Stand Up To Cancer – Lustgarten Foundation New Therapies Challenge

Program Guidelines and Application Instructions

ADMINISTERED BY

American Association for Cancer Research

FINDING CURES TOGETHER

SCIENTIFIC PARTNER OF STAND UP TO CANCER

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# Table of Contents

**PROGRAM GUIDELINES** ................................................................................................................................ 2  
  - About Stand Up To Cancer ................................................................................................................................ 2  
  - About the Lustgarten Foundation .......................................................................................................................... 2  
  - Program Mission Statement ................................................................................................................................. 2  
  - Application Deadlines ............................................................................................................................................. 3  
  - Team Member Eligibility Criteria ......................................................................................................................... 3  
  - Evaluation of Proposals ........................................................................................................................................... 5  
  - Grant Terms .......................................................................................................................................................... 6  

**APPLICATION INSTRUCTIONS** ......................................................................................................................... 11  
  - Getting Started in proposalCENTRAL .............................................................................................................. 11  
  - Expression of Intent Instructions ....................................................................................................................... 11  
  - Full Proposal Submission Instructions ............................................................................................................... 12  
  - Changes to Application ....................................................................................................................................... 17  

**INQUIRIES** .......................................................................................................................................................... 17
PROGRAM GUIDELINES

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 five internationally televised events, which aired on September 5, 2008, September 10, 2010, September 7, 2012, September 5, 2014, and most recently, September 9, 2016. The funds raised through these 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 LUSTGARTEN FOUNDATION

The Lustgarten Foundation is America’s largest private foundation dedicated to funding pancreatic cancer research. Based in Bethpage, New York, the Foundation supports research to find a cure for pancreatic cancer, facilitates dialogue within the medical and scientific community, and educates the public about the disease through awareness campaigns and fundraising events. Since its inception, The Lustgarten Foundation has directed $132 million to research and assembled the best scientific minds with the hope that one day, a cure can be found. Thanks to private funding, 100% of every dollar donated to the Foundation goes directly to pancreatic cancer research. For more information, please visit www.lustgarten.org.

PROGRAM MISSION STATEMENT

The Stand Up To Cancer – Lustgarten Foundation New Therapies Challenge represents a new, focused effort to increase the number of innovative and effective therapies to treat pancreatic cancer by support of pre-clinical and clinical development efforts. Collaborative, multi-disciplinary Teams will be supported so that these Teams can investigate novel or repurposed medicines, treatment strategies or technologies that have the potential to significantly impact pancreatic cancer patients in the near term. The New Therapies Challenge involves a two-step approach that will provide initial, short-term funding to a number of applicants (Round 1), followed by additional funding for a subset of Round 1-funded Teams (Round 2) for clinical studies. More details on the two Rounds are as follows:
Round 1

- The first round of funding will support studies to evaluate a novel or repurposed medicine, treatment strategy or technology for use in pancreatic cancer treatment.
- Proposed studies will contain clear milestones for success and culminate in a plan and/or approval for clinical testing.
- $1 million awards with a 14-month term will be provided to successful applicants.
- Awardees will be asked to execute contracts and sub-contracts within 90 days of notification of their selection.
- Awardees will be required to submit a written progress report, and a proposal for Round 2 funding 11 months after the beginning of the grant term.

We expect to award 3-6 grants for Round 1 funding.

Round 2

- The second round of funding will support clinical studies of the most promising Teams from Round 1.
- Proposed studies will contain milestones and deliverables, including a clinical trial enrollment strategy designed to fully accrue any trials by the end of the grant term.
- $4 million awards with a 3-year term will be provided to successful applicants.
- The composition of the selected Teams in Round 1, may be expanded for Round 2 to include additional expertise.
- Teams will be required to submit scientific progress reports and may be required to attend an in-person review meeting every six months throughout the grant term.
- Teams will be required to submit a monthly clinical trial report for all open trials.

We expect to support one Team for Round 2 funding.

APPLICATION DEADLINES

An Expression of Intent form must be completed by June 1, 2018. See page 11 on this critical step on your Application Process. Any Team who does not submit an Expression of Intent form by June 1, 2018 will not be eligible to submit a Full Proposal.

Applications for Round 1 funding must be submitted by July 2, 2018. See page 11 for Full Proposal submission instructions.

TEAM MEMBER ELIGIBILITY CRITERIA

To maximize creativity, innovation, and collaboration, the Team must be multi-disciplinary. Team members must demonstrate relevant clinical, translational, chemical and/or drug development expertise.

Definitions.

Team Leader (TL). The Team Leader 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 TL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for AACR’s Scientific Review and Grants Administration (SRGA) staff.

**Team Co-leader.** A Team Co-leader is designated by the Team Leader to assist in directing the scientific and technical work of the Team. A Co-leader serves as an alternate contact person for AACR’s SRGA staff.

**Principals.** Team Principals are senior investigators who will lead a component(s)/subproject(s) of the research project.

**Project Manager.** The Project Manager (PM) is the administrative leader of the Team and the key administrative contact for the Team with Stand Up To Cancer and American Association for Cancer Research. The PM is responsible for the coordination of all team efforts to consistently maintain a high level of functionality, collaboration and communication.

**Advocates.** Advocates bring the perspectives of those affected by cancer (e.g., patients, survivors, caregivers) to the work of the Team. They enable the Team scientists to see their research through the eyes of the target audience and integrate these perspectives into the direction of the Team research. While each Team has unique needs, Advocates commonly suggest ways to minimize patient burdens in clinical trial protocols, develop patient-friendly consent forms, and reduce disparities in clinical trial participation by increasing awareness and using culturally appropriate materials and methods.

**Investigators.** Senior investigators, other than the TLs, Team Co-leaders, and Principals, who are employed at the TL’s, Co-leader’s, or Principal’s institutions and contribute substantively to the research project, may be included as members of the Team.

**Young Investigators.** Junior faculty (i.e. independent investigators who have completed their training no more than five years prior to the start of the grant term), postdoctoral fellows, clinical research fellows, or any other researchers-in-training who are working under the direction of a scientific mentor (i.e., a TL, Co-Leader, Principal, or Investigator) may be included as members of the Team.

**Collaborators.** These are senior investigators who are employees or subcontractors of a government institution/agency or a for-profit industry, and who could make valuable contributions to the research project. A Collaborator also may be an individual from an academic, medical, or research institution. No SU2C funds may be directed to a Collaborator.

**For Round 1,** each Team will consist of a Team Leader, one or two Co-leaders, and a Project Manager.

**For Round 2,** each Team will consist of a Team Leader, at least one of the Co-Leaders in the Round 1-funded Team, a Project Manager, and at least one Advocate.

### Round 2 Team Composition

**Key Personnel:**

* Required

- Leader
- Co-leader or Principal
- Project Manager
- Advocate
The Team Leader, Co-leader, Principals, Project Manager, and Advocates are collectively referred to as Key Personnel. The Team Leader, Co-leader and Principals, must have acquired a doctoral or medical degree, and must be independent investigators affiliated with an academic, medical, or research institution. The designated Project Manager must belong to the Team Leader’s institution.

The Team Leader and Co-leader are expected to each dedicate at least 20 percent (or 40 percent combined) of their time and effort to the research project. Principals must each dedicate at least 10 percent of their time and effort to the research project.

Each Team must designate a Leader and Co-Leader who would preferably be from different institutions, and a Project Manager from the Leader’s institution.

At least one Co-leader of the Team must not have received grant support from SU2C or the Lustgarten Foundation.

Teams may collaborate with currently funded Lustgarten Foundation and SU2C Teams to leverage existing expertise and resources. Efforts from these Teams will be supported as supplemental awards to their existing grant. Employees or subcontractors of for-profit industry are not eligible to serve as a Team Leader, Co-leader, or Principal. However their participation as Collaborators is encouraged, where appropriate, to foster the development of novel diagnostic and treatment strategies. No grant funds may be directly awarded to Collaborators or any other individual working within a U.S. government institution/agency or a for-profit industry. Confidentiality and intellectual property issues must be negotiated with Collaborators prior to their participation in the research project.

Young Investigators, including junior faculty, postdoctoral fellows, clinical research fellows, or any other researchers working under the direction of a scientific mentor, are not eligible to serve as a Team Leader, Co-leader, or Principal; however, their participation in the research project is encouraged.

There are no citizenship or residency status restrictions. Neither members of the SU2C-Lustgarten Foundation Joint Scientific Advisory Committee (JSAC) nor members of their individual laboratories are eligible for funding as part of the Stand Up To Cancer-Lustgarten Foundation New Therapies Challenge Grant. At least one Co-leader of the Team must not have received grant support from SU2C or the Lustgarten Foundation. Teams may collaborate with currently funded Lustgarten Foundation and SU2C Teams to leverage existing expertise and resources. Efforts from these teams will be supported as supplemental awards to their existing grant.

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 Round 1 and Round 2 proposals for the Stand Up To Cancer-Lustgarten Foundation New Therapies Challenge Grant. 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.
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., plan for translating the work from the laboratory to the clinic to deliver near-term patient benefit (lead to patient involvement within 24-36 months);
- Relevance of the proposed research to the Grant’s purpose, i.e., whether the project proposes to evaluate a novel or repurposed medicine, treatment strategy or technology for use in pancreatic cancer treatment;
- Novelty of the hypothesis or methodology;
- Team Leader’s vision, leadership qualities, willingness to collaborate, demonstrated ability to bring together and lead an interdisciplinary team of experts to a successful conclusion, expertise in the field, and commitment to translational cancer research with a clear emphasis on near-term clinical application;
- Willingness of the Team Leader, Co-leader, and Principals to collaborate, their research credentials, and their unique contributions to the research project;
- A clear commitment by the Team that all data resulting from their 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 requested, institutional environments, and other resources available;
- Whether the studies are designed to capitalize upon the unique populations and environments, specialized expertise, new concepts and perspectives, innovative methodologies, and/or emerging technologies that are available due to the multi-institutional collaboration; and
- Whether adequate institutional and/or financial support exists to sustain the research project.

**GRANT TERMS**

**Changes to application.** Applicants are not allowed to change the project nor the Team members proposed in the Full Proposal. If changes are necessary, prior written approval from the AACR is required.

**Contracts.** A Grant Agreement will be executed between the AACR and the Team Leader’s Institution, referred to as the Lead Institution. The Lead Institution typically serves 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 Lead Institution will enter into subcontracts with the institutions of the Team Co-leader/s, Investigators, and Collaborators, and assurances that these contractual agreements have been executed will be required for continuation of funding. All contracts with industry are encouraged to use the model contract language for clinical trials of potential new cancer treatments that has been made available by the CEO Roundtable on Cancer in partnership with the NCI to comply with the requirement of the SU2C founders to expedite the negotiation process. Please visit [http://www.cancer.gov/about-nci/organization/ccct/resources/start-clauses-info.pdf](http://www.cancer.gov/about-nci/organization/ccct/resources/start-clauses-info.pdf) for further details.
Commencement. The Team Leader must agree to commence the research project described in the proposal no later than January 1, 2019. If the Team Leader 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. On the first round of funding (Round 1), Teams may apply for total support of up to $1 million over a term of 14 months. Close to the end of the 14-month term of Round 1 funding, Teams who have been selected for Round 1 funding can apply for additional support of up to $4 million over a 3-year term (Round 2). In both rounds of application, a detailed budget for the overall project will be required, along with separate budgets for expenses related to the research components conducted by each of the Team Leaders and Co-leader/s, and Principals, if applicable. Budget expenses must be justified.

Projects that include collaboration with currently funded Lustgarten and/or SU2C Teams must clearly delineate funding for the New Therapies Challenge Team, and currently funded Team.

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

- A percentage of the salary and benefits expenses (limited to 20% of the total budget) of senior investigators on the Team (i.e., Leader and Co-leader/s)
- A percentage of salary and benefits expenses of the Young Investigators on the Team;
- Salary and benefits expenses for research assistants or technicians;
- Equipment, supplies, and other laboratory or clinical expenses;
- Travel expenses relevant to the research project, including travel to the institutions of the Leader and Co-leader/s and travel to meetings with the JSAC Progress Review Team, as well as to the annual SU2C Scientific Summit and the AACR Annual Meeting; and
- Expenses (limited to a total of $20,000/year) related to publication page charges and/or the presentation of research data at scientific meetings or through other means that will contribute to the dissemination of the scientific knowledge derived from the proposed research.
- Expenses to cover the cost of the required audits.

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

Payments. The Team Leader and the Institution typically serves 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 Team Leader 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 Team Leader and the 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 AACR and the SU2C Joint Scientific Advisory Committee.
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-Lustgarten Foundation New Therapies Challenge Grant, Grant Number SU2C-AACR-XX-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 Team Members 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 after acceptance, but before publication.

Reporting Requirements. The semi-annual Progress Reports are a tool to ensure that the Team is meeting its pre-defined Milestones and Deliverables, and is on track for achieving the ambitious goals that this grant requires. Progress reports are to be submitted twice a year (June 15 and December 15) and are intended to highlight the accomplishments of that specific time period. Progress Reports will be reviewed by AACR, SU2C, and a Review Team drawn from the JSAC.

AACR may withhold release of any future Grant Funds until the reports have been filed and approved. All funding is contingent upon Milestones and Deliverables being satisfactorily pursued and achieved, as determined by the JSAC, AACR, and SU2C. 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 Team. Failure to address deficiencies, meet grant requirements, or achieve the pre-defined Milestones and Deliverables may result in discontinuation of the grant.

Twelve months after the start of Round 1 funding, Teams will be required to meet with the JSAC to review the Team’s progress and to present their proposal for Round 2 funding. The Team that is selected for Round 2 funding must meet three times a year, either in person, by teleconference, or videoconference, to review progress and, if necessary, adjust research plans. These meetings will include all key personnel involved in the project as well as staff from the AACR SRGA Office as necessary. In addition, Team Leaders may be requested to meet with the JSAC and all other Team members twice a year, following the submission of Progress Reports, to thoroughly discuss the Teams’ progress. One of these meetings will take place at the annual SU2C Scientific Summit held in late January.

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 SRGA Office prior to the report due date.

The AACR, at its discretion, may provide copies of interim and final progress reports to the funder that has provided financial support for the grant, and also may use all or portions of the report for public dissemination, such as within an AACR, SU2C, or Lustgarten Foundation newsletter or websites, or in other similar manner.

Intellectual Property. The Team Leader(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 Team Leader(s) and Host Institution(s) shall be responsible for obtaining patent or other legal protection for each Invention that
the Team Leader(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, SU2C and Lustgarten Foundation, will have no responsibility therefor. Confidentiality and intellectual property issues must be negotiated with Collaborators prior to their participation in the research project. The Team Leader(s) and the Host Institution(s) shall notify the AACR’s SRGA of the granting of each patent or other legal protection and of all commercial exploitation of any Invention.

**Insurance.** Insurance shall be maintained by the Team Members and Institutions 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 Lustgarten Foundation and shall provide appropriate waivers of subrogation against the AACR, SU2C or Lustgarten Foundation and its directors, committee members, employees, affiliates and agents.

**Notification of Changes.** It is the responsibility of the Team Leader to notify the AACR’s SRGA immediately of any changes in the composition of the Team, and changes in the position or institution of any of the Team Members. 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 Team Leader and Institution to ensure that organizational assurances/certifications from all Team Member Institutions are obtained.

For research involving human subjects, the appropriate Team Member(s) and U.S. Institution(s) shall certify that:

a. The proposed research project has been reviewed and approved in writing by an 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 registered with HHS.

b. The Team Member(s) shall secure a legally acceptable informed consent from all human subjects taking part in any research funded in whole or in part by the AACR 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 approval should be documented by submitting a copy of the institutional letter of approval, which identifies the Team Leader, Team Member(s) responsible for the relevant project component, research project title, the AACR as the funding agency and date of approval, and is signed by the IRB Chair or equivalent responsible institutional official. Prior IRB approval 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 approval documentation is received by the AACR.

For research involving animals, the Institution(s) 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 Team Leader, Team Member(s) responsible for the project, research project title, the AACR 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.

**Non-U.S. Institutions:**
Team Members at non-U.S. institutions must adhere to ethical standards for the protection of human and animal subjects that are at least equivalent to U.S. standards, and to the legal requirements of the country of origin. Certification of ethical standards review and approval should be documented by submitting a letter, which cites all relevant approval and license numbers and dates required by the country of origin. In the absence of an official ethical review board (or equivalent) or legal requirements, the Team Member(s) must agree in writing to adhere at minimum to the World Medical Association Declaration of Helsinki: Ethical Principles for Medical Research Involving Human Subjects.
APPLICATION INSTRUCTIONS

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-Lustgarten Foundation New Therapies Challenge” 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-Lustgarten Foundation New Therapies Challenge”. 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

EXPRESSION OF INTENT INSTRUCTIONS
Applicants who are planning to submit a proposal for the SU2C-Lustgarten Foundation New Therapies Challenge Grant are required to submit an Expression of Intent by June 1, 2018, 12:00 p.m. (noon) U.S. Eastern Time. Using the Expression of Intent template provided in proposalCENTRAL, the Team Leader is asked to furnish the names of the Team Leader and Co-Leader/s, and the Title of the proposed Research Project. Any Team who does not submit an Expression of Intent form by the deadline will not be eligible to submit a Full Proposal. Once you have uploaded the form, we suggest that you take a screen shot of the webpage in proposalCENTRAL that states that your form has been successfully submitted, and keep this confirmation for your records. After you have accomplished this step, you can proceed to the submission of your proposal anytime before the stated deadline (please see Full Proposal Submission instructions below).
FULL PROPOSAL SUBMISSION INSTRUCTIONS

The full proposal for Round 1 funding must be submitted by 12:00 p.m. (noon) U.S. Eastern Time on July 2, 2018, using the proposalCENTRAL website at https://proposalcentral.altum.com. An e-mail will be sent to confirm your online submission. The full proposal will include a 2-page scientific proposal and supporting materials. Please utilize no smaller than 11-point Times New Roman for the text, and no smaller than 9 point type for any figures, legends, or tables.

The required materials to be submitted, in the order listed and using the templates provided where applicable, are as follows:

- Signature Pages, with contact information and the original signatures of the Team Leader and Co-leader/s and Institutional Signing Officials *Signatures must be in blue ink and submitted in color.
- Lay Abstract
- Research Project Proposal. Maximum length: two pages of text (not including figures)
- Cited References
- Project Milestones and Deliverables Timeline
- Team Roster
- Curriculum Vitae and recent publication list from Team Leader, and Co-Leader/s
- Budget
- Budget Justification
- Letters of Support from Leadership at each institution and company (if applicable)
- Clinical trial protocol (if a trial is proposed) or compelling justification for delaying protocol development

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 information directly into 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 Full Application Instructions, and all templates can be downloaded from this page. You must download the following documents: Signature Pages Template, Research Project Proposal Template, Budget Template, Budget Justification Template, and the Project Milestones and Deliverable Timeline 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.

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
4. **TEAM LEADER.** Enter contact information directly into proposalCENTRAL system. Indicate the percent effort on this project.

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead Institution and signing official directly into proposalCENTRAL system.

6. **KEY PERSONNEL.** Enter directly into proposalCENTRAL system Key Personnel (Leader, Co-leader/s, Principal/s, and Project Manager).

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, IRB and/or IACUC approval (if applicable) 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 and Contact Information**
      
      *All signatures must be in blue ink and submitted in color electronically.*

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

      B. **Team Leader (TL).** The Team Leader 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 TL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for AACR’s SRGA staff.

      C. **Team Co-leader.** A Team Co-leader will assist in directing the scientific and technical work of the Team and will serve as an alternate contact person for AACR’s SRGA staff.

      D. **Lead Institution.** The Lead Institution is the organization at which the Team Leader is employed, and it will be legally and financially responsible for the conduct of activities supported by the grant.

      E. **Co-leader’s Institution.** Provide the name and mailing address for the organization at which the Team Co-leader is employed.

      F. **Administrative Official at Lead Institution.** Provide the name of and contact information for the Lead Institution administrative official to be notified if an award is made.

      G. **Official Signing for Lead Institution.** Provide the name of and contact information for the official signing for the Lead Institution.

      H. **Lead Institution Certification.** In signing the application, the Authorized Lead Institution Representative certifies that the Lead Institution will comply with all applicable policies, assurances and/or certifications referenced in the application. The Lead 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 Lead 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 Lead Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

**NOTE:** It is recommended that the collaborating Institutions be provided with the program guidelines as soon as possible. Certification of the Team application by the Co-leader’s Institution (i.e., signatures from the Institution’s Representative) will be required at grant submission.

I. **Team Project Manager, Principal(s) and Advocates** (if applicable) Do not enter information for Investigators, Collaborators, or fellows or research assistants.

J. **Team Member Certifications.** Original signatures, in blue ink, of the Team Leader and Co-leader/s, and Project Manager, are required. If the Team has Principal/s and or Advocate/s, their signatures will also be required.

K. **Team Co-leader’s and Principal’s (if applicable) Institution Certifications.** In signing the application, the Authorized Team Co-leader or Principal Institutional 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.

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 Lustgarten Foundation.

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

- **Maximum length: two pages of text (not including figures).** Please utilize no smaller than 11-point Times New Roman for the text, and no smaller than 9 point type for any figures, legends, or 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.
o 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.

o Do not insert Quick Time or TIFF objects into your document.

o Anchor the images that you embed in your document.

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

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

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

o 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 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. Proposal Narrative. Maximum length: two pages of text (not including figures). Describe proposed research project, including:

1. Background and Rationale.
2. Specific Aims.
4. Significance and Impact on the Treatment of Pancreatic Cancer

IV. Cited References

V. Project Milestones and Deliverables Timeline

VI. Team Roster

VII. Curriculum Vitae and recent publication list, or NIH Biosketches from Team Leader, and Co-Leader/s

VIII. Budget. Teams may apply for total support of up to $1 million over a 14-month term for Round 1 funding. Provide budgets for the overall project, as well as separate budgets for expenses related to the research components/subprojects conducted by the Team Leader and Co-leader/s and Principals (if applicable). Indicate expenses directly attributable to the proposed research. Teams are asked to allocate funding for the 14 months. See “Grant Terms, Use of Funds” on page 7 for further details.

IX. Budget Justification. Detailed justification of the separate budget requests for expenses related to the research components/subprojects conducted by the Team Leader and Co-leader/s is required for all items of equipment costing over $1,000, 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.

X. Letters of Support from Leadership at each institution and company (if applicable)

XI. Clinical trial protocol. If a clinical trial is not proposed, indicate detailed justification for delaying protocol development.

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;
  o A ‘choose file’ dialog box opens for you to search for the template file on your computer’s hard disk or local area network.
  o Select the file and click “Open.”
  o 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 Joint Scientific Advisory Committee 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.
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 PAGE(S) 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 Attached PDF Files.” Click this button to print the attached PDF files. Ensure that all documents are correct and complete.

**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 Team Leader 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 TL’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 any Team Member, following the submission of an application. Include your name and the proposal title.

**Change of institution:** If any Team member changes institution, the Team Leader 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:

United States
E-mail: su2c@aacr.org
Phone: +1-215-446-7190