential, and for paying all costs associated with obtaining such protection. The grantee and institution are solely responsible for all commercial exploitation of any invention, and the AACR and SU2C will have no responsibility therefore. The grantee and the institution shall notify the AACR’s SRGA department of the granting of each patent or other legal protection and of all commercial exploitation of any invention.

**Publications and Acknowledgment of Support.** Any publications resulting from research funded in whole or in part by the grant must be cited as follows: “Research Supported by a Stand Up To Cancer-Innovative Research Grant, Grant Number SU2C-AACR-IRGXX-XX. Stand Up To Cancer is a program of the Entertainment Industry Foundation. Research Grants are administered by the American Association for Cancer Research, the scientific partner of SU2C”. In addition, whether during the term of the grant or afterwards, the grantee shall include this citation on any publicity or communications (external or internal) resulting from the grant, including but not limited to news releases, media reports, interviews, conference talks, and poster presentations of data. Copies of such publications must be forwarded to the AACR’s SRGA department before final publication.

**Insurance.** Insurance shall be maintained by the grantee and institution for professional liability and comprehensive general liability, on an “occurrence” basis, against claims for “personal injury” liability, including bodily injury, death, or property damage liability. Such insurance shall be primary and noncontributory with any other insurance carried by the AACR or SU2C and shall provide appropriate waivers of subrogation against the AACR and SU2C and its directors, committee members, employees, affiliates, and agents.

**Organizational Assurances.** It is the responsibility of the grantee and the grantee’s institution to ensure that organizational assurances/certifications are obtained.
For research involving human subjects, the grantee shall certify the following:

- The proposed research project has been reviewed and approved in writing by an accredited university or medical school Institutional Review Board (IRB) constituted in accordance with current regulations promulgated by the United States Department of Health and Human Services (HHS) and approved by HHS, or by the Association for the Accreditation of Human Research Protection Programs (in the absence of an HHS-approved university or medical school IRB).

- The grantee shall secure a legally acceptable informed consent from all human subjects taking part in any research supervised by such grantee funded in whole or in part by SU2C/AACR in accordance with and to the extent required by current regulations promulgated by and approved by HHS. IRB certification should be documented by submitting a copy of the institutional letter of approval, which identifies the grantee and grant-associated members responsible for the relevant component, project title, the AACR as the funding agency, the date of approval, and is signed by the IRB Chair or equivalent responsible institutional official. The project must have been reviewed and approved by the IRB Chair or an equivalent responsible institutional official. Prior IRB certification for another project cannot be substituted, but can be officially amended to include the proposed project.

For research involving animals, the institution shall ensure compliance with applicable chapters of the Public Health Service Animal Welfare Policy, the NIH Manual for Grants and Contracts, and any and all requirements of the institution concerning animal welfare. Certification by the Institution Animal Care and Use Committee (IACUC), or equivalent, shall be documented by submitting a copy of the institutional letter of approval, which identifies the grantee, project title, the AACR as the funding agency, the date of approval, and is signed by the IACUC Chair or equivalent institution official. Prior IACUC certification for another project cannot be substituted, but can be officially amended to include the proposed project.
FULL PROPOSAL
SUBMISSION INSTRUCTIONS

The AACR requires applicants to submit an online application. Completed online applications should be submitted by 12:00 p.m. (noon) United States Eastern Time on January 12, 2017, using the proposalCENTRAL website at https://proposalcentral.altum.com. An e-mail will be sent to confirm your online submission.

The materials to be submitted are as follows (detailed requirements below):

- Signature Page, with contact information and the original signatures of the applicant and Institutional signing official. *Signatures must be in blue ink and submitted in color*
- Scientific Abstract
- Research Project Proposal
- Budget
- Budget Justification
- Applicant’s NIH Biosketch
- Letter of Institutional Commitment
- Collaborator(s’) NIH Biosketch(es) (if applicable)
- Letter(s) of Collaboration (if applicable)
- Project Milestones and Deliverables
- Applicant Eligibility Checklist
- Appendices (if applicable), i.e., institutional approval letters for research involving human and/or animal subjects

STARTING YOUR FULL APPLICATION in proposalCENTRAL

Access proposalCENTRAL and log in with your username and password. If you have forgotten your username or password, click on the “Forgot Your Username/Password?” link. Supply your User ID or e-mail address in the space provided; your username or password will be sent to you by e-mail.

To start the full application, select the Manage Proposals tab (blue tab first on the left). Below the Manage Proposals tab are several links; select the In Progress link. A list of all applications for which you have applied through proposalCENTRAL will appear. Find the program titled “Innovative Research Grants.” In the Edit column (second column from the left), select the Edit link to access your application.

Complete all fields in the application and the 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: (800) 875-2562 or (703) 964-5840  
E-mail: pcsupport@altum.com
APPLICATION PROCEDURE

The following information is required to submit a complete application.

1. TITLE PAGE. Enter directly in proposalCENTRAL (i.e., there is not a separate template available for download/upload).

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

You must download the following documents: Eligibility Checklist, Research Project Proposal, Budget Justification, and the Project Milestones templates.

- Click the ‘Download’ link to save the templates to your computer.
- Complete the templates and convert 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 in the section for attaching files.

This application also requires additional attachments for which a template is not provided: Applicant’s NIH Biosketch; Letter of Institutional Commitment; Collaborator(s) CV(s), if applicable; Letter(s) of Collaboration, if applicable; and Appendices, if applicable.

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL. This information is directly entered in proposalCENTRAL. This information is optional.

4. APPLICANT/PI. Enter directly in proposalCENTRAL.

5. INSTITUTION & CONTACTS. Enter directly in proposalCENTRAL.

6. COLLABORATORS. Enter directly in proposalCENTRAL. Collaborators are optional. Collaborators are independent researchers who have an integral role in the proposed project. Do not enter information for Fellows or Research Assistants. Fellows and Research Assistants working on the project are not considered collaborators.

7. SCIENTIFIC ABSTRACT. Enter directly in proposalCENTRAL.

8. BUDGET. Enter directly in proposalCENTRAL. Applicants may apply for total support of $750,000 over the three year term. Enter direct research expenses attributed to the proposed research, which may include the salary and benefits of the grant recipient and any collaborators (limited to 20 percent of the total budget). Indicate expenses directly attributable to the proposed research. These expenses include salary of postdoctoral or clinical fellows, research assistants, or technicians, equipment, supplies, and other laboratory or clinical expenses. Any indirect costs charged by the institutions will be negotiated to a minimum, but in no event will there be permitted a charge of more than 10 percent of the budget. See “Use of Funds” on page 5 for more information.
9. **ORGANIZATIONAL ASSURANCES.** The assurances/certifications are made and verified by the signature of the Institutional official signing the application. The AACR does not require the supporting letters with your application. However, if and when awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR’s SRGA Department.

10. **UPLOAD ATTACHMENTS.** Prepare and upload the following documents into your application in portable document format (PDF). Details are provided below.

I. **Appendices.** Appendices may ONLY be used for the following material:
   - Institutional Approval Letters for research using human or animal subjects, i.e., IRB or IACUC approval letters.
   - Submitted, unpublished manuscripts. Manuscripts that have been published should not be attached as appendices. Instead, please list the citation on the References page.
   Appendices may not be used for figures, tables, or other data that otherwise should be contained within the Proposal Narrative.

II. **Applicant’s NIH Biosketch.** Do not exceed five (5) pages per individual. A template is not provided (the NIH biosketch template is available for download at [http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx](http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx)).

III. **Budget Justification.** The required template is available in Section 2 “Download Templates & Instructions”. Limited to three (3) pages. Detailed justification of the budget requests for expenses related to the research components/subprojects conducted by the applicant and collaborator(s), if applicable, and the need for personnel, supplies, and other items. Provide the names of individuals whose salaries will be supported by the grant funds and justify the amount of support requested.

IV. **Collaborator(s’) NIH Biosketch(es), if applicable.** Do not exceed five (5) pages per individual. A template is not provided (the NIH biosketch template is available for download at [http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx](http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx)).

V. **Letter(s) of Collaboration, if applicable.** A template is not provided. A Letter of Collaboration must be uploaded for every collaborator. The letter should confirm the scope of the collaborators’ involvement in the proposed research and should be provided on their institution’s letterhead.

VI. **Letter of Institutional Commitment.** A template is not provided. The Letter of Institutional Commitment must also be uploaded to your full application.

VII. **Project Milestones.** The required template is available in Section 2 “Download Templates & Instructions”. The milestones will be used to define a timeline for the research activities that you propose to accomplish over the duration of your project. Reporting progress towards milestones will be incorporated into the semi-annual reporting requirements for the project if funded.

VIII. **Applicant Eligibility Checklist.** The required template is available in Section 2 “Download Templates & Instructions”. All applicants must sign and submit this checklist (in addition to the required Letter of Institutional Commitment, which should be uploaded to proposalCENTRAL separately). For institutions that do not follow the traditional tenure system, such as non-academic, non-profit research institutions or organizations, tenure-track equivalence must be confirmed.
IX. Research Project Proposal. Applicants must adhere to the following instructions in completing the required template (available in Section 2 “Download Templates & Instructions”).

- Must use 12 point Times New Roman for the text, and no smaller than 9 point type for figures, legends, and tables.
- Single-spacing is acceptable, and space between paragraphs is recommended.
- The page margins must be no less than 0.75 inches on each side.
- Pages must be numbered consecutively; in the Proposal Narrative, do not use section designations such as "3A" or "3B".

  Suggested tips and techniques for 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; and
  - Do not add annotations over the images in Word. Add annotations to the images itself in a graphics program.

Present the required information, using the provided template, in this order:

A. Contents page. Complete the Table of Contents by indicating the appropriate page numbers for each section; do not exceed one page.

B. Lay Abstract of Research Proposal. This abstract, limited to 3,000 characters (including spaces), should provide a clear, concise overview of the proposed research. Include language suitable for a non-scientific audience. Describe relevance of the proposed work to the goals of Stand Up To Cancer.

C. Proposal Narrative. Limited to 5 pages, including figures and tables. The information must be presented in this order:

1) Title of Research Project. The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary.
2) Introductory Statement and Background;
3) Specific Aims;
4) Rationale and Approach;
5) Novelty and Innovation; and
6) Potential for Translational Application and Patient Benefit.

D. Facilities. Limited to 2 pages. Please provide a description of the research facilities, resources, and equipment to allow implementation of the research program.

E. References. References must be listed as full citations, including names of all authors, publication title, book or journal title, volume number, page numbers, and year of publication.
F. **Other Support.** Provide details of any current funding or funding applications in progress to support any component/subproject of the proposed IRG project.

X. **Signature Page and Contact Information.** This form is automatically populated from the information provided by the applicant. Applicants must print this page, obtain signatures in blue ink, scan the signed signature pages in color, and upload in Section 10 “Upload Attachments”.

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

**Applicant Name.** The Applicant is the person responsible for the scientific and technical direction of the proposed research project, contractual and financial obligations, and other organizational assurances/certifications. The Applicant must ensure that Collaborators comply with the terms and conditions of the award (if applicable), and will be the primary contact person for AACR’s SRGA department.

**Institution Signing Official.** Provide the name of, and contact information for, the official signing for the grantee institution.

**Institution Certification.** In signing the application, the Authorized Institution Representative certifies that the Institution will comply with all applicable policies, assurances and/or certifications referenced in the application. The Institution is responsible for the accuracy, validity, and conformity with the most current institutional guidelines of all the administrative, fiscal, and scientific information in the application. The signer further certifies that the Institution will be accountable both for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from this application. The Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

*Applications will be considered incomplete if the signature page does not display signatures in the uploaded Signature Page.*

**INSTRUCTIONS FOR UPLOADING ATTACHMENTS**

Once you have converted your attachment 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 section 10 “Upload Attachments”.
- 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 allowable file types (e.g., PDF, .doc) that are allowed for that type of attachment.*
- 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.
If, for any reason, 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**

1. **PI DATA SHEET.** This is an automatically populated data sheet based on applicants’ proposalCENTRAL profile. Information for gender, race, and ethnicity should be provided to the 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 should then go to the column on the left hand side of the screen, select “4) Personal Data for Application,” and enter his or her race, gender, and ethnicity. This information is for demographic purposes only. The Scientific Review Committee does not receive this information.

2. **SIGNATURE PAGE(S).** To print the signature page, use the red button “Print Signature Pages.” A pdf file will open displaying your signature page for printing. The Applicant and the Institutional Signing Official must sign in blue ink. The signed signature page should be scanned in color and uploaded in Section 10 “Upload Attachments”. **The application will be considered incomplete if signatures are not displayed in the attached signature page in proposalCENTRAL.**

3. **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 required attachments. You will not be able to submit if all the required data and attachments have not been provided.

4. **SUBMIT.** After the application has been validated the application must be submitted. The submit button will only appear after the document has been validated. Click the “SUBMIT” button. A confirmation email will be sent by proposalCENTRAL to confirm that the application was submitted. If you do not receive an email confirming the submission of your application, please contact proposalCENTRAL immediately.

**IMPORTANT:** A confirmation email will be sent by proposalCENTRAL once the proposal is submitted. If you do not receive this email, and believe that you have submitted your proposal, you should immediately contact proposalCENTRAL. **It is the responsibility of the applicant to ensure the application was completed correctly, all required information is present, and that the proposal was officially submitted through proposalCENTRAL.**
CHANGES TO YOUR APPLICATION

Withdrawal of application: Please advise AACR’s SRGA department promptly, in writing, should you decide to withdraw your application for any reason. Your letter (or email) should include your name, the title of the proposal, and the reason for withdrawal.

Change of address: Notify AACR’s SRGA department 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 change your Institution, contact AACR’s SRGA department to determine whether your application can be reviewed.

INQUIRIES

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR’s SRGA Department at:

Phone: (215) 446-7190
E-mail: su2c@aacr.org