



AACR-Conquer Cancer Foundation of ASCO Young Investigator Award for Translational Cancer Research

2020 Program Guidelines and Application Instructions

American Association for Cancer Research

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The AACR-Conquer Cancer Foundation of ASCO Young Investigator Award for Translational Cancer Research provides funding to promising investigators to encourage and promote quality research in clinical oncology. The purpose of this jointly-supported award is to fund a physician-scientist during the transition from a fellowship program to a faculty appointment. Research projects are restricted to translational cancer research.

The award provides \$50,000 over one year for expenses related to the 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

November 12, 2019, at **1:00 p.m.**, U.S. Eastern Time

DECISION DATE

March 2020

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2020

April 28, 2020 – Grant recipient must attend the Grants Reception and Dinner to formally accept the grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

START OF GRANT TERM

July 1, 2020

APPLICANT ELIGIBILITY CRITERIA

Applicants must have a medical degree (MD, DO, MD/PhD, 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, 2020, applicants must:

- Be in the **last two years** of their final subspecialty training and within 10 years of obtaining their medical degree
 - *Examples of subspecialty training include, but are not limited to, a hematology-oncology fellowship, a surgical oncology fellowship, or a radiation oncology residency.*
- Have a valid, active medical license in the country where the research will be conducted
- Have a mentor in the proposed research field from the sponsoring institution; the mentor must assume responsibility and provide guidance for the research
- Be able to commit at least 60% of full-time effort in research (*applies to total research, not just the proposed project*) during the grant term
- Be planning an investigative career in clinical oncology
- Work in an oncology laboratory or clinical research setting at an academic medical 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.*

Applicants should be AACR members. Annual dues are not required for early-career researchers interested in Associate membership. Nonmembers interested in this grant opportunity 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 Application for Membership](#) 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-Conquer Cancer Foundation of ASCO Young Investigator Award 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.

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.

Previous or current recipients of a Conquer Cancer Foundation of ASCO Young Investigator Award or an AACR-Conquer Cancer Foundation of ASCO Young Investigator Award for Translational Cancer Research are not eligible.

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

RESEARCH PROJECT CRITERIA

Research projects may be in any area of translational 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 an applicant's mentor is an AACR member, a letter of reference from an endorser will not be accepted. Instructions for submitting letter(s) of reference are addressed in Section 6 of the Application Instructions.

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

EVALUATION OF APPLICATIONS

Applications are peer-reviewed by a Scientific Review Committee comprised of researchers and

physician-scientists respected for their own accomplishments in translational cancer research and 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 in this field?
- **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 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

The AACR requires applicants to submit an electronic application by **1:00 p.m.** U.S. Eastern Time on **Tuesday, November 12, 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 Application Instructions and the online proposalCENTRAL application.

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

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

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

| Materials to be Downloaded, Printed, Signed, Scanned and Uploaded | Application Instructions Section | proposalCENTRAL Section |
|---|----------------------------------|-------------------------|
| Application Signature Page | 10.I. 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 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 GrantMaker.” Find the “AACR-Conquer Cancer Foundation of ASCO Young Investigator Award for Translational Cancer Research” and click the “Apply Now” link 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. 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.

Terms and Conditions of the Grant. In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, applicant must acknowledge that they have read the terms and conditions by typing in their name and date in the box provided.

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 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.

- 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, and AACR membership information.

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

- 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 the AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of the AACR. If your mentor is an AACR member, a 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. Co-signed letters must be uploaded by only the primary mentor. If a co-signed letter of reference is used, and a member of the mentorship team is an active, emeritus, or honorary member of the 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 will 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*), select the tumor site that is most applicable to this project (*select only one*), and indicate how you found out about this grant opportunity.

- 8. BUDGET.** Enter the expenses for the term of the grant. Applicants must submit a budget in the amount of \$50,000. Applicants must dedicate at least 60% of full-time effort in research (applies to total research, not just the proposed project) during the grant term. The percentage of salary requested may not exceed the percent effort of the applicant. 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 and approved in advance by the AACR.

The grantee **must** attend the AACR Annual Meeting 2020 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. If the grantee wishes to attend the 2020 ASCO Annual Meeting, up to \$1,500 may be allocated from the grant to support the grantee's

attendance. Registration for the 2020 ASCO Annual Meeting will be provided to the grantee separate from the grant. No other travel is permitted.

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

For institutions that mandate payment of indirect costs, a maximum of 5% of the total direct costs may be used for this purpose.

Tuition, travel (other than to the AACR Annual Meeting 2020 and the 2020 ASCO Annual Meeting noted above), professional membership dues, general office supplies, individual institutional administrative charges in addition to indirect (e.g., telephone, other electronic communication, utilities, IT network, etc.), and any other 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.

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 may result in the return of the application without review.

- **Type size.** Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.
- **Single-spaced text.** Single-spacing is acceptable, and space between paragraphs is recommended.
- **Margins.** The page margins must be no less than 0.75 inches on each side.
- **Page numbering.** The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."
- **Tips and techniques for inserting images in documents.**
 - Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as 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 should 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 information must be presented in this order: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods*; and (E) Significance and Statement of Relevance.

***Note that the 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 (07/01/2020 – 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 (07/01/2020 – 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 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 2020 AACR-Conquer Cancer Foundation of ASCO Young Investigator Award for Translational 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 \$50,000. Percent effort of the applicant on the proposed project must be indicated; Applicants must dedicate at least 60% of full-time effort in research (applies to total research, not just the proposed project) during the grant term. 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. Identify by name and title any additional personnel, and their specific responsibilities. Note if individual is a postdoctoral or clinical research fellow. For positions that are not yet filled, indicate “**TBD**” in the name field. Provide justification for research/laboratory supplies, equipment, travel to the AACR Annual Meeting 2020 (and the 2020 ASCO Annual Meeting if requested), publication charges for manuscripts that pertain directly to the funded project, other research expenses and indirect costs (not to exceed 5% of the total direct costs). (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 2020 and \$1,500 for the 2020 ASCO Annual Meeting **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 inputted 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.
- G. 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)] should be used.

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. 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.

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 newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

SUBMITTING COMPLETE APPLICATION

- 11. PI DATA SHEET.** This is an automatically populated data sheet based on the applicants’ proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, go to Section 4, “Applicant”, and select the “Edit Professional Profile” tab in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Application,” and enter their gender, race, and ethnicity. The Scientific Review Committee does not receive this information.
- 12. VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and 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 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 also permitted and 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 that you 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, Scientific Abstract, and Budget, the AACR **strongly encourages** applicants to also use the “Print Signature Pages with Attachments” 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 are loaded properly. The following application materials will **not** be present when using this option: Pending Other Support, Letter(s) of Reference, 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.

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 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 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 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: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR's Scientific Review and Grants Administration department at grants@aacr.org.

MORE ABOUT THE PARTNERS



Conquer Cancer®, the ASCO Foundation, funds research into every facet of cancer to benefit every patient, everywhere. In 1964, seven oncologists created the American Society of Clinical Oncology (ASCO), now a global network of nearly 45,000 cancer professionals. As ASCO's foundation, Conquer Cancer helps turn science into a sigh of relief for patients around the world by supporting groundbreaking research and education across cancer's full continuum. For more information, visit www.conquer.org



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.