Stand Up To Cancer Gastric Cancer Interception Research Team

Program Guidelines and Application Instructions

ADMINISTERED BY

American Association for Cancer Research
FINDING CURES TOGETHER

SCIENTIFIC PARTNER OF STAND UP TO CANCER

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Table of Contents

PROGRAM GUIDELINES ........................................................................................................................................ 2

About Stand Up To Cancer .................................................................................................................................. 2

Program Mission Statement .................................................................................................................................. 2

Application Deadline ............................................................................................................................................. 3

Research Project Criteria ....................................................................................................................................... 3

Research Team Member Eligibility Criteria ........................................................................................................ 3

Evaluation of Proposals ......................................................................................................................................... 5

Grant Terms .......................................................................................................................................................... 6

APPLICATION INSTRUCTIONS .......................................................................................................................... 10

Expression of Intent Submission Instructions .................................................................................................... 11

Full Proposal Submission Instructions ................................................................................................................ 11

Changes to Application ........................................................................................................................................ 17

INQUIRIES ............................................................................................................................................................ 17
PROGRAM GUIDELINES

ABOUT STAND UP TO CANCER

Stand Up To Cancer (SU2C) was launched in 2008 with an unprecedented television fundraising event that aired simultaneously on the ABC, CBS, and NBC television networks. The telecast featured an array of stars from film, TV, sports, and journalism urging viewers to “stand up” and join the fight against cancer in memory of those we have lost to the disease and in solidarity with those living with it. SU2C has produced five subsequent “roadblock” telecasts, in 2010, 2012, 2014, 2016, and 2018. The most recent one was carried on more than 70 broadcast networks, cable networks, streaming and social platforms in the United States and Canada. To date, more than 800 celebrities supporting SU2C’s efforts have participated across these telecasts and in additional awareness efforts. With this support and from the public and major corporate donors and collaborating advocacy organizations, SU2C has brought together prominent leaders in cancer research in the US, Canada and beyond. The last thirty years have brought about a revolution in our understanding of the origins and causes of cancer and today's cancer scientists are now on the verge of translating these scientific discoveries into new, life-saving strategies to prevent, diagnose, or treat cancer. SU2C supports research on individual cancers (organ-specific) and on the underlying mechanisms of cancer. SU2C has boldly crafted a research portfolio are supporting translational cancer research to bring treatments to patients faster, from 25 of its “signature” Dream Teams, among a total of 93 team science grants as well as grants to individuals such as 46 SU2C Innovative Research Grants. SU2C has pioneered new approaches to cancer research including Convergence, bringing together clinical researchers working with engineers, mathematicians, and physicists to investigate questions about how cancers respond to therapies. SU2C has helped create the field of Cancer Interception, an approach that looks for ways to actively intervene in the formation of the disease rather than treating it only after it is fully developed.

As the scientific partner in the SU2C initiative, the American Association for Cancer Research (AACR) supports SU2C’s scientific oversight, expert peer review and grants administration. The AACR is highly regarded as the scientific brain trust in all subfields of cancer research and for its peer review process that is fast, flexible, rigorous, and transparent.

PROGRAM MISSION STATEMENT

The Stand Up To Cancer Gastric Cancer Interception Research Team Grant represents a new, focused effort to implement advances in gastric cancer interception and prevention research as rapidly as possible through the creation of a collaborative, translational, cancer “Research Team”. The most talented and promising researchers across institutions will be assembled into a Research Team, forming an optimal configuration of expertise needed to solve key problems in gastric cancer interception and prevention research. This Research Team will span multiple disciplines within and beyond the gastric oncology community, ideally including investigators with expertise outside the biological sciences, and utilize new tools to answer research questions in a coordinated way. Mechanisms to foster collaborations within and among the Teams will be employed — an approach that promotes the sharing of information and a goal-oriented focus on measurable milestones of progress. SU2C believe that this unique Team will advance scientific research in the interests of improved long-term outcomes for patients.
The grant will provide up to **$3 million in funding over a three year grant term**, depending upon project requirements and the SU2C Selection Committee finding that the funds are justified and that milestones and objectives have been appropriately selected, satisfactorily pursued and achieved.

**APPLICATION DEADLINE**

An Expression of Intent form must be completed by **July 30, 2019**. See page 11 on this critical step on your Application Process.

Full applications must be submitted by **August 30, 2019**. See page 11 for Full Proposal submission instructions.

**RESEARCH PROJECT CRITERIA**

Stand Up To Cancer invites applications for the SU2C Gastric Cancer Interception Research Team. The goal of this Call for Applications is to fund research with the potential for contributing to significant patient outcomes in gastric cancer early detection and treatment. Accordingly, applications are encouraged from researchers coming from any scientific discipline, that could include but is not restricted to gastric cancer, cancer early detection, treatment development, and other scientific areas, with the potential for contributing to significant patient outcomes in gastric cancer early detection and early treatment. The Research Team will address critical problems in interception of gastric cancer and positively impact patients in the near future, with the goal of advancing innovative approaches to prevent or intercept the disease-causing process, and making data available in a format amenable to open access analytics. Applicants are encouraged to include “diffuse” disease type of gastric cancer specialty in their applications. Prioritized areas of interest include: research that accurately categorizes pre-malignant conditions according to risk of progression and elucidates underlying alterations that increase risk; potential surrogate endpoints for clinical trials and regulatory approval; new tools for early detection and monitoring progression; the role of inflammation and immunosuppression in progression; investigation of therapeutic chemoprevention targets; or research targeted at generating sufficient knowledge to justify a clinical intervention to test novel hypotheses. Proposed ideas should be based on perceived opportunities for success as well as high-priority areas with a critical patient need.

**RESEARCH TEAM MEMBER ELIGIBILITY CRITERIA**

To maximize creativity, innovation, and collaboration, the Research Team key personnel must include laboratory and clinical researchers, including both senior and early career investigators, who have not necessarily worked together in the past.

**Definitions**

**Team Leader (TL).** The Team Leader is the person responsible for the scientific and technical direction of the proposed research project, contractual and financial obligations, and other organizational assurances/certifications. The TL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for AACR’s Scientific Review and Grants Administration (SRGA) staff.
**Team Co-leader.** A Team Co-leader is designated by the Team Leader to assist in directing the scientific and technical work of the Team. A Co-leader serves as an alternate contact person for AACR's SRGA staff.

** Principals.** Team Principals are senior investigators who will lead a component(s)/subproject(s) of the research project at a specific Institution or site. Either a Team Leader, Team Co-Leader, or a Team Principal must be identified at each Institution requested to receive funding for this project.

**Project Manager.** The Project Manager (PM) is the administrative leader of the Team and the key administrative contact for the Team with SU2C and the AACR. The PM is responsible for the coordination of all Team efforts to consistently maintain a high level of functionality, collaboration and communication.

**Advocates.** Advocates bring the perspectives of those affected by cancer (e.g., patients, survivors, caregivers) to the work of the Team. They enable the Team scientists to see their research through the eyes of the target audience and integrate these perspectives into the direction of the Team research. While each Team has unique needs, Advocates commonly suggest ways to minimize patient burdens in clinical trial protocols, develop patient-friendly consent forms, and reduce disparities in clinical trial participation by increasing awareness and using culturally appropriate materials and methods.

**Investigators.** Senior investigators, other than the TL, Team Co-leader, and Principals, who are employed at the TL’s, Co-leader’s, or Principal’s institutions and contribute substantively to the research project, may be included as members of the Team.

**Early Career Investigators.** Junior faculty (i.e. independent investigators who have completed their training no more than five years prior to the start of the grant term), postdoctoral fellows, clinical research fellows, or any other researchers-in-training who are working under the direction of a scientific mentor (i.e., a TL, Co-Leader, Principal, or Investigator) may be included as members of the Team.

**Collaborators.** These are senior investigators who are employees or subcontractors of a government institution/agency or a for-profit industry, and who could make valuable contributions to the research project. A Collaborator also may be an individual from an academic, medical, or research institution. No grant funds may be directed to a Collaborator.

The Team Leader, Co-leader, Principals, Project Manager, and Advocates are collectively referred to as **Key Personnel.** The Team Leader, Co-leader and Principals, must have acquired a doctoral or medical degree, and must be independent investigators affiliated with an academic, medical, or research institution. The designated Project Manager must belong to the Team Leader’s institution.

Each Team will consist of a Team Leader, a Team Co-leader, no more than four additional Principals, a Project Manager, and at least two Advocates, **with no more than six but a minimum of two participating institutions.** Each Team must designate at least a Leader and a Co-Leader who must be from different institutions.
Team Composition

Key Personnel:

*Required
- Leader
- Co-leader
- Project Manager
- Advocates

*Optional
- Principal(s)

The Team Leader and Co-leader are expected to each dedicate at least **20 percent (or 40 percent combined)** of their time and effort to the research project. Principals must each dedicate at least 10 percent of their time and effort to the research project.

Candidates with a question about the eligibility requirements are encouraged to contact the AACR SRGA Office at su2c@aacr.org prior to submitting the proposal.

EVALUATION OF PROPOSALS

Applications will be reviewed by the SU2C Selection Committee, who will select a Research Team from the invited proposals. The SU2C Selection Committee consists of highly accomplished senior laboratory researchers and physician-scientists who are respected internationally for their own accomplishments in cancer research and as leaders in the field, as well as advocates.

The SU2C Selection Committee will consider the following criteria when evaluating the proposals:

- Scientific merit of the proposed research project and translational nature of the research, i.e., plan for translating the work from the laboratory to the clinic to deliver improved long-term outcomes for patients (lead to patient involvement within the grant duration, if not already involved);
- Significance of the proposed research, i.e., whether it identifies critical approaches for combating gastric cancer development at an early stage;
- Novelty of the hypothesis or methodology;
- Degree to which the studies will have a positive impact on the early detection, prevention, or treatment of gastric cancer;
- Team Leader’s vision, leadership qualities, willingness to collaborate, demonstrated ability to bring together and lead an interdisciplinary team of experts to a successful conclusion, expertise in the field, and commitment to translational cancer research with a clear emphasis on near-term clinical application;
- Willingness of the Team Leader, Co-leader, and Principals to collaborate, their research credentials, and their unique contributions to the Research Team research project;
• A clear commitment by the Research Team that all data resulting from their work will be available to the scientific community at large at the earliest opportunity;
• Likelihood that the research project will achieve its stated goals given the budget requested, institutional environments, and other resources available;
• Whether the studies are designed to capitalize upon the unique populations and environments, specialized expertise, new concepts and perspectives, innovative methodologies, and/or emerging technologies that were available due to the multi-institutional collaboration; and
• A clear commitment by the Research Team that any clinical trials will be designed and conducted to encourage and facilitate recruitment and participation by applicable racial, ethnic and genetic ancestry minority populations, specific to gastric cancers and to the demographics for the participating institutions’ communities. Specific plans must be presented on how this objective may be supported, including but not limited to, multiple language recruitment and informed consent documents, and bilingual clinical trial patient coordinators.

GRANT TERMS

Changes to application. Applicants are not allowed to change the project nor the Research Team members proposed in the Full Application. If changes are necessary, prior written approval from the AACR is required.

Contracts. A Grant Agreement will be executed between the AACR and the Research Team Leader’s Institution, referred to as the Lead Institution. The Lead Institution typically serves as the administrator of the grant funds and hold responsibility for the disbursement of the funds, management of the budget, and provision of progress reports. It is expected that the Lead Institution will enter into subcontracts with the institutions of the Research Team Co-leader, Principals, Investigators, and Collaborators, and assurances that these contractual agreements have been executed will be required for continuation of funding. All contracts with industry are encouraged to use the model contract language for clinical trials of potential new cancer treatments that has been made available by the CEO Roundtable on Cancer in partnership with the NCI to expedite the negotiation process. Please visit http://www.cancer.gov/about-nci/organization/ccct/resources/start-clauses-info.pdf for further details.

Commencement. The Team Leader must agree to commence the research project described in the proposal on or about the time the first grant payment is received by the Lead Institution. If the Team Leader is unable to commence the research project at that time, the AACR’s SRGA should be immediately notified. The AACR retains the right to terminate the grant if the research project is not commenced in a timely manner.

Budget. Teams may apply for total support of up to $3 million over a three year term. A detailed budget for the overall project will be required, along with separate budgets for expenses related to the research components conducted by each of the Team Leader, Co-leader, and Principals. Budget expenses must be justified. Research Teams are asked to allocate funding to the three years according to realistic expectations (e.g. the budget for the first year should be smaller than other years to account for time required for start up of the projects, regulatory approvals, etc.). For projects involving both preclinical research and a clinical trial, the timeline and budget must be planned accordingly. All funding is contingent
upon milestones and deliverables being appropriately selected and satisfactorily pursued and achieved, as determined by the SU2C Review Team and the AACR.

**SU2C Policies.** All Grantees shall be subject to SU2C policies, including, but not limited to: Conflict of Interest Disclosure for Grant Recipients; General Conflicts of Interest; U.S. Human Subjects Research and Protections (including Privacy); Care and Use of Laboratory Animals; Biological Sample Collection, Use and Storage; and Certification of GCP and Privacy and Security Compliance.

**Use of Funds.** Grant funds may be used for direct research expenses attributable to the proposed research, which may include:

- A percentage of the salary and benefits expenses (limited to 20% of the total budget) of senior investigators on the Research Team (i.e., Leader, Co-leader, Principals, and/or Senior Investigators within each of the collaborating institutions);
- a percentage of salary and benefits expenses of the Early Career Investigators on the Team;
- salary and benefits expenses for research assistants or technicians;
- equipment, supplies, and other laboratory or clinical expenses;
- travel expenses relevant to the research project, including travel to the institutions of the Research Team Leaders/Principals and travel to meetings with the Progress Review Team, as well as to the annual SU2C Scientific Summit and the AACR Annual Meeting;
- expenses (limited to a total of $20,000/year) related to publication page charges and/or the presentation of research data at scientific meetings or through other means that will contribute to the dissemination of the scientific knowledge derived from the proposed research; and
- expenses to cover the cost of the required annual audits.

The funds may not be used for salary or benefits of any individual from a government institution or for-profit industry, or for any research expenses related to the Research Team project that are incurred by these individuals. Tuition and professional membership dues are not allowable expenses.

Any indirect costs charged by the institutions will be negotiated to a minimum, but in no event will there be permitted a charge of more than 10% of the total budget.

**Payments.** The Team Leader and the Institution typically serves as the administrator of the grant funds and hold responsibility for the disbursement of the funds, management of the budget, and provision of progress reports. Quarterly installment payments will initiate within 3 months after the Grant Agreement has been signed and no earlier than the start date agreed upon by the Team Leader and AACR’s SRGA. Assurances that all contractual agreements have been negotiated and signed, as well as organizational assurances/certifications, will be required prior to receiving payments. The Team Leader and the Institution acknowledge and accept that subsequent funding is contingent upon the timely submission of progress and financial reports that are reviewed and found to be satisfactory by the AACR and the SU2C Scientific Advisory Committee.

**Reporting Requirements.** The semi-annual Progress Reports are a tool to ensure that the Research Team is meeting its pre-defined Milestones and Deliverables, and is on track for achieving the ambitious goals that this grant requires. Progress reports are to be submitted twice a year (June 15th and December 15th).
and are intended to highlight the accomplishments of that specific time period. Progress Reports will be reviewed by AACR, SU2C, and a Progress Review Team drawn from the SU2C Selection Committee.

AACR may withhold release of any future Grant Funds until the reports have been approved. All funding is contingent upon Milestones and Deliverables being satisfactorily pursued and achieved, as determined by the AACR, SU2C, Progress Review Team and SU2C Scientific Advisory Committee. If the accomplishments have not met the standards of the SU2C Scientific Advisory Committee, detailed information on specific areas of deficiency and its recommendations will be provided and all deficiencies will need to be addressed by the Research Team. Failure to address deficiencies, meet grant requirements, or achieve the pre-defined Milestones and Deliverables may result in discontinuation of the grant.

Teams must meet three times a year, either in person, by teleconference, or videoconference, to review progress and, if necessary, adjust research plans. These meetings will include all key personnel involved in the Research Team project as well as staff from the AACR’s SRGA as necessary. In addition, Team Leaders are required to meet with the Progress Review Team twice a year, following the submission of Progress Reports, to thoroughly discuss the Team’s progress. One of these meetings will take place at the annual SU2C Scientific Summit held in late January. These events will provide opportunities for Team Leaders to engage in integrated team collaboration.

A final written progress and financial report shall be submitted no later than sixty (60) days after the ending date of the grant term. Detailed instructions on completion of a satisfactory progress and financial report will be provided by the AACR’s SRGA prior to the report due date.

The AACR, with agreement from SU2C, may provide copies of interim and final progress reports to the funders that have provided financial support for the grant, and also may use all or portions of the report for public dissemination, such as within AACR or SU2C websites, or in other similar manners.

Publications and Acknowledgment of Support. Any publications resulting from research funded in whole or in part by the grant must be cited as follows: "Research supported by a SU2C Gastric Cancer Interception Research Team Grant, Grant Number SU2C-AACR-RTXX-XX. SU2C is a division of the Entertainment Industry Foundation. Research grants are administered by the American Association for Cancer Research, the Scientific Partner of SU2C.” In addition, whether during the term of the grant or afterwards, the Research Team Members shall include this citation on any publicity or communications (external or internal) resulting from the grant, including but not limited to press releases, media reports, interviews, conference talks, and poster presentations of data. Copies of such publications must be forwarded to the AACR’s SRGA after acceptance, but before publication.

Intellectual Property. The Research Team Leader(s), and the Host Institution(s) shall notify the AACR’s SRGA of any discovery that is or may be patentable or otherwise protectable under applicable law and that is discovered in the course of the research funded through this grant. The Research Team Leader(s) and Host Institution(s) shall be responsible for obtaining patent or other legal protection for each Invention that the Research Team Leader(s) or the Host Institutions believes to have commercial potential, and for paying all costs associated with obtaining such protection. They are solely responsible for all commercial exploitation of any Invention, and the AACR and SU2C, will have no responsibility therefor. Confidentiality and intellectual property issues must be negotiated with Collaborators prior to their participation in the research project. The Research Team Leader(s) and the Host Institution(s) shall notify
the AACR’s SRGA of the granting of each patent or other legal protection and of all commercial exploitation of any Invention.

Insurance. Insurance shall be maintained by the Research Team Members and Institutions for professional liability and comprehensive general liability insurance, on an “occurrence” basis, against claims for “personal injury” liability, including bodily injury, death or property damage liability. Such insurance shall be primary and noncontributory with any other insurance carried by the AACR or SU2C and shall provide appropriate waivers of subrogation against the AACR or SU2C and its directors, committee members, employees, affiliates and agents.

Notification of Changes. It is the responsibility of the Team Leader to notify the AACR’s SRGA immediately of any changes in the composition of the Research Team, and changes in the position or institution of any of the Team Members. The AACR may not accept proposals to change the research project from that described in the application, and may terminate the grant. Any Key Personnel or Investigator departing for a for-profit or government entity may continue to participate in research, without funding, as a Collaborator.

Organizational Assurances. It is the responsibility of the Team Leader and Institution to ensure that organizational assurances/certifications from all Team Member Institutions are obtained. The assurances/certifications are made and verified by the signature of the Institutional Official signing the application. Signatures from official representatives of each of the Research Team Leader, Co-leader, and Principal’s Institutions certifying the Research Team application will be required at time of submission. Proof of organizational assurances/certifications from all collaborating Institutions must be received before payments will be released. In addition, letters of endorsement from the Dean, Department Head, or Director of all institutions represented by the Team members, certifying contents of application package, written in English, will be required prior to payment.

For research involving human subjects, the appropriate Team Member(s) and U.S. Institution(s) shall certify that:

a. The proposed research project has been reviewed and approved in writing by an university or medical school Institutional Review Board (IRB) constituted in accordance with current regulations promulgated by the United States Department of Health and Human Services (HHS) and registered with HHS.

b. The Team Member(s) shall secure a legally acceptable informed consent from all human subjects taking part in any research funded in whole or in part by the AACR in accordance with and to the extent required by current regulations promulgated by the United States Department of Health and Human Services and approved by HHS. IRB approval should be documented by submitting a copy of the institutional letter of approval, which identifies the Team Leader, Team Member(s) responsible for the relevant project component, research project title, the AACR as the funding agency and date of approval, and is signed by the IRB Chair or equivalent responsible institutional official. Prior IRB approval for another project cannot be substituted, but can be officially amended to include the proposed project. Funds will NOT be released unless and until proof of all approval documentation is received by the AACR.

For research involving animals, the Institution(s) shall ensure compliance with applicable chapters of the Public Health Service Animal Welfare Policy, the NIH Manual for Grants and Contracts, and any and all
requirements of the Institution concerning animal welfare. Certification by the Institution Animal Care and Use Committee (IACUC) or equivalent shall be documented by submitting a copy of the institutional letter of approval, which identifies the Research Team Leader, Research Team Member(s) responsible for the project, Research Team research project title, the AACR as the funding agency, date of approval, and is signed by the IACUC Chair or equivalent Institution official. Prior IACUC certification for another project cannot be substituted, but can be officially amended to include the proposed project.

Non-U.S. Institutions:
Research Team Members at non-U.S. institutions must adhere to ethical standards for the protection of human and animal subjects that are at least equivalent to U.S. standards, and to the legal requirements of the country of origin. Certification of ethical standards review and approval should be documented by submitting a letter, which cites all relevant approval and license numbers and dates required by the country of origin. In the absence of an official ethical review board (or equivalent) or legal requirements, the Research Team Member(s) must agree in writing to adhere at minimum to the World Medical Association Declaration of Helsinki: Ethical Principles for Medical Research Involving Human Subjects.

APPLICATION INSTRUCTIONS

GETTING STARTED IN proposalCENTRAL
If you are a new user of proposalCENTRAL, you will need an account to start your application process. Click on the “CREATE ONE NOW!” orange button and complete the registration process. After you register, 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 password, click on the “Forgot your Username/Password?” link. Supply your User ID or e-mail address in the space provided; your password will be sent to you by e-mail.

To start an application, select the “Grant Opportunities” tab (gray tab further to the right). A list of applications will be displayed. Find the “SU2C Gastric Cancer Interception Research Team” and click the “Apply Now” blue button (second to last column) to create your application.

To access your application, select the “Proposals” tab (blue tab second to the left). From the “Proposal Status” drop down list, select “In Progress”. A list of all applications for which you have applied through proposalCENTRAL will appear. Find the program titled, “SU2C Gastric Cancer Interception Research Team”. Then in the “Edit” column (second column from the left), select the “Edit” blue button to access your application.

Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF) or Microsoft Excel Spreadsheet (xlsx). See the proposalCENTRAL FAQ section, https://docs.proposalcentral.com/User%20FAQs.pdf, for more information.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately:

Phone: 1-800-875-2562 or (703) 964-5840 E-mail: pcsupport@altum.com
EXPRESSION OF INTENT SUBMISSION INSTRUCTIONS

Applicants who are planning to submit a proposal for the SU2C Gastric Cancer Interception Research Team are required to submit an Expression of Intent by July 30, 2019, 12:00 p.m. (noon) U.S. Eastern Time. Using the Expression of Intent template provided in proposalCENTRAL, the Team Leader is asked to furnish the following information: (1) Team Leader name, contact information, and Lead Institution, (2) Team Co-Leader name, contact information, and Institution, (3) Project Manager name, contact information, and Institution, (4) Title of the proposed Research Project, and (5) Estimated total budget. Any Team who does not submit an Expression of Intent form by the deadline will not be eligible to submit a Full Proposal. Once you have uploaded the form, we suggest that you take a screen shot of the webpage in proposalCENTRAL that states that your form has been successfully submitted, and keep this confirmation for your records. After you have accomplished this step, you can proceed to the submission of your proposal any time before the stated deadline (please see Full Proposal Submission instructions below).

FULL PROPOSAL SUBMISSION INSTRUCTIONS

Full proposals must be submitted by 12:00 p.m. (noon) U.S. Eastern Time on August 30, 2019, using the proposalCENTRAL website at https://proposalcentral.com/. An e-mail will be sent to confirm your online submission.

The required materials to be submitted, in the order listed and using the templates provided where applicable, are as follows:

- Signature Pages, with contact information and the original signatures of the Team Leader and Co-leader, Key Personnel and Institutional Signing Officials *Signatures must be in blue ink and submitted in color.
- Lay Abstract
- Research Project Proposal. Maximum length: three pages of text (including figures and tables)
- Project Milestones
- Budget
- Budget Justification
- Biographical information of Team Leader, and Co-Leader (no template is provided)
- Letters from Investigators and Collaborators (no template is provided)
- Letters of Support from Leadership at each institution and company (if applicable, no template provided)
- Clinical trial protocol (if a trial is proposed) or compelling justification for delaying protocol development
- Appendices, if applicable

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. Your title has been brought forward from the Expression of Intent. (Do not make any changes to the title or your application may be disqualified from funding consideration.)
2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines, and Full Application Instructions, and all templates can be downloaded from this page. You must download the following documents: Signature Pages Template, Lay Abstract Template, Research Project Proposal Template, Budget Template, Budget Justification Template, and the Project Milestones Template to your computer.
   - Click the 'Download' link to save templates to your computer.
   - Complete the templates and convert it to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.
   - Upload the completed template files to your online application in the section for attaching files.
   
   *See Section 9 for instructions on how to complete and upload the templates.*

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **RESEARCH TEAM LEADER.** Enter contact information directly into proposalCENTRAL system. Indicate the percent effort on this project

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead Institution and signing official directly into proposalCENTRAL system.

6. **KEY PERSONNEL (RESEARCH TEAM MEMBERS):** Enter directly into proposalCENTRAL system Key Personnel (Leader, Co-leader, Principals, Project Manager, and Advocates) as well as any other Research Team members. Definitions of key personnel are provided on page 4.

7. **ORGANIZATIONAL ASSURANCES.** The assurances/certifications are made and verified by the signature of the Institutional official signing the application. If awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR’s SRGA.

8. **UPLOAD ATTACHMENTS.** Prepare and upload the following documents into your application in portable document format (PDF). Details are provided below.

I. **Signature Pages and Contact Information**  
   *All signatures must be in blue ink and submitted in color electronically.*
   A. **Title of Research Project.** The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary.
   B. **Team Leader (TL).** The Team Leader is the person responsible for the scientific and technical direction of the proposed research project, contractual and financial obligations, and other organizational assurances/certifications. The TL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for AACR’s SRGA staff.
   C. **Team Co-leader.** A Team Co-leader should be designated by the Team Leader to assist in directing the scientific and technical work of the Team. A Co-leader will assist in directing the scientific and technical work of the Team and will serve as an alternate contact person for AACR’s SRGA staff.
D. Lead Institution. The Lead Institution is the organization at which the Team Leader is employed, and it will be legally and financially responsible for the conduct of activities supported by the grant.

E. Co-leader’s Institution. Provide the name and mailing address for the organization at which the Research Team Co-leader is employed.

F. Administrative Official at Lead Institution. Provide the name of and contact information for the Lead Institution administrative official to be notified if an award is made.

G. Official Signing for Lead Institution. Provide the name of and contact information for the official signing for the Lead Institution.

H. Lead Institution Certification. In signing the application, the Authorized Lead Institution Representative certifies that the Lead Institution will comply with all applicable policies, assurances and/or certifications referenced in the application. The Lead Institution is responsible for the accuracy, validity, and conformity with the most current institutional guidelines of all the administrative, fiscal, and scientific information in the application. The signer further certifies that the Lead Institution will be accountable both for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from this application. The Lead Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

NOTE: It is recommended that the collaborating Institutions be provided with the program guidelines as soon as possible. Certification of the Research Team application by the Co-leader’s, and each of the Research Team Principal’s Institutions (i.e., signatures from the Institutions’ Representatives) will be required at grant submission.

I. Team Principal(s) and Advocates. Do not enter information for Investigators, Collaborators, or fellows or research assistants.

J. Team Member Certification. Original signatures, in blue ink, of the Research Team Leader(s), Principals and Advocates are required.

K. Research Team Co-leader’s and Principals’ Institutions Certification. In signing the application, the Authorized Research Team Co-leader or Principal Institutional Representative certifies that the Institution will comply with all applicable policies, assurances and/or certifications referenced in the application. The Institution is responsible for the accuracy, validity, and conformity with the most current institutional guidelines of all the administrative, fiscal, and scientific information in the application. The signer further certifies that the Institution will be accountable both for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from this application.

II. Lay Abstract of Research Proposal. This abstract, limited to 3,000 characters, should provide a clear, concise overview of the proposed research. Include language suitable for a non-scientific audience. Describe relevance of the proposed work to the goals of Stand Up To Cancer. A scientific abstract must be included within the research project proposal.

III. Research Project Proposal. Applicants must adhere to the following formatting guidelines in completing this section.
• 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 is acceptable, and space between paragraphs is recommended.
• The page margins must be no less than 0.75 inches on each side.
• Pages must be numbered consecutively; in the Proposal Narrative, do not use section designations such as "3A" or "3B."
• Suggested tips and techniques for images in documents:
  o Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as JPEG or GIF files. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.
  o Insert only GIF or JPEG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
  o Do not insert Quick Time or TIFF objects into your document.
  o Anchor the images that you embed in your document.
  o Once you have anchored the “inserted” image, you can format text to wrap around the image.
  o Do not edit your images in Word. Use a graphics program.
  o Do not embed your images in tables, text boxes, and other form elements.
  o Do not add annotations over an image in Word. Add annotations to the image itself in a graphics program.

Present the required information, using the template, in this order:

A. **Contents page.** Complete the Table of Contents by indicating the appropriate page numbers for each section; do not exceed one page.

B. **Title of Research Project.** The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary.

C. **Scientific Abstract.** Limited to 3,000 characters (including spaces). Should provide a clear, concise description of the proposed work, including the background, objective or hypothesis and its supporting rationale; specific aims of the study; study design; and clinical impact and significance of the proposed work.

D. **Proposal Narrative.** Limited to three (3) pages, including figures and tables. References and appendices do not count against this page limit. Describe in-depth the proposed research project, including:
   1. **Background and Rationale.**
   2. **Specific Aims.**
   3. **Research Design and Methods.**
   4. **Significance and Impact on the Prevention, Detection, or Interception of Gastric Cancer.** If the specific aims are achieved, state how clinical practice will be advanced.
5. Projected Timeline and Milestones. Provide a sequence or timetable for the project and identify the milestones by which the success of the proposed research could be measured.

6. Collaboration. Describe the value-added activities of the team/unique benefits afforded by the collaboration of SU2C Gastric Cancer Interception Research Team members and, as appropriate, the plan for coordinating the research across the institutions.

E. Facilities. Limited to one (1) page per institution. Please provide a description of the research facilities, equipment and other resources available for this project.

F. References. List all relevant publications cited in the proposal narrative.

G. Other Support. Provide details of any current funding or funding applications in progress to support any component/subproject of the proposed Research Team research project.

IV. Project Milestones. The milestones will be used to define a timeline for the research activities that you propose to accomplish over the duration of your project. Reporting progress towards milestones will be incorporated into the semi-annual reporting requirements for the project if funded.

V. Budget. Research Teams may apply for total support of up to $3 million over a three year term. Provide budgets for the overall Research Team project, as well as separate budgets for expenses related to the research components/subprojects conducted by each Research Team Leader, Co-leader and Principals (if applicable). Indicate expenses directly attributable to the proposed research. Research Teams are asked to allocate funding to the three years according to realistic expectations (e.g. the budget for the first year should be smaller than other years to account for time required for start up of the projects, regulatory approvals etc.). See “Grant Terms, Use of Funds” on page 7 for further details.

VI. Budget Justification. Limited to three (3) pages per institution. Detailed justification of the separate budget requests for expenses related to the research components/subprojects conducted by Team Leader, Co-leader and Principals (if applicable) is required for all items of equipment costing over $1,000, and the need for personnel, supplies, and other items. Provide the names of individuals whose salaries will be supported by the grant funds and justify the amount of support requested.

VII. Biographical Information of the Team Leader, Co-leader and Principals. Upload curriculum vitae (NIH Biosketch preferred but not required) with a recent (five year) publication list, as well as current funding. No template is provided. (The NIH biosketch template is available for download at [http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx](http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx)). Do not exceed five (5) pages per individual.

VIII. Letters from Investigators and Collaborators (if applicable). Submitted letters should confirm the scope of the Investigators’ and Collaborators’ involvement in the proposed research.

IX. Letters of Support from Leadership at each institution and company
X. **Clinical trial protocol.** Include plans to support recruitment of racial, ethnic, and genetic ancestry minorities in clinical trials, applicable to gastric cancer and to the participating institutions’ communities.

If a clinical trial is not proposed, please indicate detailed justification for delaying protocol development.

XI. **Appendices (if applicable).** Additional documents such as clinical trial preliminary data or summaries of clinical trial protocols may be included as an appendix. Figures, tables, and other references to information contained within the Proposal Narrative are not allowed. Publications are not allowed. References to publications must be made in the Proposal Narrative. The appendix may not be used to circumvent the three-page limit for the Research Narrative.

**Uploading the attachments into your application**

Once you have converted your attachment to PDF files, the next step is to upload the files to your online application:

- Make certain that the converted PDF files are closed on your computer;
- Open your application and go to the section for attaching files;
- Enter your own description of the file in the “Describe Attachment” field;
- Select the appropriate type of attachment from the drop-down list. **NOTE: After selecting attachment type, the screen will show the allowable file types (e.g., PDF, .doc) that are allowed for that type of attachment;**
- Click on the “Browse” button to select the file from your computer;
  - A ‘choose file’ dialog box opens for you to search for the template file on your computer’s hard disk or local area network.
  - Select the file and click “Open.”
  - The file location and name will display in the window adjacent to the Browse button.
- Click on the “Upload Attachment” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the Uploaded Attachment section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. “Del” allows you to delete the file, if necessary, and “Show” opens the uploaded file. **It is strongly recommended that you open and review your uploaded file.**

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

9. **RESEARCH TEAM LEADER DATA SHEET.** This is an automatically populated data sheet based on applicant’s proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to the AACR. If fields are not populated, click on the blue button “Edit Professional Profile” in the center of the screen. The Applicant must then go to the column on the left hand side of the screen, select “4) Personal Data for Application,” and enter his or her race, gender, and ethnicity. This information is for demographic purposes only. The SU2C Selection Committee does not receive this information.
10. **VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. ‘Validate’ checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

11. **SIGNATURE PAGE(S).** After successfully passing the validate check you are ready to print the signature pages and the attached PDF files. Use the second blue button “Print Signature Pages with Attachments.” Ensure that all documents are correct and complete.

12. **SUBMIT.** After the application has been validated the application must be submitted. The submit button will only appear after the document has been validated. Click the “SUBMIT” button. A confirmation email will be sent by proposalCENTRAL to confirm that the application was submitted. If you do not receive an email confirming the submission of your application, please contact proposalCENTRAL immediately.

**IMPORTANT:** A confirmation email will be sent once the proposal is submitted. If you do not receive this email and believe that you have submitted your proposal you should immediately contact proposalCENTRAL. It is the **responsibility of the applicant** to ensure the application was completed correctly, all required information is present, and that the proposal was officially submitted through proposalCENTRAL.

**CHANGES TO THE APPLICATION**

**Withdrawal of application:** The Team Leader should advise the AACR’s SRGA promptly, in writing, should he/she decide to withdraw the application for any reason. The letter (or e-mail) should include the Team Leader’s name, the title of the proposal, and the reason for withdrawal.

**Change of address:** Notify the AACR’s SRGA in writing of any changes of address, e-mail or phone number for any Research Team Member, following the submission of an application. Include your name and the proposal title.

**Change of institution:** If any Research Team member changes institution, the Team Leader should contact the AACR’s SRGA to determine whether your application can be reviewed.

**INQUIRIES**

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR’s SRGA at:

United States  
E-mail: su2c@aacr.org  
Phone: +1-215-309-4352