



AACR Clinical and Translational Cancer Research Fellowships

2015 Program Guidelines and Application Instructions

American Association for Cancer Research

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Last Updated: May 26, 2015

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PROGRAM GUIDELINES

PROGRAM SUMMARY

These guidelines pertain to the following fellowships to be awarded in 2015:

- AACR-Amgen, Inc. Fellowships in Clinical/Translational Cancer Research (two, one-year \$65,000 grants)
- AACR-Bristol-Myers Squibb Oncology Fellowship in Clinical Cancer Research (one, one-year \$45,000 grant)

The AACR Clinical and Translational Cancer Research Fellowships represent a joint effort to encourage and support postdoctoral or clinical research fellows to conduct clinical and/or translational cancer research. Proposed research projects may be in any area of clinical and/or translational cancer research.

The fellowships provide one-year grants of \$45,000-\$65,000 to support the salary and benefits of the Fellow while working on a mentored clinical and/or translational cancer research project. A partial amount of funds may be designated for non-personnel expenses, such as research/laboratory supplies, equipment, travel to the AACR Annual Meeting 2016, publication charges for manuscripts that pertain directly to the funded project and other research expenses.

It is anticipated that three fellowships will be funded.

APPLICATION DEADLINE

July 22, 2015, at **noon** U.S. Eastern Time

DECISION DATE

September 2015

START OF GRANT TERM

October 1, 2015

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2016

April 19, 2016 - Grant recipients must attend the Grants Reception and Dinner and formally accept the grant. Grant funds may be used to support the grantees' registration and attendance at this Annual Meeting.

APPLICANT ELIGIBILITY CRITERIA

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

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

- Hold a full-time, mentored research position with the title of postdoctoral fellow, clinical research fellow, or the equivalent
 - *In order for applicant to be considered eligible, any pending full-time mentored position can **NOT** be contingent upon receiving this grant.*
- Have completed his or her most recent doctoral degree within the past 5 years (i.e., degree cannot have been conferred **before** October 2, 2010, the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on your diploma and/or transcript)
 - Applicants with a medical degree must have completed his or her most recent doctoral degree or medical residency - **whichever date is later** - within the past 5 years (time spent in medical specialty or subspecialty training is not considered part of medical residency and **will** be counted against the 5 year window)

- Work **under the auspices of a mentor** at an academic, medical, or research institution 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 5-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 5 years but who believe they are eligible (e.g., maternity/family leave) should contact AACR **before** submitting an application to verify their eligibility.

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

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

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Associate Membership by Wednesday, July 22, 2015. The application will be applied to 2015 membership dues. Applications may be submitted using the Official Application for Membership [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 grantees may apply if they complied with all progress and financial report requirements.

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

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

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

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

RESEARCH PROJECT CRITERIA

Research projects may be in any area of clinical and/or translational cancer research.

LETTERS OF REFERENCE

Each applicant must have a letter of reference from his/her mentor accompany the online application. If the mentor is not an active, emeritus, or honorary member of AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of AACR must accompany the application. If the applicant is being co-mentored, a co-signed letter of reference may be provided. If an applicant's mentor is an AACR member, a letter of reference from an endorser will not be accepted in addition to the mentor's letter of reference. Instructions for submitting letter(s) of reference are addressed in Section 6 of the Application Instructions.

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

EVALUATION OF APPLICATIONS

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

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

- **Applicant.** What training and experience does the applicant have to ensure successful implementation of the proposed project? Is his/her academic record and research experience of high quality? Does the applicant have the potential to develop as an independent and productive cancer researcher?
- **Project Proposal.** Is the proposed project of high scientific quality? Is the budget fully justified and reasonable in relation to the proposed project?
- **Mentor.** Does the mentor have research qualifications and a demonstrated record of mentorship? Is there evidence of a match between the research interests of the applicant and that of the mentor to ensure the applicant's development as a cancer researcher?
- **Training Environment.** Is the institutional environment for the scientific development of the applicant high quality? Is there appropriate institutional commitment to foster the applicant's training to become a productive cancer researcher?

The Committee will consider each year's applicants independently, without regard to the topics covered in previously funded proposals or to the institutions of the previous grantees.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

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

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

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

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

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them)
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit an electronic application by **noon** U.S. Eastern Time on Wednesday, July 22, 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	Application Instructions Section	proposalCENTRAL Section
Project Title	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Scientific Abstract	7. Scientific Abstract	7) Scientific Abstract
Budget	8. Budget	8) Budget
Organizational Assurances	9. Organizational Assurances	9) Organizational Assurances

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

Non-Template Materials to be Uploaded	Application Instructions Section	proposalCENTRAL Section
Letter(s) of Reference (uploaded by Mentor and Endorser [if necessary])	6. Letters of Reference	6) Letters of Reference
Applicant's Curriculum Vitae	10.F. Application Documents	10) Application Documents
Mentor's Biographical Sketch(es)	10.G. Application Documents	10) Application Documents
Supporting Documentation (if applicable)	10.H. Application Documents	10) Application Documents

Materials to be Downloaded, Printed, Signed, Scanned and Uploaded	Application Instructions Section	proposalCENTRAL Section
Grant Agreement Signature Page	10.I. Application Documents	10) Application Documents
Application Signature Page	10.J. Application Documents	13) Signature Page(s)

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. The list of applications can be filtered for just this organization by

selecting “American Association for Cancer Research” in the drop down menu at the top and clicking “Filter List by GrantMaker.” Find the “AACR Clinical and Translational Cancer Research Fellowships” 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, Secured Other Support Template, Pending Other Support Template and Budget Justification Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones Template on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.
- Upload the completed template files to your online application.

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

- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. APPLICANT.** Enter contact information for the applicant directly into proposalCENTRAL system. Applicants must include their contact information, including phone number and address.
- 5. INSTITUTION & CONTACTS.** Enter information regarding the lead institution, the mentor, 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 mentor submitting a letter of reference. Enter the e-mail address again to confirm and click “Add.” If the mentor’s e-mail address is in the proposalCENTRAL system, you will be prompted to “Send E-mail” to the mentor. **The e-mail will contain instructions and a link to upload the letter of reference directly to the application.** If the mentor’s e-mail address is not in the proposalCENTRAL

system, you will be prompted for the mentor's first and last name before being prompted to "Send E-mail."

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

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

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

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

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

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

- 8. BUDGET.** Complete the budget worksheet. Applicants should submit a budget in the amount of \$65,000. If an applicant is selected to receive the AACR-Bristol-Myers Squibb Oncology Fellowship in Clinical Cancer Research, the budget will be renegotiated to the amount of \$45,000. Fellowships support the salary and benefits of the Fellow. Applicants must dedicate at least 50% effort to the proposed project. However, up to 50% of the total budget may be designated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, travel to the AACR Annual Meeting 2016, publication charges for manuscripts that pertain directly to the funded project and other research expenses. (See Grant Agreement document for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

Grantees **must** attend the AACR Annual Meeting 2016 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 attendance at this Annual Meeting. No other travel is permitted.

Salary and benefit expenses for any individuals other than the grantee, indirect costs, tuition, travel (other than to the AACR Annual Meeting 2016 noted above), professional membership dues, and any other research-related expenses not directly related to this project are **not** allowable expenses. For the purposes of this grant, any general office supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect are **not** allowable budget line items. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

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

- 9. ORGANIZATIONAL ASSURANCES.** Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e. mm/dd/yyyy, N/A, or None). The assurances/certifications are made and verified by the signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR's 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 .75 inches on each side.
- Page numbering. The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."
- Tips and techniques for inserting images in documents.
 - Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as a JPG or GIF file. Insert the image into the document by selecting "Insert – Picture – From File" from the MS Word menu.
 - Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
 - Do not insert Quick Time or TIFF objects into your document.
 - Anchor the images that you embed in your document.
 - Once you have anchored the inserted image, you can format text to wrap around the image.
 - Do not edit your images in Word. Use a graphics program.
 - Do not embed your images in tables, text boxes, and other form elements.
 - Do not add annotations over the images in Word. Add annotations to the images itself in a graphics program.

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

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

presented in this order:

- I. **Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed 1 page.
- II. **Proposal Narrative.** Limited to 6 pages, including figures and tables. The Contents Page, Facilities, References and Other Support 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; and (E) Significance and Statement of Relevance.
- III. **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.
- IV. **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, Hittelman 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 in whole or in part by the applicant during the term of this grant (10/01/2015 – 09/30/2016). 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 in whole or in part by the applicant during the term of this grant (10/01/2015 – 09/30/2016). List all pending support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include 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 AACR Clinical and Translational Cancer Research Fellowships, the applicant must notify AACR immediately.

- D. Budget Justification.** *Complete on the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.)* Limited to 2 pages. Applicants should submit a budget in the amount of \$65,000. If an applicant is selected to receive the AACR-Bristol-Myers Squibb Oncology Fellowship in Clinical Cancer Research, the budget will be renegotiated to the amount of \$45,000. Justify salary and benefits and any other research expenses (if requested). Percent effort of the applicant on the proposed project must be indicated. Detailed justification is required for budget requests for equipment that exceed 10% of the total budget.
- E. Project Milestones.** *Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer to Section 2 in the Application Instructions for details.)* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, only the information requested above inputted into Column A is needed. Reporting progress towards milestones further utilizing this template will be incorporated into the biannual reporting requirements for the project if funded. (To view an accurately completed Milestones Template please visit <ftp://ftp.aacr.org>, username: programs, password: aacr123.)
- F. Applicant's Curriculum Vitae (CV).** The CV must be in English and include a complete list of publications.
- Note:** The NIH Biographical Sketch Format Page will not be accepted from the applicant.
- G. Mentor's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Forms [PHS 398/2590 (Rev. 06/09)] and [OMB No. 0925-0001/0002 (Rev. 08/12)] are both acceptable. However, the applicant must adhere to the page limits and requirements specific to the biographical sketch format used (**four** pages for the Rev. 06/09 format; **five** pages for the Rev. 08/12 format).

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

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

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

- I. Grant Agreement Document.** In order to ensure that the applicant is informed of the terms and conditions of the grant should he/she be selected as a recipient, a copy of the Grant Agreement must be downloaded from the proposalCENTRAL site. Applicants must remove the final page of the Grant Agreement document and sign and date it, indicating that they have reviewed the document. 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.*
- J. Signed Signature Page.** In order to ensure that the applicant, mentor, 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, mentor, and institution's signing official) must then be *scanned and uploaded* it 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. **It is strongly recommended that you open and review your uploaded file.**

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

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

SUBMITTING COMPLETE APPLICATION

- 11. PI DATA SHEET.** This is an automatically populated data sheet based on the applicants’ proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, go to Section 4, Applicant, and select the “Edit Professional Profile” tab in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Application,” and enter his/her gender, race, and ethnicity. The Scientific Review Committee does not receive this information.
- 12. VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and 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, and 7-9 of the online 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 sections 1, 4, 5, and 7-9 of the online application are automatically included in the signature pages. If information is missing in the signature pages, it could be because you have not entered the information in one of the online application sections OR the information is not required for this grant program. If the institution’s Employer Identification Number (EIN) is not completed on the 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, and the Signature page containing the required signatures. Absence of these materials should **not** be considered an error. If your institution requires all components of the application to review, the above documents need to be printed individually by the applicant and added; however, as the Letter(s) of Reference are uploaded directly from the mentor and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000 character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. In

addition, errors may occur when the uploaded pdf files are assembled by the system. Please check to ensure that all pages of every document included appear in the “Print Signature Pages and Attached PDF Files” option. If you are having any issues with this 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 Associate 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 Wednesday, July 22, 2015, the grant application deadline. Should you be deemed ineligible for AACR Associate Membership, which is required to apply for these fellowships, 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 S. Jones at AACR at 215-446-7280, or by e-mail to grants@aacr.org.

MORE ABOUT THE PARTNERS



Amgen is committed to unlocking the potential of biology for patients suffering from serious illnesses by discovering, developing, manufacturing and delivering innovative human therapeutics. This approach begins by using tools like advanced human genetics to unravel the complexities of disease and understand the fundamentals of human biology.

Amgen focuses on areas of high unmet medical need and leverages its biologics manufacturing expertise to strive for solutions that improve health outcomes and dramatically improve people's lives. A biotechnology pioneer since 1980, Amgen has grown to be one of the world's leading independent biotechnology companies, has reached millions of patients around the world and is developing a pipeline of medicines with breakaway potential.

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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 35,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and cancer advocates residing in 101 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 25 conferences and educational workshops, the largest of which is the AACR Annual Meeting with over 18,500 attendees. In addition, the AACR publishes eight prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.