



The John and Elizabeth  
Leonard Family Foundation

# **AACR-John and Elizabeth Leonard Family Foundation Basic Cancer Research Fellowship**

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

**American Association for Cancer Research**

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## PROGRAM GUIDELINES

### PROGRAM SUMMARY

The AACR-John and Elizabeth Leonard Family Foundation Basic Cancer Research Fellowship encourages and supports postdoctoral or clinical research fellows to establish a successful career path in cancer research. The research proposed for funding may be in any area of basic cancer research.

This fellowship provides a two-year grant of \$120,000 to support the salary and benefits of the fellow while working on a mentored basic cancer research project. A partial amount of funds may be designated for non-personnel expenses, such as 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 2019

April 2, 2019 – Grant recipients must attend the Grants Reception and Dinner 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

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 mentored research position with the title of postdoctoral fellow, clinical research fellow, 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 three years (*i.e.*, *degree cannot have been conferred **before** July 1, 2016; 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 three years.
- Work **under the auspices of a mentor** at an academic, medical, or research institution anywhere in the world. (*There are no citizenship or geographic requirements. However, 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 three-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 three years but who believe they are eligible (e.g., maternity/family leave) must contact the AACR's SRGA **before** submitting an application to verify their eligibility.

Applicants who believe that they are at the level of postdoctoral or clinical research fellow, but hold a different title, may be eligible and must contact the AACR's SRGA **before** submitting an application.

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Associate Membership 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. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. Lapsed members can renew their membership through their [myAACR](#) account.

Investigators may submit only **one** application for the AACR-John and Elizabeth Leonard Family Foundation Basic Cancer Research Fellowship, 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. Postdoctoral Fellows conducting research in a U.S. government laboratory (e.g., NIH, CDC, FDA, etc.) are not eligible.

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

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

All applicants with questions about eligibility must contact AACR's SRGA **before** submitting an application.

## **RESEARCH PROJECT CRITERIA**

Research projects may be in any area of basic cancer research.

## **LETTERS OF REFERENCE**

Each applicant must have a letter of reference from their mentor accompany the online application. If the mentor 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 is being co-mentored, a co-signed letter of reference must be provided. If an applicant's mentor 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 6 of the Application Instructions.

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

## **EVALUATION OF APPLICATIONS**

The Scientific Review Committee that will peer-review the applications is comprised of researchers and physician-scientists respected for their own accomplishments in cancer research and viewed as leaders in the field. The President of the AACR will appoint the members of the Scientific Review Committee.

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

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

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

## **TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT**

A Fellow whose named mentor is funded by the tobacco industry for any research project is not eligible for any AACR grant. A Grantee or their named mentor who accepts 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 be immediately terminated.

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

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

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

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

## APPLICATION INSTRUCTIONS

### APPLICATION PROCEDURES

AACR requires applicants to complete an online Application submission 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 submission 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
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
Letter(s) of Reference (uploaded by Mentor and Endorser [if necessary])	6. Letters of Reference	6) Letters of Reference
Applicant's Curriculum Vitae	10.F. Application Documents	10) Application Documents
Mentor's Biographical Sketch(es)	10.G. Application Documents	10) Application Documents
Supporting Documentation (if applicable)	10.H. Application Documents	10) Application Documents

Required Signatures	Application Instructions Section	proposalCENTRAL Section
Grant Agreement Signature Page	10.I. Application Documents	10) Application Documents
Application Signature Page	10.J. Application Documents	13) Signature Page(s)

### GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, click the orange "CREATE ONE NOW!" button and complete the registration process. After logging in, complete your Professional Profile (green tab) before starting the 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 grant opportunities will be displayed. The list of applications can be filtered for just this organization by selecting “American Association for Cancer Research” in the dropdown menu at the top and clicking “Filter List by Grant Maker.” Find the “**AACR-John and Elizabeth Leonard Family Foundation Basic Cancer Research Fellowship**” 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 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](mailto: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.
- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, the Grant Agreement 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 curriculum vitae, mentor’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, the mentor, the endorser (if applicable), and signing official.
- 6. LETTERS OF REFERENCE.** Enter the e-mail address of the mentor submitting a letter of reference. Enter the e-mail address again to confirm and click the add sign. If the mentor’s e-mail address is in the proposalCENTRAL system, you will be prompted to “Send E-mail” to the mentor. **The e-mail will contain instructions and a link to upload the letter of reference directly to the application.** If the mentor’s e-mail address is not in the proposalCENTRAL system, you will be prompted for the mentor’s first and last name before being prompted to “Send E-mail.”

If the mentor is not an active, emeritus, or honorary member of AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of

AACR. If your mentor is an AACR member, an additional letter of reference from an endorser will **not** be accepted.

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

The letter(s) of reference are uploaded directly from the mentor and endorser (if necessary) to the proposalCENTRAL application. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status in Section 6 of the online application.

- 7. SCIENTIFIC ABSTRACT.** The abstract is limited to 3,000 characters (including spaces) and must provide a clear, concise, and comprehensive overview of the proposed work, including the background, objective or hypothesis and its supporting rationale, specific aims, 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 list 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.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of \$120,000. As these fellowships are intended to support the salary and benefits of the fellow, applicants must dedicate at least 50% effort to the proposed project. The percentage of salary requested may not exceed the percent effort of the applicant. Up to 50% of the total budget may be allocated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. (See Grant Agreement document for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

The grantee **must** attend the AACR Annual Meeting 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.

Salary and benefit expenses for any individuals other than the grantee, indirect costs, tuition, 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 10.D. for Budget Justification template 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 six pages, including figures and tables. The Contents Page, Facilities, and References sections do not count against this page limit. The Proposal Narrative must be presented in this order and include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods\*; and (E) Significance and Statement of Relevance.  
**\*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>
  - 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. **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 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 AACR-John and Elizabeth Leonard Family Foundation Basic Cancer Research Fellowship, 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 \$120,000. Percent effort of the applicant on the proposed project must be indicated; applicants must dedicate at least 50% effort to the proposed project. Justify salary and benefits and any other research expenses (if requested). The percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. Up to 50% of the total budget may be designated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. (See Grant Agreement document for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification. 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 Curriculum Vitae (CV).** The CV must be in English and include a complete list of publications.

**Note:** The NIH Biographical Sketch Format Page will not be accepted from the applicant.

**G. Academic Mentor's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 9/17 Approved Through 3/31/2020)] is acceptable.

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

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

- I. 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 request revisions to the 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.

- J. Signed Signature Page.** In order to ensure that the applicant, mentor, and institution have approved the application, applicants must obtain all required signatures on page 1 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 13 below.

The **signed Signature Page** (with signatures from the applicant, mentor, 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**

**11. PI DATA SHEET.** This is an automatically populated data sheet based on the applicants’ proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, click the “Edit Professional Profile” button 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. A submission 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, Scientific Abstract, and Applicant Checklist (if applicable) pages with the signed Signature Page.

**NOTE:** Data entered in the online application submission 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 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 utilizing 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 application to review, the above documents need to be printed individually by the applicant and added; however, as the Letter(s) of Reference are uploaded directly from the mentor and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000 character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. **If it does not fully appear, you will not be given the opportunity to edit it once you have submitted.** 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 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 Associate Membership 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. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. Lapsed members can renew their membership through their [myAACR](#) account.

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

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

## CHANGES TO YOUR APPLICATION

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

**Change of Address.** Notify AACR of any changes of address, e-mail, or phone number, following the submission of an application. Include your name and the proposalCENTRAL identification number. The e-mail address provided with your application will be used 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 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 department at [grants@aacr.org](mailto:grants@aacr.org).

## MORE ABOUT THE PARTNERS



### The John and Elizabeth Leonard Family Foundation

The Leonard Family Foundation was created in January 2011 by John and Elizabeth Leonard. The Foundation's charter is to continue the history of charitable and philanthropic giving initiated by John and Elizabeth. The Leonard Family Foundation is dedicated to improving the lives of others by promoting medical research and education, by supporting the health and welfare of the disadvantaged, and by promoting environmental awareness. The Foundation was formed to foster translational research, to promote education in mathematics and the sciences so that students may succeed in our technologically complex world, to support the basic health and welfare needs of less fortunate members of our society, and to address issues associated with environmental awareness and sustainability.



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).