



AACR-Johnson & Johnson Lung Cancer Innovation Science Grants

2019 Program Guidelines and Application Instructions

American Association for Cancer Research
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106-4404
www.aacr.org/funding
grants@aacr.org

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The AACR-Johnson & Johnson Lung Cancer Innovation Science Grants represent a joint effort to address the need for promoting and supporting collaborative cancer research **in areas that include digital therapeutics and smoking cessation biomarkers/behavioral phenotyping, to bolster our understanding of how lung cancer can be successfully intercepted.** Prioritized areas of interest may include: clinical trials that would identify unique high-risk patients for lung cancer and demonstrate sustained efficacy through the measurement of both quit rates, as well as disease-related biomarkers; clinical trials that would identify digital therapeutics focused on smoking avoidance for first-time smokers or for former smokers; these therapeutics may consider the impact of social engagement, gaming, and other content relevant for populations at a risk of starting or resuming their smoking habit. The inclusion of a strategic plan for clinical confirmation of the digital therapeutic study is recommended.

This project must be implemented by a multi-institutional team, composed of Principal Investigators from at least two, but no more than three, different institutions and include a clinical component with an endpoint relevant to improving the detection or treatment of lung cancer. The Grant will provide \$1 million in funding for direct and indirect expenses related to each research project over a three-year timeframe.

In addition to the grant, the AACR will provide strategic project management support to help optimize project implementation and progress during the grant term.

APPLICATION DEADLINE

July 19, 2019, at **1:00 p.m.** U.S. Eastern Time

NOTIFICATION OF AWARD

November 2019

GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2020

April 28, 2020 – Grant recipients must attend the Grants Reception and Dinner (April 28) to formally accept their grant. Grant funds may be used to support the grantees' registration and attendance at this Annual Meeting.

START OF GRANT TERM

December 1, 2019

APPLICANT ELIGIBILITY CRITERIA

At least two, but no more than three, co-applicants from distinct institutions are required. The team will be directed by the Lead Principal Investigator (Lead PI) and include up to two additional co-Principal Investigators (co-PIs). The Lead PI is responsible for the application, disbursement of funds to the various research projects, the conduct of the projects, and progress reporting. Principal Investigators (PIs) must have a doctoral degree (including PhD, MD, DO, DC, ND, DDS, DVM, ScD, DNS, PharmD, or equivalent doctoral degree) in the biomedical sciences or in a field applicable to health science research and not currently be a candidate for a further doctoral or professional degree. In addition to the co-PIs, the Project Team should also include at least one young investigator (e.g., postdoctoral or clinical

research fellow; junior faculty member). While not a co-PI, this young investigator should play a key role in the project.

Applications will be accepted from independent investigators at all levels who are affiliated with an academic, medical, or research institution anywhere in the world (*there are no citizenship or geographic requirements; however, by submitting an application for this grant, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.*)

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Employees or subcontractors of a U.S. government entity or for-profit private industry may serve as Collaborators, but no grant funds may be directed towards these individuals.

AACR membership is required. Nonmembers interested in grant opportunities must submit a satisfactory application for AACR membership, and be members in good standing, by the application deadline. Nonmembers can apply for membership using the [Official Membership Application Form](#) submitted to the AACR with the required documents or apply [online](#). Suspended Members can renew their membership through their [myAACR](#) account. Lapsed members should contact the Membership Department at membership@aacr.org for assistance and with any questions.

Investigators may submit only **one** application for the AACR-Johnson & Johnson Lung Cancer Innovation Science Grants, but may concurrently apply for other AACR grants. Current AACR Grantees may apply, but must be up to date with all reporting requirements to be considered eligible.

Only **one** application per lead PI will be accepted for the AACR-Johnson & Johnson Lung Cancer Innovation Science Grants, although individuals may serve as a co-PI or contribute to more than one application.

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. Members of the Scientific Review Committee are not eligible to apply for a AACR-Johnson & Johnson Lung Cancer Innovation Science Grants.

All applicants with questions about eligibility should contact AACR's Scientific Review and Grants Administration Department (AACR's SRGA) at grants@aacr.org **before** submitting an application.

RESEARCH PROJECT CRITERIA

Proposals will be accepted for new ideas and innovative approaches that have direct application and relevance to lung cancer prevention and interception. Proposed research should be translational in nature and include a clinical component with an endpoint relevant to improving the detection or treatment of lung cancer.

Proposals should focus on the areas of identification of populations at high risk for lung cancer, including digital therapeutics, smoking cessation biomarkers, and/or behavioral phenotyping.

Prioritized areas of interest may include: clinical trials that would identify unique high-risk patients for lung cancer and demonstrate sustained efficacy through the measurement of both quit rates, as well as disease-related biomarkers; clinical trials that would identify digital therapeutics focused on smoking

avoidance for first-time smokers or for former smokers- these therapeutics may consider the impact of social engagement, gaming, and other content relevant for population at a risk of starting or resuming their smoking habit. The inclusion of a strategic plan for clinical confirmation of the digital therapeutic study is recommended.

OVERSIGHT AND MANAGEMENT

The project funded by the AACR-Johnson & Johnson Lung Cancer Innovation Science Grants will be directed by the Lead PI. The Project Team is expected to create a comprehensive communication plan detailing how the Team will work together to achieve the Project Aims. Meetings should be held no less than quarterly to evaluate research progress, and can be conducted either by telephone or in face-to-face meetings. The Project Team will also be required to meet with a Grant Program Advisory Committee (GPAC), composed of senior members of Johnson & Johnson and AACR staff, to discuss progress. Meetings will be held bi-annually, via teleconference or face-to-face meetings. Additional details will be provided at the time of award.

Annual Site Visits may also be conducted. The Progress Review Committee, consisting of AACR staff and external reviewers, will visit the team at the Lead PI institution or co-PI institutions as needed. Beginning in year two of the grant, recipients will also be invited to present their work at an annual symposium. The Project Teams as well as AACR and Johnson & Johnson will be invited to attend.

BUDGET STIPULATIONS

Co-applicants may apply for total support of \$1 million over three years. The budget for each year of the proposed project period should be initially estimated but will be regularly reviewed by the AACR to allow flexible disbursement of funds in response to justifiable and unanticipated needs. Funds can be used for salaries and benefits, research/laboratory supplies, patient clinical trial costs, equipment, publication charges for manuscripts that pertain directly to the funded project, and other expenses. A budget for regular communications, travel for face-to-face meetings, and information exchange must be provided. Salaries for on-site project management personnel are allowable. For institutions that mandate payment of indirect costs, a maximum of 10% of the total grant amount may be used for this purpose. Professional membership dues, general office supplies, individual institutional administrative charges in addition to indirect (e.g., telephone, other electronic communication, IT network, etc.), pre-award charges, and any other expenses not directly related to the project are **not** allowable expenses. In addition, no grant funds may be directed to any U.S. government entity or for-profit private industry.

EVALUATION OF APPLICATIONS

Applications are peer-reviewed by a Scientific Review Committee comprised of senior researchers and physician-scientists respected for their own accomplishments in digital therapeutics, lung cancer and early detection research and are 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:

- **Impact.** Are appropriate metrics identified for measuring research impact/patient benefit? If successful, will the proposed project inform and have a demonstrated impact on improving the early detection of lung cancer?

- **Innovation and Significance.** Does the application focus on the development of novel prediction models or the discovery and/or validation of clinical biomarkers or for lung cancer interception? Does the proposed research have the potential to improve diagnostic accuracy, disease monitoring, and/or differentiation of aggressive versus indolent lung cancers? Does the proposed research advance interception approach to ultimately improve patient outcomes?
- **Approach.** Is there evidence that the proposed project is reasonable, feasible, and appropriate to meet stated goal(s)? Are the aims achievable and can they be completed within the proposed duration? Are the milestones appropriate and do they reflect reasonable progress towards the stated goal? Is there evidence to expect stable patient accrual for the clinical research? Have the necessary technical capabilities and infrastructure been identified, and are they available?
- **Project Team.** Is this the best team to accomplish the objectives of the proposed project? Do the co-PIs have the appropriate training, expertise and track record of accomplishments and leadership to successfully implement the proposed project and overcome obstacles that may arise? Do team members have the needed skills and capabilities? Is there evidence that the team can successfully work together? Is the environment appropriate and conducive to the success of the project? Is the communication plan sufficient?

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 the 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

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit an online application by **1:00 p.m.** U.S. Eastern Time on **Friday, July 19, 2019**, using the proposalCENTRAL website at <https://proposalcentral.com>.

In order to submit a complete application, applicants need to enter information directly into the online application platform as well as upload a number of documents. The following instructions provide details about information that needs to be entered and the materials that need to be uploaded. The section numbering corresponds with the section number of the online proposalCENTRAL application.

Information to be Entered Directly into proposalCENTRAL	Application Instructions Section	proposalCENTRAL Section
Project Title	1. Title Page	1) Title Page
Acknowledgement of Terms and Conditions document review	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Project Team	6. Project Team	6) Project Team
Scientific Abstract	7. Scientific Abstract	7) Scientific Abstract
Budget	8. Budget	8) Budget
Organizational Assurances	9. Organizational Assurances	9) Organizational Assurances

Templates	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

Additional Materials	Application Instructions Section	proposalCENTRAL Section
Applicant's Biographical Sketch	10.F. Application Documents	10) Application Documents
Letter of Institutional Commitment	10.G. Application Documents	10) Application Documents
Biographical Sketch(es) of Co-PI(s)	10.H. Application Documents	10) Application Documents
Letter(s) of Co-PI Commitment	10.I. Application Documents	10) Application Documents
Supporting Documentation (if applicable)	10.J. Application Documents	10) Application Documents
Appendices (if applicable)	10.K. Application Documents	10) Application Documents

Required Signatures	Application Instructions Section	proposalCENTRAL Section
Application Signature Page	10.L. Application Documents	13) Signature Page(s)

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, click the orange "CREATE ONE NOW" button and complete the registration process. After logging in complete your Professional Profile (green tab, fourth 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 login information, click on the “Forgot Your Username/Password?” link.

To start an application, select the “Grant Opportunities” tab (gray tab). 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 Grant Maker.” Find the “**ACR-Johnson & Johnson Lung Cancer Innovation Science Grants**” and click the “Apply Now” link (second to last column) to create your application.

If you have difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by email at pcsupport@altum.com. See the proposalCENTRAL [FAQ](#) section, for additional information.

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. The title is limited to no more than 75 characters (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed.

In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, a copy of the Grant Agreement must be downloaded from the proposalCENTRAL site. Applicants must acknowledge that they have reviewed the document by signing their name and date in the provided box.

The terms and conditions of this grant may be modified or amended by the AACR prior to execution of the Grant Agreement. In addition, the grant recipient’s institution may request revisions to the following sections of the Grant Agreement at time of award, prior to execution: VII.Reporting Requirements.F.; X.Research Intellectual Property; XIII.Indemnification; XIV.Term and Termination.F.; and XV.Miscellaneous.A. Only in special circumstances will revisions be considered to sections other than those noted above.

- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, Terms and Conditions document, and all templates can be downloaded from this page. 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 biographical sketch, Letter of Institutional Commitment, biographical sketch(es) of collaborator(s) [if applicable], Letter(s) of Collaboration [if applicable], Supporting Documentation [if applicable], and Appendices [if applicable]).
- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, and mailing address.

- 5. INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution and signing official.
- 6. PROJECT TEAM.** Enter directly into the proposalCENTRAL system. Provide contact information for Co-PI(s), Young Investigator, and other personnel proposed for the project team. Project team members should be listed beginning with the most senior role and be separately listed for each of the participating institutions. In addition to the co-PIs, the Project Team should also include at least one young investigator (e.g., postdoctoral or clinical research fellow; junior faculty member). While not a co-PI, this young investigator should play a key role in the project. Project team members entered into the proposalCENTRAL system need to correspond to the members listed in section IV of the Research Project Proposal template; see below in Section 10.A. for how to complete the template.
- 7. SCIENTIFIC ABSTRACT.** The abstract is limited to 3,000 characters (including spaces) and should 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. Excessive spacing in your scientific abstract (e.g., line breaks or spaces between paragraphs) also affects the character limit. 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 lists provided, select the research areas that are most applicable to this project (*select no more than two*) and indicate how you found out about this grant opportunity.

- 8. BUDGET.** Applicants must submit a budget in the amount of \$1 million total over a three-year grant term. Enter proposed expenses related to the research project, which may include salaries and benefits, research/laboratory supplies, patient clinical trial costs, equipment, publication charges for manuscripts that pertain directly to the funded project, other research expenses, and indirect costs. Funds are expected to also be requested for regular communications among Lead PI, Co-PI(s), young investigators, and project staff, including travel for face-to-face meetings, and information exchange. Salaries for on-site project management personnel are also allowable. A maximum of 10% of the total budget may be allocated for equipment across all institutions.

For institutions that mandate payment of indirect costs, a maximum of 10% of the total grant amount may be used for this purpose across all institutions. 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 and are **not** allowable budget line items. When calculating the Lead PI institution's indirect costs, omit the Consortium & Contractual line item amount, which includes the subcontract amounts with other participating institutions. This amount is not considered a direct cost for the Lead PI's institution, and does not qualify towards the calculation of indirect expense.

Salary and benefits, which may include on-site project management personnel. **No more than 25%** of the total budget can be allocated to the Grantee and/or Co-PI(s) salary and benefits. The percentage of salary requested may not exceed the percent effort of the applicant.

As the grant term begins after the Annual Meeting to which the grantee must attend, AACR recommends that the Institution use 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.

Professional membership dues, pre-award charges, and any other research-related expenses not directly related to the project are **not** allowable expenses. 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.

NOTE: If awarded, the budget will be regularly reviewed by the AACR to allow flexible disbursement of funds in response to justifiable and unanticipated needs.

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 SRGA.

10. APPLICATION DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and page limits will 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 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 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. *Applicants are required to use the template available from the proposalCENTRAL website. 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 must not exceed one page.
- II. Proposal Narrative.** Limited to ten pages, including figures and tables. The Contents Page, Project Team, Project Team Communication Plan, 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) Statement of Innovation (describing how the proposed study employs a new idea and/or innovative approach); and (F) Significance and Statement of Relevance.

***Note that AACR strongly encourages the authentication of cell lines intended for use in the proposed research project.** If the use of cell lines is proposed, it is encouraged that information related to cell line authentication is included in the Research Design and Methods section of the proposal. For a list of cell line authentication services, please visit: <http://aacrjournals.org/content/cell-line-authentication-information>

- III. Facilities.** Limited to two 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. Project Team.** Limited to three pages. Must list each member's professional title and affiliation and a description of their substantive and quantifiable contribution to the research project. List all members including Lead PI, Co-PI(s), Young Investigators, and other key personnel, including collaborators, consultants, project investigators, research assistants, support staff, and onsite project manager (if applicable). Describe the roles and responsibilities of each team member. For the Lead PI, Co-PI(s), and Young Investigator also include the approximate percent of time each will spend on the proposed project. Include a narrative describing the value-added activities of the team/unique benefits afforded by the collaboration and the plan for coordinating the research across multiple institutions. Project team members listed in this section need to correspond to the members entered into the proposalCENTRAL system; see above in Section 6 of the Application Instructions for details.

- V. Project Team Communication Plan.** Limited to two pages. Fully describe the plan for maintaining regular communications among Lead PI, Co-PI(s), and Young Investigator, including the frequency and the specific forms of communication that will be employed. Meetings should be held no less than quarterly to evaluate research progress, and can be conducted either by telephone or in face-to-face meetings. These meetings should be held independently of the bi-annual meetings with the GPAC.
- VI. References.** Limited to three 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 six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors should be listed.
- B. Secured Other Support.** *Applicants are required to use the template available from the proposalCENTRAL website.* 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 (12/01/2019-11/30/2022). Only funding sources that provide support specifically for the applicant should be listed, which includes 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.** *Applicants are required to use the template available from the proposalCENTRAL website.* 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 (12/01/2019-11/30/2022). Only funding sources that provide support specifically for the applicant should be listed, which includes 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 2019 AACR-Johnson & Johnson Lung Cancer Innovation Science Grants, the applicant must notify the AACR immediately.

- D. Budget Justification.** *Applicants are required to use the template available from the proposalCENTRAL website.* Limited to two pages per institution. In addition to the Lead PI and Co-PI(s) institutions, any institutions involved in the proposed project that expect to receive grant funds should also be included. Lead PI and Co-PI(s) must indicate the percentage of time to be spent on this project and 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 they will dedicate to the project. In addition, identify by name and title all project personnel, and their specific responsibilities, during each year of the proposed project; and all patient clinical trial costs, equipment, research/laboratory supplies, publication charges for manuscripts that pertain directly to the funded project, other research expenses, and indirect costs being requested. Note if an individual is a postdoctoral or clinical fellow. For positions that are not yet filled, indicate "TBD" in the name field. Funds are expected to also be requested for regular communications among Lead PI and Co-PI(s) and project staff, including travel for face-to-face meetings and information exchange. Salaries for on-site project management personnel are also allowable. A maximum of 10% of the total budget may be allocated for equipment across all institutions.

For institutions that mandate payment of indirect costs, a maximum of 10% of the total grant amount may be used for this purpose across all institutions. 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 and are not allowable budget line items.

Professional membership dues, pre-award charges, and any other research-related expenses not directly related to the project are not allowable expenses. 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.

- E. Project Milestones.** *Complete only Column A of the Milestones Template available from the proposalCENTRAL website.* 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 entered into Column A is needed.** Reporting progress towards milestones further utilizing this template will be incorporated into the bi-annual reporting requirements for the project if funded.
- F. Applicant's Biographical Sketch.** The biographical sketch must be in English. Only the NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 09/17 Approved Through 03/31/2020)] is acceptable.

- G. Letters of Institutional Commitment.** Required for the Lead PI and Co-PI(s) institution. The letter must be written on letterhead by the department head, dean, or other senior member of the institution on behalf of the applicant or Co-PI and addressed to the Scientific Review Committee. It should explain the applicant or Co-PI's relationship with the institution, and the nature and extent of support for the proposed research available from the institution, including laboratory space and financial and other resources.
- H. Biographical Sketch(es) of Co-PI(s).** Submit a biographical sketch for every Co-PI. The biographical sketch must be in English. Only the NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 09/17 Approved Through 03/31/2020)] is acceptable.
- I. Letter(s) of Co-PI Commitment. A Letter of Commitment must be uploaded for every Co-PI.** The letter should confirm the scope of the Co-PI's involvement in the proposed research.
- J. Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a clinician, drug manufacturer, or any individual/organization 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. **Any documentation deemed by AACR's SRGA to be an additional letter of reference for the applicant is not considered supporting documentation and will be removed from the application.** Each supporting document is limited to one page and 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.

- K. Appendices.** Appendices are not required and may **ONLY** be used for the following materials. Appendices are not to include figures, tables, or other data that otherwise should be contained within the Proposal Narrative. The following materials are permitted:
- Clinical Trial Protocols
 - Unpublished Manuscripts. (Manuscripts that have been published should not be attached as appendices. Instead, please list the citation on the References page.)
 - Large size versions of figures and/or detailed legends presented in the Proposal Narrative.
 - The use of this appendix is in no way intended to increase the Proposal Narrative page limit. Use of this appendix is restricted to no more than one or two pages of figures and/or legends. This appendix is to be used when reducing the size of the figure or legend to fit within the proposal narrative would significantly compromise the quality of the image. In no case should there be more than one page of text in this appendix. **Overuse or misuse of this appendix may result in your application being rejected or your appendix being removed from your application.**

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

The **signed** Signature Page must be uploaded to your online application in the Application Documents section.

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. *Only PDF attachments are permitted for this application submission.*

- Open your online 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:*
- Click on the "Browse" button to select the file from your computer.
- 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 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, convert the file to PDF, and use the same process as above to attach the new 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 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 side of the screen, select "4) Personal Data for Application," and enter their gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

Applicants who have an ORCID ID are also invited to include this identifier with their application.

- 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

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

13. SIGNATURE PAGE(S). Use the “Print Signature Pages” button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online application **OR** electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts or Scientific Abstract pages with the signed Signature Page.

NOTE: Data entered in 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 that your institution provides that information in their proposalCENTRAL profile.

While the “Print Signature Pages” option allows applicants to download 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, 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.

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.

AACR membership is required. Nonmembers interested in grant opportunities must submit a satisfactory application for AACR membership, and be members in good standing, by the Letter of Intent deadline. Nonmembers can apply for membership using the [Official Membership Application Form](#) submitted to the AACR with the required documents or apply [online](#). Suspended Members can renew their membership through their [myAACR](#) account. Lapsed members should contact the Membership Department at membership@aacr.org for assistance and with any questions.

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 the AACR promptly, in writing, should you decide to withdraw your application for any reason. Your correspondence should include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

Change of Address. Notify the 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, your Professional Profile in proposalCENTRAL must be kept up to date.

Change of Institution or Position. If you change your institution or professional position, contact the 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 at pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to:

Reeti Behera, PhD
Scientific Program Administrator
reeti.behera@aacr.org; 215-446-7296

Cory A. Prescott
Program Associate
Cory.prescott@aacr.org; 215-446-7280

MORE ABOUT THE AACR



Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR has 42,000 members in 120 countries and territories around the world; over thirty percent (30%) of members live outside the United States and Canada. Twenty percent (20%) of AACR's international members are located in countries with emerging economies. The AACR offers seven categories of membership to support each aspect of our members' professional development and enhancement in cancer research. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. 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 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 22,500 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.