Breast Cancer Research Foundation-AACR Career Development Awards for Translational Breast Cancer Research

2015 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The Breast Cancer Research Foundation-AACR Career Development Awards for Translational Breast Cancer Research represent a joint effort to promote and support **innovative** research designed to accelerate the discovery, development, and application of new agents to treat breast cancer and/or for pre-clinical research with direct therapeutic intent. Eligibility is limited to junior faculty who, at the start of the grant term, will have completed their most recent doctoral degree or medical residency within the past 11 years. The research proposed for funding must be translational in nature and must have direct applicability and relevance to breast cancer.

The grants provide $138,000 over two years ($69,000 per year) for expenses related to the research project, which may include salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students and/or research assistants, research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project and other research expenses.

It is anticipated that two grants will be funded.

APPLICATION DEADLINE

January 20, 2015, at **noon**, U.S. Eastern Time

DECISION DATE

March 2015

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2015

April 21, 2015 - Grant recipient must attend the Grants Reception and Dinner and formally accept the grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

START OF GRANT TERM

July 1, 2015

APPLICANT ELIGIBILITY CRITERIA

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

At the start of the grant term on July 1, 2015, applicants must:

- Hold a full-time faculty position with the title of assistant professor, instructor, research assistant professor, or an equivalent full-time faculty position (*In order for applicant to be considered eligible, any pending full-time, faculty position can NOT be contingent upon receiving this grant.*)

- Have completed his or her most recent doctoral degree within the past 11 years (i.e., degree cannot have been conferred **before** July 2, 2004)

    - Applicants with a medical degree must have completed his or her most recent doctoral degree or medical residency - **whichever date is later** - within the past 11 years (time spent in medical specialty or subspecialty training is not considered part of medical residency and will be counted against the 11-year window)

- Have independent laboratory space as confirmed by your institution

- Be affiliated with any institution involved in cancer research, cancer medicine, or cancer-related biomedical science anywhere in the world. (*There are no citizenship or geographic requirements*; however, an applicant applying from an institution located within a country where he or she is not a citizen or permanent resident, by submitting an application for this grant, assures that his/her visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.)

An exception to the 11-year window may be granted for parental leave or other well justified leave from research for pressing personal or family situations of generally less than 12 months duration. Applicants whose experience exceeds the maximum of 11 years but who believe they are eligible (e.g., some of their mentored research experience was in a field other than cancer research or there was a break in their career as described above) should contact AACR **before** submitting an application to verify their eligibility.

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

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR active membership by Tuesday, January 20, 2015. The application will be applied to 2015 membership dues. Applications may be submitted using the Official AACR Membership Application online or downloaded as a PDF and submitted to the AACR office with the required documents.

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

Investigators may submit only **one** application for the Breast Cancer Research Foundation-AACR Career Development Awards for Translational Breast Cancer Research but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Postdoctoral or clinical research fellows or the equivalent who are working under the auspices of a scientific mentor are not eligible to apply. Qualified fellows are invited to apply for an AACR Fellowship.

All applicants with questions about eligibility should contact AACR at grants@aacr.org **before** submitting an application.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT
Scientific investigators or health professionals who are funded by the tobacco industry for any research project are not eligible for any AACR grant. Grantees who accept funding from the tobacco industry for any research project during the term of an AACR grant must inform AACR of such funding, whereupon the AACR grant will immediately be terminated.

Tobacco industry funding is defined for purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices. It is not defined as money provided or used for meetings or conferences that don't relate to any particular research projects.

Tobacco industry funding includes: funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

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

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them)

- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry

RESEARCH PROJECT CRITERIA

Only innovative cancer research projects designed to accelerate the discovery, development, and application of new agents to treat breast cancer and/or for pre-clinical research with direct therapeutic intent will be accepted.

Laboratory-based projects must present plans with clinical collaborators indicating how the work will be translated into the clinic. Similarly, clinical studies must show how the work was derived from basic preclinical work and how results will be channeled back to laboratory-based collaborators.

LETTERS OF REFERENCE

Each applicant must have a letter of reference from a nominator accompany the online application. A nominator must be the applicant's department chair, division head, or dean. If the nominator is not an active, emeritus, or honorary member of AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of AACR must accompany the application. Instructions for submitting letter(s) of reference are addressed in Section 6 of the Application Instructions.

EVALUATION OF APPLICATIONS

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

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

- ***Investigator.*** What training and experience does the applicant have to ensure successful implementation of the proposed project? Does the applicant have demonstrated capacity to carry out independent research? Is there evidence that the applicant is developing a successful track record in breast cancer research or that they could make a career commitment to this field of research?

- ***Significance.*** Is the scientific and technical merit of the proposed project of significance? Is the proposed project of high quality, and what potential does it have to advance the field of breast cancer research and benefit patients?

- ***Approach.*** Are the overall strategy, design, and methodology well-reasoned and appropriate to accomplish the specific aims of the project within the grant term? Are potential problems, alternative strategies and benchmarks for success presented? Is the budget fully justified and reasonable in relation to the proposed project?

- ***Institutional Environment.*** What evidence is provided of institutional commitment for the scientific development of the applicant? What support, equipment and resources will be available to the applicant and are they adequate to successfully complete the proposed project?

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit an electronic application by noon, Eastern Time on Tuesday, January 20, 2015, using the proposalCENTRAL website at https://proposalcentral.altum.com.

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

Information to be Entered Directly into proposalCENTRAL	Instructions/proposalCENTRAL Section
Project Title	1
Applicant Information	4
Institution and Contacts	5
Scientific Abstract	7
Budget	8
Organizational Assurances	9

Templates to be Downloaded, Completed and Uploaded	Instructions/proposalCENTRAL Section
Research Project Proposal Template	10.A.
Secured Other Support Template	10.B.
Pending Other Support Template	10.C.
Budget Justification Template	10.D.
Project Milestones Template	10.E.

Non-Template Materials to be Uploaded	Instructions/proposalCENTRAL Section
Applicant's Biographical Sketch	10.F.
Letter(s) of Reference (uploaded by Nominator and/or Endorser)	6
Supporting Documentation (if applicable)	10.G.

Materials to be Downloaded, Printed, Signed, Scanned and Uploaded	Instructions/proposalCENTRAL Section
Grant Agreement Signature Page	10.H.
Applicant Checklist (if applicable)	10.I.
Application Signature Page	10.J./13

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the "REGISTER" link and complete the registration process. After you register, complete your Professional Profile (green tab, second tab from the left) before starting 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 "Breast Cancer Research Foundation-AACR Career Development Awards for Translational Breast Cancer Research" and click the "Apply Now" link (second to last column) to create your application.

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

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

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

APPLICATION FORMAT

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

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

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

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

    ·   Click the "Download" link to save each of the templates to your computer.

    ·   Use your word processing software (e.g., MS Word, WordPerfect) to complete the Research Project Proposal Template and Budget Justification Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones Template on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.

    ·   Upload the completed template files to your online application.

    See Section 10 of the Application Instructions for how to complete and upload the templates. This application also requires an additional attachment for which a template is not provided (applicant's biographical sketch and supporting documentation [if applicable]).

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

4. **APPLICANT.** Enter information for the applicant directly into proposalCENTRAL system.

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead institution, the nominator, the endorser (if applicable), and signing official directly into proposalCENTRAL system.

6. **LETTERS OF REFERENCE.** Enter directly into proposalCENTRAL system the e-mail address of the nominator submitting a letter of reference. Enter the e-mail address again to confirm and click

"Add." If the nominator's e-mail address is in the proposalCENTRAL system, you will be prompted to "Send E-mail" to the nominator. **The e-mail will contain instructions and a link to upload the letter of reference directly to the application.** If the nominator's e-mail address is not in the proposalCENTRAL system, you will be prompted for the nominator's first and last name before being prompted to "Send E-mail."

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

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

7. **SCIENTIFIC ABSTRACT.** Enter the abstract directly into proposalCENTRAL system. The abstract is limited to 3,000 characters (including spaces) and must provide a clear, concise and comprehensive overview of the proposed work, including the background; objective or hypothesis and its supporting rationale; specific aims of the study; study design; translational application and relevance of the proposed work to breast cancer.

   NOTE: The proposalCENTRAL system does not lock the scientific abstract field after 3,000 characters have been entered. You may erroneously enter more than the maximum allowed. To ensure that your abstract submission is not too long, before proceeding to the next section, click the red "Save" button at the top or bottom of the screen. If your scientific abstract is too long, you will receive an error message at the top of the page.

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

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

8. **BUDGET.** Enter proposed expenses related to the research project, which may include the salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students and/or research assistants, research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project and other research expenses. (See Grant Agreement document for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

   The grantee **must** attend the AACR Annual Meeting 2015 and formally accept the grant during the annual Grants Reception and Dinner. Up to $2,000 may be allocated from the grant to support the grantee's registration and attendance at this Annual Meeting. No other travel is permitted.

   As the grant term begins after the Annual Meeting to which the grantee must attend, AACR recommends that the Institution utilize existing discretionary funding to cover the grantee's travel costs. When the grant term begins, the Institution may transfer the applicable AACR-allowed travel charges from the discretionary fund to the grant fund. This transfer must be reflected in the first financial report of expenditures submitted to AACR.

   Indirect costs, tuition, travel (other than to the AACR Annual Meeting 2015 as noted above), professional membership dues, and any other research-related expense not directly related to this project are **not** allowable expenses. For the purposes of this grant, any general office

supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect are **not** allowable budget line items. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government institution or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

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

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

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

- Type size. Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.

- Single-spaced text. Single-spacing is acceptable, and space between paragraphs is recommended.

- Margins. The page margins must be no less than 0.75 inches on each side.

- Page numbering. The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."

- Tips and techniques for inserting images in documents.
    - Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as JPG or GIF files. Insert the image into the document by selecting "Insert – Picture – From File" from the MS Word menu.
    - Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
    - Do not insert Quick Time or TIFF objects into your document.
    - Anchor the images you embed in your document.
    - Once you have anchored the inserted image, you can format text to wrap around the image.
    - Do not edit your images in Word. Use a graphics program.
    - Do not embed your images in tables, text boxes, and other form elements.
    - Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

Using the templates where provided, prepare and upload the following documents into your application in portable document format (PDF):

A. **Research Project Proposal.** *Complete on the template available from the proposalCENTRAL website. (Refer above to Section 2 of the Application Instructions for details.) The information must be presented in this order:*

I. **Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed 1 page.

II. **Lay Abstract.** This abstract, limited to 3,000 characters (including spaces), must provide a clear, concise and comprehensive overview of the proposed work. The lay abstract should be different from the scientific abstract described above in Section 7 in the Application Instructions. Please make sure to prepare the lay abstract in language suitable for a non-scientific audience of breast cancer survivors. Do not use abbreviations. It should include the background, purpose, objectives, and study design of the project; how it will contribute to the field of breast cancer research; and how the results will help breast cancer patients in the future.

III. **Proposal Narrative.** Limited to 6 pages, including figures and tables. The Contents Page, Lay Abstract, Facilities and References sections do not count against this page limit. The Proposal Narrative must be presented in this order: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data and Rationale; (C) Specific Aims; (D) Research Design and Methods; (E) Description of Translational Application (laboratory to the clinic or clinic to the laboratory); and (F) Significance and Statement of Relevance to Breast Cancer Treatment.

IV. **Facilities.** Limited to 2 pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.

V. **References.** Limited to 3 pages. AACR reference style follows that of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. Note that the *Uniform Requirements* specify that, for articles with more than 6 authors, the names of the first 6 authors must be listed, followed by "et al." For articles with 6 or fewer authors, all authors should be listed.

Reference examples:

Journal article
Warrell RP Jr, Frankel SR, Miller WH Jr, Scheinberg DA, Itri LM, Hotelman WN, et al. Differentiation therapy of acute promyelocytic 584 leukemia with tretinoin (all-trans-retinoic acid). N Engl J Med 1991;324:1385–93.

Book chapter
Yuspa SH, Hennings H, Roop D, Strickland J, Greenhalgh DA. Genes and mechanisms involved in malignant conversion. In: Harris CC, Liotta LA, editors. Genetic mechanisms in carcinogenesis and tumor progression. New York: Wiley-Liss; 1990. p.115–26.

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

B. **Secured Other Support.** In the table provided, list all **existing** support (institutional, federal, etc.) that has been **secured** and will be used by the applicant during the term of this grant (07/01/2015 – 06/30/2017). List all support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

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

C. **Pending Other Support.** In the table provided, list all **pending** support (institutional, federal, etc.) that will, **If secured**, be used by the applicant during the term of this grant (07/01/2015 – 06/30/2017). List all pending support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each pending grant or funding source, please provide:

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

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2015 Breast Cancer Research Foundation-AACR Career Development Awards for Translational Breast Cancer Research, the applicant must notify AACR immediately

D. **Budget Justification.** *Complete on the template available from the proposalCENTRAL website. (Refer above to Section 2 of the Application Instructions for details.)* Limited to 2 pages. Applicant must indicate the percentage of time to be spent on this project. Applicant must also indicate their salary and, if any part of their salary is requested, the percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. In addition, identify by name and title any additional personnel, and their specific responsibilities, during each year of the proposed project; research/laboratory supplies, equipment and publication charges for manuscripts that pertain directly to the funded project. Note if individual is a postdoctoral or clinical research fellow. For positions that are not yet filled, indicate "**TBD**" in the name field. Detailed justification is required for budget request for equipment that exceeds 10% of the total budget.

E. **Project Milestones.** *Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.)* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the

corresponding aim in parentheses. Rows may be added/deleted to this template as needed. For the purposes of submitting this template with your application, only the information requested above inputted into Column A is needed. Reporting progress towards milestones further utilizing this template will be incorporated into the biannual reporting requirements for the project if funded. (To view an accurately completed Milestones Template please visit ftp://ftp.aacr.org, username: programs, password: aacr123.)

F. **Applicant's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Form [0925-0001/0002 (Rev. 08/12)] is an acceptable format. The biographical sketch may not exceed **four** pages.

G. **Supporting Documentation.** A letter of commitment from a collaborating clinician, drug manufacturer, or any collaborator providing data or materials necessary for the proposed research, may be uploaded as a Supporting Document. Letters of commitment should state a commitment to provide stated data/materials. Letters of commitment should comment only on the ability to provide for a research need, and should not comment on the applicant, or research environment. Supporting documentation must be requested directly from the source, presented on institutional or company letterhead, and be uploaded in PDF format.

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

H. **Grant Agreement Document.** In order to ensure that the applicant is informed of the terms and conditions of the grant should he/she be selected as a recipient, a copy of the Grant Agreement must be downloaded from the proposalCENTRAL site. Applicants must remove the final page of the Grant Agreement document and sign and date it, indicating that they have reviewed the document. The terms and conditions of this grant may be modified or amended by AACR prior to execution of the Grant Agreement. *A scanned copy of the signed final page must be uploaded* to your online application in the Application Documents section.

I. **Applicant Checklist**. To ensure each applicant's independence, this checklist is required for any applicant holding a title **other than** "Assistant Professor." If the applicant will **NOT** have a confirmed title of "Assistant Professor" at the start of the grant term on July 1, 2015, the following checklist **MUST** be downloaded from the proposalCENTRAL site, completed, signed by all required parties, and *a scanned copy must be uploaded* to the online application in the Application Documents section.

J. **Signed Signature Page.** In order to ensure that the applicant, nominator, and institution have approved the application, applicants must print the signature pages, as described in section 13 below, and obtain all required signatures. The **signed signature page** (with original signatures from the applicant, nominator, and institution's signing official) must then be *scanned and uploaded* into the online application in the Application Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

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

- Make certain that the converted PDF files are closed on your computer.

- Open your application and go to the section for attaching files.

- Enter your own description of the file in the "Describe Attachment" field.

- Select the appropriate type of attachment from the drop-down list. *NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.*

- Click on the "Browse" button to select the file from your computer.

  - A "choose file" dialog box opens for you to search for the template file on your computer's hard disk or local area network.

  - Select the file and click "Open."

  - The file location and name will display in the window adjacent to the "Browse" button.

- Click on the "Upload Attachment" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the "Uploaded Attachment" section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. "DEL" allows you to delete the file, if necessary, and "SHOW" opens the uploaded file. **Open and review your uploaded files.**

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

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

SUBMITTING COMPLETE APPLICATION

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

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

13. **SIGNATURE PAGE(S).** After completing sections 1, 4, 5, 7, 8, and 9 of the electronic application (these sections also correspond to the sections of the Application Instructions), you may print the signature pages. Use the "Print Signature Pages" button to print the signature pages for signature.

    Note: Data that you entered in the sections 1, 4, 5, 7, 8, and 9 of the online application are automatically included in the signature pages. If information is missing in the signature pages, it could be because you have not entered the information in one of the online application sections OR the information is not required for this grant program. If the institution's Employer Identification Number (EIN) is not completed on the signature page, please request your institution to provide that information in their proposalCENTRAL profile.

> While the print option "Print Signature Pages" prints the Signature Page, Application Contacts, Scientific Abstract, and Budget; the AACR **strongly encourages** applicants to also utilize the "Print Signature Pages and Attached PDF Files" option. This option can be used if your institution wishes to review the full application but also should be utilized by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments loaded properly. The following application materials will **not** be present when utilizing this option: Pending Other Support, Letter(s) of Reference, Grant Agreement Signature Page, Applicant Checklist and the Signature page containing the required signatures. Absence of these materials should **not** be considered an error.
>
> Excessively spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000 character limit. In addition, errors may occur when the uploaded pdf files are assembled by the system. Please check to ensure that <u>all pages of every document included</u> appear in the "Print Signature Pages and Attached PDF Files" option. If you are having any issues with this print option, please contact proposalCENTRAL customer support at: 703-964-5840, or toll free at 1-800-875-2562, or by e-mail to pcsupport@altum.com.

Obtain required signatures and upload the signed signature page into the application in the Application Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the Signature Page.

If you are not a current AACR Active Member, you must apply for membership using the Official Application for Membership online or downloaded as a PDF. The application must be submitted to the AACR office with the required documents before Tuesday, January 20, 2015, which is required to apply for this grant, your grant application will be withdrawn from consideration.

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

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

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

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

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

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

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

MORE ABOUT THE PARTNERS

The Breast Cancer Research Foundation (BCRF) advances the world's most promising research to eradicate breast cancer. Founded by Evelyn H. Lauder in 1993, BCRF has raised more than $500 million to fuel discoveries in tumor biology, genetics, prevention, treatment, survivorship and metastasis. This year, BCRF is investing $47 million in annual grants to more than 220 researchers at leading medical institutions across six continents, making the foundation one of the largest non-governmental funders of breast cancer research in the world. Through its Evelyn H. Lauder Founder's Fund, BCRF has also committed $11.6 million in 2014-15 to an international research initiative focused on breast cancer metastasis. By spending 91 cents of every dollar on research and public awareness, BCRF remains one of the nation's most fiscally responsible nonprofits. BCRF is the only breast cancer organization with an "A+" from CharityWatch, and has been awarded Charity Navigator's highest rating of four stars 12 times since 2002. Join us at www.bcrfcure.org.

Founded in 1907, the American Association for Cancer Research (AACR) is the world's oldest and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR membership includes more than 34,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and cancer advocates residing in more than 90 countries. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 20 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 18,000 attendees. In addition, the AACR publishes eight peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.