



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

## **2019 Program Guidelines and Application Instructions**

**American Association for Cancer Research**  
615 Chestnut Street, 17th Floor  
Philadelphia, PA 19106-4404  
[www.aacr.org/funding](http://www.aacr.org/funding)  
[grants@aacr.org](mailto:grants@aacr.org)

Last Updated: October 8, 2018

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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 \$150,000 over two years for expenses related to the research project, which may include salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students' education and training), research assistants; research/laboratory supplies; equipment; publication charges for manuscripts that pertain directly to the funded project; and other research expenses.

### APPLICATION DEADLINE

December 12, 2018, at **1:00 p.m.** U.S. Eastern Time

### NOTIFICATION OF AWARD

February 2019

### ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2018

April 2, 2019 – Grant recipient must attend the Grants Reception and Dinner to formally accept their grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

### START OF GRANT TERM

July 1, 2019

### APPLICANT ELIGIBILITY CRITERIA

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

At the start of the grant term on July 1, 2019, applicants must:

- Hold a faculty position with the title of assistant professor, instructor, research assistant professor, or the equivalent
  - If eligibility is based on a future position, the position must be confirmed at the time of application, and CANNOT be contingent upon receiving this grant.
  - If the future position is at a different institution than the applicant's current institution, the applicant must contact AACR's Scientific Review and Grants Administration Department (AACR's SRGA) at [grants@aacr.org](mailto:grants@aacr.org) **before** submitting their application for information on additional verification materials/signatures that may be required.

- Have completed their most recent doctoral degree **within the past 11 years** (*i.e., degree cannot have been conferred **before** July 1, 2008; the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on their diploma and/or transcript*).
  - Applicants with a medical degree must have completed their most recent doctoral degree or medical residency (or equivalent) - **whichever date is later** - within the past 11 years.
- Have independent laboratory space as confirmed by their institution.
- Work at 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.*)

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., maternity/family leave) should contact AACR's SRGA **before** submitting an application to verify their eligibility.

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active Membership, and be members in good standing, by the grant application deadline. The application will be applied to 2018 membership dues. Nonmembers can apply for membership using the [Official Membership Application Form](#) submitted to the AACR with the required documents or apply [online](#). Lapsed members can renew their membership through their [myAACR](#) account.

Investigators may submit only **one** application for the Breast Cancer Research Foundation-AACR Career Development Awards for Translational 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.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Investigators who are currently, or have been, a Principal Investigator on a substantial independent research award (e.g., an NIH R01 award, DP2 award, DP5 award, MIRA award, or the equivalent) are not eligible.

**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.

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's SRGA **before** submitting an application.

## RESEARCH PROJECT CRITERIA

Only innovative, translational cancer research projects designed to accelerate the discovery, development, and application of new agents to treat breast cancer will be accepted.

## 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 the AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of the AACR must accompany the application. If the applicant's nominator is an AACR member, an additional letter of reference from an endorser will **not** be accepted. For applicants whose eligibility is based on a future position, the letter of reference must verify that the future position is confirmed, and the title of the new position and start date must be stated. Instructions for submitting letter(s) of reference are addressed in Section 7 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 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:

- **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 this field of research or that they could make a career commitment to this field?
- **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 this field 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?

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

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

## APPLICATION INSTRUCTIONS

### APPLICATION PROCEDURES

AACR requires applicants to submit an online application by **1:00 p.m.** U.S. Eastern Time on **Wednesday, December 12, 2018**, using the proposalCENTRAL website at <https://proposalcentral.altum.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 Application Instructions and the online proposalCENTRAL 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
Collaborator Information (if applicable)	6. Collaborators	6) Collaborators
Scientific Abstract	8. Scientific Abstract	8) Scientific Abstract
Budget	9. Budget	9) Budget
Organizational Assurances	10. Organizational Assurances	10) Organizational Assurances

Templates	Application Instructions Section	proposalCENTRAL Section
Research Project Proposal Template	11.A. Application Documents	11) Application Documents
Secured Other Support Template	11.B. Application Documents	11) Application Documents
Pending Other Support Template	11.C. Application Documents	11) Application Documents
Budget Justification Template	11.D. Application Documents	11) Application Documents
Project Milestones Template	11.E. Application Documents	11) Application Documents

Additional Materials	Application Instructions Section	proposalCENTRAL Section
Letter(s) of Reference (uploaded by Nominator and Endorser [if necessary])	7. Letter(s) of Reference.	7) Letters of Reference
Applicant's Biographical Sketch	11.F. Application Documents	11) Application Documents
Collaborator Biographical Sketch(es) (if applicable)	11.G. Application Documents	11) Application Documents
Letter(s) of Collaboration (if applicable)	11.H. Application Documents	11) Application Documents
Supporting Documentation (if applicable)	11.I. Application Documents	11) Application Documents

Required Signatures	Application Instructions Section	proposalCENTRAL Section
Grant Agreement Signature Page	11.J. Application Documents	11) Application Documents
Applicant Checklist (if applicable)	11.K. Application Documents	11) Application Documents
Application Signature Page	11.L. Application Documents	14) 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) 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 “Breast Cancer Research Foundation-AACR Career Development Awards for Translational Breast Cancer Research” and click the “Apply Now” button (second to last column) to create your application.

If you have any difficulties registering, logging in, or creating your Letter of Intent, 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](mailto:pcsupport@altum.com). See the proposalCENTRAL [FAQ](#), 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.
- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, the Grant Agreement document, Applicant Checklist, and all templates can be downloaded from this page. See Section 11 of the Application Instructions for how to complete and upload the templates. This application also requires additional attachments 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. 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, nominator, endorser (if applicable), and signing official.
- 6. COLLABORATORS.** Optional. Enter information for your collaborators (if applicable). Collaborators are independent researchers who have an integral role on the proposed project. Do not enter information for fellows or research assistants working on the proposed project as they are not

considered collaborators. While collaborators are allowable, note that co-Principal Investigators are **NOT** permitted.

- 7. LETTER(S) OF REFERENCE.** Enter the e-mail address of the nominator submitting a letter of reference. Enter the e-mail address again to confirm and click the “Add” icon. 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 the nominator is an AACR member, an additional letter of reference from an endorser will **not** be accepted.

The letter(s) of reference are uploaded directly from the nominator and endorser (if necessary) to the proposalCENTRAL application. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status in Section 7 of the online application.

- 8. 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.

If funded, this Abstract may become public information; therefore, do not include proprietary/confidential information.

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.

- 9. BUDGET.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of \$150,000, which may include the salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students’ education and training), research assistants, or collaborators; research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. The percentage of salary requested may not exceed the percent effort of the applicant. (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 2019 to 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 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.

Indirect costs, travel (other than to the AACR Annual Meeting 2019 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 and 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 11.D. for Budget Justification template instructions.

**10. 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.

#### **11. 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 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.

**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. Lay Abstract.** This abstract, limited to 2,000 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 8 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 six 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 and should include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods\*; (E) Description of the Translational Application of the Proposed Work; 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 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>
  - IV. 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.
  - V. 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 (07/01/2019 – 06/30/2021). Only funding sources that will 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
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- 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 (07/01/2019 – 06/30/2021). Only funding sources that will 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 pending grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- 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 Breast Cancer Research Foundation-AACR Career Development Award for Translational Breast Cancer Research, the applicant must notify AACR immediately.

**D. Budget Justification.** *Applicants are required to use the template available from the proposalCENTRAL website.* Limited to two pages. Applicants must submit a budget in the amount of \$150,000 over two years. 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, travel to the AACR Annual Meeting 2019, 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). 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. Travel expenditures cannot exceed \$2,000 for travel to the AACR Annual Meeting 2019 **ONLY**. Travel funds are for the grantee **ONLY**.

- 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 using this template will be incorporated into the 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. Collaborator Biographical Sketch(es).** Submit a biographical sketch for every collaborator listed in Section 6. Only the NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 09/17 Approved Through 03/31/2020)] is acceptable.
- H. Letter(s) of Collaboration.** A Letter of Collaboration must be uploaded for every collaborator listed in Section 6. The letter should confirm the scope of the collaborators' involvement in the proposed research.
- I. 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.
- J. Grant Agreement Document.** 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 remove the final page of the Grant Agreement document and sign and date it, indicating that they have reviewed the document. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

The terms and conditions of this grant may be modified or amended by AACR prior to execution of the Grant Agreement. In addition, the grant recipient's institution may only request revisions to sections VII.F.; XII.; XIII.F.; and XIV.A. of the Grant Agreement prior to execution. Only in special circumstances will revisions be considered to sections other than those noted above.

The **signed Grant Agreement final page** must be uploaded to your online application in the Application Documents section.

- K. 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, 2019, the following checklist **MUST** be downloaded from the proposalCENTRAL site, completed, and signed by all required parties. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Please note that if eligibility is based on a future position, the position must be confirmed at the time of application, and CANNOT be contingent upon receiving this grant.

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

- L. Signed Signature Page.** In order to ensure that the applicant, nominator, and institution have approved the application, applicants must obtain all required signatures on page one of the Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Downloading the Signature Page(s) is described in Section 14 below.

The **signed Signature Page** (with signatures from the applicant, nominator, and institution's signing official) 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. Click the blue "Attach Files" button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the "Describe Attachment" field.
- Click on the "Browse" button to select the file from your computer.
- Click on the "Upload and Continue" 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. Clicking the "Back" or

“Upload and Return” button allows you to go back to the main page of this section where the uploaded documents should now be listed. **Click the download icon next to the file name to open and view your uploaded documents.** To delete the file, click on the trashcan icon to the right under the “Delete” column.

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 above to attach the new file. **Delete any previously submitted versions of the file before submitting your application.**

### **SUBMITTING COMPLETE APPLICATION**

**12. 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 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.

**13. 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.

**14. 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. 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, Scientific Abstract, and Budget 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 your institution to provide that information in their proposalCENTRAL profile.

While the “Print Signature Pages” option allows applicants to download the Signature Page, Application Contacts, and Scientific Abstract, the AACR **strongly encourages** applicants to also use 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 used by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments were loaded properly. The following application materials will **not** be present when using this option: 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 Letter of Intent 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: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to [pcsupport@altum.com](mailto:pcsupport@altum.com).

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active Membership, and be members in good standing, by the grant application deadline. The application will be applied to 2018 membership dues. Nonmembers can apply for membership using the [Official Membership Application Form](#) submitted to the AACR with the required documents or apply [online](#). Lapsed members can renew their membership through their [myAACR](#) account.

- 15. SUBMIT.** After successfully passing the validate check, click the “**Submit**” button. 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 correspondence 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. 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 AACR's SRGA 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: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International) , or by e-mail to [pcsupport@altum.com](mailto:pcsupport@altum.com).

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to AACR's SRGA at [grants@aacr.org](mailto:grants@aacr.org).

## MORE ABOUT THE PARTNERS



The Breast Cancer Research Foundation (BCRF) is dedicated to being the end of breast cancer by advancing the world's most promising research. Founded by Evelyn H. Lauder in 1993, BCRF-funded investigators have been deeply involved in every major breakthrough in breast cancer prevention, diagnosis, treatment and survivorship. This year, BCRF has awarded \$63 million in grants to support the work of nearly 300 scientists at leading medical and academic institutions across 14 countries, making BCRF the largest private funder of breast cancer research worldwide. BCRF is also the highest rated breast cancer organization in the U.S. Visit [www.bcrf.org](http://www.bcrf.org) to learn more.



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 40,000 members in 120 countries and territories around the world; over 30 percent 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](http://www.AACR.org).