Stand Up To Cancer-Cancer Research UK Translational Research Fellowship

Program Guidelines and Application Instructions
Table of Contents

PROGRAM GUIDELINES .................................................................................................................. 2

Program Mission Statement ........................................................................................................ 2

About Stand Up To Cancer and Cancer Research UK ................................................................. 2

Application Deadline .................................................................................................................. 3

Research Project Criteria ........................................................................................................... 3

Eligibility Criteria ....................................................................................................................... 3

Evaluation of Proposals .............................................................................................................. 4

Grant Terms ................................................................................................................................... 4

APPLICATION INSTRUCTIONS .................................................................................................... 9

Application Procedure ............................................................................................................... 10

Changes to the Application ......................................................................................................... 19

INQUIRIES .................................................................................................................................. 19
PROGRAM GUIDELINES

PROGRAM MISSION STATEMENT
The SU2C-Cancer Research UK-Translational Research Fellowship represents an exceptional new partnership that aims to foster collaborative efforts between U.K. and U.S. cancer researchers focused on accelerating progress in translational research toward patient benefit. The SU2C-Cancer Research UK Fellowship Program will fund the most talented and promising U.S.- and U.K.-based researchers who have completed their Ph.D. or clinical training, demonstrate a clear path to become successful independent investigators and propose highly meritorious translational research projects that address critical problems in cancers with the potential to deliver benefit to patients. Fellows funded through this initiative will gain translational research training in top U.S. and U.K. research institutions, allowing them to develop their own ideas and preparing them to establish and lead their own research groups, towards becoming outstanding leaders in their own fields. Through this new program SU2C and Cancer Research UK seek to encourage new significant transatlantic collaborations and active exchange of knowledge and expertise between the United States and United Kingdom.

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, 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 three internationally televised events, which aired on September 5, 2008, September 10, 2010, and most recently September 7, 2012 that was aired simultaneously on ABC, CBS, FOX, NBC, and 22 cable networks. The funds raised through this and other SU2C efforts are supporting translational cancer research Dream 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. Working in close collaboration with SU2C and Cancer Research UK, the AACR’s Scientific Review and Grants Administration Department (SRGA) will oversee the Fellowship review process and administration of the grants.

ABOUT CANCER RESEARCH UK
Cancer Research UK’s vision, to “bring forward the day when all cancers are cured”, is a statement of what the Charity aspires to, why it exists, and describes the impact the Charity would like to have on society. Cancer Research UK has four main purposes, each of which describes what they will do to achieve our vision:

- To carry out world-class research to improve our understanding of cancer and find out how to prevent, diagnose and treat different kinds of cancer;
- To ensure that our findings are used to improve the lives of all cancer patients;
• To help people to understand cancer, the progress we are making and the choices each person can make;
• To work in partnership with others to achieve the greatest impact in the global fight against cancer.

APPLICATION DEADLINE
Proposals for SU2C-Cancer Research UK Translational Research Fellowship must be submitted by July 28, 2014. See page 10 for further Application Instructions.

RESEARCH PROJECT CRITERIA
This grant will fund a translational cancer research project that addresses critical problems in cancer. Projects should foster collaboration between the U.S. and U.K. The projects should be developed by the Fellow and have a clear potential to provide an excellent training experience that will allow the Fellow to become independent within two years of the end of the grant.

ELIGIBILITY CRITERIA
• The Fellowship will be open to U.S.- and U.K.-based individuals that hold a Ph.D. and/or a medical degree. Individuals that hold a Ph.D. and/or a U.S. medical degree (M.D., D.O.) may apply. Individuals that hold both a U.K. medical degree and a Ph.D. may apply.
• By February 1, 2015, applicants must have completed their Ph.D. and/or medical degree and have less than a total of 2 years’ postdoctoral or clinical research experience. Clinical training will not count toward the 2 year eligibility rule.
• Support is expected for up to four Fellows, two of whom are U.K.-based and two of whom are U.S.-based.
• Applicants should have already shown promise in becoming future leaders in their field and should aspire to eventually establish their independent career in cancer research.
• Applications will be welcomed from clinician scientists and non-clinician scientists.
• Applicants must identify one qualified U.S. host laboratory and mentor and one qualified U.K. host laboratory and mentor. The work must be performed in two phases, one in the U.S. and one in the U.K. Mentors should be established leaders in cancer research with a track record of success in mentoring postdoctoral or clinical research fellows. Letters from the mentors will be required as part of the application.
• Members of the SU2C-Cancer Research UK Joint Advisory Committee (JSAC) member laboratories may not apply for an award.
• No grant funds may be used to support fellows working in laboratories within a government institution or for-profit industry.
• There are no citizenship or residency status restrictions. Applicants will be responsible for satisfying and adhering to visa and work authorization requirements within the U.S. and the U.K.

Candidates with a question about the eligibility requirements are encouraged to contact the AACR’s SRGA at su2c@aacr.org prior to submitting the proposal.
EVALUATION OF PROPOSALS
The JSAC will review the proposals for a SU2C-Cancer Research UK Translational Research Fellowship. The Committee consists of highly accomplished senior laboratory researchers and physician-scientists who are respected internationally for their own accomplishments in cancer research and as leaders in the field. Proposal review will take place according to the following timetable (subject to change):

- Application deadline: Jul 28, 2014
- Peer review completed: Sept 22, 2014
- Notification of award: Oct 13, 2014
- Funding begins: Feb 2015

The JSAC will consider the following criteria when evaluating the proposals:

- Scientific merit of the proposed research project and translational nature of the research, i.e., addressing critical problems in cancers and with the potential to deliver patient benefit.
- Significance of the proposed research, i.e., whether it addresses a critical need for rapid progress beyond current medical care for cancer.
- Novelty of the hypothesis or methodology.
- The environment of the U.S. and U.K. host laboratory and institutions, and the likelihood that the Fellow will be established as an independent investigator within two years of the end of the Fellowship.
- Whether the proposal will encourage new significant active collaborations and exchange of knowledge between the United States and United Kingdom.
- Whether adequate institutional and/or financial support exists to provide the Fellow with the resources necessary for the research project.
- A clear commitment that all data resulting from the work will be available to the scientific community at large at the earliest opportunity.
- Likelihood that the research project will achieve its stated goals given the budget, institutional environments, and other resources available.

GRANT TERMS
Contracts. A Grant Agreement will be executed between the AACR and both the U.S. and U.K. Host Institutions. The individual Host 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. It is expected that the Host Institutions, if necessary, will enter into subcontracts with any collaborator, and assurances that these contractual agreements have been executed will be required prior to funding.

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

**Budget.** The Fellow may apply for total support of up to U.S.$315,000 over a four-year term. This will support the Fellow’s salary and fringe benefits/oncosts (up to U.S.$60,000 for research scientists (Ph.D.) or U.S.$75,000 for those holding a medical degree), project supplies and expenses, including travel. Funds for staff or equipment will not be provided. Fellows are expected to perform their work in two phases, one at each of the U.S. and U.K. Host Institutions (typically two years at each although, if justified by the nature of the work, a Fellow may spend up to a maximum of three years at one institution and one year at the other.) The Fellow’s salary will be set by the Host Institution and at the level appropriate for their experience. The Host Institution is expected to provide the necessary equipment, facilities and support required for the proposed research and to provide funding for salary over the maximum levels noted above.

A detailed budget for project will be required. All budget expenses must be justified and budgets must be provided in U.S.$ Amounts in Great Britain Pounds (£) should be converted to U.S.$ using the exchange rate at the time of application. Should the exchange rate change markedly between the time of application and time of payment, budget adjustments may be allowed and must be approved through the AACR’s SRGA. All funding is contingent upon milestones and objectives being appropriately selected and satisfactorily achieved, as determined by the AACR and the JSAC.

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

- Salary and fringe benefit/oncost expenses of the Fellow (limited to U.S.$60,000 for research scientists (Ph.D.) or U.S.$75,000 for individuals holding a medical degree. Benefit/oncost expenses will be determined according to the policies and regulations of each of the Host Institutions.
- Supplies and other laboratory expenses directly related to the research proposed (limited to U.S.$15,000 per year)
- Travel expenses (limited to $2,500 per year) relevant to the research project; the Fellow is expected to attend the annual SU2C Scientific Summit, traditionally held in January
- Publication charges for manuscripts directly related to the proposed research (limited to U.S.$2,000 per year)
- For the U.S. Institution: any indirect costs should be kept to a minimum, but in no event can they account for more than 10% of the grant. Indirect costs will be included in the U.S.$315,000 of total support. Indirect costs are not allowable for the U.K. Institution.

The funds may not be used for salary or benefits of the Mentor(s) or for any staff or collaborators. Tuition and professional membership dues are not allowable expenses.

**Payments.** The Fellow and the Host Institutions 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. Quarterly installment payments will initiate within 3 months after the Grant
Agreement has been signed and no earlier than the start date agreed upon by the Fellow and AACR’s SRGA. Assurances that all contractual agreements have been negotiated and signed, as well as organizational assurances/certifications, will be required prior to receiving payments. The Fellow and the Host Institutions 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 AACR and the JSAC.

**Reporting Requirements.** Progress Reports are a tool to ensure that the Fellow is meeting their pre-defined Milestones, and is on track for achieving the goals that this grant requires. Progress reports are to be submitted once a year (December 15th) and are intended to highlight the accomplishments of that specific time period. Progress Reports will be reviewed by AACR’s SRGA and the SU2C-Cancer Research UK JSAC.

AACR may withhold release of any future Grant Funds until the reports have been filed and approved. All funding is contingent upon Milestones being satisfactorily pursued and achieved, as determined by the AACR, SU2C, Cancer Research UK and the JSAC. If the accomplishments have not met the standards of the JSAC, the Committee will provide detailed information on specific areas of deficiency and its recommendations. All deficiencies will need to be addressed by the Fellow. Failure to address deficiencies, meet grant requirements, or achieve the pre-defined Milestones may result in discontinuation of the grant.

A final written progress and financial 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 prior to the report due date.

The AACR will provide copies of interim and final progress reports to SU2C and Cancer Research UK.

**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 SU2C-Cancer Research UK Transatlantic Research Fellowship, Grant Number SU2C-AACR-TXX-XX. Stand Up To Cancer is a program of the Entertainment Industry Foundation administered by the American Association for Cancer Research.” In addition, whether during the term of the grant or afterwards, the Fellow or the Mentor shall include this citation on any publicity or communications (external or internal) resulting from the grant, including but not limited to press releases, media reports, interviews, conference talks, and poster presentations of data. Copies of such publications must be forwarded to the AACR’s SRGA. AACR must be notified in advance about any communications or publicity opportunities resulting from the SU2C-funded work.

**Intellectual Property.**

Intellectual property arising out of U.S.-based research projects funded through this grant (“Research IP”) may be subject to a revenue share, not to exceed 10%, if the Research IP is developed commercially. These revenues would be added to the Transatlantic Fund, a joint fund of Stand Up To Cancer (a program of the Entertainment Industry Foundation) and Cancer Research UK, and used to fund additional translational cancer research projects. A grantee will be notified upon the award of the grant if revenue share will be pursued, and if so, in what amount.
The Fellow, Mentor(s), and the Host Institution(s) shall notify the AACR’s SRGA 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 Fellow, Mentor(s) and Host Institution(s) shall be responsible for obtaining patent or other legal protection for each Invention that the Fellow, Mentor(s) or the Host Institutions believes to have commercial potential, and for paying all costs associated with obtaining such protection. They are solely responsible for all commercial exploitation of any Invention, and the AACR and SU2C, will have no responsibility therefor, notwithstanding any revenue share negotiated on behalf of Cancer Research UK. The Fellow and the U.S. and/or U.K. Host Institution shall notify the AACR’s SRGA of the granting of each patent or other legal protection and of all commercial exploitation of any Invention. The AACR will notify Cancer Research UK.

Awards made under the SU2C-Cancer Research UK scheme to U.K. institutions will be subject to the standard CRUK grant terms and conditions (http://www.cancerresearchuk.org/science/funding/terms-conditions/grant-conditions/). If a UK based Host Institution has in place a Technology Transfer Agreement (TTA) with Cancer Research Technology Ltd (CRT), which lays out the responsibilities of the Institution and CRT with respect to the management, commercialization and revenue sharing in relation to Cancer Research UK funded research, intellectual property arising from the SU2C-Cancer Research UK scheme at the U.K. Host Institution will be managed under the respective TTA. In line with the SU2C position, CRT/CRUK intend to recycle some of the net commercialization income received by CRT from the commercialization of any U.K. derived Research IP under the scheme back into the Transatlantic Fund. The recycled share will be calculated as 20% of the net commercialization income retained by CRT (where CRT is managing the commercialization) or in cases where the Host Institution manages the commercialization, 20% of the net commercialization income received by CRT.

Confidentiality and intellectual property issues must be negotiated with Collaborators prior to their participation in the research project.

Insurance. Insurance shall be maintained by the Fellow, Mentor(s) and Host Institution(s) for professional liability and comprehensive general liability insurance, 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, SU2C, or Cancer Research UK and shall provide appropriate waivers of subrogation against the AACR, SU2C, Cancer Research UK and its directors, committee members, employees, affiliates and agents.

Notification of Changes. It is the responsibility of the Fellow and Mentor(s) to notify the AACR’s SRGA immediately of any changes in the Mentor’s position or role, or any changes in that of the Host Institution. The AACR may not accept proposals to change the research project from that described in the application, and may terminate the grant.

Organizational Assurances. It is the responsibility of the Fellow, Mentor(s) and Host Institution(s) to ensure that organizational assurances/certifications are obtained. Final approvals are not required at the time of submission but MUST be provided in writing if a proposal is selected for funding.

Research involving human subjects:

The Fellow, Mentor and U.S. Host Institution shall certify that:
a. 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).

b. The Fellow and U.S.-based Mentor shall secure a legally acceptable informed consent from all human subjects taking part in any research funded in whole or in part by the SU2C-Cancer Research UK in accordance with and to the extent required by current regulations promulgated by the United States Department of Health and Human Services and approved by HHS. IRB certification should be documented by submitting a copy of the institutional letter of approval, which identifies the Mentor and Fellow responsible for the relevant project component, the Fellowship research project title, SU2C-Cancer Research UK as the funding agency and date of approval, and is signed by the IRB Chair or equivalent responsible institutional official. Prior IRB certification for another project cannot be substituted, but can be officially amended to include the proposed project. Funds will NOT be released unless and until proof of all IRB certifications is received by the AACR.

The Fellow, Mentor and U.K. Host Institution shall certify that:

In all studies involving patients, patient tissue or patient information, the necessary ethics approval has been obtained before any research is undertaken. It is the responsibility of the Applicant, and the U.K. Host Institution to ensure compliance with all legal requirements and ethics approval. For studies involving patients a copy of the letter of approval must be provided if the application is approved for funding.

**Research involving animals:**

The U.S. Host 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 Mentor and Fellow responsible for the project, Fellowship research project title, SU2C-Cancer Research UK as the funding agency, 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.

The U.K. Host Institution will ensure that a Local Animal Research Ethics Committee has approved the research proposals involving the use of animals. It is the responsibility of the host institution to ensure that all ethical and legal requirements and Home Office regulations are met. The Fellow and U.K. Mentor must ensure all research involving animals is fully compliant with current Home Office legislation and adhere to the Guidelines for the Welfare and Use of Animals in Cancer Research as set out by Workman et al (2010) (British Journal of Cancer 102, 1555-1577). The Grant must not be used for any research on animals which has not been approved and set out in the grant application. Due consideration must be given to the refinement, reduction or replacement of the animals (www.nc3rs.org.uk).
Cell lines or high volume data:

If cell lines will be used, a brief outline of the cells lines and the procedures that have been (or will be) undertaken to validate/authenticate them should be provided at the time of application. This includes ensuring that cell lines are free from problems such as cross-contamination, microbial contamination and phenotypic drift. Explain how the maintenance of contamination-free lines will be assured over the course of the project. Give the source of any new cells that will be introduced to the laboratory and, if not from a commercial provider, explain how the cell lines will be authenticated. Funding may be requested to support cell line authentication; for example, screening for contamination by mycoplasma, short tandem repeat (STR) profiling for human cell lines or DNA fingerprinting for non-human cells.

If microarray, sequencing, metabolomic or proteomic techniques or other methods generating high volume data will be used, details of the bioinformatics requirements and statistical analyses that will be applied to such studies must be included at the time of application. A justification of the number of samples that will be used in such studies also should be provided. Further, please indicate plans for sharing high volume data sets in public databases.
APPLICATION INSTRUCTIONS

The AACR requires applicants to submit both an online and a paper copy of the application. Completed online applications should be by 12:00 p.m. (noon) United States Eastern Daylight Time on July 28, 2014, using the proposalCENTRAL website at https://proposalcentral.altum.com. An e-mail will be sent to confirm your online submission.

One paper copy with original signatures and all supporting documents must be postmarked and sent no later than August 4, 2014, to AACR’s SRGA:

SU2C-Cancer Research UK Translational Research Fellowship
American Association for Cancer Research
Attn: Emer Smyth, Ph.D., Senior Program Administrator, SU2C
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106-4404
USA

The materials to be submitted, in the order listed and using the templates provided, are:

- Signature Page 1, with contact information and the original signatures of the Fellow, Mentor, and Signing Official for Institution 1. Signature Page 2, with contact information and the original signatures of the Fellow, transatlantic Mentor, and Signing Official for Institution 2 is also required and may be mailed separately. (Note: the Fellow name and signature must appear on both Signature Pages.)
- Lay Abstract
- Research Project Proposal
- Budget
- Budget Justification (one for each Institution)
- Biographical Information of Fellow, and both Mentors
- Mentor letters (one from each Mentor)
- Project Milestones
- Cell Lines or High Volume Data Statement (no template)
- Appendices, if applicable (no template)

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 from the left) before starting an application.

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. Find the “SU2C-Cancer Research UK Translational Research Fellowship” and click the “Apply Now” link (second to last column) to create your application.
To access your 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, “SU2C-Cancer Research UK Translational Research Fellowship”. Then in the “Edit” column (second column from the left), select the “Edit” link to access 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 PROCEDURE

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. The title of your research project. Do not exceed 75 characters, including spaces and punctuation. 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, and all templates can be downloaded from this page. You must download the following documents: Signature Page 1 Template, Signature Page 2 Template, Lay Abstract Template, Research Project Proposal Template, Budget Template, Budget Justification Template, Biographical Information Template, Mentor Letter Template and the Project Milestones Template to your computer.

   - Click the ‘Download’ link to save templates to your computer.
   - Complete the templates and convert it 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.

See Section 9 for instructions on how to complete and upload the templates. This application also requires additional attachments for which a template is not provided (Cell Lines or High Volume Data Statement and Appendix [if applicable]).

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

4. APPLICANT. Enter contact information for the Fellow directly into proposalCENTRAL system. Indicate the percent effort on this project.

5. INSTITUTION & CONTACTS. Enter information regarding the Institution and signing official, directly into proposalCENTRAL system. The Institution entered here will be identified as **Institution 1.**
Note: In addition to directly entering information regarding Institution 1 into proposalCENTRAL, you must complete the Signature Page 1 template for Institution 1. The transatlantic Institution will be identified as Institution 2. You must also complete the Signature Page 2 template with the information regarding Institution 2. Do no enter information regarding Institution 2 directly into proposalCENTRAL. Both Signature Page 1 and 2 must be uploaded along with the other attachments (see section 9 for instructions on attachment uploads). Hard copies of both Signature Page 1 and 2 must be mailed to the AACR (see instructions on Page 10 regarding mailing the hard copy of the application and the Signature Pages)

6. MENTORS. Enter information for both the U.S. and the U.K. Mentors directly into proposalCENTRAL system. If applicable, collaborator names and institutions may also be entered here.

7. 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 awarded and if applicable, for studies involving patients or animals, IRB and/or IACUC approval (for the U.S. Host Institution) and Ethics Committee approvals (for the U.K. Host Institution) must be submitted in writing to the AACR’s SRGA.

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

I. Signature Pages 1 and 2 and Contact Information. Complete a separate Signature Page for Institution 1 and Institution 2.

A. Title of Research Project. The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary. The Title must be identical on Signature Page 1 and 2.

B. Fellow. The Fellow 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 Fellow must ensure compliance with the terms and conditions of the award, and will be the primary contact person for AACR’s SRGA staff. The Fellow must be identical on Signature Page 1 and 2.

C. Mentor. The Mentor is responsible for training the Fellow so that the Fellow is prepared to move to independence within two years of the end of the grant. The Mentor must also comply with the terms and conditions of the award, and serve as a contact for the AACR’s SRGA staff. Enter the appropriate Mentor from Institution 1 on Signature Page 1 and the transatlantic Mentor from Institution 2 on Signature Page 2.

D. Host Institution. The Host Institution is the organization at which the Fellow is training, and it will be legally and financially responsible for the conduct of activities supported by the grant. Enter Institution 1 (as entered in Section 5 “Institution & Contacts”) on Signature Page 1 and the transatlantic Institution 2 on Signature Page 2. No grant funds may be used to support fellows working in laboratories within a government institution or for-profit industry.

E. Administrative Official at Host Institution. Provide the name of and contact information for the administrative official to be notified if an award is made. Enter the appropriate
official’s name for Institution 1 on Signature Page 1 and Institution 2 on Signature Page 2.

F. Official Signing for Host Institution. Provide the name of and contact information for the official signing for the Host Institution. Enter the appropriate official’s name for Institution 1 on Signature Page 1 and Institution 2 on Signature Page 2.

G. Host Institution Certification. In signing the application, the Authorized Host Institution Representative certifies that the Host Institutions will comply with all applicable policies, assurances and/or certifications referenced in the application. The Host Institutions are each 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 Host 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, associated with the Fellow’s training at the Host Institution. The Host Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

II. Lay Abstract of Research Proposal. This abstract, limited to 3,000 characters, 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 and Cancer Research UK. A scientific abstract must be included within the research project proposal.

III. Research Project Proposal. Applicants must adhere to the following formatting guidelines in completing this section.

- 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 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 JPEG or GIF files. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.
  - Insert only GIF or JPEG 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 an image in Word. Add annotations to the image itself in a graphics program.

Present the required information, using the 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 (1) page.

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

C. **Scientific Abstract.** Limited to 3,000 characters (including spaces). Should provide a clear, concise description of the proposed work, including the background, objective or hypothesis and its supporting rationale; specific aims of the study; study design; and translational relevance and significance of the proposed work.

D. **Proposal Narrative.** Limited to five (5) pages, including figures and tables. References and appendices do not count against this page limit. Describe in-depth the proposed research project, including:
   1. **Background and Rationale**
   2. **Specific Aims**
   3. **Research Design and Methods**
   4. **Projected Timeline and Milestones.** Provide a sequence or timetable for the project and identify the milestones by which the success of the proposed research could be measured.
   5. **Significance and Therapeutic Impact on cancer.** If the specific aims are achieved, state how will therapeutic advancements result.

E. **Collaboration between the United States and the United Kingdom.** Limited to one (1) page. Include a narrative describing the value-added activities/unique benefits afforded by the collaboration between the U.S. and U.K. Host Institutions, and the plan for coordinating the research and exchange of knowledge and expertise between the U.S. and U.K. Host Institutions. List all individuals involved, including: Fellow, U.S. Mentor, U.K. Mentor, and any Collaborators. Provide professional titles and affiliations and a description of each individual’s substantive and quantifiable contribution to the research project.

F. **Facilities.** Limited to three (3) pages. Please provide a description of the research facilities, equipment and other resources available for this project. Include both the U.S. and U.K Institutions.

G. **References.** Limited to three (3) pages of cited publications.

H. **Other Support.** Provide details of the applicant’s current funding or funding applications in progress. In the two tables provided in the Research Project Proposal template, list
the applicant’s existing (Table 1) and pending (Table 2) support (institutional, federal, etc.). For each grant or funding source, please provide:

- Name of Grant/Funding Source
- Name of Principal Investigator
- Title of Project
- Project description/Specific Aims
- Amount of Funding
- Grant Term
- Percent Effort of Applicant

**NOTE:** If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the SU2C-Cancer Research UK Translational Research Fellowship, the applicant must notify AACR immediately.

IV. **Budget.** The Fellow may apply for total support of up to U.S.$315,000 over a four-year term. Provide a budget for the project indicating expenses directly attributable to the proposed research. These expenses include the Fellow’s salary expenses, project supplies, travel expenses related to the research project, and publication charges. Funds for staff or equipment will not be provided. Tuition and professional membership dues are not allowable expenses. Any indirect costs charged by the Institutions should be kept to a minimum, but in no event will there be permitted a charge of more than 10% of the budget. All budget expenses must be provided in U.S.$. Amounts in Great Britain Pounds (£) should be converted to U.S.$ using the exchange rate at the time of application. Should the exchange rate change markedly between the time of application and time of payment, budget adjustments may be allowed and must be approved through the AACR’s SRGA. See “Grant Terms, Use of Funds” on page 5 for further details.

V. **Budget Justification.** Provide a separate budget justification for each Host Institution, limited to two (2) pages each. Justification of the Fellow’s salary set by the Host Institution and at the level appropriate for their experience is required. Percent effort of the applicant on the proposed project must be indicated for each Institution. Detailed justification of the budget requests for expenses related to the research components conducted by Fellow is required for supplies and other items. See “Grant Terms, Use of Funds” on page 5 of the Program Guidelines for further details.

VI. **Biographical Information of the Fellow, the U.S. Mentor and the U.K. Mentors.** Do not exceed four (4) pages per individual. Submit the following biographical information for the Fellow and both the U.S. and U.K. Mentors. Do not include information for Collaborators. Submission of NIH Biographical Sketches is acceptable.

A. **Education and Training.** Include all degrees awarded. List the year conferred, institution, and field of study. Also list postdoctoral training, residency programs, and internships; list title of position, mentor’s name, institution, and exact dates of training.

B. **Positions and Honors.** List in chronological order previous positions, concluding with your present position. State duration, title, and institution. List any honors.
C. **Publications.** Provide complete references, including titles for all peer-reviewed publications. Begin each citation on a new line. If the number of publications is extensive, you may provide a partial listing; indicate total number of publications (excluding abstracts, non-peer reviewed articles, or book chapters).

D. **Research Support. (Mentors only).** List ongoing and completed research projects for the past three years. Indicate funding sources that will be available to support the applicant’s proposed research and training beyond what is offered in the Fellowship. Briefly indicate the overall goals of the projects and responsibilities of the person identified on the Biographical Sketch. Do not include percent effort or direct costs.

VII. **Organizational Assurances.** The assurances/certifications are made and verified by the signature of the U.S. Host Institutional Official and the U.K Host Institutional Official signing the application. Original signatures from official representatives of Fellow and both the U.S. and U.K. Host Institutions certifying the application will be required no later than August 4, 2014. It is the responsibility of the Fellow and the U.S. and U.K. Host Institutions to ensure that organizational assurances/certifications are obtained. Proof of organizational assurances/certifications from both the U.S. and the U.K. Host Institutions must be received before payments will be released.

VIII. **Mentor’s Letter.** The U.S. and U.K Mentor should each complete a Mentor’s letter. Complete each of the sections in the template provided:

- (A) A statement of assurance that if the application is successful the Mentor will provide the Fellow with the equipment, resources and support necessary to complete the project;

- (B) A brief evaluation of scientific merit and novelty of the project, the Fellow’s role in its development and how the work will be translated to clinical advantage;

- (C) An evaluation of the applicant’s scientific abilities, research aptitude and potential for successful transition to independence within two years of the Fellowship’s completion;

- (D) The total number of past and current postdoctoral and/or clinical research fellows, that have been trained by the Mentor (note: tables listing current and past postdoctoral or clinical research fellows may be provided in the appendix);

- (E) A description of the proposed interactions of the Mentor with the Fellow, the research training program, and how the training period will prepare the Fellow to transition to independence after the Fellowship’s completion; and

- (F) A statement agreeing that, if the application is successful, the Mentor will collaborate with the transatlantic Mentor to ensure that the Fellow can perform both the U.S. and U.K. phases of the work as proposed. Include a description of how exchange of knowledge and expertise between the United States and United Kingdom will be enhanced through this Fellowship.

IX. **Project Milestones.** The milestones will be used to define a timeline for the research activities that you propose to accomplish over the duration of your project. Please list your specific aims
for the proposed project at the top of the template. Reporting progress towards milestones will be incorporated into the annual reporting requirements for the project if funded.

X. **Cell Lines or High Volume Data Statement.** As applicable for the work proposed, provide brief outline the validation/authentication procedure that will be used for cells lines. This includes ensuring that cell lines are free from problems such as cross-contamination, microbial contamination and phenotypic drift. Explain how the maintenance of contamination-free lines will be assured over the course of the project. Give the source of any new cells that will be introduced to the laboratory and, if not from a commercial provider, explain how the cell lines will be authenticated. Funding may be requested to support cell line authentication; for example, screening for contamination by mycoplasma, short tandem repeat (STR) profiling for human cell lines or DNA fingerprinting for non-human cells.

If microarray, sequencing, metabolomic or proteomic techniques or other methods generating high volume data will be used, details of the bioinformatics requirements and statistical analyses that will be applied to such studies must be included at the time of application. A justification of the number of samples that will be used in such studies also should be provided. Further, please indicate plans for sharing high volume data sets in public databases.

XI. **Appendices.** Additional documents such as summaries of clinical trial protocols or the description of a specialized technology may be included as an appendix. Figures, tables, and other references to information contained within the Proposal Narrative are not allowed. Publications are not allowed. References to publications must be made in the Proposal Narrative. If applicable, letters from Collaborators, confirming the scope of the Collaborators’ involvement in the proposed research, can be included in the appendix. If desired, tables of the Mentors’ past and present trainees (limited to the 10 most recent) may also be included in the appendix.

**Uploading the attachments into your application.** 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 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 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 applicant’s proposalCENTRAL profile. Information for gender, race, and ethnicity must 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 must 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 JSAC does not receive this information.

2. 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. (Note: An Institutional Human Subjects Assurance Number (ORHP) and Animal Welfare Assurance Number (OLAW) are required for the validation step. If the institution does not have an approved assurance on file please return to Section 5 and edit the Institutional Profile placing “none” in the box for the Human Subjects and Animal Welfare Assurance Numbers.)

3. 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.

4. SIGNATURE PAGES AND PRINT APPLICATION. After successfully passing the validate check you are ready to print the signature pages and the attached PDF files. Use the second print button “Print Signature Pages and Attached PDF Files.” Assemble all printed attachments in the order listed above on page 10. (Note: the print option “Print Signature Pages and Attached PDF Files” assembles the files in the order specified by the grantmaker.)

Obtain required signatures. One hard copy of the completed application and both Signature Page 1 and 2 with original signatures of the Fellow, the Mentor, and Institutional signing officials are required. Stamped or photocopied signatures will not be accepted. If only one signature page (either from the U.S. or the U.K.) accompanies the hard copy of the application the other may be sent separately.

IMPORTANT: A confirmation email will be sent 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 THE APPLICATION

Withdrawal of application: The Fellow should advise the AACR’s SRGA promptly, in writing, should he/she decide to withdraw the application for any reason. The letter (or e-mail) should include the Fellow’s name, the title of the proposal, and the reason for withdrawal.

Change of address: Notify the AACR’s SRGA in writing of any changes of address, e-mail or phone number for the Fellow or the U.S. or U.K. Mentors, following the submission of an application. Include your name and the proposal title.

Change of institution: If the Fellow or U.S. or U.K. Mentor changes institution, the Fellow should contact the AACR’s SRGA 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 at:

Phone: (267) 765-1049
E-mail: su2c@aacr.org